

2012-2013 Catalog



HOWARD PAYNE

UNIVERSITY

1000 Fisk Street
Brownwood, TX 76801

CATALOG
OF
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UNIVERSITY

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2012-2013

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HOWARD PAYNE UNIVERSITY

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B.B.A., Texas A & M University, 1982.

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B.M., Oklahoma Baptist University, 1964; M.M., Florida State University, 1965; Ph.D., Louisiana State University, 1973.
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B.S., University of Texas at Austin, 1978; M.A., Abilene Christian University, 2003.
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B.A., Ouachita Baptist University, 2002; Ph.D., University of Tennessee-Knoxville, 2008.
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B.S., Colorado School of Mines, 1976; B.S., University of Colorado at Denver, 1979; M.S., Texas A & M University, 1981; Ph.D. University of Illinois, 1988.
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B.A., Hardin-Simmons University, 1970; M.A., University of North Texas, 1975; Ph.D., *ibid*, 1978.

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B.A., Kansas State University, 1997; M.S., *ibid*, 1999; Ph.D., Bowling Green State University, 2006.

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B.A., Southeastern Oklahoma State University, 1987; M.A., Texas Christian University, 1989; Ph.D., *ibid*, 1999.

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B.S., Howard Payne University, 1994; M.A., Western Michigan University, 1995.

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B.A., Spring Arbor University, 1976; M.A., Wayne State University, 1981; Ph.D., Curtin University, 1998.

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B.A., Spring Arbor University, 1976; M.B.A., Wayne State University, 1977; D.B.A., Nova Southeastern University, 1990.

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B.B.A., University of Texas at El Paso, 1971; M.B.A., University of Texas at Arlington, 1979; Ph.D., Arizona State University, 1990.
- HARLAN B. SCOTT II, *Associate Professor of Biology; Chair, Department of Biological Sciences* (1994-2000; 2002)
B.A., Monmouth College, 1980; M.S., University of Illinois, 1983; Ph.D., *ibid*, 1991.
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RUSSELL WHEELINGTON, *Associate Professor of Christian Studies* (2006)
B.A., Dallas Baptist University, 1994; M.A.R.E., Southwestern Baptist Theological Seminary, 1996; Ed.D., Southern Baptist Theological Seminary, 2005.

KENNETH WORD, *Professor of Mathematics; Chair, Department of Mathematics* (2010)
B.S., Southwest Texas State University, 1971; M.A., *ibid*, 1974; Ph.D., University of Texas at Austin, 1988.

*Year in parenthesis indicates first year at Howard Payne.

Adjunct Faculty (2012-2013)

DAVID BALKUM, *Criminal Justice/Social Work/Sociology*
B.A., Houston Baptist University, 1984; M.A., *ibid*, 2007; J.D., University of Houston, 1987.

LANCE BEAUMONT, *Music*
B.M., Texas Christian University, 1999; M.M., *ibid*, 2002.

KENAN BOLAND, *Education*
B.S., Howard Payne University, 2002; J.D., Baylor School of Law, 2005.

DONNA BOWMAN, *Christian Studies*
B.A., Ouachita Baptist University, 1983; M.A.R.E., Southwestern Baptist Theological Seminary, 1987; D.Ed.Min., *ibid*, 2005.

PONCE BROWN, *Christian Studies (El Paso Center)*
B.A., University of the District of Columbia, 1995; M.Ed., Regent University, 1998; D.Min., United Theological Seminary, 2005.

TERESA CAVITT, *Exercise and Sport Science*
B.A., University of Texas at Arlington, 1986.

JAMES DARBY, *Exercise and Sport Science*.

ROBB D. DECKER, *Education (Law)*
B.A., Trinity University, 1990; J.D., Baylor University School of Law, 1998.

BRENDA EMANUEL, *Education*
B.S., University of Houston, 1983; M.Ed., *ibid*, 1989; Ed.D., Lamar University, 2009.

DEANNA ERXLEBEN, *Music*
B.M., Texas Tech University, 2007; M.M., *ibid*, 2009.

CHARLES (CHUCK) GARTMAN, *Christian Studies*
B.S., Howard Payne University, 1972; M.Div., Southwestern Baptist Theological Seminary, 1974.

ROSA GOLDMANN, *Accounting (El Paso Center)*
B.B.A., University of Texas at El Paso, 1994; M.Acc., *ibid*, 1998.

Administrative Staff and Faculty

ELISABETH GREENE, *Music*

B.A., George Fox University, 2005; M.M., Longy School of Music, 2007; D.M.A., University of Maryland, 2011.

RICHARD ALLEN JACKSON, *Christian Studies*

B.S., University of Southern Mississippi, 1980; M.R.E., New Orleans Baptist Theological Seminary, 1983; Ph.D., *ibid*, 1999.

BRAD LEMLER, *Business Administration*

B.S., Indiana University, 1982; M.B.A., *ibid*, 1986; Ph.D., *ibid*, 1990; M.S., Texas Tech University, 1991; M.A., University of Notre Dame, 1993; M.Min., Bethel College, 1998; M.A., *ibid*, 2000.

GERALD MAXWELL, *Chemistry*

B.S., University of Texas at El Paso, 1964; M.S., *ibid*, 1966; Ph.D., University of Texas at Austin, 1970.

LARRY MEADOWS, *Business Law*

B.A., University of Texas at Arlington, 1993; M.A., Fuller Theological Seminary, 1995; J.D., Western State University, College of Law, 1998.

DENNIS MEGARITY, *Chemistry*

B.A., Texas Christian University, 1962; M.A., *ibid*, 1964; Ph.D., Florida State University, 1969.

PRISCILLA MONSON, *Business Administration*

B.B.A., Texas A & M University, 1987; M.S., *ibid*, 1988.

PETER NEUBERT, *Music (Strings)*

B.M., Lawrence University Conservatory of Music, 1989; M.M., Manhattan School of Music, 1991; D.M.A., University of Kentucky, 2004.

JEROME NOWOWIEJSKI, *Exercise and Sport Science*

B.S., Howard Payne University, 2001.

SUSAN OLIVER, *Exercise and Sport Science*

B.S., Texas Tech University, 1974; M.Ed., Tarleton State University, 1988; M.Ed., *ibid*, 1991.

DIANE OWENS, *Music*

B.S., University of North Texas, 1976; M.Ed., East Texas State University, 1987.

CINDY PROUD, *Developmental Studies*

B.S., Abilene Christian University, 1974; M.Ed., *ibid*, 1979.

MICKEY SARGENT, *Mathematics*

B.S., Sul Ross State University, 1969; B.S., Howard Payne University, 1977; M.S., Tarleton State University, 1991.

KEVIN SPILLER, *Education*

B.S., Angelo State University, 1988; M.Ed., *ibid*, 1998; Ed.D., Texas Tech University, 2004.

SCOTT STEVENS, *Christian Studies*

B.S., Texas A&M University, 1982; M.A.R.E., Southwestern Baptist Theological Seminary, 1987; Ph.D., *ibid*, 2001.

VANNESSA STEWART, *Communication*

B.S., Texas A&M University, 1990; M.S., Texas Tech University, 1997.

MAX THOMPSON, *Education*

B.S., University of North Texas, 1988; M.A., *ibid*, 1993; Ph.D., Texas A&M University, 2002.

JILL UNDERWOOD, *Education*

B.S.Ed., Baylor University, 1988; M.S.Ed., *ibid*, 1990.

VICKI VAUGHN, *Christian Studies*

B.A., University of Corpus Christi, 1970; M.A., Fuller Theological Seminary, 1993; D.Min., Baylor University, 2004.

Emeritus Faculty (2012-2013)

SARA E. BAKER, *Associate Professor Emeritus of Music* (1962-1981; 1986)

B.M., Judson College, 1951; M.M., Howard Payne University, 1969.

PATRICIA BANKS, *Associate Professor Emeritus of Music* (1993)

B.S., North Texas State University, 1966; M.M., Southwestern Baptist Theological Seminary, 1976.

PATRICIA A. BICKNELL, *Associate Professor Emeritus of Psychology* (1989)

B.S.O.E., Wayland Baptist University, 1985; M.Ed., *ibid*, 1987.

DONAL BIRD, *Professor Emeritus of Chemistry and Biology; Dean, School of Science and Mathematics* (1982)

B.S., Sam Houston State Teachers' College, 1961; M.S., University of Missouri, 1964; Ph.D., *ibid*, 1966.

MARJORIE BIRD, *Associate Professor Emeritus of Chemistry and Mathematics* (1995)

B.S., Sam Houston State University, 1961; M.S., University of Missouri, 1963.

JACK BOTTOMS, *Professor Emeritus of Music* (1980)

B.S., Sam Houston State University, 1953; B.M., Baylor University, 1957; M.A., Sam Houston State University, 1963; Ph.D., University of Colorado, 1972.

GERALDINE FULLER BOYD, *Professor Emeritus of Mathematics* (1981)

B.S., Howard Payne University, 1950; A.M., University of Illinois, 1961; Ph.D., Texas Christian University, 1967.

PAUL BUTLER, *Professor Emeritus of Education* (1987)

B.A., Howard Payne University, 1962; M.Ed., Texas Tech University, 1967; Ed.D., *ibid*, 1977.

Administrative Staff and Faculty

VIRGINIA BUTLER, *Instructor Emeritus of Developmental Studies; Head, Developmental Programs* (1992)

B.A., Howard Payne University, 1960.

ANNE COX, *Associate Professor Emeritus of Social Work; Director, Social Work Program* (1992-99; 2000-01; 2002-04)

B.S., Howard Payne University, 1986; M.S., University of Texas at Arlington, 1989.

HOWARD O. DAVIS, *Assistant Professor Emeritus of Agriculture* (1966)

B.S., Texas A&M University, 1959, M.S., *ibid*, 1969.

MARIE GRAMANN, *Assistant Professor Emeritus of Geology* (1965)

B.S., University of Texas, 1936.

MARILYNN JACKSON, *Associate Professor Emeritus of Psychology; Director, Academic Testing* (1974-1982, 1983)

B.A., Howard Payne University, 1973; M.A., Abilene Christian University, 1976.

PETER JAMES, *Professor Emeritus of Modern Languages; Chair, Department of Modern Languages* (1990)

B.A., Hons., Bristol University, 1965; Ph.D., University of Texas, 1977.

ANN R. KNOBEL, *Associate Professor Emeritus of Education* (1975-78, 1980)

B.S., Howard Payne University, 1970; M.Ed., University of North Texas, 1974.

HAL B. LANE, JR., *Professor Emeritus of Mathematics* (1960)

B.A., North Texas State College, 1954; M.A., *ibid*, 1961.

JEAN H. LAW, *Instructor Emeritus of Education; Director of Continuing Education* (1973-84; 1990)

B.A., Wayland Baptist University, 1955; M.Div., New Orleans Baptist Theological Seminary, 1958; M.Ed., North Texas State University, 1966; Ed.D., Texas Tech University, 1973.

ROBERT C. PETERS, *Associate Professor Emeritus of Education* (1996)

B.A., University of Texas at Austin, 1966; M.A., North Texas State University, 1973; Ed.D., *ibid*, 1975.

WALLACE ROARK, *Professor Emeritus of Christian Studies* (1974)

B.S., Oklahoma A&M College, 1955; M.Div., Southwestern Baptist Theological Seminary, 1962; M.Th., *ibid*, 1968; Th.D., *ibid*, 1972.

EDWARD ROTH, *Professor Emeritus of Biology* (1977-82, 1987)

B.S., Midwestern State University, 1967; M.S., *ibid*, 1969; Ph.D., University of Arizona, 1976.

ROBERT L. SARTAIN, *Professor Emeritus of Mathematics; Head, Department of Mathematics* (1964-67, 1971-81, 1996)

B.S., Wayland Baptist University, 1961; M.S., University of Iowa, 1963; Ph.D., Texas Tech University, 1972.

ROBERT L. SMITH, *Distinguished Professor Emeritus of Christian Studies* (1984)
B.A., Centenary College, 1947; M.Div., Southwestern Baptist Theological Seminary, 1953.

JACK STANFORD, *Professor Emeritus of Biology* (1966)
B.A., Baylor University, 1958; M.S., Texas Technological College, 1966; Ph.D., Oklahoma State University, 1971.

CLINTON E. STEWART, *Professor Emeritus of Education* (1972-1977; 1986)
B.A., Baylor University, 1950; M.S., *ibid*, 1951; M.A., *ibid*; Ed.D., *ibid*, 1970.

JOE T. TIMMONS, *Shelton Professor Emeritus of History* (1973)
B.A., Texas Christian University, 1946; M.A., University of Chicago, 1949; Ph.D., University of Chicago, 1973; Post-doctoral study, summers, Exeter College, Oxford, 1980; University of Edinburgh, 1981.

JEFF R. TURNER, *Associate Professor Emeritus of Business Administration; Head, Department of Business Administration* (1989)
B.S., Howard Payne University, 1967; M.B.A., St. Mary's University, 1975; M.P.A., Nova Southeastern University, 1979.

Others With Emeritus Status (2012-2013)

JERRY BARNUM, *Groundskeeper* (2000)

BETTY BROOME, *Executive Assistant to the President* (1986)
B.B.A., Howard Payne University, 1995.

DARLA COLLIER, *Cashier* (1995)

LINDA DAUGHERTY, *Secretary, School of Science and Mathematics* (1993)

DOROTHY DuPREE, *Payroll Clerk* (1983)

CLARENCE FOTHERGILL, *Computer Network Administrator* (1999)

GRACE GRAY, *Assistant Director, Financial Aid* (1969)

MARY ANNE HARDCASTLE, *Secretary, School of Social Sciences* (1973)

GEORGE HUSEMAN, *Custodial Supervisor* (1984)

DON NEWBURY, *Chancellor* (1985)
B.A., Howard Payne University, 1961; M.J., The University of Texas, 1966; Ph.D., University of North Texas, 1973.

CHARLES PATTILLO, *Head Men's Basketball Coach* (1993)
B.S., Howard Payne University, 1965.

BARBARA SMITH, *Admissions Assistant* (1991)

Administrative Staff and Faculty

LaVON SNIDER, *Technical Services Assistant* (1955)

RANDY WEEHUNT, *Director, Administrative Computing* (1991)
B.B.A., Howard Payne University, 1978.

Emeritus status is granted to persons who provide at least 10 years of service to Howard Payne University and whose last institution of full-time service was HPU. Years in parenthesis are those of initial employment at HPU.

Organization and Support

History of the University

Howard Payne College was founded by the Pecan Valley Baptist Association at Indian Creek, Texas, on June 20, 1889. J. D. Robnett, pastor of the First Baptist Church in Brownwood, a leader in the movement, became president of the first Board of Trustees. Robnett busied himself in raising funds for the school during the summer of 1889. Visiting Missouri in August, he was successful in securing a sizable gift from his brother-in-law, Edward Howard Payne, and before November 1, 1889, the Board of Trustees resolved to name the school Howard Payne College.

The first session opened on September 16, 1890, with A. J. Emerson as president and a faculty of twelve. A separate preparatory department furnished instruction below the freshman level.

The school granted its first academic degree in 1895 and continued as a degree-conferring institution until 1900. It operated as a member of the Baptist correlated system of schools with junior college status from 1900 to 1914, when it again became a senior college.

The school was built on seven acres of land near the business district of Brownwood. Endowment funds before 1934 amounted to less than \$100,000. In 1934 John G. Hardin included the college in a bequest of \$305,000 which became available upon Hardin's death in 1939. The endowment was increased by an added one million dollars upon the death of J. A. Walker in 1942.

In 1953, Daniel Baker College, which originally had been a Presbyterian college and in 1950 had become the Episcopal College of the Southwest, was consolidated with Howard Payne. The Douglas MacArthur Academy of Freedom, Guy D. Newman Hall, and the Bettie and Robert Girling Center for Social Justice stand on the original campus of Daniel Baker.

In 1974, Howard Payne College became Howard Payne University upon approval of the Baptist General Convention of Texas.

As of May 31, 2011 the university had a market value endowment of \$45,271,849.

Organization and Support

Presidents and acting presidents of Howard Payne, together with their terms, are shown below:

Andrew Jackson Emerson	1890-1893
John D. Robnett	1893-1896
James Harvey Grove	1896-1908
John Strother Humphreys (Acting President)	1908-1910
Robert H. Hamilton	1910-1911
John Strother Humphreys	1911-1913
James Milton Carroll	1913-1914
Anderson E. Baten (Vice President and Acting President)	1915-1917
Judson Allen Tolman	1917-1919
Lee Johnston Mims	1919-1922
William R. Hornburg (Vice President and Acting President)	1922-1923
Edgar Godbold	1923-1929
Thomas H. Taylor	1929-1955
Guy D. Newman	1955-1973
Roger L. Brooks	1973-1979
Charles A. Stewart (Chief Executive Officer)	1979-1980
Ralph A. Phelps, Jr.	1980-1985
Don Newbury	1985-1997
Rick Gregory	1997-2002
Russell Dilday (Interim President)	2002-2003
Lanny Hall	2003-2009
William N. Ellis	2009-

Location

Howard Payne University is located in Brownwood, Texas, about 120 miles southwest of Fort Worth and about eighty miles southeast of Abilene. Brownwood is almost exactly in the geographical center of the State of Texas and is in the edge of the hill country found in west central Texas.

Brownwood has a population of 20,000 including the student body of Howard Payne University.

MISSION STATEMENT

Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity. *Approved by the Howard Payne University Board of Trustees, July 27, 2010.*

University Heritage

Founded in 1889 for the purpose of preparing students for Christian ministry, Howard Payne University remains dedicated to honoring Christ and serving His Church by providing an educational experience that integrates faith, learning, and living. The university has expanded its original scope to include a full array of undergraduate programs, and a limited number of graduate programs, offered in a traditional residential academic community, where relationships are nurtured and individuals matter. Students, faculty, staff, and administration work together under the shared values of academic excellence, service to others, and Christian integrity. The university also offers selected graduate and undergraduate course work by electronic means and at extended learning centers responsive to the academic needs of the communities served. Howard Payne University maintains a low student-teacher ratio, which contributes to the university's reputation of being "a place where everybody is somebody."

Student Body

Howard Payne University strives to have a diverse student body. While the university recruits primarily in Texas and the Southwest, the student body is comprised of men and women from many states and from other countries. Seeking to be an advocate of human equality, the university welcomes students from a wide range of socioeconomic, cultural, and ethnic backgrounds, including both traditional and nontraditional students with varying academic interests and abilities.

Faculty

In its pursuit of excellence in academic endeavors, Howard Payne University employs as its faculty individuals who exemplify a commitment to Christian ideals and who are dedicated to the search for and dissemination of truth. Howard Payne University seeks gifted teachers from throughout the United States and the world who are dedicated to teaching, advising students in a professional context, serving the communities of the university and its locale, and continuing to grow in their profession as scholars and teachers.

Curriculum

Howard Payne University offers the undergraduate a liberal arts and sciences core of academic foundations, along with specializations in a number of professional and pre-professional areas. In order to serve students having a wide range of academic abilities, the curriculum includes honors courses for the academically talented, special courses for provisional students, and entry-level ministerial preparation.

Recognizing its responsibility to the larger community, Howard Payne University endeavors to provide a variety of programs of cultural enrichment and entertainment. Because many adults who would benefit from further education are unable to leave their communities to attend classes on campus, Howard Payne University seeks to meet their needs by scheduling limited academic work off campus.

Organization and Support

In summary, the mission of Howard Payne University is to provide quality academic preparation within a Christian context for a diverse student body that is preparing for careers of leadership and service throughout the world through a dedicated faculty, staff, and administration.

Nondiscrimination Statement

The university complies with all applicable federal and state nondiscrimination statutes and does not engage in prohibited discrimination on basis of race, creed, color, national or ethnic origin, sex, religion or handicap.

Government, Programs, and Support

The University. The university is governed by a Board of Trustees elected by the Baptist General Convention of Texas. The general program is administered by the president of the university.

Instructional program. The instructional program of the university is administered by the provost with faculty members who are well educated in their teaching fields. More than four hundred courses, organized into six different schools, are currently offered by the university.

Student Life and Activities. Student life and activities services are administered by the Dean of Students, using the services of faculty and resident counselors. The program involves housing, board, student government, clubs and organizations, student publications, health service, guidance and counseling, athletics and student social life.

The Regular Session. The regular session is administered by the officers of the university and consists of two semesters of sixteen weeks each. Work in twenty-nine departments leads to the five degrees offered by the university. Each regular session concludes with commencement.

Summer Sessions. Summer sessions are administered by the officers of the university and consist of a three-week term in May and two four-week terms in June and July. A student may earn up to seven hours each term. Regular faculty members teach in the summer session, and regular college courses are offered.

Financial Support. The expenses of the university are met only in part by student fees. The balance is derived by income from the endowment fund, an annual grant from the Baptist General Convention of Texas and current gifts. Howard Payne University does not accept funds from state or federal agencies. Friends desiring to make donations, conveyances or bequests to the university are advised that the legal name is Howard Payne University, and the institution is chartered under the laws of the State of Texas.

Off-campus Center. Howard Payne University provides coursework at El Paso. The primary purpose of the center is to offer work in Christian studies, or limited other programs, to those students who are unable to attend classes on campus.

Endowed Chairs
The Othal Brand Chair of
Free Enterprise and Public Policy

In keeping with the role of Howard Payne University as a church-related institution of higher education, it is the intent of this endowed chair to integrate, in a meaningful way, faith and learning. Within this purpose, critical issues which affect the political and economic structures and processes of life will be addressed through academic courses, lectureships, seminars, workshops and publications.

The Othal Brand Chair of Free Enterprise and Public Policy supports the basic value of self-determination as well as the specific tenets which contribute to this value. These tenets include:

1. The dignity and worth of man as the creation of God and the bearer of His image.
2. The importance of ordered freedom within the context of revelation and reason.
3. The rights to hold and use private property and the obligations of those rights.
4. The freedom of enterprise and choice.
5. The importance of a free economy as an allocating instrument in a democratic society.
6. The belief that a properly constituted government is limited in scope and purpose.

The Othal Brand Chair of Free Enterprise and Public Policy operates within the structure of the Douglas MacArthur Academy of Freedom of Howard Payne University, under the general direction of the president of the university; the Dean of the School of Humanities; and the director of the Academy of Freedom.

Operations:

1. *Lectureships* — An annual fall lectureship is held. The purpose of these lectureships is to provide a clearer understanding of the market economy and free enterprise.
2. *Seminars* — An annual spring seminar is held. The purpose of these seminars is to address certain critical issues which affect our political and economic structures and processes.
3. *Courses* — Formal study through academic courses in the Academy of Freedom honors program forms the foundation of the program. Courses in economics, history, ethics, and political science incorporate the concepts and objectives of the chair.

Publications:

An annual journal is published. It will include papers presented at the lectureships and seminars and articles dealing with free enterprise and public policy. It will be sent to business and industrial leaders, educators, clergymen, doctors, lawyers, public officials, media personnel and others who influence thinking and public policy.

Should a series of lectureships prove worthy of publication, the Academy of Freedom, using resources of this endowed chair, may publish the series as a separate publication.

Organization and Support

The Othal Brand Chair of Free Enterprise and Public Policy is funded from the proceeds of an endowment that was given to the university by:

Othal E. Brand
J. R. Beadel
Carlton Beal
Fred L. Flynn
Hillcrest Foundation, in memory of
Mr. W. W. Caruth, Sr.

The Walter M. and Evalynn Burress Chair of Genealogy and American History. This endowed chair was established in the Douglas MacArthur Academy of Freedom through the estate of Mrs. Walter M. Burress for the purpose of concentrating study in genealogy and American history. In pursuit of this objective, the Burress Chair will organize seminars on American history and workshops on genealogy.

The Coley Chair of History. A trust fund has been established in honor of R. D. and Irene Coley. Part of the earnings from the trust goes to support academic scholarships, and part of the earnings is dedicated to support the Coley Chair of History at Howard Payne University.

The Groner Pitts Chair of Business. Friends of Groner Pitts, a member of the Douglas MacArthur Academy of Freedom Board of Directors, a former member of the Howard Payne Board of Trustees and a public-spirited member of the Brownwood community, have established a trust fund in his honor. The earnings from the trust are to be used to fund the Groner Pitts Chair of Business at Howard Payne University.

The J. D. Sandefer Chair of Political Science. A gift was made to Howard Payne University by J. D. Sandefer, III, a resident of Houston and a member of the Douglas MacArthur Academy of Freedom Board of Directors, to memorialize his parents, Mr. & Mrs. J. D. Sandefer, Jr., who lived in Abilene, Texas. The interest from the gift was used to establish and support the J. D. Sandefer Chair of Political Science in the Academy of Freedom.

The Annie Shelton Chair of History. A trust has been established in the name of Annie Shelton, and the net income from the trust is used for continuing and maintaining the Annie Shelton Chair of History at Howard Payne University.

Program Endowments

Currie-Strickland Distinguished Lecture Endowment Fund. This endowment was established in 2007 by Dr. Gary '75 and Mrs. Molli Elliston for an annual distinguished lecture program examining the importance of Christian ethics in daily life.

The Gary D. Elliston Moot Court Program. This endowment was established in 2006 by Dr. Gary D. Elliston '75 to provide support to HPU's distinguished moot court program.

Howard Payne University Athletic Program Endowment. This endowment was established in 2010 by the Howard Payne University Alumni Association Athletic Chapter in honor and memory of all former Yellow Jacket athletes to help the athletic programs of HPU.

The Light the Way Endowment. This endowment was established in 2004 to support a wide variety of lecture series and symposia for HPU students.

The Charles M. and Dorothy "Dete" L. Maddin Endowment for Chemistry. This endowment was established in 2007 by Dr. Charles M. '49 and Mrs. Dorothy L. '49 Maddin to provide support to the university's chemistry program.

The Leonard Underwood Quality Enhancement Program of the Douglas MacArthur Academy of Freedom. This endowment was established in 2007 by Dr. Leonard Underwood to provide support to various Academy initiatives.

Faculty Fellowships

James A. "Buddy" Davidson Endowed Faculty Fellowship. This endowment was established in 2009 by the James A. "Buddy" Davidson Foundation to support excellent teaching faculty in the School of Christian Studies.

Admission

Howard Payne University welcomes applications from prospective students. The Application for Admission is found online at www.hputx.edu/apply or students may contact the Office of Admission by phone at 325-649-8020 or online at enroll@hputx.edu.

Unconditional Admission for Beginning, First-Year Students

Unconditional admission is offered to students who have maintained a "B" (80 and above) average or better throughout high school, whose ACT composite score is 19 or above or whose SAT I score (Critical Reading plus Math) is 910 or above, and who meet all other admission requirements.

If an individual ACT subject score falls below 19, or if the SAT I Critical Reading score falls below 420 or the SAT I Math score falls below 430, the student may be required to take a computerized skills assessment to determine appropriate college-course levels to help support academic success.

In addition to submitting an application for admission and official standardized test scores, an official transcript from an accredited high school must be provided. These transcripts become the property of the university once they are received and cannot be released to the student.

Preferred academic preparation for all beginning, first-year students follows the Recommended High School Program defined by the Texas State Graduation Requirements. Within a minimum, 18 academic units, it is recommended that four credits be taken in English; four credits in mathematics, to include Algebra I, Algebra II and Geometry; four credits in science (students are encouraged to take Biology, Chemistry and Physics); four credits in social science and/or history, to include one-half credit in Economics and one-half credit in U.S. Government; and two credits in a language other than English (must consist of Level I and Level II in the same language).

Graduates of high schools or home school programs that are not accredited by a regional or state accrediting agency will have their work reviewed by the Admission Committee on an individual basis in accordance with the university's current admission requirements. High

school transcripts as provided and signed by parents of homeschooled students may be accepted.

Supporting materials required to complete an application for admission:

- Official results of the ACT or SAT I test scores (non-traditional students may be required to take a computerized skills assessment in place of the ACT or SAT I).
- Official copy of the high school transcript

In order to ensure timely processing of application materials, students are encouraged to apply by the **Priority Application Date** of March 15 for the fall and December 15 for the spring semester.

Provisional Admission for Beginning, First-Year Students

The provisional program is a specialized, one-semester program designed to accommodate the student who requires additional assistance. Enrollment in this program is limited. The provisional program provides group tutoring, as well as lab and study sessions to reinforce a specially-designed program of classroom instruction. (This program addresses the general needs of the student.)

Provisional admission may be offered to students with a high school average of "B" (80) or below and/or who have an ACT composite score of 18 or below or an SAT I (Critical Reading plus Math) score of 900 or below. Students with these credentials may be required to interview with an admission counselor. Additional requirements may include submitting a written essay and letters of recommendation from academic instructors, as well as taking a computerized skills assessment for enrollment determination by the Admission Committee.

Provisional students may be admitted upon the completion of a contract which stipulates, but is not limited to, the following conditions:

- Complete computerized skills assessment in English, math, and reading prior to academic advisement.
- Enroll in a minimum of 12, but no more than 15, semester hours in the first semester at HPU, including any developmental studies classes determined necessary by skills assessment. While only six (6) semester hours of the developmental studies classes may be applied to a degree as elective credit, all work becomes part of the academic record.
- Enroll in Foundations of University Life (FUL 1301) as a part of the 12-15 semester hour load.
- Agree to see academic advisor at least once per month to evaluate progress.
- Students must achieve a minimum semester grade point average of 1.75 to be eligible to continue at HPU the following semester.

Transfer Admission

Unconditional admission may be granted to transfer students from colleges and universities accredited by a regional accrediting agency, who meet HPU's general admission requirements, and who are eligible to return to their last college or university attended. The enrollment status of students currently on academic suspension from another college or university will be determined by the Howard Payne University Admission Committee. Students from accredited junior or senior colleges and universities will receive full credit for work done in such institutions, but are subject to certain limitations herein stipulated.

Official transcripts must be submitted to the Office of Admission from all colleges or universities previously attended. These transcripts become the property of the university once they are received and cannot be released to the student.

An official high school transcript showing date of graduation must be submitted by applicants transferring less than 12 semester hours of college work. If the applicant is not a high school graduate, please submit official GED scores.

Transfer students must submit official academic records of all work from every college attended before being advised and before an application file is considered complete. A transfer student's cumulative grade point average and transferred work must meet the following conditions:

- Grade point average of 1.60 or above, exclusive of activity classes, when a student has attempted thirty (30) or less semester hours and completed a minimum of twelve (12) semester hours of non-activity classes.
- Grade point average of 1.80 or above, exclusive of activity classes, when a student has attempted thirty-one (31) to sixty (60) semester hours and completed a minimum of twelve (12) semester hours of non-activity classes.
- Grade point average of 2.00 or above, exclusive of activity classes, when a student has attempted over sixty (60) semester hours and completed a minimum of twelve (12) semester hours of nonactivity classes.

Conditional Transfer Admission

If the cumulative transfer grade point average and work do not meet the previously stated conditions, the transfer application and transfer work may be reviewed by the Admission Committee for enrollment determination. An interview with an admission counselor and skills assessment may be required.

Students admitted in this manner will be required to complete a contract that includes stipulations for continued enrollment at Howard Payne University.

Special Admission Programs

Students also may apply through one of the special admission programs listed below:

DUAL ENROLLMENT

For students with outstanding high school academic records, and who demonstrate maturity and a willingness to perform work at the university level, Howard Payne University offers a Dual Enrollment Program. This program allows qualifying students to take college-level classes before high school graduation.

The Texas Education Agency has authorized a procedure by which students may earn dual credit for high school and possibly college work. Interested students must obtain permission from their high school principal or counselor to enroll in this program and should contact the HPU Office of Admission for specific information.

Students may be accepted to the Dual Enrollment program following their sophomore year in high school if the following conditions are met:

- Complete an application for early admission (form available online within The Collegium page on the Howard Payne University website, including principal or counselor recommendations section and certification)
- Provide an official high school transcript.
- Must have verification that the student successfully completed the sophomore year of high school and is classified as a junior when the college-course term begins.
- High school seniors taking Dual Enrollment courses must provide official ACT or SAT I score results.
- Complete a computerized skills assessment in English, math, and reading and score into college level courses.
- Students wishing to receive credit under the Dual Enrollment program must, in addition to the above, also obtain a letter from their respective high schools verifying acceptance of coursework taken at Howard Payne University toward high school graduation requirements. The level of prior preparation in high school and high school counselor recommendation, along with skills assessment scores, will determine eligibility for enrollment in certain coursework at Howard Payne University.

A transcript of college work will not be established until all admission requirements have been met. Transfer of credit for this work will not be granted unless all Howard Payne admission requirements have been met. If a student chooses to enroll full-time at Howard Payne University following graduation from high school, the student must be approved through the normal application process for beginning, first-year students.

Students entering the college under the above program must abide by all rules and regulations of the college as published in the catalog and the student handbook. Failure to do so will result in the immediate suspension from Howard Payne University. An agreement stipulating

Admission

all of the above conditions must be signed by the student, the parents, and the student's high school principal.

No advanced-standing tests, such as CLEP, will be allowed under this program.

HIGH SCHOOL EQUIVALENCY

Students who have successfully completed the General Educational Development (GED) testing program and have submitted acceptable scores on the ACT or SAT I may be admitted to Howard Payne University. The student must submit official GED test scores with an application for admission. Students submitting GED scores may be considered on a provisional admission basis.

TRANSIENT ADMISSION

A transient student is a degree-seeking student at another college or university who desires to take courses at Howard Payne University for a summer or for one semester only. Admission may be gained by furnishing the Admission Office with an official transcript or statement of good standing from the parent school from which the degree will be granted. Students seeking transient admission must be eligible to re-enter the institution previously attended. A transient student admitted may be allowed to enroll in up to six semester hours in any enrollment period for credit. Should a student desire to change from transient to a regular, degree-seeking status, the application procedures for transfer students must be completed. Transient students are not eligible for financial aid.

NON-DEGREE ADMISSION

Non-degree admission is designed for individuals who do not intend to complete a degree program but wish to take courses for credit. A student admitted in this manner may be allowed to enroll for credit one semester only without submitting academic documentation. Students who wish to continue enrollment beyond the first semester, must reinstate application procedures, submit all requested academic documentation, and be approved through the normal patterns for admission. Non-degree students who wish to attain degree-seeking status must complete all requirements for degree seeking admission. Non-degree students are not eligible for financial aid.

CERTIFICATE IN MINISTRY TRAINING

Students who have not graduated from high school or achieved a high school equivalency may be admitted to study in the Certificate in Ministry Training program. Such students will be required through testing to demonstrate language proficiency in reading and writing to ensure successful study in the program. Students desiring to continue study in other programs in the university must meet all regular admission requirements prior to enrollment in other programs.

READMISSION

Students who discontinue coursework at Howard Payne University, for one or more long semesters, must reapply and be readmitted in order to re-enroll. The readmission process involves input from the following offices: Office of Admission, Office of Student

Life, Office of Financial Aid, the Business Office and the Registrar's Office. A student must be cleared and approved for readmission by each of these offices before admission is granted. To begin the process of readmission, contact the Office of Admission.

How to Apply for Admission

Admission to Howard Payne University is by application. Students may apply on-line at www.hputx.edu/apply or, application forms are available from the Office of Admission. Applications should be filled out completely and sent either electronically or mailed to the Office of Admission.

Formal approval of the application for admission is the prerogative of the university administration acting through the Office of Admission. Notification of admission comes only from the Office of Admission. Applications for financial aid will not be processed and financial awards will not be made by the Office of Financial Aid until the student has been accepted for admission. In the event a student is denied admission to the university, the student has the right to appeal that decision. Contact the Admission Office for additional information.

International Student Admission

International students, except those who are permanent U.S. residents or who have immigrant status, will be sent a university prospectus and advised to submit the following before any consideration will be given:

- An official application
- Application fee of \$50, non-refundable
- Official TOEFL (Test of English as a Foreign Language) minimum examination score of 550 (paper test) or 213 (computer test) or 79-80 (internet-based test). ACT or SAT I scores also may be required.
- Official transcripts from all schools attended
- Official international transcripts evaluated (course-by-course) by one of the following service providers:

Foreign Credentials Service of America
1910 Justin Lane
Austin, Texas 78757
Phone: 512/459-8428
Web: <http://www.fcsa.biz>

Global Credential Evaluators
P. O. Box 9203
College Station, Texas 77842
Phone: 979/690-8912
Web: <http://www.gcevaluators.com>

International Academic Credential
Evaluators, Inc.
P. O. Box 2465
Denton, Texas 76202-2465
Phone: 972/664-1584
Web: <http://www.iacei.net>

International Education Research
Foundation
P. O. Box 66940
Los Angeles, California 90066
Phone: 310/390-6276
Web: <http://www.ierf.org>

Admission

Josef Silny and Associates
7101 SW 102 Avenue
Miami, Florida 33171
Phone: 305/273-1616
Fax: 305/273-1338
Translation Fax: 305/273-1984
Web: <http://www.jsilny.com>

World Education Services
P. O. Box 745
Old Chelsea Station
New York, New York 10113-0745
Phone: 212/966-6311
Web: <http://www.wes.org>

- Room deposit, for residence hall students, of \$100.
- Current health forms including certification of current immunizations and inoculations. (The university reserves the right to require of students from certain geographical areas, when warranted, additional medical tests or inoculations to be administered by a U.S. physician.)
- Proof of an insurance policy for hospital or medical expenses.
- **A current, notarized bank statement from parent or sponsor verifying available funds to cover the cost of one year of study and personal expenses at Howard Payne University.**

Admission to Howard Payne University constitutes academic admission only and does not qualify a student for admission into any particular school or program. Howard Payne University is authorized under Federal law to enroll non-immigrant students.

Financial Information

The Howard Payne University Board of Trustees, establishes policies for the financial management of the university, strives to keep student tuition, fees and charges for services as affordable as possible.

The university's Controller has been charged with the responsibility of applying and enforcing all regulations which have to do with the collection of student accounts due the university. The university reserves the right to revise charges, as needed, for the effective operation of the university and the general welfare of students.

Block Tuition Rate

Beginning with Fall, 2009 the Block Tuition Rate **is no longer guaranteed**, unless The Guaranteed Tuition Payment Option is selected. The Guaranteed Tuition Payment Option is subject to change each subsequent Fall semester, at the discretion of the Howard Payne University Board of Trustees.

Students who began classes in the Fall of 2008, and who are currently on The Guaranteed Tuition Payment Option, are grandfathered in at the rate each one is currently charged as long as the requirements set forth below are met.

The Guaranteed Tuition Payment Option

The student's guaranteed tuition payment option will not increase as long as the student continues to meet the following **eligibility** criteria:

1. The student continues to be enrolled as a full-time student for consecutive fall and spring semesters, and
2. The student continues to make satisfactory progress toward his/her degree, and
3. The student's account must be paid according to the Payment of Accounts section of this catalog, and

Financial Information

4. The student must remain in good standing with the university in all other matters.

Students who fail to meet the criteria above will have their tuition for the next academic year default to the block tuition rate in place at that time. **It is critical** for students to complete and submit all financial aid applications early. This will help ensure the student's account is credited with all financial aid for which the student is eligible, before the payment deadline date. Late filing and processing of financial aid applications will not allow a student to maintain the tuition guarantee.

Part-time students are not eligible for The Guaranteed Tuition Payment Option and are charged on a per-credit-hour basis as listed in the following section.

An overload tuition rate will be charged for students who take more than 18 hours.

Current Block Tuition Rates are as follows:

Fall 2012 (12-18 hours)	\$10,600 per semester
Fall 2012 (19 plus hrs)	\$700/per hour plus \$10,600

Guaranteed Tuition Payment Option - Application required by July 31, 2012:

Tuition (Guaranteed Option) — Block Rate 12-18 hours	\$11,800 per semester
Tuition (Guaranteed Option) — Overload undergraduate - 19 plus hrs	\$700/per hour plus \$11,800

Current guaranteed block tuition rates are as follows:

For eligible students who began Fall 2008 (12-18 hours)	\$8,175 per semester
For eligible students who began Fall 2008 (19 plus hrs)	\$700/per hour plus \$8,175

Other Tuition Rates

Part-time tuition rate for regular semesters

(students enrolled in less than 12 credit hours)	\$645 per credit hour
Summer sessions I and II 2012, and May term 2013	\$360 per credit hour
Audit classes (no credit)	\$75 per audit hour
Senior citizens (age 60 and above)	\$195 per credit hour
Senior citizens (age 60 and above)	\$50 per audit hour
Early admissions tuition for High School Students	\$250 - 350 per class
Certificate in Ministry courses (all locations)	\$215 per credit hour
Certificate in Ministry courses (all locations)	\$75 per audit hour
Extension campuses tuition rate	\$275 - 330 per credit hour
Extension campuses - <u>audit tuition</u>	\$75 per audit hour

Graduate Tuition

Graduate Program	\$490 per credit hour
Graduate Program Audit classes (no credit)	\$75 per audit hour

An undergraduate student, who is within 12 hours of graduation and who is simultaneously enrolled in one HPU graduate class, will be allowed to include the graduate tuition charge in their full-time block undergraduate tuition rate.

Fees

The following fees and charges apply for 2012-2013.

Student Services fee (full-time students)	\$680
This fee is a general university fee charged to all full-time students each semester. Designed to fund a variety of activities and services to students, the student services fee provides the following: athletic events, student activities, equipment and maintenance for the HPU Wellness Center, parking, internet connectivity in campus housing, technology in student labs, library and building usage, and more.	
Parking and transportation fee (per semester)	\$25
Fees for laboratory or activity courses (per course)	\$5 - \$150
Online course fee (per online class – all locations)	\$50
Course change fee - add, drop or withdrawal (per change)	\$10
Late Registration Fee	\$25

Fees for new students only (non-refundable):

Application fee	No Charge
Tuition deposit - required before scheduling classes	\$100
New student testing fee	\$25

Other fees:

Registration fee (only if registration is not completed by due date)	\$50
Deferred payment fee	\$40-60
Financial Aid cash advance fee - <u>no exceptions</u>	\$15
Returned check fee	\$25
C.L.E.P. Test	\$65-100
(\$15 proctoring fee for non-HPU students)	
Official Transcript (cost per transcript)	\$5
Placement testing fee	\$5
Undergraduate Graduation fee (cap and gown, diploma, and other costs)	\$60
Graduate Program Graduation fee (cap and gown, diploma, and other costs)	\$80
Graduation late order fee	\$20
Diploma Re-order Fee	\$35
Duplicate Student ID Fee	\$10
Yearbook	\$49

Financial aid cash advances are limited to a maximum amount of \$1,000 and are not available until approximately two (2) weeks after classes have begun each semester. There is a \$15 charge per advance (no exceptions), which will be added to the student's account.

The university may cash checks, not to exceed \$50, at the Cashier's window. The university does not cash two-party checks. A charge of \$25 will be made for presenting an insufficient funds check that is not honored by the bank. The university reserves the right to refuse a check from a student whose check or checks have been returned by their bank.

Housing Rates

A housing deposit of \$100 is required, but is refundable to the student's account upon request within one year after vacating campus housing. If the student account balance is zero, a check will be issued to the student.

Residence hall rates (per semester)

Taylor Hall (men's facility) - first floor suites	\$1,525
Taylor Hall (men's facility) - second floor	\$1,420
Jennings Hall (men's facility) - first floor suites	\$1,525
Jennings Hall (men's facility) - second, third, and fourth floors	\$1,420
Veda Hodge Hall (women's facility) - first floor suites	\$1,525
Veda Hodge Hall (women's facility)- second, third, and fourth floors	\$1,420
Private room charge.	\$400

Residence hall rates (per term / session)

May term	\$220
Summer sessions I or II	\$265

Other housing options for juniors and seniors:

The university offers apartment-style housing options for juniors and seniors on a limited basis. The purchase of a meal plan is optional for residents of apartments and duplexes. Water and internet connection is provided free-of-charge. Newbury Place Apartments include private washers and dryers at no additional charge. Residents are responsible for their own electricity service.

Rates listed are per person, per regular semester.

Newbury Place apartment (electricity not provided)	\$1,735
Center Avenue duplexes (electricity not provided)	\$1,390

May and Summer Housing Rates

Newbury Place May term rate (plus electricity below)	\$175
Electricity for 1-2 occupants (per occupant)	\$70
Electricity for 3-4 occupants (per occupant)	\$50
Newbury Place Summer rate per session (plus electricity below)	\$260
Electricity for 1-2 occupants (per occupant)	\$115
Electricity for 3-4 occupants (per occupant)	\$80

During long semesters, the student assumes responsibility to arrange and pay for electricity services directly with a local electricity provider, and to initiate a disconnection of service with the provider when vacating their apartment unit. Failure to do so may result in an interruption of service or additional charges to the student by the provider. Names of local electricity providers may be obtained from the Student Life Office.

Meal Plans Rates

Students living in the residence halls must purchase one of the following three weekly meal plans. Meals are served all-you-can-eat style. Amounts shown below are per semester and include sales tax.

- #1 Unlimited meals per week:
 includes \$100 in Jacket Bucks/\$125 in Stinger Bucks \$1,921.95
- #2 15 meals per week, includes \$150 in Jacket Bucks/\$125 in Stinger Bucks . . \$1,857.00
- #3 12 meals per week, includes \$200 in Jacket Bucks/\$125 in Stinger Bucks . . \$1,781.23

Jacket Bucks may be used to purchase additional meals in the dining hall or food and beverages in Fambrough's, a sports restaurant located upstairs in the Mabee University Center.

Stinger Bucks may be used to purchase additional meals in the dining hall, food and beverages in Fambrough's, or meals at approved off-campus vendors. Additional Stinger Bucks may be purchased at the HPU Cashier's office in the Packer Building or at stingerbucks.com at any time and added to a meal plan. A minimum of \$50 must be purchased.

Students living in university apartments, duplexes or off campus are not required to, but may, purchase any meal plan, including the following reduced plans. Amounts are per semester and include applicable sales tax. They may also purchase only stinger bucks, in the manner addressed in the previous paragraph.

- #4 5 meals per week plan, includes \$250 in Stinger Bucks \$980.69
- #5 55 meals per semester plan, includes \$150 in Stinger Bucks \$647.95
- #6 33 meals per semester plan, includes \$150 in Stinger Bucks \$453.10

Unused Jacket Bucks roll over from the fall semester to the spring semester, however, all must be used by the end of the spring semester to avoid forfeiture of any remaining Jacket Bucks.

Unused Stinger Bucks will roll over continuously from semester to semester until the student is no longer enrolled at the University, at which time any unused Stinger Bucks will be forfeited.

Applied Music and Special Courses

- Private music instruction \$100 per hour, plus tuition
- Accompanying fee (except for piano, organ, and
 percussion concentrations) \$100 per semester
- Recital fee (voice or orchestral instrument) \$150
- Recital fee (piano, organ, or percussion) \$50

Payment of Accounts

All accounts are due and payable at the time of registration. Registration is not finalized until satisfactory arrangements are made for payment of the student's account. This includes May term, as well as Summer I and II sessions. A full-time student who does not adhere to the university's Payment of Accounts policy will lose his/her eligibility to receive the guaranteed tuition payment option.

Students eligible to receive Veterans Education benefits, whose benefit payments are not sent directly from the Veterans Administration to Howard Payne University, are also expected to pay any balance owed after grants, scholarships, and loans. If the student does not pay the balance in full at the time of registration, the deferred payment plan through TMS is required to be set up and followed. When the student begins receiving the Veterans Education benefits, they can then reimburse themselves for any payments made from their personal funds.

Howard Payne University accepts cash, checks, American Express, Visa, MasterCard, and Discover cards for any payment due to the university. A 3% convenience fee will be added to all credit card payments of \$100 and above. An ATM (automatic teller machine) is located in the Mabee University Center for the student's convenience.

If a balance is owed after grants, scholarships and loans, and the student elects to pay the balance of their account in full, Howard Payne University, through Tuition Management Systems Inc, (TMS), offers a payment gateway to give students the ability to pay their account in full on-line 24 hours a day, seven days a week. Go to www.afford.com/hputx and Pay in Full.

Deferred Payment Plan:

If a balance is owed after grants, scholarships and loans, and the student elects to set up a payment plan, rather than paying in full at the time of registration, Howard Payne University has partnered with Tuition Management Systems, Inc. (TMS) to offer a deferred payment plan with smaller, interest free payments, instead of one large payment. This plan offers easy choices that reduce the need to borrow, is tailored to the needs of the student, and there is guaranteed acceptance. Early enrollment in this plan affords the user the opportunity to spread education expenses over five monthly payments. There is a \$40 per semester enrollment fee for the plan that is paid directly to TMS upon enrollment. Further information may be obtained by visiting the TMS website at www.afford.com, by calling 1-800-356-8329 to reach a TMS representative, or by calling HPU's student account coordinator at 325-649-8053.

The deferred payment plan with TMS is **mandatory** if the balance owed, after scholarships, grants, and loans, is not paid in full at the time of registration. Failure to comply with the agreed upon terms of the payment plan will result in students becoming ineligible to remain on the meal plan, or in university housing. In addition, a student will lose his/her eligibility to receive the block guaranteed tuition rate.

Student's Responsibility to Secure Student Financial Aid and Pay Balances:

University personnel will assist students in their application for student financial aid, but much of the information must be furnished by the students and/or their parents. Some of the entities or individuals who grant student aid send verification directly to the students' homes. The university cannot obtain the aid for students without their cooperation; therefore, students' account balances remain their responsibility until paid in full.

FINANCIAL AID APPLICATIONS MUST BE COMPLETED AND SUBMITTED TO THE OFFICE OF FINANCIAL AID FOUR TO SIX WEEKS BEFORE REGISTRATION.

Students who are recipients of scholarships from religious or fraternal organizations, foundations, corporations, and individuals should arrange with their donors to have a check for their account in hand at the time of registration, or furnish written verification of awards to the Office of Financial Aid.

Payment in full of all accounts must be made to the Cashier before a student may schedule classes for an ensuing semester, or obtain an official transcript of credits.

Under no circumstances will an official transcript of credits be issued by Howard Payne University to any student, until all financial obligations are paid in full or loan notes are current.

Refund Policy

Complete Withdrawal From The University

Registration in the Howard Payne University is considered a contract binding the student for charges incurred during the entire academic semester. However, a student finding it necessary to withdraw from HPU may secure an official withdrawal through the Registrar's Office. This official withdrawal must be completed before any consideration can be given by the Business Office to granting refunds.

Refunds of tuition will **only** be considered in cases where a student officially withdraws from the university prior to the end of the **fourth week** of the regular semester. The amounts to be refunded will be computed on a decreasing scale as follows:

<i>Prior to the end of the:</i>	<i>.....Fall / Spring</i>
First full week classes are offered90%
Second full week classes are offered80%
Third full week classes are offered70%
Fourth full week classes are offered25%
After the end of the fourth full week of classesNo refund
 <i>Prior to the end of the:</i>	 <i>.....May Term and Summer I & II</i>
First full day of classes offered100%
Second and third full day of classes offered80%
Fourth & fifth full day of classes offered50%
After fifth dayNo refund

No **refund of housing charges** are made, if a student vacates the residence hall before the end of the contract period. Prepaid board is credited to the student's account less a charge for excessive Jacket Buck usage, if any, and a \$50 processing fee. This is effective with the date the student turns in his/her meal card (I.D.) to the Cashier.

If a student is suspended from Howard Payne University and/or dismissed from university housing for disciplinary reasons, there will be no refund of the housing deposit or charges. The normal refund policy for tuition, fees and board will apply.

Financial Information

Individual Courses Dropped

No refunds of tuition will be made on individual courses dropped after the last day to register or change classes (census date/8th class day) each semester. If a course is dropped on or before the census date for the appropriate session, the student will be refunded for the tuition and fees associated with that course.

Additional Information on Dropping Individual Courses

No refunds of block rate tuition will be made for a student beginning the semester as a fulltime student (12 or more hours), then dropping to part time (11 or fewer hours) after census date (8th class day). A student who must drop a course because of excessive absences, poor work, similar causes, withdraws without notice, 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.

Refund Policies and Definitions Required by Federal Regulations

Institutional Charges: For the purpose of calculating the refund, institutional charges are defined as a charge for educational purposes by the school for which the school requires direct payment. These charges may include (but are not limited to) tuition, fees, dorm, and prepaid board.

Title IV Aid: includes (but is not limited to) Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Supplemental Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study, Federal Direct Student Loans, and Federal Direct Parent Loans.

Please Note: More detailed information concerning refunds and withdrawals in regard to financial aid recipients is available in the Office of Financial Aid.

Financial Aid Programs

The Office of Financial Aid at Howard Payne University operates as a service to our students. The primary purpose of this office is to administer and coordinate all financial aid funds including (but not limited to) federal, state, institutional funds and "outside" resources. The Office of Financial Aid provides assistance in a nondiscriminatory manner to those students who meet established eligibility requirements.

The following definition of "academic year" will apply to all eligible programs, including graduate programs, and will be used when administering all Title IV financial aid programs. An academic year consists of two long semesters (Fall and Spring) with a full-time undergraduate student required to enroll in and complete a minimum of 12 credit hours per semester for a total of no less than 24 credit hours over 30 weeks (15 weeks per long semester).

The academic year begins on June 1 and ends on May 31. HPU offers two summer terms: Summer I and Summer II. The Summer I and Summer II sessions are combined into a single term for the purposes of financial aid. Enrollment status is based on the student's combined enrollment for all summer sessions. An undergraduate student must be enrolled for a minimum of 12 hours during the combined summer sessions to be considered a full-time student. When combined, the summer sessions enrollment period becomes a "cross-over period"

between award years. It is Howard Payne University's policy to always designate the summer sessions as part of the up-coming award year.

Enrollment requirements for graduate students are provided in the Master of Arts section of this catalog.

A student who wants to apply for federal and/or state financial aid must complete the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). Students may apply at www.fafsa.ed.gov. The HPU Institutional Financial Aid Application will also need to be completed. Documentation may be required as the evaluation of an application progresses. No award will be finalized until all required documentation is on file in the Office of Financial Aid.

In order to apply for federal financial aid, the applicant must be pursuing a degree that can be obtained from Howard Payne University.

Processing of a financial aid application requires approximately four weeks. Students will be given notification of the status of their eligibility by a letter from the Office of Financial Aid. Where funding permits, each student will receive an amount equal to, but not greater than, the financial need. Financial need is defined as the cost of education less what the family, including the student, can reasonably be expected to contribute. Financial assistance from the university is viewed only as supplementary to the efforts of the family.

Financial assistance may consist of scholarships, grants, loans, and student employment. Assistance may be offered singly or in a combination which will best suit the needs of the student according to the availability of funds. Institutional scholarships must be applied to the student's account. They will not be paid in cash.

When a financial aid package has been prepared by the Office of Financial Aid, adjustments may be required when a student receives additional resources. It is the student's responsibility to inform the Office of Financial Aid upon receipt of scholarships or other funds not administered by the university. The university is to be notified in writing about any change in the financial status of the applicant, so that aid applications can be re-evaluated.

Each student is encouraged to apply early for financial aid. Preferred filing dates are: March 15 for the fall semester; November 1 for the spring semester and April 15 for the summer terms. Any misinformation or omission of information relative to facts such as academic probation or suspension, disciplinary probation or suspension, or other factors which would cause a student to be ineligible for enrollment, would automatically cancel any consideration or award of financial assistance. Students must re-apply for financial aid each academic year.

If a student who is receiving financial aid withdraws from the university, the amount of student aid to be refunded will be determined according to the formula provided by the department of education. A copy of this formula is available from the Office of Financial Aid upon request.

SATISFACTORY ACADEMIC PROGRESS POLICY

It is the responsibility of the student to read this policy and be familiar with the requirements to maintain Satisfactory Academic Progress.

Academic progress will be checked at the end of each semester. A student who does not meet the requirements will be placed on warning for one semester. A student who fails to meet the criteria to be removed from financial aid warning will be ineligible for financial aid consideration until such time as he/she earns sufficient hours and achieves the required minimum cumulative grade point average to meet the criteria for satisfactory progress. Students placed on financial aid warning or suspension will be notified by mail (at the student's permanent address on file) after grades are released at the end of the fall and spring semesters.

FAILURE TO RECEIVE NOTICE OF PROBATION OR SUSPENSION DOES NOT EXEMPT THE STUDENT FROM THE CONSEQUENCES OF THIS POLICY.

Only students who are enrolled in credit courses and seeking a degree or educational certificate that can be obtained from Howard Payne University will be eligible to participate in the student financial aid programs. Regulations for federal and state aid programs require that students make satisfactory academic progress to receive financial aid funding. Federal and state financial aid programs covered by this Satisfactory Academic Policy are Federal Pell Grant, Supplemental Educational Opportunity Grant (FSEOG), Tuition Equalization Grant (TEG), Leveraging Education Assistance Partnership (LEAP), SLEAP, Federal Direct Stafford Loans, Federal Direct Parent Loans, Federal Perkins Loans, and Federal Work-Study. (See specific program descriptions for additional requirements.)

The Tuition Equalization Grant (TEG) requires that a student complete 75% of the hours attempted, pass a minimum of 24 credit hours in an academic year and maintain a minimum cumulative grade point average of 2.50.

The student's progress will be evaluated at the end of each payment period (i.e. fall semester, spring semester). Students are evaluated on both a **qualitative component** and a **quantitative "pace" component**:

Qualitative Component (cumulative grade point average)

30 or less semester hours attempted: cumulative GPA of 1.60 or above
31 to 59 semester hours attempted: cumulative GPA of 1.80 or above
Over 59 hours attempted: cumulative GPA of 2.00 or above

Maximum Time Frame

For undergraduate programs of study, the maximum time that a student is allowed to receive financial aid must be no longer than 150% of the published length of the educational program. This is measured in credit hours attempted. As an example, for a degree that requires 120 credits for graduation, the student may not attempt more than 180 credit hours. After the student has attempted 180 credit hours, all federal and state financial aid must stop.

Quantitative "Pace" Component

Regulations state that the pace of completion must be specified and aligned with the maximum time frame permitted. Regulations also state that the school's policy must specify the "Pace" of progression required to ensure that the student completes a degree program within the maximum time frame and that the Pace is measured at each evaluation. Pace is calculated by dividing the **total hours completed** by the **total hours attempted**.

The Pace required to meet the satisfactory progress requirement at Howard Payne University is **75%**. This is applicable at any enrollment status.

Attempted Hours: All hours are included in the attempted hours unless they are dropped by the census date. Repeated courses are counted in attempted hours for the purpose of determining the Pace percentage. Credit hours (including repeats) transferred from another school that are accepted toward the student's program are counted as both attempted and completed hours. Courses that are assigned a grade of "I", "NG", "WF", and "WP" will count in hours attempted.

Completed Hours: Only those courses for which credit is awarded are counted as completed courses. Credit hours (including repeats) transferred from another school that are accepted toward the student's program are counted as completed hours. Courses with a grade of "F", "W", "WP", "WF", "I" or "NG" will not be counted as completed hours.

COURSE INCOMPLETE

If a student receives an "I" in every course attempted in one semester, the student will not be eligible for financial aid consideration for subsequent semesters until a grade is assigned for each "Incomplete" and satisfactory progress requirements have been met. A grade of "I" will count in hours attempted, but will not be included in hours completed when determining the Pace percentage.

TRANSFER STUDENTS

Because of the diversity of post-secondary programs and individual circumstances, a transfer student is initially assumed to be making satisfactory progress upon his/her enrollment at Howard Payne University.

NEW OR FORMER APPLICANT

A student, who has completed credits at HPU and is applying for financial aid for the first time, or after a period of not receiving financial aid, must have maintained satisfactory progress during the time that he/she was enrolled at HPU and not receiving financial aid.

DUAL-CREDIT, ADVANCED PLACEMENT, ACT/SAT SCORE CREDIT, CLEP CREDIT

Academic credit/hours earned through dual-credit, advanced placement, ACT/SAT score credits and CLEP credit are considered in both "attempted" and "completed" hours when calculating the student's PACE.

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COURSES NOT CONSIDERED FOR FINANCIAL AID FUNDING INCLUDE

1. Courses taken for audit.
2. Continuing education courses.
3. Credit hours earned by examination or articulation.

EVALUATION AT THE END OF EACH PAYMENT PERIOD

Satisfactory progress will be evaluated at the end of each payment period, including summer terms.

Notifications: The Financial Aid Office will notify students in writing of the results of a Satisfactory Progress review that places the student in a "Warning" or "Suspension" status. Definitions will be included in the notification. If the student has regained Satisfactory Progress at the end of the "Warning" period, financial aid will be awarded for the following payment period. If the student has not achieved Satisfactory Progress at the end of the "Warning" period, the student will be placed on Financial Aid Suspension. Information on the Appeal process will be included in this notification.

Warning: If a student is not making satisfactory progress at the end of the payment period (i.e. fall semester), the student will receive a "warning" and will continue to be eligible for federal and state financial aid for one payment period.

Financial Aid Suspension: If the student is not making satisfactory progress at the end of the semester following the "warning" the student will be placed on Financial Aid Suspension. The student may also be placed on suspension if the student has failed all classes (except skill classes) in a semester or if the student is placed on Academic Suspension.

Appeal: In some instances, the student may be permitted to submit an appeal regarding Financial Aid Suspension. A student will be limited to one appeal during their enrollment at Howard Payne University. Extenuating circumstances may include:

- Personal injury or illness of the student
- Death of a relative of the student
- Family difficulties, such as divorce or illness
- Interpersonal problems with friends, roommates, significant others
- Work pressures/work overload

If the student has extenuating circumstances and would like to present an appeal for reconsideration of eligibility for federal and state aid, the student must follow the following appeal process:

APPEAL PROCESS AND CHECKLIST

Appeal Form with detailed information submitted by the student. Appeal forms are available in the Financial Aid Office. The student must clearly state on the appeal form the extenuating circumstance (with explanation) and include a description of what has changed to allow the student to make satisfactory progress.

Student Requested Letter from the Student's Advisor - Providing insight about the student's academic performance as well as their recommendation about approving or denying the appeal and why. **The letter from the advisor is to be submitted directly to the Appeal**

Committee. The letter may be in the form of an email directed to Glenda Huff, Director of Student Aid or Lana Wagner, Registrar.

NOTE: If the student's advisor fails to submit the requested letter, the appeal will still be reviewed; **however**, the student must have requested the letter. Proof of the student's request, such as a copy of the letter to the advisor or a copy of an email to the advisor, must be submitted.

In addition to the advisor's letter, students have the option of asking another faculty member or staff member to write a letter to the Committee in support of the appeal.

DUE TO THE AMOUNT OF TIME INVOLVED PREPARING AN APPEAL, STUDENTS CANNOT EXPECT TO BEGIN GATHERING THE REQUIRED SUPPORTING DOCUMENTATION ON THE FINAL SUBMISSION DATE AND STILL HAVE THEIR APPEAL REVIEWED.

Result of Appeal: Appeals will be reviewed on an individual basis. The student will be notified in writing of the decision concerning the appeal.

If Appeal Approved: If the appeal is approved the student will receive a letter that outlines the conditions of the appeal. The letter will specify one of the following conditions:

- The student will be able to meet the satisfactory progress requirements by the end of the next payment, **OR**
- The student will be placed on an academic plan that will ensure that the student will be able to meet the satisfactory progress standards by a specific point in time. The student's progress will be evaluated at the end of the next payment period to ensure that the student is meeting the conditions of the academic plan.

Financial Aid Probation: Financial aid probation is a status assigned to a student who fails to make satisfactory progress and who has appealed and has had eligibility for aid reinstated. At the end of the payment period for which the student was on probation, the student must be making satisfactory progress or be successfully following an academic plan.

Academic Plan: In the event that an appeal is granted and the student is placed on probation under an Academic Plan, the student will work with an advisor in the Collegium. The advisor will monitor and counsel the student while the Academic Plan is in effect. The student's academic records will be reviewed by the advisor in consultation with the Registrar's Office to determine classes that must be repeated and the length of the plan. All students on an academic plan who have attempted more than 30 credit hours will be required to file a degree audit.

The Academic Plan will be reviewed by the advisor and the Director of Financial Aid at the end of each payment period during which the student is on probation. If the student is not successful with the Academic Plan, the student will be placed on Financial Aid Suspension.

If the student is placed on Academic Suspension at any point during which the student is participating in an Academic Plan, the plan will be discontinued. If the student is removed from Academic Suspension by appeal or otherwise, the resumption of the Academic Plan will be reviewed by the advisor and the Director of Student Aid.

If the Appeal is Not Approved: A letter will be sent to the student providing the cumulative grade point average and the number of hours the student must achieve to regain federal

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and state financial aid eligibility. The student will need to consult with the Registrar's Office concerning any courses that will need to be repeated and/or transferred from another school.

COURSES NOT REQUIRED FOR DEGREE AND REPEATED COURSEWORK

Courses not required for the student's degree will not be counted in the enrollment status.

Effective July 1, 2011, regulations allow repeated coursework to count toward enrollment status in term-based programs as stated:

- may repeat a previously passed course once
- may repeat failed course until it is passed

*The failed course will count in hours attempted for the Pace calculation and could result in loss of aid eligibility due to lack of progress.

The only exceptions will be for classes which require enrollment in multiple semesters (e.g. Private Voice, Concert Choir, Moot Court) and in which the student will receive additional credit each time the class is taken.

A student may include a course not required for the degree or a previously passed course (for the second time) in the student's schedule under the flat tuition rate for full-time students, if the student has a minimum of twelve (12) credit hours exclusive of the ineligible course. Inclusion of the ineligible class would not affect enrollment status in this case.

HOW AN OFFICIAL WITHDRAWAL AFFECTS SATISFACTORY PROGRESS

A student who has officially withdrawn from the university and whose final grades are a combination of "WF" and "WP" will not automatically be placed on Financial Aid Suspension; however, the attempted hours will be included in the formula for determining the student's pace. If the resulting evaluation determines that the student is not meeting satisfactory progress requirements, the student will be placed in either the "Warning" or "Suspension" status.

A student who has officially withdrawn from the university and whose final grades are all "WF" (except skill courses i.e. physical activity, piano) will be suspended from the federal and state financial aid programs until the pace requirements have been met and the cumulative grade point average has been achieved based on the number of hours attempted. Grades of "W", "WP", "WF", "I", or "NG" do not count as completed hours for pace assessment; however, they are included in attempted hours.

FAILING ALL CLASSES EXCEPT SKILL COURSES

A student who has not officially withdrawn from the university and fails to earn any credit (except skill courses i.e. physical activity, piano) in a semester will be suspended from the federal and state financial aid programs until the quantitative and the pace requirements have been met for satisfactory progress.

ENROLLMENT STATUS

Some financial aid programs have specific enrollment requirements. The following chart shows how enrollment status is defined:

01-05 credit hours	=	less than half-time enrollment
06-08 credit hours	=	half-time enrollment
09-11 credit hours	=	three-quarter time enrollment
12 + credit hours	=	full time enrollment

HPU locks "enrollment status" on the census date which is usually the eighth class day of the fall and spring semesters. The number of hours for which the student is enrolled as of this date will determine the enrollment status for that semester/session and financial aid will be disbursed accordingly. If the change in enrollment status causes the student's charges to become unpaid due to an adjustment in financial aid, it is the student's responsibility to make arrangements to pay the remaining charges.

If the student receives financial aid for a certain enrollment status and then subsequently drops to a lower enrollment status (for example, from full-time to three-quarter time), the satisfactory progress will be based on the original enrollment status and requirements. For any student who has loans and drops below half-time enrollment, the student's lender will be notified and the grace period for the loan will begin.

CHANGE IN ENROLLED HOURS

Students who consider dropping hours should contact the Office of Financial Aid prior to dropping the hours to determine the effect on scholarship and financial aid eligibility. A reduction in hours may result in an adjustment to the award package and may also affect satisfactory progress. It is the responsibility of the student to notify the Office of Financial Aid of any reduction in hours.

Student Employment

Howard Payne offers two types of student employment for students desiring to work while attending school-Institutional Employment and College Work-study. Employment is offered on a part-time basis, and students can earn a portion of their educational costs by working. One of the objectives of the employment program is to provide job opportunities which will help students develop useful skills and responsibility and, at the same time, perform worthwhile services.

The *Institutional Employment Program* is an institutionally-funded work program. Students submit a timesheet showing hours worked and are paid minimum wage. Students will receive a paycheck for hours worked. This is not a need-based form of employment. Earnings from this program must be included when completing the FAFSA.

The *Federal Work-Study Program* is a cash program whereby students receive a check for the number of hours worked. Jobs are offered on campus to those students who qualify for the program. The program is funded in part by the federal government and by Howard Payne University. Students are paid minimum wage. This is a need-based program.

The Federal Work-Study Program also offers off-campus employment opportunities to

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qualified students. Off-campus employment must be "community-service" related. These services include such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Also included are support to students with disabilities and activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling.

Current off-campus locations include the Latch Key Program, Small World Child Development Center, the Heart of Texas Literacy, Family Service Center, Boys and Girls Club, and Extended Day Reading Program. Other locations may be added.

Students in off-campus locations are paid in the same manner as the students employed on campus.

Federal and State Grants

Federal Pell Grant: Public Law 92-318 and the Educational Amendments of 1972 established a program of "entitlement" grants which may provide up to \$5,550 to all students less the family contribution as determined by a Federally-approved need analysis system, or one-half the college cost, whichever is less.

Federal Supplemental Educational Opportunity Grants (SEOG): This program, formerly known as Educational Opportunity Grants, is re-authorized by the enactment of Public Law 92-318 and the Educational Amendments of 1972. Priority is given to Pell Grant recipients. Eligible students may receive up to \$2,000 per academic year, depending upon the availability of funds. Grants are made for one year only, and students must reapply in order that the institution can determine whether or not a subsequent grant can be made.

Tuition Equalization Grants (TEG): Tuition Equalization Grants were authorized by Texas Senate Bill No. 56, Sixty-second Legislature, Regular Session, 1971, to provide grants to Texas residents enrolled in approved private Texas colleges and universities. These grants help to equalize the tuition cost between private and public schools and the intent that students will be encouraged to enroll in private colleges to maximize the utilization of existing college and university facilities. Grants are based on financial need. Students who were awarded TEG after September 1, 2005 must maintain a minimum cumulative grade point average of 2.50, complete 75% of hours attempted, and complete a minimum of 24 hours in an academic year.

Federal and State Loan Programs

Federal Perkins Loan Program: This program, formerly known as the National Direct Student Loan Program, was authorized by the enactment of Public Law 92-318 under the Educational Amendments of 1972. This is a need-based program.

Annual loan limits for the student are as follows: \$5,500 for a student who has not yet completed a program of undergraduate education and \$8,000 for a graduate or professional student. Maximum aggregate loan amounts for an eligible student are as follows: \$27,500 for a student who has not yet completed a program of undergraduate study and \$60,000 for a graduate or professional student.

These loans are made through the university and repayment is required. Borrowers begin repayment of their loans following graduation, termination or after ceasing to be at least a half-time student. Information concerning cancellation and/or deferment benefits, minimum monthly payments and the current interest rate may be obtained by contacting the Office of Financial Aid.

Federal Direct Loans: Due to recent legislation, the William D. Ford Direct Loan Program was mandated. This program allows students and parents to borrow funds directly from the Federal Government. Effective with the 2010-2011 catalog, all students will use the Direct Loan Program. This loan is provided by the U.S. Department of Education. This loan requires half-time (minimum of 6 credit hours per semester) enrollment.

First Time Borrower at HPU:

Entering freshman and transfer students will be required to complete Entrance Counseling and the Master Promissory Note (MPN). This is an online process. Complete information regarding this process will be included with the Award Notification.

Previous Borrower:

FEDERAL DIRECT LOAN CONFIRMATION PROCESS: The Master Promissory Note (MPN) is a very important contract between the borrower and the lender. The MPN allows borrowers to receive multiple subsidized and/or unsubsidized Federal Direct Loans over a ten year period. This feature is called a Serial Loan. Each year that a student receives a Serial Loan under the MPN, the student is required to confirm that he or she wishes to receive subsequent loans under the MPN. A student will be defined as a "previous borrower" if all of the following conditions are met:

- **Previously borrowed from the Federal Direct Loan while a student at HPU**
- **Has a valid promissory note on file with the Department of Education as the lender**

To confirm that the student wants to continue to receive loans under the MPN using the Serial Loan feature, the student must accept the loan(s) on the Award Notification, sign the Award Notification, and complete a Serial Loan Form for the academic year in which the student is requesting the loan.

The same "Confirmation Process" will apply to Parent Loans.

Under certain circumstances, a student can receive periods of deferment or forbearance that allow for postponement of loan repayment. A deferment is a period of time during which no payments are required and interest does not accrue. To qualify for a deferment, the student must meet specific eligibility requirements. The most common loan deferment conditions are enrollment in school at least half-time, inability to find full-time employment (for up to three years) and economic hardship (for up to three years). In some circumstances, there are deferment provisions for active duty military. The lender can provide information on deferments, including deferment for the following services:

- I. Service under the Peace Corps Act (22 U.S.C. 2501)
- II. Service under the Domestic Volunteer Service Act of 1973 (42 U. S.C. 4951); or
- III. Comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

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A forbearance occurs when the lender or loan-servicer agrees to either temporarily reduce or postpone the student loan payments. Interest continues to accrue during a forbearance.

A student cannot get a deferment or forbearance for a loan that is already in default.

Additional information concerning loan amounts, interest rates and deferment provisions can be obtained by contacting the Office of Financial Aid.

There are other types of loans available. Additional information and applications can be obtained by contacting the Office of Financial Aid.

Institutional Loan Funds

Various loan funds are available to assist worthy and needy students with their school-related expenses.

Eloise Anderson Loan Fund

Sally Joy Boyce Loan Fund

Calvary Baptist Church of Waco Loan Fund

East Fourth Street Baptist Church Loan Fund

R. L. Estell Loan Fund

Howard Payne University General Student Loan Fund

Donald H. Howe Memorial Loan Fund

Braswell and Billie Locker Loan Fund

H. L. Locker Memorial Loan Fund

Dr. and Mrs. James W. McCarver Loan Fund

Thomas W. and Eunice C. McKneely Student Loan Fund

W. E. Miller Loan Fund

General Carl L. Phinney Student Loan Fund

Harry Pierce Loan Fund

Floyd Prather Loan Fund

Marjorie and Kenneth Precure Loan Fund

Presidential Loan Fund

Sid and Patricia Sers Loan Fund

Annie Shelton Loan Fund

W. S. Wagley Loan Fund

Rev. and Mrs. T. Bentley Warrington Loan Fund

Luther Watson Memorial Loan Fund

Academic Scholarships

Only one academic scholarship (Freshmen or Transfer) will be awarded to any one student. Students may not receive a combination of academic scholarships based on varying criteria. No changes in the initial scholarship level will be permitted after the first day of the student's beginning semester. Academic Scholarships are for tuition only, and when combined with other "tuition specific" scholarships, can not exceed the amount of tuition charged for the semester in which the scholarships are received. Students must be enrolled full-time on the

Brownwood campus to be considered for an Academic Scholarship. Scholarships are not available during summer sessions or mini-terms.

When determining cumulative grade point averages, only those grades earned in residence at Howard Payne University will count toward eligibility for these scholarships. Other grades appearing on the transcript for credit earned in the ACT/SAT or CLEP program, as well as grades earned in a similar manner, will not be included in the computation of the grade point average for the purpose of these scholarships.

STUDENTS ENROLLED PRIOR TO FALL 2009: For information on Academic Scholarships, please refer to the applicable catalog based upon your entry date to Howard Payne University.

NEW STUDENTS - FALL 2009

MERIT-BASED SCHOLARSHIPS

To be eligible for these Merit-Based Scholarships, students must enter Howard Payne University in Fall 2009 or Spring 2010. Academic Scholarships for current students are described in the HPU Catalog.

MERIT-BASED SCHOLARSHIPS* - These scholarships apply to students entering HPU during the 2009-2010 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.

<u>Scholarship</u>	<u>Total Amount</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
Presidential Incentive Grant	\$16,000 over four years	\$4,000 per academic year	Awarded to students who demonstrate strong academic promise. Determination will be made immediately following admissions to HPU. 2.00 cumulative GPA required for renewal
Yellow Jacket Scholar	\$20,000 over four years	\$5,000 per academic year	(Top 40% at an accredited high school OR 3.00 GPA) and (ACT composite score of 21 or SAT of 1000 [Verbal/Critical Reading & Math scores Combined]) OR Top 10% OR an approved home school student 2.00 cumulative GPA required for renewal
University Scholar	\$30,000 over four years	\$7,500 per academic year	(Top 25% at an accredited high school OR 3.00 GPA) and (ACT composite score of 24 or an SAT I of 1100 [Verbal/Critical Reading & Math Scores Combined]) -- AWARDS ARE LIMITED AND ARE AWARDED ON A FIRST COME, FIRST SERVED BASIS. STUDENTS SHOULD APPLY FOR ADMISSION EARLY FOR THE BEST CONSIDERATION. 2.00 cumulative GPA required for renewal

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AN INTERVIEW WITH A MEMBER OF HPU'S ADMISSION STAFF BY APRIL 1ST IS REQUIRED FOR THE DEAN'S SCHOLAR AND THE PRESIDENTIAL SCHOLAR AWARDS. STUDENTS SHOULD APPLY FOR ADMISSION EARLY FOR THE BEST CONSIDERATION.

<u>Scholarship</u>	<u>Total Amount</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
Dean's Scholar	\$40,000 over four years	\$10,000 per academic year	(Top 20% at an accredited high school OR 3.50 GPA) and (ACT composite score of 25 or SAT I of 1150 [Verbal/Critical Reading & Math scores Combined]) 3.00 cumulative GPA required for renewal
Presidential Scholar	\$50,000 over four years	\$12,500 per academic year	(Top 10% at an accredited high school OR 3.70 GPA) and (ACT composite score of 26 or SAT of 1200 [Verbal/Critical Reading & Math scores Combined]) 3.00 cumulative GPA required for renewal

<u>Scholarship</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
Transfer Incentive	\$4,000	Demonstrate strong academic promise Minimum 12 transferable credit hours 2.00 Cumulative GPA required for renewal
Transfer Scholar	\$5,000	3.5 Cumulative GPA in at least 12 transferable hours 2.50 Cumulative GPA required for renewal

* Students must have paid their Enrollment Deposit by May 1, 2009 to receive one of the above Merit-Based Scholarships. **Merit-Based Scholarships are applied against tuition only. Students must plan to enroll full-time on the Brownwood campus to receive one of the above Merit-Based Scholarships. Only one Merit-Based Scholarship will be awarded to any one student.** If a student should meet one of the higher eligibility criteria within a higher scholarship range prior to the first day of classes, the lower scholarship will become void and the higher scholarship will be awarded. No change in scholarship level will be permitted after the first day of the student's beginning semester. Residual test scores will not be considered in determining scholarship eligibility. Concerning admission to the university and eligibility for scholarships, only the Math and Verbal/Critical Reading scores of the SAT will be considered (Writing portion of SAT is excluded). Students receiving first-year, merit-based scholarships must meet the criteria above in the academic year following high school graduation as stated in the HPU Catalog. Students who enroll at HPU during the first semester following high school graduation will be classified as a first-year student for scholarship purposes. College hours obtained through dual-enrollment classes will not be considered when determining scholarship eligibility. Students who have an earned bachelor's degree will not be considered for the Transfer Scholarships listed above. Howard Payne University reserves the right to calculate the secondary school GPA based on academic courses completed. Students

are encouraged to complete a college preparatory curriculum in order to receive the best opportunity to qualify for merit-based scholarships.

NEW STUDENTS - FALL 2010

MERIT-BASED SCHOLARSHIPS

MERIT-BASED SCHOLARSHIPS* - These scholarships apply to students entering HPU during the 2010-2011 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.

<u>Scholarship</u>	<u>Four-Year Award</u>	<u>Annual Award</u>	<u>Semester Award</u>	<u>*Eligibility/Renewal Criteria</u>
Academy Scholar Level I	Full Tuition	Full Tuition	Full Tuition	(Top 10% at an Accredited High School or 3.80 GPA) and (ACT of 29 or SAT I of 1300 [Mathematics & Critical Reading Combined]). 3.25 cumulative GPA required for renewal. A maximum of 5 awards will be made and an interview with the Director of the Academy is required. Determination will be made by February 15th. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources.
Academy Scholar Level II	\$60,000	\$15,000	\$7,500	(Top 20% at an Accredited High School or 3.70 GPA) and (ACT of 27 or SAT I of 1200 [Mathematics & Critical Reading Combined]). 3.25 cumulative GPA required for renewal. Awards are limited and an interview with the Director of the Academy is required. Determination will be made by February 15th. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources.
Academy Scholar Level III	\$52,000	\$13,000	\$6,500	(Top 25% at an Accredited High School or 3.50 GPA) and (ACT of 24 or SAT I of 1100 [Mathematics & Critical Reading Combined]). 3.25 cumulative GPA required for renewal. Awards are limited and an interview with the Director of the Academy is required. Determination will be made by February 15th. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources.
Presidential Scholar	\$50,000	\$12,500	\$6,250	(Top 10% at an Accredited High School or 3.80 GPA) and (ACT of 29 or SAT I of 1300 [Mathematics & Critical Reading Combined]). 3.00 cumulative GPA required for renewal.

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Dean's Scholar	\$40,000	\$10,000	\$5,000	(Top 20% at an Accredited High School or 3.70 GPA) and (ACT of 27 or SAT I of 1200 [Mathematics & Critical Reading Combined]). 3.00 cumulative GPA required for renewal.
University Scholar	\$34,000	\$8,500	\$4,250	(Top 25% at an Accredited High School or 3.50 GPA) and (ACT of 24 or SAT I of 1100 [Mathematics & Critical Reading Combined]). 2.00 cumulative GPA required for renewal.
Yellow Jacket Scholar	\$26,000	\$6,500	\$3,250	(Top 50% at an Accredited High School or 3.00 GPA) and (ACT of 21 or SAT I of 1000 [Mathematics & Critical Reading Combined]). 2.00 cumulative GPA required for renewal.
Academic Incentive Grant	\$16,000	\$4,000	\$2,000	Awarded to students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University. 2.00 cumulative GPA required for renewal.
Heart of Texas Scholarship Program for First-Year and Transfer Students	\$48,000 Combined total of awards	\$12,000 Combined total of awards	\$6,000 Combined total of awards	Howard Payne University is expanding its commitment to local area students with an exciting new scholarship program to benefit 2010 high school graduates or first-time transfer students who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCullough, Mills and San Saba counties. Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters (12 or more hours each semester).

The Heart of Texas Scholarship Program is made possible through the generosity of the Harris Family Scholarship, the Sam and Nettie Hughes Scholarship, the Charley and Mary Swindle Scholarship and numerous other sources including merit scholarship awards. Scholarship awards are for tuition only. Students must remain continuously enrolled in fall and spring semesters and maintain Satisfactory Academic Progress toward a degree to continue to receive the award. Full-time transfer students will be awarded \$6,000/semester based on the estimated number of full-time semesters remaining to complete their degree. Students may not receive both a merit scholarship and the Heart of Texas Scholarship.

**Scores represent averages and are based on the new ACT and SAT excluding the writing portion. Students graduating from a Home School will be evaluated for scholarship based on GPA and test scores. All Merit-Based Scholarships are for tuition only.*

<u>Scholarship</u>	<u>Annual Award</u>	<u>Semester Award</u>	<u>Eligibility Criteria/Renewal</u>
Presidential Transfer Scholar	\$10,000	\$5,000	3.80 cumulative GPA based upon transferable credit from a regionally accredited institution. 3.00 cumulative GPA required for renewal

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Dean's Transfer Scholar	\$8,500	\$4,250	3.60 cumulative GPA based upon transferable credit from a regionally accredited institution. 3.00 cumulative GPA required for renewal
University Transfer Scholar	\$7,500	\$3,750	3.50 cumulative GPA based upon transferable credit from a regionally accredited institution. 2.00 cumulative GPA required for renewal
Yellow Jacket Transfer Scholar	\$6,500	\$3,250	3.00 cumulative GPA based upon transferable credit from a regionally accredited institution. 2.00 cumulative GPA required for renewal
Transfer Academic Incentive Grant	\$4,000	\$2,000	Awarded to transfer students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University. 2.00 cumulative GPA required for renewal
Heart of Texas Scholarship Program for First-Year and Transfer Students	\$12,000 Combined total of awards	\$6,000 Combined total of awards	Howard Payne University is expanding its commitment to local area students with an exciting new scholarship program to benefit 2010 high school graduates or first-time transfer students who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCullough, Mills and San Saba counties. Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters (12 or more hours each semester).

The Heart of Texas Scholarship Program is made possible through the generosity of the Harris Family Scholarship, the Sam and Nettie Hughes Scholarship, the Charley and Mary Swindle Scholarship and numerous other sources including merit scholarship awards. Scholarship awards are for tuition only. Students must remain continuously enrolled in fall and spring semesters and maintain Satisfactory Academic Progress toward a degree to continue to receive the award. Full-time transfer students will be awarded \$6,000/semester based on the estimated number of full-time semesters remaining to complete their degree. Students may not receive both a merit scholarship and the Heart of Texas Scholarship.

Transfer scholarships are awarded to students who have completed a minimum of 12 transferable credit hours. Transfer scholarships are not awarded to students in the first academic semester immediately following high school graduation and college hours obtained through dual enrollment classes will not be considered when determining scholarship eligibility. Official college transcripts are required to substantiate the cumulative GPA and the number of transferrable credit hours.

NEW STUDENTS - FALL 2011 MERIT-BASED SCHOLARSHIPS

MERIT-BASED SCHOLARSHIPS* - These scholarships apply to students entering HPU during the 2011-2012 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.

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<u>Achievement Awards*</u>	<u>HPU'S Investment In You</u>	<u>Annual Amount</u>	<u>Semester Amount</u>	<u>Eligibility Criteria Renewal</u>
Presidential Scholar	\$50,000 over 4 years	\$12,500	\$6,250	Top 10% at an accredited high school OR 3.80 GPA AND an ACT of 29 OR an SAT I of 1300 (Mathematics & Critical Reading Score Combined). ** <i>3.0 Cumulative GPA Required for Renewal</i>
Dean's Scholar	\$40,000 over 4 years	\$10,000	\$5,000	Top 20% at an accredited high school OR 3.70 GPA AND ACT of 27 OR an SAT I of 1200 (Mathematics & Critical Reading Score Combined). ** <i>3.0 Cumulative GPA Required for Renewal</i>
University Scholar	\$36,000 over 4 years	\$9,000	\$4,500	Top 25% at an accredited high school OR 3.50 GPA AND ACT of 24 OR an SAT I of 1100 (Mathematics & Critical Reading Score Combined). ** <i>2.0 Cumulative GPA Required for Renewal</i>
Yellow Jacket Scholar	\$28,000 over 4 years	\$7,000	\$3,500	Top 50% at an Accredited High School OR 3.00 GPA AND ACT of 20 OR an SAT I of 960 (Mathematics & Critical Reading Score Combined). ** <i>2.0 Cumulative GPA Required for Renewal</i>
Academic Incentive Grant	\$14,000 over 4 years	\$3,500	\$1,750	Awarded to students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University. ** <i>2.0 Cumulative GPA Required for Renewal</i>
Heart of Texas Scholarship Program for First-Year Students **	\$48,000 Combined	\$12,000	\$6,000	Howard Payne University expands its commitment to local area students with the Heart of Texas scholarship program to benefit 2011 high school graduates who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCulloch, Mills and San Saba counties. Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters (12 or more hours each semester). ** <i>2.0 Cumulative GPA Required for Renewal</i>

** The Heart of Texas Scholarship Program is made possible through the generosity of the Harris Family Scholarship, the Sam and Nettie Hughes Scholarship, the Charley and Mary Swindle Scholarship and numerous

other sources including merit scholarship awards. Scholarship awards are for tuition only. Students must remain continuously enrolled in fall and spring semesters and maintain Satisfactory Academic Progress toward a degree to continue to receive the award. Full-time transfer students will be awarded \$6,000/semester based on the estimated number of full-time semesters remaining to complete their degree. Students may not receive both a merit scholarship and the Heart of Texas Scholarship.

<u>Douglas MacArthur Academy of Freedom Awards *</u>	<u>HPU's Investment in You</u>	<u>Annual Amount</u>	<u>Semester Amount</u>	<u>Eligibility Criteria/Renewal</u>
Academy Scholar Level I	Full Tuition	Full Tuition	Full Tuition	<p>Top 10% at an accredited high school OR 3.80 GPA AND ACT of 29 OR an SAT I of 1300 (Mathematics & Verbal/Critical Reading Scores Combined).</p> <p>A maximum of 5 awards will be made and an interview with the Director of the Academy is required. Determination will be made by the 15th of February. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources. Participation in the Douglas MacArthur Academy of Freedom required.</p> <p style="text-align: center;">**</p> <p><i>3.25 Cumulative GPA Required for Renewal</i></p>
Academy Scholar Level II	\$60,000 over 4 years	\$15,000	\$7,500	<p>Top 20% at an accredited high school OR 3.70 GPA AND ACT of 27 OR an SAT I of 1200 (Mathematics & Verbal/Critical Reading Scores Combined). Awards are limited and an interview with the Director of the Academy is required. Determination will be made by the 15th of February. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources. Participation in the Douglas MacArthur Academy of Freedom required.</p> <p style="text-align: center;">**</p> <p><i>3.25 Cumulative GPA Required for Renewal</i></p>
Academy Scholar Level III	\$52,000 over 4 years	\$13,000	\$6,500	<p>Top 25% at an Accredited High School OR 3.50 GPA AND ACT of 24 OR an SAT I of 1100 (Mathematics & Verbal/Critical Reading Scores Combined). Awards are limited and an interview with the Director of the Academy is required. Determination will be made by the 15th of February. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources. Participation in the Douglas MacArthur Academy of Freedom required.</p> <p style="text-align: center;">**</p> <p><i>3.25 Cumulative GPA Required for Renewal</i></p>

Financial Information

<u>Merit Based Scholarships for Transfer Students *</u>	<u>Annual Amount</u>	<u>Semester Amount</u>	<u>Eligibility Criteria/Renewal</u>
Presidential Transfer Scholarship	\$10,000	\$5,000	3.80 cumulative GPA based upon transferable credit from a regionally accredited institution. ** <i>3.0 Cumulative GPA Required for Renewal</i>
Dean's Transfer Scholar	\$8,500	\$4,250	3.60 cumulative GPA based upon transferable credit from a regionally accredited institution. ** <i>3.0 Cumulative GPA Required for Renewal</i>
University Transfer Scholar	\$7,500	\$3,750	3.50 cumulative GPA based upon transferable credit from a regionally accredited institution. ** <i>2.0 Cumulative GPA Required for Renewal</i>
Yellow Jacket Transfer Scholar	\$6,500	\$3,250	3.00 cumulative GPA based upon transferable credit from a regionally accredited institution. ** <i>2.0 Cumulative GPA Required for Renewal</i>
Academic Incentive Transfer Grant	\$3,500	\$1,750	Awarded to transfer students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University. ** <i>2.0 Cumulative GPA Required for Renewal</i>
Heart of Texas Scholarship Program for Transfer Students **	\$12,000 Combined total of awards	\$6,000 Combined total of awards	Howard Payne University expands its commitment to local area students with the Heart of Texas scholarship program to benefit first-time transfer students who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCulloch, Mills and San Saba counties. Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters (12 or more hours each semester). ** <i>2.0 Cumulative GPA Required for Renewal</i>

** The Heart of Texas Scholarship Program is made possible through the generosity of the Harris Family Scholarship, the Sam and Nettie Hughes Scholarship, the Charley and Mary Swindle Scholarship and numerous other sources including merit scholarship awards. Scholarship awards are for tuition only. Students must remain continuously enrolled in fall and spring semesters and maintain Satisfactory Academic Progress toward a degree to continue to receive the award. Full-time transfer students will be awarded \$6,000/semester based on the estimated number of full-time semesters remaining to complete their degree. Students may not receive both a merit scholarship and the Heart of Texas Scholarship.

Transfer scholarships are awarded to students who have completed a minimum of 12 transferable credit hours. Transfer scholarships are not awarded to students in the first academic semester immediately following high school graduation and college hours obtained through dual enrollment classes will not be considered when determining scholarship eligibility. Official college transcripts are required to substantiate the cumulative GPA and the number of transferrable credit hours.

NEW STUDENTS - FALL 2012
MERIT-BASED SCHOLARSHIPS

MERIT-BASED SCHOLARSHIPS* - These scholarships apply to students entering HPU during the 2012-2013 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.

<u>Achievement Awards*</u>	<u>HPU'S Investment In You</u>	<u>Annual Amount</u>	<u>Semester Amount</u>	<u>Eligibility Criteria / Renewal</u>
Presidential Scholar	\$60,000 over 4 years	\$15,000	\$7,500	Top 10% at an accredited high school OR 3.80 GPA AND an ACT of 29 OR an SAT I of 1300 (Mathematics & Critical Reading Score Combined). ** <i>3.0 Cumulative GPA Required for Renewal</i>
Dean's Scholar	\$48,000 over 4 years	\$12,000	\$6,000	Top 20% at an accredited high school OR 3.60 GPA AND ACT of 27 OR an SAT I of 1200 (Mathematics & Critical Reading Score Combined). ** <i>3.0 Cumulative GPA Required for Renewal</i>
University Scholar	\$44,000 over 4 years	\$11,000	\$5,500	Top 25% at an accredited high school OR 3.40 GPA AND ACT of 24 OR an SAT I of 1100 (Mathematics & Critical Reading Score Combined). ** <i>2.0 Cumulative GPA Required for Renewal</i>
Yellow Jacket Scholar	\$40,000 over 4 years	\$10,000	\$5,000	Top 50% at an Accredited High School OR 2.5 GPA AND ACT of 19 OR an SAT I of 910 (Mathematics & Critical Reading Score Combined). ** <i>2.0 Cumulative GPA Required for Renewal</i>
Academic Incentive Grant	\$16,000 over 4 years	\$4,000	\$2,000	Awarded to students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University. ** <i>2.0 Cumulative GPA Required for Renewal</i>

Financial Information

Heart of Texas Scholarship Program for First-Year Students **	\$54,000 Combined	\$13,500	\$6,750	Howard Payne University expands its commitment to local area students with the Heart of Texas scholarship program to benefit 2012 high school graduates who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCulloch, Mills and San Saba counties. Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters (12 or more hours each semester).
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2.0 Cumulative GPA Required for Renewal

** The Heart of Texas Scholarship Program is made possible through the generosity of the Harris Family Scholarship, the Sam and Nettie Hughes Scholarship, the Charley and Mary Swindle Scholarship and numerous other sources including merit scholarship awards. Scholarship awards are for tuition only. Students must remain continuously enrolled in fall and spring semesters and maintain Satisfactory Academic Progress toward a degree to continue to receive the award. Students may not receive both a merit scholarship and the Heart of Texas Scholarship.

<u>Douglas MacArthur Academy of Freedom Awards *</u>	<u>HPU's Investment in You</u>	<u>Annual Amount</u>	<u>Semester Amount</u>	<u>Eligibility Criteria/Renewal</u>
Academy Scholar Level I	Full Tuition	Full Tuition	Full Tuition	Top 10% at an accredited high school OR 3.80 GPA AND ACT of 29 OR an SAT I of 1300 (Mathematics & Verbal/Critical Reading Scores Combined). A maximum of 5 awards will be made and an interview with the Director of the Academy is required. Determination will be made by the 15th of February. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources. Participation in the Douglas MacArthur Academy of Freedom required.

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3.25 Cumulative GPA Required for Renewal

Academy Scholar Level II	\$60,000 over 4 years	\$15,000	\$7,500	Top 20% at an accredited high school OR 3.70 GPA AND ACT of 27 OR an SAT I of 1200 (Mathematics & Verbal/Critical Reading Scores Combined). Awards are limited and an interview with the Director of the Academy is required. Determination will be made by the 15th of February. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources. Participation in the Douglas MacArthur Academy of Freedom required.
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3.25 Cumulative GPA Required for Renewal

Financial Information

Academy Scholar Level III	\$52,000 over 4 years	\$13,000	\$6,500	Top 25% at an Accredited High School OR 3.50 GPA AND ACT of 24 OR an SAT I of 1100 (Mathematics & Verbal/Critical Reading Scores Combined). Awards are limited and an interview with the Director of the Academy is required. Determination will be made by the 15th of February. Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources. Participation in the Douglas MacArthur Academy of Freedom required.
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3.25 Cumulative GPA Required for Renewal

<u>Merit Based Scholarships for Transfer Students *</u>	<u>Annual Amount</u>	<u>Semester Amount</u>	<u>Eligibility Criteria/Renewal</u>
Presidential Transfer Scholarship	\$13,000	\$6,500	3.80 cumulative GPA based upon transferable credit from a regionally accredited institution. ** <i>3.0 Cumulative GPA Required for Renewal</i>
Dean's Transfer Scholar	\$11,000	\$5,500	3.60 cumulative GPA based upon transferable credit from a regionally accredited institution. ** <i>3.0 Cumulative GPA Required for Renewal</i>
University Transfer Scholar	\$9,000	\$4,500	3.50 cumulative GPA based upon transferable credit from a regionally accredited institution. ** <i>2.0 Cumulative GPA Required for Renewal</i>
Yellow Jacket Transfer Scholar	\$8,000	\$4,000	3.00 cumulative GPA based upon transferable credit from a regionally accredited institution. ** <i>2.0 Cumulative GPA Required for Renewal</i>
Academic Incentive Transfer Grant	\$4,000	\$2,000	Awarded to transfer students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University. ** <i>2.0 Cumulative GPA Required for Renewal</i>
Heart of Texas Scholarship Program for Transfer Students **	\$13,500 Combined total of awards	\$6,750 Combined total of awards	Howard Payne University expands its commitment to local area students with the Heart of Texas scholarship program to benefit first-time transfer students who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCulloch,

Financial Information

Mills and San Saba counties. Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters (12 or more hours each semester).

**

2.0 Cumulative GPA Required for Renewal

** The Heart of Texas Scholarship Program is made possible through the generosity of the Harris Family Scholarship, the Sam and Nettie Hughes Scholarship, the Charley and Mary Swindle Scholarship and numerous other sources including merit scholarship awards. Scholarship awards are for tuition only. Students must remain continuously enrolled in fall and spring semesters and maintain Satisfactory Academic Progress toward a degree to continue to receive the award. Students may not receive both a merit scholarship and the Heart of Texas Scholarship.

Transfer scholarships are awarded to students who have completed a minimum of 12 transferable credit hours. Transfer scholarships are not awarded to students in the first academic semester immediately following high school graduation and college hours obtained through dual enrollment classes will not be considered when determining scholarship eligibility. Official college transcripts are required to substantiate the cumulative GPA and the number of transferrable credit hours.

Scholarships

Scholarships awarded from the university endowment and general funds are not payable in cash. They will be credited to the student's account. If the award produces a credit balance on the account, it will be carried forward until the next semester, or the award will be adjusted to the correct amount to pay the balance due on the account. This enables the university to help the maximum number of students with the funds available. Part-time students are not eligible to receive unfunded scholarships. Early application is encouraged due to limited scholarship funding.

ALL-STATE MUSIC SCHOLARSHIP: Awarded to both state (Texas or any other state) and Baptist All-State Band and Choir members who are music majors or minors. Scholarship award is \$250 per long semester during the freshman and sophomore years as long as the student meets all other requirements. No scholarship application or audition is required. Verification of participation is required. Awarded by the School of Music and Fine Arts. Funding is limited.

ALUMNI ASSOCIATION SCHOLARSHIP: Dependents of dues-paying members of the HPU Alumni Association may apply for this scholarship by completing the Alumni Association Student Scholarship Application. Recipients are selected by the Scholarship Committee of the HPU Alumni Association. Applications are available from the Office of Financial Aid or the HPU Alumni Relations Office. Additional information may be obtained at 800-950-8465 or 325-649-8044.

BAPTIST MINISTERIAL SCHOLARSHIPS: Baptist ministerial students applying for this scholarship must present a license, certification of ordination, or letter of certification from a Baptist church, and meet all requirements set by the Baptist General Convention of Texas. Applications must be approved by the dean of the School of Christian Studies prior to each registration period and cannot be made retroactive during a semester. The scholarship is paid by the Baptist General Convention of Texas.

BAPTIST MINISTER’S DEPENDENT SCHOLARSHIP: This scholarship is available to unmarried dependent children (age 23 or less) and wives of active full-time Baptist ministers or Baptist ministers who are inactive due to age or health. The scholarship is \$750.00 per semester. It requires fulltime enrollment (12 credit hours or more) each semester and must be applied to tuition only. Application must be obtained from and approved by the dean of the School of Christian Studies prior to each registration period and can not be made retroactive during a semester. This scholarship is funded by Howard Payne University and all decisions regarding eligibility for this scholarship are made by the dean of the School of Christian Studies.

DEPARTMENTAL SCHOLARSHIPS: Each department has its own criteria and eligibility requirements. Contact the appropriate dean to make application for departmental scholarships.

ENDOWED SCHOLARSHIPS

The following is a listing of our endowed scholarships. To apply for these scholarships, the student must complete the scholarship section of the Institutional Application for Financial Aid. Students who are awarded scholarships are notified in writing. Endowed scholarships are not automatically renewed. The student must re-apply for scholarship assistance each year.

Air Castle Assistance Fund
Roy Akers Scholarship
Bill and Dick Alexander Scholarship
Alumni Association Scholarship
Lois Stribling Anderson Memorial Endowment
Arlene Austin Memorial Scholarship
William B. (Bill) and Ruth Pratt Anders Memorial Voice Scholarship
Ralph O. and Katie Antilley Scholarship
Josie Mae Baird Scholarship
George and Sara Baker Scholarship
Glen W. and Lucy G. Bales Memorial Scholarship
Madge Carver Barron Scholarship
John L. Beard Memorial Scholarship Fund
John Lee and J.L. Beard, Jr. Scholarship
Candace L. Beggs Memorial Scholarship
Mr. and Mrs. Thomas Benton Scholarship
Donal and Marjorie Bird Endowed Scholarship for Science and Math
Hazel Tyson Black Scholarship Endowment
Carroll W. Bowden Scholarship
Kenneth and Susan Brown Scholarship
William Henry Brown Endowment
Kenneth E. and Viola Burg 21st Century Scholarship
Viola and Kenneth Burg Christian Education Scholarship
Viola and Kenneth Burg Christian Education Scholarship No. 2
Burke-Carpenter Women in Ministry Scholarship
Ivan Campbell Burkhart Scholarship
Byrom-Burns Education and Ministerial Endowed Scholarship

Financial Information

Ray and Shirley Caldwell Scholarship
Deborah R. Camacho Memorial Scholarship
Zenaido & Petra Camacho Endowed Scholarship
Jackson L. Carroll Scholarship
Jane Morrow Carroll Scholarship
Winnie Mae Carter Memorial Scholarship
E.C. and Sally B. Cash Memorial Scholarship
Alma and Frederick F. Cavel Memorial Scholarship
Laverne Cearley Teacher's Scholarship
O.B. Chambers Memorial Scholarship
Hardy, Beulah and Donna Lee Childress Memorial Scholarship
Childs-Kitchen Scholarship
Edward L. Clark Memorial Scholarship
Mrs. Ossie Coalson Scholarship
Adrian and Norma Coleman Scholarship
R.D. and Irene Coley Scholarship
Rev. and Mrs. Homer T. Connolly Ministerial Scholarship
Noel W. Cowan Memorial Fund for Pre-Professional Studies
John Max Cox Endowed Scholarship
Jack and Faye Craft Scholarship
Gertrude Rumbo Crume Scholarship
Miss Lola Mae Daniel Foreign Missionary Scholarship
Daniel Baker Ex-Students Association Endowed Scholarship
Tom and Madge Bean Dauphin Memorial Scholarship
William Benjamin and Jean Cash David Scholarship Fund
C.J. (Red) Davidson Scholarship
Creath Davis Scholarship
Hallie Davis Scholarship
J. Ray Davis Scholarship
Grace Edwards Dennis Family Scholarship
Daniel A. and Audra B. DeViney Endowed Scholarship
Dr. James H. Dickinson Scholarship
Dr. Bobbie Morrow Dietrich Scholarship
Dr. Russell Dilday Endowed Scholarship
Downtown Bible Class Endowed Scholarship Fund
David H. Dunks Scholarship
Gary D. Dyer Ministerial Scholarship
Elmer and Elizabeth Edgington Scholarship
Iona Ege Memorial Endowment Fund
Gary D. Elliston Endowed Scholarship
Earl B. and Beatrice B. Ethridge Endowed Scholarship
The Mr. and Mrs. J. Ernest Evans Scholarship
J.D. and Gladys Everett Scholarship
Carl N. Fambrough Scholarship
Paul and Pauline Fairbanks Music Scholarship
Fannie Maude and Joel Fergeson Memorial Fund
Myra V. Fisher Scholarship
Josephine and Fred Flynn Scholarship

Guy and Ruby Foster Scholarship
Lillian Gandy Scholarship
Joann Zavala Garcia Scholarship
Dan and Mary Belle Garrett Scholarship
Edward N. Garrett Ministerial Scholarship
A.C. Garvin Scholarship
Gates-Crawford Scholarship Endowment
Earl Gill Scholarship
Dr. Joshua Grijalva Scholarship
Gromatzky-Jeske Memorial Scholarship
Mattie Anderson Hale Memorial Scholarship
Hardin Memorial Scholarship
Harrelson-Barger Endowed Scholarship
Harris Family Scholarship
Rayford Bruce Harris Memorial Scholarship
William Pickney Hatchett and Lela Hatchett Memorial Fund
Bobby J. Haun Scholarship
Drs. Harold W. and Janice Goolsby Havard Endowed Scholarship
Mottie F. Havins Memorial Scholarship
Lee and Julia Hearn Endowment
Vivian and Paul Henderson Endowed Scholarship
Heritage Club Golden Circle
Hispanic Alumni Fellowship Scholarship
Hispanic Student/Alumni Fellowship Scholarship
Veda Wells Hodge Scholarship
E. Nell Hoffman Scholarship
Opal and Bill Howard Scholarship
Howard Payne University Endowed Scholarship
Ray and Ruth Hoyle Endowed Scholarship
Roy Dellwyn Hughes, Jr. Memorial Scholarship
Sam and Nettie Hughes Memorial Scholarship
Tom and Ora Simmons Hymer Education Scholarship
Lucill Hargis Isaacks Scholarship
Jackson-Harvey Scholarship
Ganelle Nabors Jarvis Elementary Education Scholarship
John Johnson-Estill Allen Scholarship
Landon C. and Edna Fay Johnson Work Scholarship
C. Leon Jones Memorial Scholarship
Don C. and Nita Jones Endowed Scholarship
Jesse H. and Mary Gibbs Jones Scholarship
Mike and Jayne Jones Family Endowment
Nathalie Nabers Jones String Scholarship
Nellie Grace Jones Memorial Scholarship
Sharron Lynn Jones Memorial Scholarship
Don Jopling Evangelistic Association Endowed Scholarship
McAdoo Keaton Scholarship
Mr. and Mrs. George Kidd Memorial Scholarship
Billy Kim Scholarship Fund

Financial Information

Alice Heyman King and Thomas H. King Memorial Scholarship
Ernest and Lucille King Scholarship
Kingdom Building Foundation Scholarship
Scott and Deana Kirtley Endowment
Jack and Juanita Lamkin Scholarship
Lamkin Brothers Endowed Scholarship
Cecile Lancaster Scholarship
Montie and Thelma Lane Scholarship
Mr. and Mrs. W.H. Lane Scholarship
Phillip Edward Laughlin and Francis Bacon King Memorial Scholarship
Levisay Family Scholarship
Cecil and Lucille Lewis Memorial Scholarship
Jeremy L. Lewis Memorial Scholarship
Frederick Libke Piano Competition
A.B. and Rose Lightfoot Scholarship
C.C. Lockwood Business Scholarship
Mr. and Mrs. Frank London Memorial Scholarship
Elizabeth C. Looby Scholarship Fund
W. Carroll Lowe Endowed Church Music Scholarship
Charles A. and Ella Luzzi Scholarship
William and Mary Lynch Scholarship
Lucile T. McDaniel Book Fund for Preachers' Wives
Amanda McDonough Memorial Scholarship
Jim and Arlene McEachern Scholarship
Malcolm McNair and Linnie Anderson McEachern Endowed Scholarship
Dr. Dorothy McIntosh Endowed Music Scholarship
Richard Warren McKinney Journalism Scholarship
Charles M. and Dorothy "Dete" Maddin Endowed Chemistry Scholarship
Moselle S. Mann Memorial Scholarship
James N. and Lucile Glover Martin Scholarship
Wendy Mast Memorial Scholarship
Wendell Mayes Scholarship
Erma Medcalf Scholarship
Dr. Frances Lewis Merritt Memorial Scholarship
Annie and Milton Miller Memorial Scholarship
C.O. Mitchell Memorial Fund
Kevin Moore Scholarship Fund
Rev. David R. Morrison Scholarship Fund
Charles L. and Dorothy Wilcox Myers Scholarship Fund
Merle Compton Nash Scholarship
Nathan's Jewelers (Mr. and Mrs. Nathan Donsky) Scholarship
Don and Brenda Newbury Scholarship Fund
Gladys Hicks Newman Student Scholarship Fund
Ross J. and Louise Newton Scholarship
Sam and Clyde Nickols Memorial Endowment Fund
Ninety and Nine Presidential Scholarship
The O'Rear Scholarship
Old Main Endowed Presidential Scholarship Fund

Owen Family Scholarship Endowment
John William and Diorah Mae Owens Scholarship
Mary Lou Packer Scholarship
Ruben Packer Scholarship
The Pass It On Endowment
Dr. Frank W. and Pauline G. Patterson Endowed Scholarship Fund
Tami Pattillo Memorial Scholarship
George A. and Daisy Pfeiffer Scholarship
Helen K. Phelps Scholarship
Ralph and Betty Phelps Scholarship
Dr. E. Grace Pilot Scholarship Fund
Luther and Cassie Piper Endowed Presidential Scholarship
Gene and Bernice Porter Endowed Scholarship Fund
R.L. and Eris Porter Endowed Ministerial Scholarship Fund
Eunice Powell Preston Scholarship
Marlon Prichard Endowed Scholarship
H. Shelton Prince, Jr. Memorial Scholarship
Prospect Hill Baptist Church Scholarship
Robert F. Radius Memorial Endowed Scholarship Fund
Dr. Jose' Rivas Memorial Scholarship
Lee and Eva Roberts Scholarship
Harvey and Velma Robinson Ministerial Scholarship Fund
F. Yantis and Elizabeth Lee Robnett Scholarship
Sonya Rohrman - Living Services Scholarship
Oscar I. Romo Ethnic Scholarship
Dr. Bryce N. Sandlin Endowed Scholarship
L.A. and Naomi Sartain Mathematics Endowed Scholarship
Martha St. Clair Scholarship Fund
Rev. Carl J. and Mildred L. Schlomach Scholarship
Jack Scott Scholarship Fund
John N. & Freddie Scott Endowed Scholarship
The Harold N. Shannon Endowed Scholarship
James and Corrine Shields Scholarship
William and Frances Sims Scholarship
Myrtle Cecil Slaymaker Family Endowed Scholarship
Tom G. Small Family Endowment
Jack C. Smith Endowed Fund
James Lowry Smith Scholarship
James R.B. Smith Scholarship
L.A. Smith, Jr., and Mr. and Mrs. Porter V. Smith Scholarship
Dr. and Mrs. Robert Leonard Smith Scholarship Fund
Truett B. Smith Memorial Scholarship
Udell Smith Scholarship Fund
E.L. Sparkman Scholarship
Rev. and Mrs. E.L. Sparks Scholarship
Dr. Allen Spence Memorial Scholarship Fund
Agnes Arline Owen Spraberry Scholarship in Business Administration
Dr. Jack Stanford Scholarship

Financial Information

Marjorie L. Stewart Teachers' Scholarship
Morris F. Stubbs Memorial Scholarship Fund
Charley D. and Mary M. Swindle Endowed Scholarship Fund
George and Myrtle Walker Taylor Scholarship
Kenneth and Marilyn Taylor Scholarship
Thomas H. Taylor Scholarship
Bob J. Teddlie Scholarship
Dr. W.C. and Gracie Tenery Memorial Scholarship
Mr. and Mrs. R.B. Thomas Scholarship
C.B. Thompson Family Memorial Scholarship
Jo Dell Townsend Memorial Scholarship
Dr. Nat Tracy Memorial Scholarship
Trustees Endowed Scholarship
Dr. Al Tucker Memorial Scholarship
Felton and Annie Mae Underwood Endowment Fund
Felton and Bernice Underwood Endowment Fund
Mary Jo Underwood Music Scholarship Endowment
Jeff Vardeman Memorial Scholarship
Victory Life Church Heart of Texas Scholarship Endowment
Dorothy House Vieman Scholarship
Jerry Wade Music Scholarship
Waldrop Family Endowed Scholarship
Dr. J.B.N. and Mary Walker Scholarship
Charlotte Rucker Watson Scholarship Fund
Mike Watson Memorial Endowed Scholarship
E.J. and Myrtle Weatherby, and Charles E. Moore Music Scholarship
Joseph Norman Weatherby, Sr. Scholarship Fund
Maxine Fletcher Weatherby Scholarship
Robert Weaver Scholarship
Arnett and Patsy Weeks Endowed Scholarship
Weidner Family Endowed Scholarship Fund
Weidner Family Professional Development Fund for the School of Education
G.R. White Scholarship
Edgar Allan and Erma Oliver Williams Scholarship
Hicks and Lena Williams Memorial Scholarship
Tallie and Minnie Williams Memorial Scholarship Fund
James L. Williamson Scholarship
C.C. Woodson Scholarship
Carey Judson Wooley, Jr. Memorial Scholarship
Yates Accounting Scholarship
Yates Science Scholarship
Charlotte Buff Yoes Scholarship
Juel Ray Young Music Scholarship
Clyde Zacharias Biology Scholarship
Robbie Wiley Zunker Teachers' Scholarship

Academy of Freedom Scholarships

Academy of Freedom Board of Directors Endowed Scholarship Fund
Jane Woodward Bell Scholarship
Anne Boddicker Bradley Memorial Scholarship
Dr. H.L. Cravens, Jr. Scholarship
Allen and M. Pearl Davis Scholarship
DeHay and Elliston L.L.P. Endowed Scholarship
Grace Lacy Dudley Scholarship
Terry and Ouida Dunsworth Scholarship
Josephine Flynn Scholarship
Colonel Russell Fudge Academy Scholarship
J. Edward Johnson Scholarship
Carl B. and Florence E. King Foundation Scholarship
Charles and Lena Lamkin Scholarship
Evelyn Edell Cox Hignett Magna Charta Dames and Barons Scholarship
Hobby H. McCall Scholarship
Milton S. McGee, Sr. Scholarship
Nan Massengill Texas Society Daughters of the American Revolution Scholarship
Maj. Roy E. Massengill Scholarship Fund
Kevin Moore Scholarship Fund
Dr. Estelle Newman Memorial Scholarship
Guy D. Newman Memorial Scholarship
Groner Pitts Academy Scholarship
Dorothy Jean Schroeder Memorial Scholarship
Joseph Sidran Scholarship
Dr. Don L Smith Academy Scholarship
Captain Mike Snell Memorial Scholarship
Hatton W. Sumners Foundation Scholarship Program
Texas Pioneer Foundation Endowed Scholarship
Dr. James Cleo Thompson Jr. Academy Scholarship
Leonard Underwood Endowed Scholarship
Paul W. and Katherine Ussery Scholarship
John Norman Weatherby Family Scholarship
Lottie Plummer Wooley Texas Society Daughters of the American Revolution Scholarship

Instructions

The Office of Financial Aid is located in Room 109 of the Packer Administration Building. Additional information and applications may be obtained by calling (325) 649-8015 or by writing to: *OFFICE OF FINANCIAL AID, HOWARD PAYNE UNIVERSITY, 1000 FISK STREET, BROWNWOOD, TX 76801-2794*, or e-mailing to financial-aid@hputx.edu.

Instructions for Veterans Affairs

Veterans should notify the Veterans Administration of their intention to enroll at the university so that a Certificate of Eligibility may be received prior to enrolling. Veteran's affairs are handled by the veteran coordinator in the Office of the Registrar. Veterans should contact

Financial Information

the office prior to enrolling and each term immediately after registration. Any change in course load or class attendance is to be reported to the veteran coordinator. **All** veteran benefit recipients are required to file a degree audit upon **initial enrollment**. Detailed information regarding Veteran's Education Benefit programs is available in the Appendix of this catalog.

Student Life

Student Conduct

When a student is admitted to Howard Payne University, he/she is required to know and abide by the regulations and policies of the university as published in the Catalog and the Student Handbook, copies of which are available to every student. Therefore, it is presumed that the student who elects to attend Howard Payne University does so with the intent of being in fact and spirit a cooperating member of this university community.

The university encourages students to conduct themselves as maturing men and women and invites them to participate in the formulation of rules and to assume responsibility in student judicial decisions. Students are selected to serve on several committees as voting members. At the same time, all participants in Howard Payne University life are reminded that, by the charter of the university, the Board of Trustees is ultimately responsible for the school and for its operation and that, therefore, the university is not legally a political democracy operated with the consent of the governed.

While students should consult the most recent Student Handbook and Residence Life Guidebook for specific policies and procedures, in general, the policies governing student behavior are outlined below:

1. Howard Payne University holds human dignity and worth inviolate: thus, respect for the thoughts, property and rights of other people must prevail.
2. The human body is considered to be God's temple: thus, the use or possession of alcoholic beverages unlawfully, on campus or related to any university function, or the use or possession of harmful or personality-degrading chemicals or narcotics is not tolerated.
3. Gambling, hazing, violence and the on-campus possession of firearms could threaten individual dignity and rights; consequently, they are not permitted.
4. Howard Payne University expects its students to abide by local, state and federal laws as well as the generally accepted moral standards of the university community. The university will not seek or support special treatment for those of its students who may be apprehended for violation of law.

Student Life

When, in the opinion of the university, the conduct of a student at any place is reprehensible or detrimental to the best interests of the student, his/her fellow student or the university, appropriate disciplinary action will be taken.

The standards apply to all students both on and off campus as long as they are enrolled in Howard Payne. The authority of the university is exercised over all student groups or organizations bearing the name of the university or any student activities to the extent necessary to safeguard the good name and well-being of Howard Payne University and its students and faculty. The conduct of each student is expected to uphold, not detract from, the good name of Howard Payne University.

Student Complaint/Grievance Procedure

It is the wish of the University to provide an education and services of high quality to its students and to provide equity and harmony in the application of policies and procedures. When a student has a complaint, the University would encourage resolution be sought through informal communication with the appropriate instructor, school dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated. A formal complaint procedure also exists, the details of which are outlined in the latest version of the Student Handbook.

University Regulations

Because Howard Payne University is a Christian institution, each employee and student is expected to conduct himself/herself in accordance with Christian value systems both on and off the campus. If a student persistently conducts himself/herself in a way which would reflect negatively upon the purposes and values of the institution, disciplinary procedures will be utilized in accordance with the gravity of the misconduct. The dean of students is responsible for enforcing all regulations related to student conduct.

Examples of misconduct for which disciplinary action may be administered are as follows: academic dishonesty, aggressive behavior, assault, violation of appropriate student dress, inappropriate conduct in university housing, hazing, demonstrations, unlawful or prohibited use or possession of alcoholic beverages/drugs and/or paraphernalia, firearms and fireworks, disrespect for personal and public property and sexual impropriety.

Appeals of disciplinary assessments are possible. Refer to the Howard Payne University Student Handbook and this Catalog for the appeal process.

Parking Policy

General Provisions

The operation of a motor vehicle or bicycle on Howard Payne University campus is a privilege granted by the university and is not an inherent right of any faculty/staff member or student. The university is not responsible for fire, theft, damage to, or loss of personal property or vehicles parked or operated on the university campus.

Enforcement

The university's Department of Public Safety enforces campus parking and traffic policies. Failure to abide by parking and traffic regulations may be the basis for disciplinary action against students and employees. Consult the Student Handbook for additional policies regarding campus parking, traffic, and vehicle registration.

Chapel/Student Assembly Attendance

Chapel/Student Assembly is required of students attending Howard Payne University.

Chapel services and student assemblies are offered throughout the semester according to a published schedule. The mission of chapel is to promote a vibrant relationship with Jesus Christ in a praise and worship format. Occasionally, a student assembly will be held for the purpose of promoting cultural awareness, academic life, student activities, and world events in a student-friendly setting that integrates faith and life. Those who sincerely participate may come to appreciate the wide-range concerns of the Christian faith in intellectual, social, political and artistic ideas and issues involved in everyday experience. **Four semesters, or credits, of chapel/student assembly attendance are a criterion for graduation from Howard Payne University.** Consult the latest edition of the Student Handbook for more information about Chapel/Student Assembly.

Residence Halls

Howard Payne University maintains residence halls as a part of the total educational experience available to students. They provide a supportive framework for intellectual and social growth and development effectively extending learning beyond the classroom. For this reason, all full-time, unmarried students not living with parents must live in a university residence hall until four (4) full semesters (i.e., fall and spring semesters) or 60 verifiable credit hours are completed or the student reaches 22 years of age. All students living in residence halls must purchase a resident meal plan.

All students applying for admission to university housing must forward to the Office of Student Life a deposit of \$100 (along with the appropriate housing application) which will be held as security for damages. If the room deposit is not requested within one year of vacating university housing, the deposit will be forfeited into a general scholarship account. Any unused portion will be refunded on written request within 60 days after properly checking out of the residence hall. In no case will any of the deposit be refunded until the student has cleared all financial obligations to the university and requested the deposit.

Applications for permission to live off campus can be picked up from the Office of Student Life. Without off-campus approval students are required to live in the residence halls and purchase a residential meal plan to eat in the dining hall.

Students who live on campus contract for room and board in the Howard Payne University residence halls and assume responsibility for the payment thereof at the rates established by the university. Any resident who moves from a campus residence without official permission is held financially responsible for the full financial term agreed upon between the resident and the university.

Student Life

All other policies and procedures pertaining to housing are found in the HPU Student Handbook and the Residence Life Guidebook.

Dining Services

Dining service arrangements, like those for housing, are a part of the overall educational plan of the university with efforts made to help students develop wholesome eating habits. The menu planning and meal services are provided by Sodexo Campus Services. Fambrough's, a restaurant located upstairs in the Mabee University Center, is open late at night for students to eat, play games, and visit with friends. ALL RESIDENCE HALL STUDENTS WILL BE CHARGED FOR ROOM AND MEALS AT THE TIME OF REGISTRATION. Students on the 12, 15, or unlimited meal plans have that many meals to eat in the cafeteria each week. Unused meals are forfeited as the plan rolls back to that starting number each Monday morning. Unused Jacket Bucks from the meal plans roll over from the fall semester to the spring semester; however, all must be used by the end of the spring semester to avoid forfeiture of any remaining Jacket Bucks. Unused Stinger Bucks will roll over continuously from semester to semester until the student is no longer enrolled at the University, at which time any unused Stinger Bucks will be forfeited.

Requests for special diets or specific foods should be made with the dining services manager for approval. Dining Services would prefer to receive these requests prior to students' arrival on campus, but they understand that circumstances can change at any time. Every attempt is made to work with students regarding their special diets, but a physician's recommendation may be requested to guide menu planning if clarification is needed.

Resident students on a meal plan may enjoy service in the cafeteria during the hours listed below:

Monday through Friday

Breakfast	7:00 AM to 9:30 AM
Continental Breakfast	9:30 AM to 10:30 AM
Lunch	11:00 AM to 1:30 PM
Soup & Sandwich	1:30 PM to 4:00 PM
Dinner	5:00 PM to 6:45 PM

Saturday and Sunday

Breakfast	8:00 AM to 11:00 AM
Lunch	11:00 AM to 1:30 PM
Dinner	5:00 PM to 6:30 PM

Fambrough's hours are:

Monday through Friday	9:00 AM to 11:00 PM
Saturday	CLOSED
Sunday	6:00 PM to 11:00 PM

Counseling Services

Counseling is available for HPU students in choosing a major field of study or in working out academic, social or personal problems.

Areas of concern for which students seek confidential counseling may include family crises (for example, death or divorce in the family), dating problems, roommate problems, tension (headaches, fatigue, insomnia, stomach troubles), eating disorders, depression, anxiety, drug or alcohol problems, time management or problems related to academic studies and career possibilities.

These services are available through the University Counselor.

Health Services

The university employs a nurse who maintains office hours for consultation on minor ailments and first aid at no cost to the student. Prescription medicine and injections may be given on orders of a physician, but the student must pay for all medicine and physician charges. Allergy Shots must be given in a Physician's Office or Medical facility and will not be given on the HPU campus.

If a student needs to see a physician, it is the student's responsibility to choose his physician and pay the charges, unless they are covered by insurance. If a student does not have a local physician, the nurse will help make arrangements when requested.

In the event of an emergency, students will be sent to the hospital emergency room.

Students diagnosed with a contagious disease must make arrangements to leave campus housing until recovered. When a student leaves the housing facility due to a contagious disease, he/she must obtain a statement from a physician certifying that he/she is free of the contagion and present that statement to the residence hall director before returning to the facility.

Temporary Disabilities

Students wishing to discuss the availability of services for the temporarily disabled should contact the University Nurse.

Eligibility for Extracurricular Activities

To be eligible to participate in extracurricular activities at Howard Payne University, a student must be in good academic standing and be maintaining satisfactory progress toward an associate, baccalaureate, or graduate degree. The standards for good academic standing and satisfactory progress are defined in the Academic Probation and Suspension section in the current university catalog.

Intramurals

The purpose of the Intramural Program at Howard Payne University is to provide organized athletic competition among students. The university seeks to promote and conduct officially organized intramural sports for men and women. The specific objectives of these programs are as follows:

- A) To provide an opportunity for students to take part in a variety of recreational activities and to encourage and promote competition among groups of students, faculty, and staff.
- B) To present a varied program that will strive to interest everyone.
- C) To provide an opportunity to maintain better health through exercise.
- D) To provide the opportunity to develop sportsmanship of the highest order. Everything that sportsmanship implies should be developed on the playing field of HPU.
- E) To provide an opportunity for relaxation from the rigors of full-time academic work.

The Wellness Center

The Elliston-Cassle Wellness Center provides Howard Payne University faculty, staff, their dependents, and students with a multipurpose facility for recreation, education and fitness. The university seeks to promote a positive wellness lifestyle as part of the total educational experience for its community by providing cardio respiratory fitness equipment, free weights, weight machines, table tennis, a walking track and gymnasium for classroom as well as free time exercise. The Wellness Center provides facilities for intramural play and exercise and sport science laboratory experiences. An official university identification card is required to access and utilize the Wellness Center facilities. Those not presenting the proper identification will not be permitted to use the facility until proper identification is obtained.

Student Organizations

The university is concerned with the total development of each student. Believing that student activities are vital functions which involve men and women in the life of the university by utilizing their participation in out-of-classroom experiences, Howard Payne University operates a system of student organizations and activities under the auspices of the Office of Student Life. The following system is in effect:

A club is defined as any organization that has its charter or constitution approved by the Office of Student Life and the Student Government Association. Students are not permitted to set up new organizations without chartering them through the designated channels.

The following organizations are presently operating within the framework of the university:

Student Government Association

The Student Government Association consists of all students who are regularly enrolled in undergraduate study at Howard Payne. The students are organized in order to facilitate efficient self-government. SGA officers and representatives, elected by the student body, function as the official voice of the student body and act as a liaisons between the students and the university administration.

“Local Greek” (G) Organizations

CHI ALPHA OMEGA — A social spirit organization created to promote leadership through sisterhood.

DELTA CHI RHO — A social service organization dedicated to serving the school and community.

IOTA CHI ALPHA — A men’s service organization created to serve HPU and the surrounding community and to exemplify the likeness of Christ by placing Him first.

SIGMA THETA PHI — A men’s social spirit organization intended to promote and enhance Christian fellowship throughout the university.

ZETA CHI — A social, spirit organization dedicated to promoting university spirit and Christian fellowship through brotherhood.

“Departmental/National-Affiliated” (A, Affiliated) Organizations

ALPHA PSI OMEGA — An honorary dramatic organization promoting an honor society for those working in theater/arts.

BETA BETA BETA — An honor society for the life sciences.

CHEERLEADERS — A group of students supporting the varsity athletic program, serving as ambassadors for HPU and competing in the sport of cheerleading.

CLASS ORGANIZATIONS — Each of the four classes maintains an organization for furthering the interests of its members. Officers are elected each year to formulate programs and activities.

EXERCISE AND SPORTS SCIENCE CLUB — Open to all students, faculty, and staff interested in promoting overall health, fitness, and well being.

GAMMA BETA PHI — A national educational service organization dedicated to encouragement of scholastic effort, reward and academic merit and promotion of worthy character and leadership.

JACKET AMBASSADORS — A group of students devoted to promoting HPU and strengthening the student body by empowering current students to engage with prospective students. This campus service organization will encourage student leadership and advance institutional enrollment goals.

KAPPA DELTA PI — An honor society for junior and senior students in education.

KAPPA KAPPA PSI — A national service fraternity for band students.

MINISTERIAL ALLIANCE — Engaged in deepening the spiritual being of men and women preparing for the Gospel ministry.

PI GAMMA MU — A national honorary organization for junior and senior students in the social sciences.

SIGMA BETA DELTA — An international business honor society.

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SOCIAL WORK CLUB — An honorary organization for social work majors.

STUDENT ACTIVITIES COUNCIL — The Student Activities Council is the university's student-operated entertainment organization. It plans, coordinates and produces numerous events in an effort to provide the Howard Payne student body with quality entertainment and stimulating cultural programs.

STUDENT FOUNDATION — A select group of students who assist in recruiting, public relations work and fund-raising for student scholarships, and generally serve as ambassadors for HPU.

STUDENTS IN FREE ENTERPRISE — A program dedicated to educational outreach in free market activities.

TAU BETA SIGMA — A national service sorority for band students.

BAPTIST STUDENT MINISTRY — A student-led ministry under the direction of the BSM director. This ministry seeks to follow the vision of I Thessalonians 2:8, summed up in saying that we will share the Gospel and our lives with those around us. The BSM is divided into three main areas of focus: Missions/Evangelism, Prayer/Discipleship and Worship/Church Life.

Missions & Evangelism — Serving the least of these in our world and community through a variety of creative student-led initiatives and exploring together how we might make a difference for those in need. Students are also given the opportunity to apply and serve through Go Now Missions, a collegiate mission sending agency of the Texas Baptists. (see gonowmissions.com) Providing students opportunity to know Christ's love and make that love known on our campus, in our community, and throughout Texas through evangelism training, ministry to children, youth and the elderly, outreach events and more.

Prayer & Discipleship — We seek to help grow students deeply in their relationship with God and others as they know God more. Opportunities are available for students to study the Bible, worship and pray as they live out their faith at Howard Payne.

Worship & Church Life — The BSM at HPU exists because churches exist. We are always seeking ways to connect our students to local churches by getting them involved. Students can participate in a campus worship experience, but are also encouraged to find a local church home. Students can also serve as disciple now leaders in area churches, lead fifth quarters, and help us give back to our local churches in service.

For more information, call (325) 649-8319, e-mail kplatte@hputx.edu, or visit the BSM office located in The Hub, across the street from the Mabee University Center, between Veda Hodge Hall and the on-campus duplex student housing.

“Open” (O) Organizations

FELLOWSHIP OF CHRISTIAN ATHLETES — A program to confront students, student-athletes and coaches, and through them the youth of the nation, with the challenge and adventure of following Christ through the fellowship of the church.

HOWARD PAYNE GOLF CLUB — A club to bring students of Howard Payne together to further their interest in the great game of golf, and to attract new people to also enjoy the game.

HOWARD PAYNE PAINTBALL CLUB — A club to build interest, participation, enthusiasm, and skill in recreational and community paintball.

Intercollegiate Athletics

Director of Athletics: Mike Jones

Coaches: Football - Roger Geise, Lance Unger; Guy Ament, Hunter Sims, Randy Miller, Brandon Day; Men's Basketball - Troy Drummond, Matt Zinser; Women's Basketball - Josh Prock, Meia Daniels; Baseball - Stephen Lynn, Jerry Don Gleaton; Men's Soccer - Estevan Arbaiza; Women's Soccer - Sam McCutchen; Tennis - Sally Brown; Cross-Country - David Foster; Sports Information - Abram Choate; Women's Softball - Jose Mata; Volleyball - Ken Carver; Athletic Trainers - Gene Kirkpatrick, Larry Walls, Kara Taylor; Senior Women's Administrator - Sharon Riker.

Statement of Purpose

In order to achieve the mission of Howard Payne University through athletics, we will view every student athlete as a distinct gift from God who is entrusted to our care. We will teach Christian values through modeling, program design, and individual relationships. Our goal is that each student athlete will be involved in the “whole” of the Howard Payne University student life experience and equipped to succeed in athletic competition, mature spiritually, emotionally, and physically, and develop meaningful personal relationships.

Objectives taught and modeled by our examples, which are critical to the success of the Howard Payne University athletic program, are:

- The desire for every student athlete to know Jesus Christ as Lord and Savior
- Self-discipline
- Sportsmanship
- Strong work ethic
- How to handle both success and disappointment
- Development of a strong and healthy self-esteem
- The importance of being a successful student and earn a college degree
- The skills of leadership

The athletic program is open to full-time, regularly enrolled students who are in good standing with the university and who are in compliance with the eligibility requirements of the National Collegiate Athletic Association (NCAA), the American Southwest Conference (ASC), and Howard Payne University Athletic policies. The standards for good academic standing and satisfactory progress are as defined in the Academic Probation and Suspension section in the current university catalog. Good academic standing will be based on **all** academic work at **all** institutions the student has attended.

Student-athletes at Howard Payne University are given the same considerations as all other students on campus. Admission to the university is granted through the Office of Enrollment

Student Life

Services with no member of the athletic staff serving on the Admissions Committee. In addition, all financial aid is awarded through the Office of Financial Aid with no consideration given to athletic ability.

The athletic programs are budgeted through a general budget allocation in the same manner as all other educational programs on campus.

Educational Program

Intercollegiate athletics represent an important and integral part of the educational program at Howard Payne University. Every attempt is made by department personnel to promote and enhance the academic success of student/athletes. Class attendance, participation, and effort are supported in a variety of ways. Athletic activities are scheduled so that there is minimal conflict with academic endeavors. It is understood however, that there are times when conflicts are unavoidable. These occurrences are acceptable due to the college's belief that learning is a process that extends beyond the classroom and into every aspect of university life.

For many students, athletic participation is the most effective climate for learning the invaluable lessons of personal integrity, self-discipline, determination, self-confidence, proper mental attitude, leadership, poise, individual and group responsibilities, and the desire to achieve high goals. Other associated values and educational benefits for participants include lifelong health and the formation of lasting friendships. In addition, participation in athletics assists in the preparation and job placement of prospective coaches.

The athletic program is designed to contribute to and offer involvement to all students - as participants, support groups, or as spectators. It will also serve the university by providing entertainment and establishing a common ground of interest which will draw individuals together in support of the various sports activities.

Visibility/Public Relations

Intercollegiate athletics is a natural public relations vehicle for the university. The athletics program gives the college visibility within the community and with the alumni. A sound, wholesome program, with integrity, provides positive promotional benefits which permeate every aspect of the university including recruiting and development.

In addition to the coverage of sporting events and teams, visibility is also accomplished through organized events such as golf tournaments, luncheons, and alumni games.

Recruiting

Recruiting by athletic department personnel is a process that encompasses the recruitment of prospective student athletes. All recruiting activities are integrated with the university's Office of Enrollment Services. The primary objective of recruiting is to attract high quality students to HPU, regardless of their unique abilities.

The recruitment of athletes emphasizes three areas of interest. First, it is imperative that the recruit has the ability and desire to succeed in his academic endeavors. Secondly, the recruit must have the character and quality of an individual that will represent HPU in a favorable manner. Thirdly, it is necessary to have athletes with the physical ability which enables us to be competitive within the ASC and NCAA.

American Southwest Conference

Howard Payne University is a member of the American Southwest Conference (ASC), a nonscholarship athletic conference, which also includes: The University of Mary Hardin-Baylor, Belton; Mississippi College, Clinton, Miss.; Sul Ross State University, Alpine; University of the Ozarks, Clarksville, AR.; Hardin-Simmons University, Abilene; Concordia University, Austin; Texas Lutheran University, Seguin; East Texas Baptist University, Marshall; LeTourneau University, Longview; University of Texas at Tyler, Tyler; University of Texas at Dallas, Richardson; Schreiner University, Kerrville; and Louisiana College, Pineville, LA. Transfer students wishing to participate in ASC sports should contact the athletic director regarding eligibility requirements.

Athletics—Men

Competing in the American Southwest Conference, Howard Payne's men athletes compete in football, basketball, tennis, soccer, baseball, and cross country.

Athletics—Women

Competing in the American Southwest Conference, Howard Payne's women athletes participate in volleyball, basketball, tennis, soccer, softball, and cross country.

University Publications

The Catalyst. *The Catalyst*, published annually, is a collection of poetry, essays and photography by students in the English department.

Swarm. *The Swarm* is the university yearbook published by the university and edited by a staff appointed by its student editor. Its main purposes are to crystallize college spirit and to provide a record of activities and events.

Link. *The Link* is an official publication of Howard Payne University published by the Office of University Advancement for communicating university news to alumni and friends.

The Yellow Jacket. A newspaper is published approximately seven times per long semester by the university for covering campus news and furnishing students a medium for the expression of journalistic talent.

Academic Information

Degrees Granted

Howard Payne University confers the degrees of Master of Arts, Master of Education, Bachelor of Arts, Bachelor of Business Administration, Bachelor of Applied Arts and Sciences, Bachelor of Music, Bachelor of Science, Associate in Ministry, and Associate in Health Science.

Within the bachelor's degrees, students are required to complete the following:

General Education Requirement: a core of broad-based courses designed to provide experiences in communication, humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and physical education. *Students who complete general education courses at other institutions should refer to the statement on transfer of general education courses on page 105 of the Catalog.*

To accomplish its mission and succeed in educating its students, Howard Payne University offers a general education curriculum designed to provide students a base of knowledge and a set of skills that will be necessary to move from breadth of learning to depth of learning. Successful completion of these courses is dependent upon a command of select, but fundamental skills known as competencies. These General Education Competencies are developed through a variety of means within the general education curriculum and are not necessarily tied to a specific course.

General Education Competencies: The faculty of Howard Payne University has identified the following General Education Competencies as fundamental building blocks of its curriculum and assures that each graduate will be able to:

- read critically;
- communicate effectively in writing and speaking;
- use technology efficiently;
- make, analyze, and apply quantitative computations;
- apply qualitative reasoning to matters of judgment and discernment.

Following the general education curriculum, students engage in discipline-specific education that allows for advanced subject matter proficiency. In addition to the general education

and at least one discipline-specific field of study, students are afforded general electives that are taken to pursue personal and pre-professional interests. Through this educational process, students are prepared to move into career fields of their choice or continue to more advanced study in graduate or professional schools.

General Education Curriculum: In order to prepare its graduates for scholarship, service, and citizenship in a dynamic global community, the Howard Payne University general education curriculum presents, within a Christian environment, the foundational knowledge and transferrable skills essential to any discipline or profession. Howard Payne University graduates will demonstrate:

- understanding of biblical principles and the tools for personal, physical and spiritual wellness;
- ability to communicate in a variety of modes and media;
- ability to apply the conventions of scientific and mathematical reasoning to analysis and problem-solving;
- appreciation for the arts, culture and citizenship, both locally and globally.

The following courses are determined to accomplish General Education requirements:

- Biblical Principles and the Tools for Personal, Physical and Spiritual Wellness
 - GEN 1101 University Seminar 1 hour
 - BIB 1303 Introduction to the Old Testament 3 hours
 - BIB 1304 Introduction to the New Testament 3 hours
 - ESS 1100 Wellness Course (1 hour, 2 activity) 3 hours
 - GEN 4100 Senior Seminar 1 hour
- Communicate in a Variety of Modes and Media
 - COM 1310 Fundamentals of Human Communication . . 3 hours
 - ENG 1311 English Composition I 3 hours
 - ENG 1312 Comp II Writing 3 hours
- Scientific and Mathematical Reasoning
 - College Algebra or higher 3 hours
 - Lab Science 4 hours
- Arts, Culture and Citizenship
 - Literature 3 hours
 - History 3 hours
 - POS 2311 American Government 3 hours
 - Social Science (PSY, SOC, HIS, or POS) 3 hours
 - Fine Arts Appreciation course 3 hours

Total General Education Hours **42 hours**

Academic Information

Additional Degree Requirements

BACHELOR OF ARTS DEGREE-GENERAL EDUCATION42 hours
BA - ADDITIONAL DEGREE REQUIREMENTS12 hours

At least 12 hours of foreign language

OR

6 hours of foreign language and 6 hours from ENG, GEO, HIS, POS, PSY, or SOC

BACHELOR OF SCIENCE DEGREE-GENERAL EDUCATION42 hours
BS - ADDITIONAL DEGREE REQUIREMENTS12 hours

At least 12 hours including 1 lab science, and 1 math beyond College Algebra -

The remaining hours will be chosen from CIS, MAT, or Science

BACHELOR OF BUSINESS ADMINISTRATION-GENERAL EDUCATION42 hours
BBA - ADDITIONAL DEGREE REQUIREMENTS12 hours

6 hours Mathematics and Science

6 hours Economics

BACHELOR OF MUSIC-GENERAL EDUCATION42 hours
BM - ADDITIONAL DEGREE REQUIREMENTS0 hours

BACHELOR OF APPLIED ARTS AND SCIENCES-GENERAL EDUCATION . .42 hours
BAAS - ADDITIONAL DEGREE REQUIREMENTS0 hours

Technology Component: One of our stated competencies is that students will be able to use technology efficiently. Because our competencies are not tied directly to specific classes, student may meet the technology requirement in one of the following ways:

- Take CIS 1339 Introduction to Information Technology
- Take a nationally-normed computer proficiency exam and make a satisfactory score on it.
- Take a course in the major that has been designated as technology intensive (For music majors: MUS 1371 Music Technology; for Education Majors: EDU 4339 Secondary Educational Technology or EDU 4375 Portfolio and Technology Applications).

Writing Proficiency: In order to insure that all students at Howard Payne University have adequate writing skills, those students who transfer in ENG 1311 English Composition I and ENG 1312 English Composition II will be required to take a writing proficiency exam. This exam will be administered during the first semester that a student attends classes at Howard Payne University. The exam will consist of an essay and will be evaluated by a committee of faculty from across campus. Students will be required to have two passing marks from two different professors on a writing rubric used to evaluate the essay. If the student does not pass, he/she will be required to take ENG 2111, a writing intensive seminar designed to enhance the students' writing skills, the semester following the exam.

Individual majors may encourage or require additional coursework beyond this foundational core. Thoughtful students will synthesize and integrate these varied academic foundations as they develop their own individual interests, beliefs, life goals, and intellectual and spiritual priorities.

Major: a subject or academic discipline chosen as the primary field of study. **All students must have a major.** Within the Bachelor of Arts, Bachelor of Science, and Bachelor of Applied Arts and Sciences, this requirement ranges from 30 to 55 credit hours. Within the Bachelor of Music, this requirement ranges from 62 to 81 hours. A major in the Bachelor of Business Administration requires a common business core of 30 hours plus a major of 27 hours. Several majors within the university require that the student select an area of emphasis within the major, comprising a sub-level of intense concentration within the broad discipline of the major. Several majors within the university are considered Interdisciplinary majors, comprising a combination of courses from several disciplines to make up the primary field of study. Similar to interdisciplinary majors, a composite major is comprised of a combination of courses from several disciplines. A composite major should consist of up to a maximum of 60 semester hours with dual counting of general education courses.

Optional Minor: a series of courses, ranging from 18 to 24 credit hours, within a single department that constitutes a secondary field of study. Some programs may propose additional specific requirements or recommendations for their majors. A student choosing the traditional minor should check the information in the introductory statements of the appropriate department for the required courses.

Electives: individual courses selected at the discretion of the student in consultation with an academic advisor.

Within the associate degrees, students are required to complete the following:

The Associate in Ministry is a 64-credit hour program composed of three basic blocks: 29 hours of general education, 30 hours of ministry concentration, and 5 hours of electives.

The Associate in Health Science degree program is designed to allow a student to complete prerequisites for a program that is to be completed at another university.

The specific requirements for the degrees, majors, and minors available in each school are provided on the appropriate pages for the various schools of the university. Choosing a degree, major, and minor early in their academic career, will allow a student to select and enroll in courses which will lead to successful fulfillment of all requirements for their degree completion.

General Requirements for Degrees

Evidence of good moral character, fulfillment of all general and specific academic requirements and formal approval by the faculty and the Board of Trustees are the essential conditions for receiving any of the degrees listed above.

Chapel/Student Assembly is required of students attending Howard Payne University. A Bachelor's Degree requires completion of four semesters, or credits, of chapel/student assembly attendance for graduation. An Associate's Degree requires two semesters, or credits, of chapel/student assembly attendance for graduation.

Students should review the items listed below as they could affect their degree completion and delay their graduation.

The Howard Payne University general education curriculum presents, within a Christian environment, the foundational knowledge and transferrable skills essential to any discipline or profession. Graduates will demonstrate an understanding of biblical principles and the tools

Academic Information

for personal, physical and spiritual wellness, an ability to communicate in a variety of modes and media, the ability to apply the conventions of scientific and mathematical reasoning to analysis and problem-solving and an appreciation for the arts, culture and citizenship, both locally and globally.

As a part of the general education curriculum, students are required to complete GEN 1101 University Seminar during their initial semester of enrollment and GEN 4100 Senior Seminar during their final semester of enrollment. Following are descriptions of the required courses.

GENERAL EDUCATION 1101. UNIVERSITY SEMINAR.

A foundational course for first-year students designed to help them be more successful at Howard Payne University. A framework for Christian learning is explored in an interactive small-group format in which the instructor also serves as the student's academic advisor and mentor. Fall, Spring.

Prerequisite: None

One semester hour each

GENERAL EDUCATION 4100. SENIOR SEMINAR.

This is a capstone course designed to provide students with closure to their undergraduate experience, to demonstrate proficiency, to develop skills necessary to successfully transition to career or additional formal education, and to encourage life-long learning. This course is offered through the academic schools.

Prerequisite: None

One semester hour each

Advanced or upper-division classes (3000-4000 level) completed with a grade of "D" are acceptable for completion of a degree requirement; however, a cumulative grade point average of a minimum 2.50 in the major and a minimum 2.00 in the minor are required.

Students pursuing a degree and majors under the 2012-2013 catalog are required to complete ESS 1100 Principles of Fitness and Wellness and two hours of ESS activity courses are required as part of the General Education in all degrees. Two hours of ESS activity courses may be fulfilled through one of the following combination of courses; 2-hours Class A; 1-hour Class A and 1-hour Class B; 1-hour Class A and 1-hour Class C-Varsity Athletics; 1-hour Class A and 1-hour MUS 1192-4192-University Band. **Only four hours ESS activity courses may be counted toward a degree;** however, more than four hours of ESS activity classes may be used if the classes are required as part of an Exercise and Sport Science major, minor, or area of interest.

Students pursuing a degree and major under any catalog prior to the 2012-2013 catalog are required to complete two hours of ESS activity courses (2-hours Class A or 1-hour Class A and 1-hour Class B) **but only four hours ESS activity courses may be counted toward a degree.** More than four hours of physical activity classes may be counted toward a degree when the classes are required as part of a major, minor, or area of interest such as those in Exercise and Sport Science.

To fulfill the Foreign Language requirement in the Bachelor of Arts degree, all 12 hours must be completed in a single language. Sign Language, completed at an accredited institution, is approved as a foreign language.

To fulfill the General Education requirement for 4 hours of lab science, students must choose four semester hours from the approved list of Life Science (Biology) or Physical Science (Chemistry, Geology, Physical Science, or Physics) courses found on page 93.

To fulfill the General Education social science requirement, students must choose three semester hours from the approved list of courses found on page 93.

To fulfill the General Education fine arts appreciation requirement, students must choose three semester hours from the approved list of courses found on page 93.

To fulfill the General Education technology requirement, students must choose three semester hours from the approved list of courses found on page 92.

Students who score 14 or below on the English section of the ACT test (11 or below on the pre-1989 ACT) or 260 or below on the SAT are required to pass ENG 1304 Developmental English, a preparatory college English course, prior to enrollment in ENG 1311.

Students who score 16 or below on the mathematics section of the ACT test (11 or below on the pre-1989 ACT) or 340 or below on the SAT will be required to complete MAT 1303.

Six semester hours of Developmental Program courses may count toward a student's degree completion as elective credit, although all developmental courses completed become part of the student's academic record and are included in the student's cumulative grade point average. Excess developmental course hours completed are deducted from the student's cumulative hours.

Developmental Program courses are non-transferrable. If a developmental course must be repeated to improve the course grade, it can only be repeated at Howard Payne University. Additional information about the Developmental Program may be found in the Academic Support Services section of the catalog. Courses designated as developmental include ENG 1304 Developmental English, FUL 1301 Foundations of University Life, FUL 1302 Developmental Reading, MAT 1303 Developmental Mathematics, and MAT 1321 Intermediate Algebra.

Specific Requirements for a Bachelor's Degree

A candidate for the bachelor's degree must:

1. File a degree audit with the Office of the Registrar no later than the completion of sixty semester hours. A new degree audit or revisions to an existing degree audit for a graduate may not be filed later than two weeks prior to graduation.
2. Transfer students must complete a minimum of 62 non-junior college hours. Non-junior college hours may include senior college or university hours, ACE Guide credit, military credit, civilian training credit, and CLEP testing.
3. Complete in residence a minimum of twenty-five percent of the credit hours required for the degree, of which at least eighteen (18) semester hours must be advanced. Twelve (12) of the eighteen advanced hours are required in the major.
4. Have a minimum cumulative grade point average of 2.50 in the major or teaching field.
5. Have an overall cumulative grade point average of 2.00 or better.
6. A minor shall consist of 18 to 24 semester hours. A minimum of six semester hours must be advanced (3000-4000) unless otherwise stipulated in the department's description of the minor. An average of "C" (2.0) or better is required in the minor.

Academic Information

7. Present no more than thirty semester hours by credit by examination (including Advanced Placement, CLEP, or other nationally recognized examinations), or credit for military and civilian training.
8. All degrees offered in **catalogs prior to and including 2011-2012** require the completion of two hours of exercise and sport science activity courses - two class A or one class A and one class B. All students, with the exception of those pursuing an Exercise and Sport Science major, minor, or area of interest may use only four hours of ESS activity course credit toward the cumulative hours required for degree completion. The four hours of ESS activity course credit include credit awarded for participation in varsity athletics (ESS 1142). One hour of varsity athletic credit may be used for elective credit only and only one semester hour of varsity credit may be used in meeting to fulfill degree requirements.

Students pursuing degrees **under the 2012-2013 catalog** are required to complete ESS 1100 Principles of Fitness and Wellness and two hours of ESS activity courses. In the 2012-2013 catalog, the two hours of ESS activity courses may be fulfilled through one of the following combination of courses; 2-hours Class A; 1-hour Class A and 1-hour Class B; 1-hour Class A and 1-hour Class C-Varsity Athletics; 1-hour Class A and 1-hour MUS 1192-4192-University Band. Students, with the exception of those pursuing an Exercise and Sport Science major, minor, or area of interest, may use only four hours of ESS activity course credit toward the cumulative hours required for degree completion. The four hours of ESS activity course credit include credit awarded for participation in varsity athletics (ESS 1142).

9. Complete the minimum number of semester credit hours required for degree completion; determined by the catalog under which the degree is pursued. Catalogs prior to and including 2008-2009 require a minimum of 128 cumulative semester hours to complete any degrees; BA, BS, BBA, BM, BAAS. The 2009-2010 catalog requires a minimum of 124 cumulative semester hours to complete a Bachelor of Arts and Bachelor of Science degree. All other degrees (BBA, BM, BAAS) in the 2009-2010 catalog require a minimum of 128 cumulative semester hours. Beginning with the 2012-2013 catalog, completion of any degrees requires a minimum of 124 cumulative semester hours.
10. Transfer credit needed to fulfill final degree requirements for graduation, must be received by the Office of the Registrar by the close of final exams in December, May, and August for December candidates, May candidates, and August candidates.
11. Receipt of official transfer credit after the stated date may result in the graduate being moved to the next graduate date.
12. Pay all fees.
13. Have completed **GEN 1101 University Seminar** or an equivalent course, four chapel/student assembly credits, and **GEN 4100 Senior Seminar**.
14. Order diploma by October 1 for December graduates, February 1 for May graduates, and April 1 for August graduates.
15. Students completing degree requirements in December, May, or August must attend commencement unless officially excused by the provost. A written request to graduate "in absentia" must be submitted to the Office of Academic Affairs.

16. Have a student account paid in full before graduating or participating in graduation-ceremonies.

Requirements for Teacher Certification

Students should see the School of Education section of this catalog and the dean of the School of Education for details and specific courses required.

Students seeking teacher certification must be jointly advised by the academic advisor from their major field and the Teacher Certification officer. Degree audits must bear the signature of both advisors.

Specific Requirements for an Associate's Degree

A candidate for the associate's degree must:

1. File a degree audit with the Office of the Registrar no later than the completion of thirty semester hours. A new degree audit or revisions to an existing degree audit for a graduate may not be filed later than two weeks prior to graduation.
2. Complete a minimum of sixteen hours in residence.
3. Present no more than fifteen semester hours by credit by examination (including Advanced Placement, CLEP, or other nationally recognized examinations), or credit for military and civilian training.
4. Have a minimum cumulative grade point average of 2.50 in the concentration.
5. Have an overall cumulative grade point average of 2.00 or better.
6. Complete a minimum of 64 semester hours including one exercise and sport science activity course.
7. Transfer credit needed to fulfill degree requirements for graduation, must be received by the Office of the Registrar by the close of final exams in December, May, and August for December candidates, May candidates, and August candidates.
8. Receipt of official transfer credit after the stated date may result in the graduate being moved to the next graduation date.
9. Pay all fees.
10. Have a student account paid in full before graduating or participating in graduation ceremonies.
11. Order diploma by October 1 for December graduates, February 1 for May graduates, and April 1 for August graduates.
12. Students completing degree requirements in December, May, or August must attend commencement unless officially excused by the provost. A written request to graduate "in absentia" must be submitted to the Office of Academic Affairs.
13. Have completed **GEN 1101 University Seminar** or an equivalent course, two chapel/student assembly credits, and **GEN 4100 Senior Seminar**.

Degree Audit Required

A degree audit must be filed by each student by the time he/she completes sixty hours. For teacher education candidates, the degree audit must be filed prior to admission to the teacher education program. A degree audit request is submitted to the Office of the Registrar by the student. The degree audit is official when submitted with the signature of the student, the student's advisor, the department head of the major, the department head of the minor, and the school dean of the major. If the student is seeking teacher certification, the teacher certification officer's signature must also be obtained. Students must accept the responsibility for filing degree audits on time and accept the consequences for late filing. A student who has completed sixty hours and has not filed a degree audit may be delayed from registering for additional courses until a degree audit is filed.

The student is ultimately responsible for the accuracy of the degree audit as specified in the catalog under which the audit was filed. Degree audits may be amended by filing a Degree Audit Substitution form which is available in the Office of the Registrar.

Extension campus students, who are requesting state or federal financial aid, must file an official degree audit during their first semester of enrollment as a means of verifying that the student is a regular, degree-seeking student.

Recipients of VA educational benefits are required to file a degree audit upon their initial enrollment. The degree audit is used by the university to fulfill the requirements set forth by the Veterans Administration and the Texas Workforce Commission in tracking the progress of VA educational benefit recipients toward their stated degree. All other requirements for signatures, accuracy, and amendments are as stated above for all other students.

Catalog of Graduation

Catalogs are in effect for a maximum of six (6) years. Students may choose to complete a degree program under the catalog in effect when they initially registered or a subsequent catalog provided the student completes at least one course during a semester in which the selected catalog is in effect. The student must complete all degree requirements under the catalog chosen.

Technology Component

The following courses will fulfill the technology component requirement. Students should choose three semester hours from the following courses or complete, with a satisfactory score, a nationally-normed computer proficiency exam in accordance with the general education requirement stated:

CIS 1339	Introduction to Information Technology
MUS 1371	Music Technology
EDU 4339	Secondary Education Technology
EDU 4375	Portfolio and Technology Applications

Life Science or Physical Science Requirement

The following courses will fulfill the lab science requirement. Students should choose four semester hours from the following courses in accordance with the general education requirement stated:

BIO 1409	Biological Science
BIO 1459	General Biology
CHE 1429	Fundamentals of Chemistry
CHE 1479	General Chemistry I
FRS 2479	Introduction to Forensic Science
GEO 1419	Physical Geology
GEO 1449	Environmental Geology
PHY 1419	General Physics I
PSC 1409	Principles of Astronomy
PSC 1429	Earth Science, Chemistry and Weather
PSC 1439	Science of Music
PSC 1449	Meteorology, Weather and Climate

Social Science Requirement

The following courses will fulfill the social science requirement. Students should choose three semester hours from the following courses in accordance with the general education requirement stated:

HIS 1310	United States History to 1877
HIS 1320	United States History Since 1877
HIS 2310	Western Civilization I
HIS 2320	Western Civilization II
HIS 2330	Non-Western Civilization
POS 2322	Comparative State and Local Government
POS 2340	Social Studies of Texas
PSY 1311	Introduction to Psychology
SOC 1311	Introduction to Sociology

Fine Arts Appreciation Requirement

The following courses will fulfill the fine arts appreciation requirement. Students should choose three semester hours from one of the following categories in accordance with the general education requirement stated:

GENERAL EDUCATION	1311	Fine Arts Appreciation
ART	1361	Art Appreciation
MUSIC	1353	Music Appreciation
THEATRE	1311	Introduction to the Theatre

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar	.1 hour
BIB 1303 Introduction to the Old Testament	.3 hours
BIB 1304 Introduction to the New Testament	.3 hours
ESS 1100 Principles of Personal Fitness & Wellness	.1 hour
Exercise & Sport Science Activity chosen from approved courses	.2 hours
GEN 4100 Senior Seminar	.1 hour
COM 1310 Fundamentals of Human Communication	.3 hours
ENG 1311 English Composition I	.3 hours
ENG 1312 English Composition II	.3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher	.3 hours
Life Science or Physical Science with Lab chosen from the approved list	.4 hours
English Literature - ENG 2351 or 2353 or 2373	.3 hours
History	.3 hours
POS 2311 American Government	.3 hours
Social Science - PSY, SOC, HIS, or POS chosen from the approved list	.3 hours
Fine Arts Appreciation course chosen from the approved list	.3 hours
Total General Education	.42 hours

Additional Degree Requirements .12 hours

Foreign Language (must be taken in a single language)	.12 hours
or 6 hours from Foreign Language and 6 hours from English, Geography, History, Psychology, or Sociology	.12 hours

MAJOR .30-36 hours

OPTIONAL MINOR .18-24 hours

ELECTIVES (WITH OPTIONAL MINOR) .10-22 hours

ELECTIVES (WITHOUT OPTIONAL MINOR) .34-40 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF ARTS DEGREE

ACADEMY OF FREEDOM

with a Second Major

- Bible
- Biblical Languages
- Biology
- Christian Education
- Criminal Justice
- Elementary Education
- English
- Family Studies
- Forensic Science
- History
- Political Science
- Psychology
- Social Studies
- Social Work
- Youth Ministry

BIBLE

BIBLICAL LANGUAGES

BIOLOGY

CHEMISTRY - Standard

CHEMISTRY - Biochemistry

CHRISTIAN EDUCATION

COMMUNICATION STUDIES

with Areas of Specialization:

- Organizational & Leadership Communication
- Public & Media Communication

CRIMINAL JUSTICE

with Areas of Emphasis:

- Restorative Justice
- Forensic Science

CROSS CULTURAL STUDIES

EDUCATION

ELEMENTARY EDUCATION - EC - GRD 6

MIDDLE SCHOOL - GRD 4 - GRD 8

with Teaching Fields:

- English Language Arts & Reading
- Mathematics
- Science
- Social Studies

HIGH SCHOOL - GRD 8 - GRD 12

with Teaching Fields:

- English Language Arts & Reading
- History
- Life Science
- Mathematics
- Physical Science
- Social Studies Composite
- Speech Communication

ALL-LEVEL - EC - GRD 12

with Teaching Fields:

- Art
- Spanish
- Theatre Arts

ENGLISH

FAMILY STUDIES

FORENSIC SCIENCE

with Concentrations:

- Criminal Justice
- Chemistry

HISTORY

with Areas of Emphasis:

- American History
- Modern European History

INTERDISCIPLINARY STUDIES

LIBERAL ARTS AND SCIENCES

MATHEMATICS

MUSIC

with Concentration:

- Instrumental
- Organ
- Piano
- Voice

POLITICAL SCIENCE

with Areas of Emphasis:

- International Studies
- Prelaw
- American Politics

PRACTICAL THEOLOGY

PSYCHOLOGY

with Specialty Tracks:

- General Psychology
- Counseling / Clinical Psychology
- Family Psychology
- Psychology & Ministry

SOCIAL STUDIES COMPOSITE

SOCIAL WORK

SPANISH

STUDIO ART

THEATRE

YOUTH MINISTRY

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar	1 hour
BIB 1303 Introduction to the Old Testament	3 hours
BIB 1304 Introduction to the New Testament	3 hours
ESS 1100 Principles of Personal Fitness & Wellness	1 hour
Exercise & Sport Science Activity chosen from approved courses	2 hours
GEN 4100 Senior Seminar	1 hour
COM 1310 Fundamentals of Human Communication	3 hours
ENG 1311 English Composition I	3 hours
ENG 1312 English Composition II	3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher	3 hours
Life Science or Physical Science with Lab chosen from the approved list	4 hours
English Literature - ENG 2351 or 2353 or 2373	3 hours
History	3 hours
POS 2311 American Government	3 hours
Social Science - PSY, SOC, HIS, or POS chosen from the approved list	3 hours
Fine Arts Appreciation course chosen from the approved list	3 hours
Total General Education42 hours

Additional Degree Requirements12 hours
Life Science or Physical Science with lab	4 hours
MAT 2342 Intro to Probability & Statics or above	3 hours
Computer Information Systems, Mathematics, or Science	5 hours

MAJOR30-36 hours
OPTIONAL MINOR18-24 hours
ELECTIVES (WITH OPTIONAL MINOR)10-22 hours
ELECTIVES (WITHOUT OPTIONAL MINOR)34-40 hours
TOTAL HOURS IN DEGREE PROGRAM	124 hours

MAJORS UNDER THE BACHELOR OF SCIENCE DEGREE

ACADEMY OF FREEDOM

with a Second Major

- Biology
- Business Administration
- Criminal Justice
- Elementary Education
- Family Studies
- Forensic Science
- Political Science
- Psychology
- Social Studies
- Social Work

ATHLETIC TRAINING

BIOLOGY

BUSINESS ADMINISTRATION

CHEMISTRY - Standard

CHEMISTRY - Biochemistry

COMMUNICATION STUDIES

with Areas of Specialization:

- Organizational & Leadership Communication
- Public & Media Communication

COMPUTER INFORMATION SYSTEMS

CRIMINAL JUSTICE

with Areas of Emphasis:

- Restorative Justice
- Forensic Science

EDUCATION

ELEMENTARY EDUCATION - EC - GRD 6

MIDDLE SCHOOL - GRD 4 - GRD 8

with Teaching Fields:

- English Language Arts & Reading
- Mathematics
- Science
- Social Studies

HIGH SCHOOL - GRD 8 - GRD 12

with Teaching Fields:

- Business Education
- Technology Applications
- English Language Arts & Reading
- Life Science
- Mathematics
- Physical Science
- Social Studies Composite
- Speech Communication

ALL-LEVEL - EC - GRD 12

with Teaching Fields:

- Art
- Physical Education
- Theatre Arts

EXERCISE & SPORT SCIENCE

with Areas of Specialization:

- Coaching
- Personal Trainer
- Physical Education
- Exercise & Sport Management

FAMILY STUDIES

FORENSIC SCIENCE

with Concentrations:

- Criminal Justice
- Chemistry

INTERDISCIPLINARY STUDIES

MATHEMATICS

POLITICAL SCIENCE

with Areas of Emphasis:

- International Studies
- Prelaw
- American Politics

PSYCHOLOGY

with Specialty Tracks:

- General Psychology
- Counseling / Clinical Psychology
- Family Psychology
- Psychology & Ministry

SOCIAL STUDIES COMPOSITE

SOCIAL WORK

STUDIO ART

THEATRE

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar	1 hour
BIB 1303 Introduction to the Old Testament3 hours
BIB 1304 Introduction to the New Testament3 hours
ESS 1100 Principles of Personal Fitness & Wellness1 hour
Exercise & Sport Science Activity chosen from approved courses2 hours
GEN 4100 Senior Seminar1 hour
COM 1310 Fundamentals of Human Communication3 hours
ENG 1311 English Composition I3 hours
ENG 1312 English Composition II3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher3 hours
Life Science or Physical Science with Lab chosen from the approved list4 hours
English Literature - ENG 2351 or 2353 or 23733 hours
History3 hours
POS 2311 American Government3 hours
Social Science - PSY, SOC, HIS, or POS chosen from the approved list3 hours
Fine Arts Appreciation course chosen from the approved list3 hours
Total General Education42 hours

Additional Degree Requirements12 hours

CIS 1339 Introduction to Information Technology3 hours
MAT 2365 Finite Mathematics II3 hours
ECO 2301 Principles of Macroeconomics3 hours
ECO 2302 Principles of Microeconomics3 hours

BUSINESS CORE36 hours

MAJOR21-33 hours

ELECTIVES1-13 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

ACCOUNTING

ACCOUNTING with Finance Emphasis

MANAGEMENT

MANAGEMENT INFORMATION SYSTEMS

MARKETING

ACADEMY OF FREEDOM

with a Second Major
Accounting
Management

BACHELOR OF MUSIC DEGREE

GENERAL EDUCATION CURRICULUM

GENERAL EDUCATION

GEN 1101 University Seminar1 hour
BIB 1303 Introduction to the Old Testament3 hours
BIB 1304 Introduction to the New Testament3 hours
ESS 1100 Principles of Personal Fitness & Wellness1 hour
Exercise & Sport Science Activity chosen from approved courses2 hours
GEN 4100 Senior Seminar1 hour
COM 1310 Fundamentals of Human Communication3 hours
ENG 1311 English Composition I3 hours
ENG 1312 English Composition II3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher3 hours
Life Science or Physical Science with Lab chosen from the approved list4 hours
English Literature - ENG 2351 or 2353 or 23733 hours
History3 hours
POS 2311 American Government3 hours
Social Science - PSY, SOC, HIS, or POS chosen from the approved list3 hours
Fine Arts Appreciation course chosen from the approved list3 hours
Total General Education42 hours
MAJOR78-81 hours
ELECTIVES1-4 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF MUSIC DEGREE

CHURCH MUSIC AND WORSHIP

MUSIC EDUCATION - ALL-LEVEL

- EC - GRADE 12

with Teaching Fields:

Music: Choral

Music: Instrumental

PIANO PEDAGOGY AND ACCOMPANYING

**PERFORMANCE: INSTRUMENTAL
CONCENTRATION (NON-KEYBOARD)**

**PERFORMANCE:
ORGAN CONCENTRATION**

**PERFORMANCE:
PIANO CONCENTRATION**

**PERFORMANCE:
VOICE CONCENTRATION**

BACHELOR OF APPLIED ARTS AND SCIENCES DEGREE

GENERAL EDUCATION CURRICULUM

GENERAL EDUCATION

GEN 1101 University Seminar	.1 hour
BIB 1303 Introduction to the Old Testament	.3 hours
BIB 1304 Introduction to the New Testament	.3 hours
ESS 1100 Principles of Personal Fitness & Wellness	.1 hour
Exercise & Sport Science Activity chosen from approved courses	.2 hours
GEN 4100 Senior Seminar	.1 hour
COM 1310 Fundamentals of Human Communication	.3 hours
ENG 1311 English Composition I	.3 hours
ENG 1312 English Composition II	.3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher	.3 hours
Life Science or Physical Science with Lab chosen from the approved list	.4 hours
English Literature - ENG 2351 or 2353 or 2373	.3 hours
History	.3 hours
POS 2311 American Government	.3 hours
Social Science - PSY, SOC, HIS, or POS chosen from the approved list	.3 hours
Fine Arts Appreciation course chosen from the approved list	.3 hours
Total General Education	.42 hours

MAJOR	.30-40 hours
OPTIONAL MINOR	.18-24 hours
ELECTIVES (WITH OPTIONAL MINOR)	.18-34 hours
ELECTIVES (WITHOUT OPTIONAL MINOR)	.42-52 hours
TOTAL HOURS IN DEGREE PROGRAM	124 hours

MAJORS UNDER THE BACHELOR OF APPLIED ARTS AND SCIENCE DEGREE

BUSINESS ADMINISTRATION

CRIMINAL JUSTICE

with Areas of Emphasis:
Restorative Justice
Forensic Science

GENERAL STUDIES

CHRISTIAN STUDIES

with Concentrations:

Bible
Biblical Languages
Christian Education
Cross-Cultural Studies
Practical Theology
Youth Ministry
Composite of Christian Studies Courses

Bachelor of Applied Arts and Sciences

This degree is designed to offer students with vocational-technical training the opportunity to obtain a baccalaureate degree. Students may obtain credit toward this degree via accredited college-level course work, certain types of professional and educational training, and/or credit by examination. Majors offered under the Bachelor of Applied Arts and Sciences are General Studies, Christian Studies, Business Administration, and Criminal Justice.

Specific Requirements for the Degree

- Sixty-six hours of college-level credits earned at a junior college are applicable to this degree.
- A maximum of thirty semester hours may be accepted in this program by a combination of assessed evaluation or credit by examination. Credit by examination may be obtained through sources such as CLEP. Students may contact the Office of Academic Testing to obtain additional information about the availability of tests and about sites where the tests may be taken.
- Technical/vocational courses will be accepted **only as elective credit** from accredited vocational/technical schools, or by assessment of credit accomplished in a non-collegiate setting (see page 107 for additional information on credit accepted from civilian training programs such as law enforcement training under TCLEOSE), which has been evaluated and recommended for credit by an organization generally recognized as an authority within higher education, such as the American Council on Education.
- This degree might be used for a post-baccalaureate teacher certification program. Additional information regarding a post-baccalaureate certification program may be found in the School of Education section of this catalog.

Majors and Composite Majors

A **General Studies major** is intended for students interested in a broad, general program for personal enrichment. The General Studies major is acceptable in settings that may not require specific traditional degrees. Students electing this major are aware that this is a degree program which may not be acceptable for teacher certification, or admission to some professional or graduate schools. The General Studies major requires forty junior-senior level semester hours. A maximum of twenty-one junior-senior hours may be earned in any one department.

The **Christian Studies major** is a 36-hour major composed of a 24-hour core and a 12-hour concentration of upper-level Christian Studies courses. Concentrations are available in Bible, Biblical Languages, Cross-Cultural Studies, Practical Theology, Christian Education, and Youth Ministry in addition to a composite major chosen from Christian Studies courses. This major may be a significant component in preparation for bi-vocational Christian ministry.

The **Business Administration major** is a 36-hour major composed of various required courses offered in the School of Business.

Academic Information

The **Criminal Justice major** is a 30-hour major composed of an 18-hour core and 12 hours of Criminal Justice electives chosen from a specific list of courses

The specific requirements of each major or composite major may be found in that department's section of the catalog.

Semester Hour Requirements

GENERAL EDUCATION42 hours
MAJOR30-36 hours
OPTIONAL MINOR18-24 hours
Electives (with optional minor)18-31 hours
Electives (without optional minor)42-49 hours
Total Hours in Degree Program	124 hours

Other Undergraduate Degrees

Requirements for the ASSOCIATE IN MINISTRY may be found in the School of Christian Studies section.

Requirements for the ASSOCIATE IN HEALTH SCIENCE may be found in the School of Science and Mathematics section.

Graduate Studies

Requirements for the graduate-level degrees for the Master of Arts in Youth Ministry, Master of Business Administration, and Master of Education in Instructional Leadership are available in the Graduate Studies section of this catalog.

Liberal Arts and Sciences Major under the Bachelor of Arts Degree

The Liberal Arts and Sciences major is an interdisciplinary degree program devoted to the integration and synthesis of classical disciplines addressing the concerns of humanity. The major seeks to build upon the knowledge and skills base of the general education core by allowing the student to pursue a broader spectrum of coursework in the humanities tradition. The liberal arts and sciences major is particularly relevant for those students seeking a broad-based degree which stresses critical thinking, problem-solving, effective communication and reflective thought of the human experience.

The Liberal Arts and Sciences major is a 36-hour major comprised of three academic discipline areas. Two of the three areas must be in academic disciplines offered within the School of Music and Fine Arts, the School of Science and Mathematics, and/or the School of Humanities. The third area may be in any academic discipline from any school (except teacher certification in the School of Education). The 12 hours in each academic discipline must be in addition to the courses required for the general education core (no “double-dipping”) and six hours in each area must be upper division (3000/4000).

Since the Liberal Arts and Sciences major leads to a Bachelor of Arts degree, the student is required to take 12 hours of a modern foreign language or 12 hours of biblical languages. Additionally, liberal arts and sciences majors are required to develop a related minor consisting of: PTH 1311 Introduction to Theological Reflection; PTH 3321 Theology and Culture; and 12 hours in any academic discipline (except teacher certification); a minimum of six hours must be upper division. The structure of this major, coupled with the minor related area, gives the student four areas of concentration and a foreign language.

Those students interested in pursuing a graduate degree should check with the respective graduate program to verify possible prerequisite course work.

Major:

Area #1	—	12 hours in any academic discipline from the School of Humanities, the School of Music and Fine Arts, or the School of Science and Mathematics; six hours must be upper division.
Area #2	—	12 hours in any academic discipline from the School of Humanities, the School of Music and Fine Arts, or the School of Science and Mathematics; six hours must be upper division.
Area #3	—	12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division.
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Total Hours - 36

Minor Related Area:

PTH 1311	—	Introduction to Theological Reflection
PTH 3321	—	Theology and Culture
Area #4	—	12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division.
<hr style="width: 20%; margin-left: 0;"/>		

Total Hours - 18

Choosing a Minor

Minors are optional. Choosing a minor must be done in consultation with the academic advisor and approved by the head of the department minor. Some programs may propose additional specific requirements or recommendations for their majors. A student choosing a traditional minor should check the introductory statements of the appropriate department for the required courses. Traditional minors, when completed and upon graduation, will be noted on the official record of the student. Most traditional minors are composed of courses chosen with the same departmental prefix; however, composite minors, composed of courses from different departmental prefixes, are available in some departments.

MINORS

SCHOOL OF BUSINESS

Accounting
Business
Computer Information Systems
Economics
Interdisciplinary International Business
Marketing
Small Business Management

SCHOOL OF CHRISTIAN STUDIES

Bible
Biblical Languages
Christian Education
Cross-Cultural Studies
Practical Theology
Youth Ministry

SCHOOL OF EDUCATION

Athletic Training
Exercise & Sport Science General
Exercise & Sport Science Coaching
Exercise & Sport Science Intramural
 Recreation Leadership
Exercise & Sport Science Outdoor
 Recreation Leadership
Exercise & Sport Science Soccer
Exercise & Sport Science Youth Ministry

SCHOOL OF HUMANITIES

English
English Writing
Spanish
History
Political Science
Psychology
Family Studies
Criminal Justice
Sociology

SCHOOL OF MUSIC & FINE ARTS

Art
Communication Studies
Journalism
Music
Theatre

SCHOOL OF SCIENCE & MATHEMATICS

Biology
Health Science
Biomedical Sciences
Mathematics
Chemistry
Forensic Science

Sources of Academic Credit

Howard Payne University accepts transfer and limited other means of achieving academic credit, based on the *Principles of Accreditation* of the Southern Association of Colleges and Schools. These sources for achieving academic credit are described below. References in several locations in the Howard Payne University Catalog describe in more complete detail the university's policies and limitation on credit from sources other than Howard Payne University.

- **Transfer credit.** Academic credit may be transferred from post-secondary institutions accredited by one of the six regional accrediting associations. Acceptance of credits transferred from institutions accredited by a professional accrediting association approved by the Council on Higher Education Accreditation (CHEA) will be made on a case-by-case basis.
- **Credit by examination.** Credit may be earned through tests administered by one of the nationally recognized testing agencies such as CLEP.
- **Departmental challenge examinations.** The faculty in various departments within the university may prepare and administer credit examinations for specific courses in the Howard Payne University curriculum in those instances where a national examination that corresponds to the academic content of the specific course is unavailable.
- **Assessed credit.** Education achieved in a non-collegiate setting such as military service school or certain civilian employer training programs may be assessed for appropriate academic credit. The assessment is based on recommendations of organizations generally recognized as an authority by the higher education community. The American Council on Education (ACE) and the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) are examples of such organizations.
- **International Baccalaureate Diploma Programme.** Credit may be awarded for higher level (HL) International Baccalaureate courses completed with a grade of 5 or higher by students who complete the IB Diploma Program and submit a transcript of their grades.
- **International transfer credit.** Credit proposed to be transferred to Howard Payne University from an educational institution outside the United States must be evaluated by a service provider that specializes in the evaluation of international transcripts. Such an evaluation will produce a translation of the original transcript, an evaluation of the educational level of all coursework, and other information that is necessary to make appropriate transfer decisions. The evaluation of international transcripts must be course-by-course.

Transfer of Credit

Howard Payne University will award transfer credit (semester hour credit only) for courses passed at the granting institution provided the grade meets the standard set by the equivalent course at Howard Payne University. Most General Education and Elective courses may count toward the degree with a grade of "D" or better. Most courses within the Major and Minor, including prerequisites, count toward the degree only with a grade of "C" or better. (See Program and/or Course Descriptions for specific grade requirements.)

Academic Information

To complete Howard Payne University undergraduate degree requirements, transfer students must complete **a minimum of 62 non-junior college hours**. Non-junior college hours may include senior college or university hours, ACE Guide Credit, military credit, civilian training credit, Advanced Placement Credit, and CLEP testing.

No more than 104 hours from any other institution or institutions (senior college and junior/community college hours combined) will be counted toward a degree and no more than thirty semester hours will be accepted from an accredited theological seminary. **A maximum of 66 junior or community college hours** may be used toward a student's degree completion.

To earn a degree at Howard Payne University, transfer students are required to complete **a minimum of thirty-two hours in residence**. **At least eighteen** of the thirty-two in residence hours must be upper-division (3000-4000 level) with the additional requirement that **a minimum of twelve** of the eighteen upper-division hours must be completed in the major. If a transfer student chooses to complete a minor, six of the eighteen upper-division hours in residence must be completed in the minor. Junior college hours cannot be accepted for upper-division credit.

Lower-division transfer courses (1000-2000 level or taken at a junior or community college), equivalent in content and learning outcome to upper-division HPU courses, will not fulfill upper-division hour requirements. These transfer courses may be substituted to fulfill a specific course requirement in a student's chosen degree, major, and/or minor but will not be counted as upper-division hours.

All work accepted from another college or university becomes a part of the student's permanent academic record at HPU. Coursework transferred or accepted for credit toward a degree must be completed at an institution accredited as degree-granting by a post-secondary regional accrediting commission at the time the student completed the coursework. Subject to specific degree requirements, work may or may not be acceptable toward a degree. If HPU requires a minimum grade for a course, the same minimum grade will be required for transfer work.

General Education courses applicable to degrees offered by Howard Payne University may be transferred from other post-secondary institutions if the courses are acceptable toward the general education requirement of the institution where the course was taken. A listing of courses, which may meet general education requirements at Howard Payne University, offered by Texas community colleges and universities, is available in the **Appendix** under **Texas Common Course Numbering System**.

Current Howard Payne students, who wish to take coursework at another college or university and transfer the credit back to Howard Payne, must obtain written approval prior to enrolling in the other college or university. Students must complete a **Request for Transfer Course Approval** form and obtain the signature of their advisor and the Registrar's Office. Howard Payne University is under no obligation to accept or apply the transfer credit toward the student's degree if the student fails to obtain approval prior to enrolling in the transfer course.

The Request for Transfer Course Approval is critical for Howard Payne University students repeating a course or courses at another college or university. To be counted as a repeat, the transfer course must be an exact match to the HPU course. Students who need to improve their cumulative grade point average must repeat courses at HPU. Courses repeated at other insti-

tutions are accepted as semester hour credit only which does not result in an improved cumulative grade point average.

If additional information concerning repeated coursework is needed, review the catalog section titled "Repeated Courses."

Transfer work taken at another college or university while a student is academically suspended from Howard Payne University will not be accepted.

Concurrent Enrollment at Other Institutions

Current students with individual hardship situations, which might be improved by their having concurrent enrollment at another college or university, may request permission for concurrent enrollment through proper academic channels. Students must complete a **Request for Transfer Course Approval** form and obtain the signature of their advisor and the Registrar's Office prior to concurrently enrolling in another institution. If permission is granted, the credit hours earned, but not the grades or grade points, may be applied toward degree requirements at Howard Payne University. Semester course load limits at HPU are not waived for students seeking concurrent enrollment. (Concurrent enrollment includes distance learning and/or in-residence coursework taken for credit at another college or university while enrolled at Howard Payne University.)

Credit by Examination

Howard Payne University encourages academically gifted students by providing a system of earning credit through examination. These examinations do not satisfy residence requirements and will not be made a part of the student's transcript until the student has successfully completed twelve semester hours of college work at Howard Payne University. Students who have taken or plan to take such advanced standing examinations as Advanced Placement, CLEP or other nationally-recognized examinations are encouraged to submit scores or contact the Office of the Registrar. A maximum of 30 semester hours from CLEP, and APP scores may be applied toward a degree. A list of CLEP and APP Subject tests and required scores may be found in the Appendix of this catalog.

College Level Examination Program (CLEP)

1. Any student enrolled in Howard Payne is eligible for the tests which are subject to approval by the specific school and department in which the subject appears.
2. **No subject attempted in class may be repeated by advanced standing examination.**
3. An unacceptable score on an advanced standing examination requires that the student take the appropriate class if it is required on the degree audit.
4. Howard Payne University does not accept CLEP general tests.
5. Tests are administered by Howard Payne University's academic testing services.
6. Credit will be granted for examination scores that are equivalent to a grade of "C" or better. A grade of "CR" will be given, not a letter grade. The student has the option of refusing credit on any test. If the student elects not to accept credit for such a test, he/she must do so in writing within fifteen days after notification of scores is received. After a decision is made either way, it cannot be changed. The student's request will be on file in the Office of the Registrar.
7. Test fees are determined by the testing service providing the test.
8. If a student is not given credit after taking the test, the test cannot be repeated.

Departmental Challenge Tests

The procedure to take a Departmental Challenge Test begins with the student's request for the examination being submitted to the department head of the course. If approved, the permission card is signed by the department head and the school dean. The signed form is returned to the student. Payment of the \$50 per credit hour testing fee must be made by the student prior to the examination being administered.

Departmental Challenge tests may be taken in areas where the CLEP test is not available. No subject attempted in class may be repeated by a Departmental Challenge test.

Procedure:

1. The student completes the test request form for submission to the department head and school dean of the course.
2. If approved, the student pays the cashier \$50 per semester hour of credit sought.
3. The permission card, showing the testing fee paid, is presented to the department head on the day of the examination.
4. Department head will send the permission card to the Registrar's Office within three days after the examination.
5. The test grade is submitted to the Registrar's Office by the department head on the test grade report form.
6. If the examination is passed with a grade of "C" or better, a grade of "CR", not a letter grade, will be given for the course and recorded as such on the transcript.

7. If the grade is less than "C", the examination fee will not be returned, nor may it be applied to the student's account since this fee is for the examination purposes only.

The material for the examination and the grade for the course will be determined by the department giving the examination.

International Transfer Credit

To be considered for transfer credit, official international transcripts must be evaluated by one of the following service providers before being submitted to Howard Payne University. This evaluation is required in addition to the submission of an official international transcript to Howard Payne University. The evaluation of international transcripts must be course-by-course.

Foreign Credentials Service of America
1910 Justin Lane
Austin, Texas 78757
Phone: 512/459-8428
Web: <http://www.fcsa.biz>

Global Credential Evaluators
P. O. Box 9203
College Station, Texas 77842
Phone: 979/690-8912
Web: <http://www.gcevaluators.com>

International Academic Credential
Evaluators, Inc.
P. O. Box 2465
Denton, Texas 76202-2465
Phone: 972/664-1584
Web: <http://www.iacei.net>

International Education Research
Foundation
P. O. Box 66940
Los Angeles, California 90066
Phone: 310/390-6276
Web: <http://www.ierf.org>

Josef A. Silney and Associates, Inc.
7101 SW 102 Avenue
Miami, Florida 33171
Phone: 305/273-1616
Fax: 305/273-1338
Translation Fax: 305/273-1984
Web: <http://www.jsilny.com>

World Education Services
P. O. Box 745
Old Chelsea Station
New York, New York 10113-0745
Phone: 212/966-6311
Web: <http://www.wes.org>

Assessed Credit

College Credit for Military and Civilian Training

College credit may be gained by students who have completed military training programs or certain civilian training programs such as the law enforcement training program under the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE). Credit for college work is based upon the recommendations made by the American Council on Education (ACE). In most cases, credit is applicable to Howard Payne University degree programs as elective credit.

Students seeking credit for military training programs are required to submit an AARTS (Army) or SMART (Navy) transcript. Credit awarded is listed on HPU's official transcript course-by-course with a grade of "CR". Students seeking credit for law enforcement training are

Academic Information

required to submit a TCLEOSE transcript. The 20 hours (5 hours per course) recommended by TCLEOSE for "Basic Peace Officer" training is listed on HPU's official transcript with a grade of "CR" for Basic Peace Officer I, II, III, and IV. Credit awarded for military training programs or civilian training programs does not satisfy residence requirements.

Any person honorably discharged from the military may receive up to four semester hours of credit for six months active duty (Basic Training). This credit may be used to fulfill the General Education-Exercise and Sport Science activity course requirement. A copy of VA Form DD-214 and an official transcript (such as AARTS or SMART) of training from the military branch in which the student served must be on file in the Registrar's Office before credit may be granted.

Attendance

In-Residence Attendance Policy

There is no system of free absences at Howard Payne University. **To ensure that students do not miss significant instructional material that jeopardizes their success in class, students are expected and urged to attend all class sessions.** Students have full responsibility for accounting to their instructor for absences. Absences are counted from the first day the class meets, not from the date the student registers. A student must attend class a minimum of 75% of the sessions in order to receive credit for the course. **Students who exceed the "allowable absences" automatically fail the course even if their work in the class is satisfactory.** The instructor in each course is expected to state an attendance policy in the course syllabus. Each student is expected to familiarize himself or herself with this policy at the beginning of each course. EACH INSTRUCTOR MAY ESTABLISH A MORE STRINGENT ABSENCE POLICY IF IT IS OUTLINED IN THE COURSE SYLLABUS. All absences, excused or unexcused, are counted as classes missed. Work missed for an excused absence may be made up but the absence is still considered in the total count. Students are expected to report for class on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing class attendance.

The following chart shows the number of allowable absences for students using the current attendance policy:

Class	Total Class Meetings	75% Attendance	Allowable Absences
MWF	41-42 plus exam prep. & exam	31-32	10
TTh	28 plus exam prep. & exam	21	7
Once weekly	15 plus exam prep. & exam	12	3
5 days weekly	69 plus exam prep. & exam	52	17
3 week term	15 including exam	12	3
4 week term	20 including exam	15	5

When a student's number of absences (excused or unexcused) for any course exceeds 25% of the total class sessions, a grade of "WF" may be given for that course. Instructors have the prerogative to drop or withdraw students who exceed the university's absence policy or the more stringent absence policy outlined in the course syllabus.

The sponsor of an organized group chosen to represent the university off campus shall pres-

ent to the provost, one week prior to an activity, a list of students who will be absent from class. The list shall include departure and return dates. Approval of this list by the provost qualifies the absence as an excused absence.

Online Course Attendance Policy

Initial Online Course Participation

Howard Payne University is required by the U.S. Department of Education to ensure student financial aid recipients have commenced initial participation in coursework to be eligible for financial aid. In order to meet this requirement, Howard Payne University requires that all instructors report *by the eighth class day (official census day) of Fall and Spring classes and by the second day (official census day) of Summer classes* the participation (= attendance) of each student. Class participation or class attendance can be based on participation in a discussion board; finding, reading and taking a quiz based on the syllabus of the course; on having submitted an assignment, or having taken a quiz. Instructors must submit an attendance report even if all the students have attended/participated. By not recording initial course participation, the instructor could affect the student's financial aid eligibility and result in billing and collection problems for the student and Howard Payne University.

Online Course Attendance Policy

Online courses follow the University's attendance policy. Professors count attendance based on submission of assignments by specific due dates, by discussion board participation, or other academic-related activities (quiz, homework, sign-in sheet, etc.). Additional attendance monitors include logging on to a course on a regular basis (a minimum of once a week) and completing assignments on time. Deadlines for submitting assignments are treated like attendance in regular classes. A student's failure to complete a task will be considered an absence and will be treated in accord with University policies.

Attendance policies for a course are defined by instructors in the course syllabus. The last date of attendance will be determined by the student's most recent participation in course activities. Instructors whose courses are taught through Blackboard have access to Blackboard Course reports located within a course's Control Panel. Blackboard technical support recommends using the Access/Date area in the Overall Summary Report for identifying the last day of attendance for Census Dates, course withdrawal dates, etc.

Repeated Courses

Courses may be repeated at Howard Payne University to improve a grade. While all coursework taken remains part of the student's permanent academic record, only the highest grade earned for the course at Howard Payne University shall be counted toward University grade points and graduation recognition.

Courses may be repeated at another institution for transfer credit toward the degree but the grade earned at Howard Payne University remains calculated in the University grade point average and toward graduation honors unless and until replaced by repeating the course at Howard Payne University.

Academic Information

An exception to the above policy is as follows: When credit is transferred from another institution for a course failed (a grade of "F") at Howard Payne University, the grade earned at Howard Payne University shall remain a part of the student's permanent academic record but shall not count in the calculation of University cumulative grade point average.

No grade points shall be awarded for courses completed at another institution.

Howard Payne students who wish to take coursework at another college or university must obtain written approval prior to enrolling in the other college or university. Students must complete a Request for Transfer Course Approval form and obtain the signature of their advisor and the Registrar's Office. Howard Payne University is under no obligation to accept or apply the transfer credit toward the student's degree if the student fails to obtain approval prior to enrolling in the transfer course. The Request for Transfer Course Approval is critical for Howard Payne University students who need to repeat a course or courses at another college or university. To be counted as a repeat, the transfer course must be an exact match to the HPU course that needs to be repeated.

If a student wishes to repeat courses taken at Howard Payne University in order to raise their cumulative grade point average, the courses must be repeated at HPU. Courses repeated at other institutions will be accepted as semester hours only.

Double-Counting Courses

While courses may be used to fulfill two requirements, the hours **may not** be counted twice; therefore, additional hours must be planned to bring the total semester hours earned to the 124 or 128 hours needed to graduate.

Second or Subsequent Majors and/or Minors

A student may complete an additional major or majors or an additional minor or minors by fulfilling the following requirements.

- Students completing additional majors, each major must include at least 24 semester hour credits of coursework that do not count towards any other major or minor. All requirements for the second major must be completed including the minimum 12 advanced hours in residence required. A maximum of 6 hours required in the first major may be used to fulfill requirements in the second major.
- Students completing additional minors, each minor must include at least 15 credits of coursework that do not count towards any other major or minor. All requirements for the second minor must be completed including the minimum 6 advanced hours in residence required. A maximum of 3 hours required in the first minor may be used to fulfill requirements in the second minor.

NOTE: Student may be required to take additional hours if their chosen major and minor require the same courses.

Pursuing Additional Degrees

Students may qualify for a second, and different, bachelor's degree by completing additional hours in residence. Any student holding a baccalaureate degree from Howard Payne University may earn a second baccalaureate degree differing in basic academic subject area and concentration from the first degree by completing the following requirements:

- A minimum of an additional 24 semester credit hours in residence above the total hours required for the first degree. Twelve of the additional semester credit hours must be advanced (3000 or 4000 level courses).
- Any additional requirements of the department approving the respective degree plan.
- All other University requirements for the degree sought.
- The major for the second degree must differ from the first.
- If a student wishes to seek a minor on a second degree, it must be in a different field from the major or minor on the first degree and must include a minimum of twelve additional hours taken in residence beyond the hours in that field taken on the first degree. At least six of the additional hours must be advanced. All the basic requirements for all minors also apply.

Grades and Grade Points

At the end of each semester and summer term final grades are made available to students electronically through CampusConnect and are recorded on their permanent record in the Office of the Registrar. Grade reports are no longer mailed to students.

The system of grading and of calculating grade points is as follows:

GRADE	INTERPRETATION	GRADE POINTS
A	Excellent	4 per semester hour
B	Good	3 per semester hour
C	Average	2 per semester hour
D	Passing	1 per semester hour
F	Failing	0 per semester hour
I	Incomplete	0 per semester hour
P	Passing	0 per semester hour
WP	Withdrew passing	0 per semester hour
WF	Withdrew failing	0 per semester hour
WA	Administrative withdrawal	0 per semester hour
NG	No grade	0 per semester hour
AU	Audit	0 per semester hour
WAU or WD	Withdrew from Audit	0 per semester hour

The lowest passing grade is a **D**. Incomplete grades must be removed by the end of the next regular semester, exclusive of summer school, or they will be changed automatically to an **F**. Grades are decided by the instructor. Any change or re-evaluation of a grade can only be done by the instructor, or as an outcome of the academic appeals process.

No grade change can be made after the lapse of one calendar year unless there is a petition made by the instructor to the Dean's Council.

Incomplete Grade (I) or No Grade (NG)

An Incomplete **I** is a temporary grade which may be given at the instructors discretion to a student when illness, injury, death in the family, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Forms for requesting an “incomplete”, which must be completed by the instructor and student, are available in the Office of the Registrar. Incomplete grades must be removed by the end of the next regular semester (fall or spring), exclusive of summer school, or the **I** grade will be changed to an **F**.

A student receiving an **NG**, no grade, from an instructor has one regular semester (fall or spring) to complete the course and remove the **NG** or the grade will be changed to an **F**.

Pass/Fail Grading Option

Up to six semester hours, in addition to the required exercise and sport science activity courses, may be taken in the major or minor as pass/fail if specified in the course description, or if the course is an elective.

This option may not be chosen for general education courses or to repeat a course for which a grade was given. Once chosen, the option to have a course graded as a pass/fail cannot be changed.

In order to receive a **pass**, the work in the course must be equivalent to a grade of **C** or better. A **pass** does not affect the grade point average in any manner, while a **fail** will be calculated in the grade point average as an **F**.

Dropping a Course

A student may withdraw from a class at any time during the semester **up to but not including examination week**. Class withdrawal forms, which must be submitted by the student, are available in the Office of the Registrar. A withdrawal grade request is sent to the instructor for a grade of **WP** or **WF** depending upon whether the student is passing or failing the course at the time of withdrawal.

A grade of **WP** will not affect the grade point average; however, a **WF** carries the same value as a grade of **F**. If the student has already failed a course because of absences, the instructor may assign a grade of **F** or **WF**.

A student may withdraw from a class in summer school up to **five class days prior** to the final examination. A **WP** or **WF** will be recorded just as it is for a regular semester.

Withdrawal from the University

Any student who finds it necessary to withdraw from the university during a semester should arrange for their official withdrawal through the Office of the Registrar. In the event of an emergency withdrawal, the student must notify the Office of the Registrar in writing of his/her intention to withdraw as soon as possible. The official date of withdrawal will be the date the request is received.

The university reserves the right to process an administrative withdrawal in the following circumstances:

- Disciplinary reasons
- Failure to meet admission requirements or contracts
- Failure to meet the terms of a financial contract
- Failure to meet the terms of an academic contract

The university refund schedule is applicable to administrative withdrawals. An administrative withdrawal is indicated on the student's transcript by the designation **WA**. An administrative withdrawal can only be given by the provost.

Voluntary withdrawal from school will result in a **WP** or **WF** being recorded. If a student fails a course due to lack of success in the course or as the result of the absence policy and withdraws, a grade of **WF** will be given.

Absence from class does not constitute official withdrawal from the class or from the University. A student must initiate withdrawal from the class or from the University in the manner prescribed. If a student fails to officially withdraw from the university, he will continue to be enrolled and will receive a grade of **F** for his courses. This may result in his being suspended and could block his way if he desires to continue college work.

No refunds or reductions from fees will be made unless the withdrawal is officially completed. An official withdrawal may result in some refund. (See Financial Information.)

Student "Leave of Absence" Policy

Should a student be required to leave the university as a consequence of being called to active duty or other military service outside the student's control, the student may take a leave of absence. The student may choose between two options, whichever works best for the student.

Option 1: Withdraw from the university with 100% refund (excluding meal plans).

Option 2: Take an incomplete (I) in the enrolled courses until he/she can complete the coursework when he/she returns.

Course Numbering System

Courses are numbered using four digits. The explanation is as follows:

The first digit indicates level:

- 0—Pre-collegiate
- 1—Freshman
- 2—Sophomore
- 3—Junior
- 4—Senior

The second number indicates semester hour credit:

- 0—0 hour credit
- 1—1 hour credit
- 2—2 hours credit
- 3—3 hours credit, etc.

The third number is to denote courses within a department.

The fourth number is used to indicate a different course within the discipline.

The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic coursework. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. The list of Howard Payne courses equivalent to TCCNS courses may be found in the Appendix on page 361 of the 2012-2013 catalog. A comparison of course equivalencies at TCCNS member schools is available on an online matrix at <http://www.tccns.org>.

Through SPEEDE, a technology used in administrative areas of education, student academic records may be moved electronically between colleges and universities. Howard Payne has the ability to send and receive electronic transcripts.

Academic Year

Howard Payne University defines an academic year as consisting of two long semesters (fall and spring) with a full-time undergraduate student required to enroll in and complete a minimum of 12 credit hours per semester for a total of no less than 24 credit hours over 30 weeks (15 weeks per long semester).

HPU offers three summer terms (May-Term, Summer I, and Summer II). A full-time undergraduate student in a summer term must enroll in no less than 6 credit hours. The academic year begins on June 1 (Summer I) and ends on May 31 (May-Term).

The summer is divided into two sessions. A maximum of two courses and an exercise and sport science activity course may be taken during each session.

This definition will apply to all eligible programs, including graduate programs, and will be used when administering all Title IV financial aid programs.

Maximum and Minimum Class Load

A semester hour represents one hour of classroom work per week per semester. The normal student load during a long semester is sixteen semester hours. A full-time student is one registered for twelve or more semester hours in a fall or spring semester. After their first semester of enrollment, a student who has a grade point average of 3.0 (B) or better may enroll in over eighteen hours if he desires **and** receives written approval from their advisor and the school dean of the student's major. Students will not be allowed to take more than twenty-one semester hours in any one semester. The overload approval must be presented to the Office of the Registrar.

A normal course load for a student enrolled in a four-week summer session is six semester hours. During the summer sessions, the student's advisor and the dean within the student's major must approve enrollment over seven hours. The maximum load for a student enrolled in the three-week May Term session is six semester hours. Students must obtain written approval from their advisor and the dean within the student's major for enrollment exceeding six hours during May Term.

Auditing

A student desiring to benefit from the instruction in a course may audit the course if the space is available. An auditor is not entitled to have work evaluated by the instructor and the degree of participation is determined by the instructor. No credit or grade is received. The decision to audit must be done at registration and cannot be changed after the close of the registration period. Applied music courses (private lessons) may not be audited.

Special Studies

Each department within the university offers special studies courses of individualized work. These courses are designed for independent or group study in a field not often offered. Conference courses, directed studies, and courses not a part of the regular curriculum but offered on an irregular basis are considered to be special studies courses.

Special studies will be assigned a department designation, course number and prerequisites by the dean of the school in which the course is taken. The dean of the school and the provost must approve all special studies.

No more than six semester hours of special studies may be taken in a student's major, and no more than twelve hours of special studies may be applied to a bachelor's degree.

Undergraduate Classification

Students are classified as follows:

Freshmen	—	Students with less than thirty semester hours credit.
Sophomores	—	Thirty semester hours.
Juniors	—	Sixty semester hours.
Seniors	—	Ninety semester hours.

Academic Forgiveness

Academic Forgiveness gives students the option of electing to have course work, taken ten or more years prior to the starting date of the semester in which the student seeks to enroll, either to be counted as usual or to be ignored for admission purposes. Students who elect to apply for admission under Academic Forgiveness, and who are admitted, select the term at which Academic Forgiveness begins. Academic Forgiveness applies to all courses taken during the term selected, regardless of the grade earned, and to all courses taken prior to the term chosen. The academic work forgiven will remain on the student's permanent academic record but will not be included in the calculation of the cumulative grade-point average and will not be counted in the cumulative hours earned.

To request academic forgiveness, the student must submit a written request to the provost. The request must be submitted when making application for admission to the University. After consideration of the request, the provost will approve or deny the request and advise the Registrar's Office of the decision.

Academic Honors Recognition

Academic Honors Lists

The academic honors lists compiled at the end of a semester show the names of undergraduate students whose grade records are considerably above average. In order to provide the recognition these students have earned, the academic honors lists are distributed throughout the University community as well as to various other media.

The Honor Roll

Those outstanding undergraduate students who attain a grade point average of 3.50 to 3.64, with no grade of F, NG, or I, for all courses attempted while earning not less than twelve semester credit hours of academic coursework during the fall or spring semester.

The Dean's List

Those outstanding undergraduate students who attain a grade point average of 3.65 to 3.99, with no grade of F, NG, or I, for all courses attempted while earning not less than twelve semester credit hours of academic coursework during the fall or spring semester.

The President's List

Those undergraduate students who achieve a grade point average of 4.0 in all coursework attempted while earning not less than twelve semester credit hours of academic coursework during the fall or spring semester attain the distinction of being included on the President's

List. A special citation goes to this group of students. The names of those students achieving the highest attainable grades denoting academic excellence comprise the President's Honor Roll and are released at the conclusion of each semester.

Honor Roll Students in Travel Classes

To qualify for each of these lists, students must attempt and earn a minimum of 12 semester hours with no incomplete grades ("I" or "NG") or failing grades for the semester. One exception to this requirement is students who enroll in classes which require a travel component that occurs after the close of a semester. The grade of "NG", submitted at the end of the term, is changed after completion of the trip and the submission of required reports, journals, etc. Instructors are required to submit final grade changes for the travel classes by February 1 for fall semester classes and August 1 for spring and summer semester classes. Semester grades will be reviewed a second time on February 1 and August 1 to determine if students enrolled in the travel classes qualify for the Honor Roll, Dean's List, or the President's List.

Graduating with Honors

Graduation honors recognition will be calculated solely on the basis of grades earned at Howard Payne University. In order to qualify for graduation honors, a student must complete a minimum of **60 semester hours of coursework at Howard Payne University**, including 18 upper-division hours completed in residence. A **minimum of 12** upper-division hours are required in the major and, if a minor is chosen, a **minimum of 6** upper-division hours will be required in the minor.

The level of graduation honors is based on the cumulative grade point average calculated by the Registrar and will be as follows: **Cum Laude** - a cumulative grade point average of 3.55 to 3.69; **Magna Cum Laude** - a cumulative grade point average of 3.70 to 3.84; **Summa Cum Laude** - a cumulative grade point average of 3.85 to 4.0.

Academic Probation and Suspension

All students will be placed on academic probation at the end of any semester in which the cumulative grade point average does not meet the following conditions:

- A grade point average of 1.6 or above when a student has attempted thirty (30) or less semester hours.
- A grade point average of 1.8 or above when a student has attempted thirty-one (31) to sixty (60) semester hours.
- A grade point average of 2.0 or above when a student has attempted over sixty (60) semester hours.

Academic Probation

Students will be placed on academic probation at the end of any semester that the cumulative grade point average does not meet the published level noted above for each classification.

Academic Information

Probation will be imposed only after the student has attempted a minimum of twelve semester hours. Students placed on academic probation are students in "academic peril" and the University is committed to assisting these students. A variety of academic support services are made available such as content tutoring, workshops, advising, and supplemental instruction.

Academic Suspension

Academic suspension is an indication that a student may need to re-evaluate the academic demands of college. Students who are placed on academic suspension will be notified by mail at the end of a fall or spring semester. As a result of an academic suspension, a student is required to sit out the following long semester and may not take additional classes at Howard Payne until readmitted. **Every student who has been placed on academic suspension has the opportunity to apply for readmission.** Students are encouraged to use the time away to develop a plan which will maximize their opportunity for success when their studies are resumed.

Academic suspension is imposed under the following circumstances.

- If at the end of that probation period a student has not been removed from probation, he/she will be suspended for one long semester, exclusive of summer school.
- If a student fails to earn any semester hour credit, except in skills courses such as ESS activity courses or applied/private music, the student will be immediately suspended for one long semester.

Only those courses for which credit is awarded are counted as completed courses or earned hours. Courses with a final grade of **F, WP, WF, I or NG** will not be used in computing earned hours.

- A student who has not officially withdrawn from the university and fails to earn any credit, except in skills courses such as ESS activity courses or applied/private music, will be suspended for one long semester.
- A student who has officially withdrawn from the university and whose final grades are **WF** for all classes, except in skills courses such as ESS activity courses or applied/private music, will be suspended for one long semester.
- Any student who has been withdrawn from all of their classes by the faculty due to excessive absences, excluding skill courses such as ESS activity courses or private music, shall immediately be suspended from the university and will, at that time, no longer be eligible to participate in extracurricular activities, or live in the dormitories, or be eligible to participate in the food service program. Refunds, if any, will be based on the schedule published in the university catalog.

A student whose final grades are a combination of **WF and WP** for all classes, except in skills courses such as ESS activity courses or applied/private music courses, **will not be academically suspended.**

Students under suspension may not participate in any activity; such as but not limited to academic or extracurricular activities; fraternity or sorority organizations. Coursework taken at another institution while on academic suspension from Howard Payne is not transferable to Howard Payne University.

Students may reapply for admission after the period of suspension has been completed. If re-admitted, the student must improve the cumulative grade point average sufficiently so that he is not on probation or the process begins again.

Satisfactory Academic Progress

Students are considered to be in good academic standing if they are making satisfactory progress toward a degree. Students will be notified by mail at the end of a fall or spring semester of their failure to meet the requirements for Satisfactory Academic Progress. Students who are not making satisfactory progress may not represent HPU in extracurricular activities.

This Satisfactory Progress policy does not apply to co-curricular activities. "Co-curricular activities" are activities in which participation is required by enrollment in a course that counts toward graduation requirements. The criteria of satisfactory progress for good academic standing follows.

Satisfactory academic progress will be evaluated at the end of each fall and spring semester. Students are evaluated on both a qualitative component and a quantitative component.

Qualitative Component / Cumulative Grade Point Average

30 or less semester hours attempted: cumulative GPA of 1.60 or above

31 to 60 semester hours attempted: cumulative GPA of 1.80 or above

Over 60 hours attempted: cumulative GPA of 2.00 or above

Quantitative Component

The University's satisfactory progress policy specifies the rate of progression required to ensure that student's complete their degree program within an acceptable time frame and that the rate is measured at each evaluation. The rate of progression is calculated by dividing the **total hours completed** by the **total hours attempted**.

The rate of progression required to meet the satisfactory progress requirement at Howard Payne University is **75%**. This is applicable at any enrollment status - full-time or part-time.

Attempted Hours

All hours are included in the attempted hours unless they are dropped by the census date. Repeated courses are counted in attempted hours for the purpose of determining the rate of progression percentage. Credit hours (including repeats) transferred from another school that are accepted toward the student's program are counted as both attempted and completed hours. Courses that are assigned a grade of "I", "NG", "WF", and "WP" are included in hours attempted.

Completed Hours

Only those courses for which credit is awarded are counted as completed courses. Credit hours (including repeats) transferred from another school that are accepted toward the student's program are counted as completed hours. Courses with a grade of "F", "W", "WP", "WF", "I", or "NG" will not be counted as completed hours.

Academic Information

Dual-Credit, Advanced Placement, ACT/SAT Score Credit, CLEP Credit

Academic credit/hours earned through dual-credit, advanced placement, ACT/SAT score credits and CLEP credit are considered in both "attempted" and "completed" hours when calculating a student's rate of progression.

Notification of Unsatisfactory Progress

The Office of the Registrar will notify students in writing of the results of the Satisfactory Progress review performed at the end of each long semester; fall and spring.

Appeals Process

Academic Suspension and Unsatisfactory Academic Progress

Howard Payne University requires that all students make satisfactory academic progress towards a degree, diploma or certificate to remain in good academic standing. The University believes that students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. However, occasionally a student's failure to make satisfactory academic progress is due to extenuating circumstances; therefore, an appeal process has been developed for these situations.

Appeals will be considered for extenuating circumstances that may include, but are not limited to, the following reasons:

- Working full-time
- Illness of student or family member
- Separation or divorce
- Involved in an accident or natural disaster
- Death in immediate family
- Personal problems that affected attendance and/or grades
- Change of major or have declared double majors.

APPEAL PROCESS AND CHECKLIST

Appeal Form with detailed information submitted by the student. Appeal forms are available in the Office of the Registrar.

The student must clearly state on the appeal form the extenuating circumstance(s) contributing to the academic situation. Documentation of the circumstances and a description of what has changed to allow the student to make satisfactory progress must be provided.

Student Requested Letter from the Student's Advisor - The student's advisor can provide insight about the student's academic performance as well as their recommendation about approving or denying the appeal and why. **The letter from the advisor is to be submitted directly to the Appeals Committee. The letter may be in the form of an email directed to Glenda Huff, Director of Student Aid or Lana Wagner, Registrar.**

NOTE: If the student's advisor fails to submit the requested letter, the appeal will still be reviewed; **however**, the student must have requested the letter. Proof of the student's request,

such as a copy of the letter to the advisor or a copy of an email to the advisor, must be submitted.

In addition to the advisor's letter, students have the option of asking another faculty member or staff member to write a letter to the Committee in support of the appeal.

DUE TO THE AMOUNT OF TIME INVOLVED IN PREPARING AN APPEAL, STUDENTS CANNOT EXPECT TO BEGIN GATHERING THE REQUIRED SUPPORTING DOCUMENTATION ON THE FINAL SUBMISSION DATE AND STILL HAVE THEIR APPEAL REVIEWED.

The **Appeals Committee** will review all appeals submitted on an individual basis. The student will be notified in writing of the committee decision. If the appeal is approved, the student will receive a letter that outlines the conditions of the appeal.

The letter will specify one of the following conditions: The student will be able to meet the satisfactory progress requirements by the end of the next semester; or, The student will be placed on an academic plan that will ensure that the student will be able to meet the satisfactory progress requirements by a specific point in time. The student's progress will be evaluated at the end of the next semester to ensure that the student is meeting the conditions of the academic plan.

The decision of the Committee is final and may not be appealed.

The listing below indicates where appeals for specific situations are to be submitted. Additional information related to student appeals may be found in the current Student Handbook.

STUDENT LIFE APPEALS - 1) Vice President for Student Life and Dean of Students;
2) Student Life Appeals Committee

ADMISSION APPEALS - 1) Appeals Committee

FINANCIAL AID APPEALS - 1) Financial Aid Appeals Committee

ACADEMIC SUSPENSION and/or

UNSATISFACTORY PROGRESS - 1) Appeals Committee

ACADEMIC AFFAIRS - 1) Department Head;
2) Dean of School;
3) Provost;
4) Dean's Council

Transcript Requests

A transcript of college work is an official copy of a student's permanent academic record bearing the signature of the Registrar in white. A transcript is available only at the written request of a student to the Office of the Registrar. No one may pick up a transcript for another person without the written consent of the owner of the transcript (FERPA - Family Rights and Privacy Act-1974).

To request a transcript, a student may come directly to the Registrar's Office for assistance. If the student is not in the Brownwood area, the form on HPU's website must be completed, printed, signed, and mailed to the Office of the Registrar, 1000 Fisk Street, Brownwood, Texas 76801, faxed to 325-649-8909, or scanned and attached to an email. The transcript fee for each official transcript may be paid by check, money order, or credit card.

Students should allow a minimum of ten (10) days for delivery of the transcript after the request has been received in the Registrar's Office. All financial obligations to Howard Payne must be paid and all loan notes (institutional, Federal, and State) must be current before a student's transcript may be released. Transcript requests are forwarded to other offices for verification of status. Additional processing time should be allowed for requests submitted during peak periods such as registration and graduation.

Official transcripts are mailed to the address or addresses provided on the request form unless the college or university to which the transcript is to be sent participates in SPEEDE, technology used in administrative areas of education to electronically move student academic records between colleges and universities.

Student enrolled after 1990 may view and print their unofficial transcript using *CampusConnect*; the web-based interface with HPU's student information system. Detailed information regarding *CampusConnect* is available in the Appendix of this catalog. Students enrolled prior to 1990 may request an unofficial transcript of their college work using the same process described above for official transcripts. Unofficial transcripts are provided at no charge to the student.

Additional Academic Opportunities

Various Howard Payne University courses involve domestic or international travel as an integral component of the learning experience. Interested students should check course offerings each semester.

Opportunities for study abroad are available to students through the Council for Christian Colleges and Universities. Students may participate in a variety of off-campus study opportunities to broaden their understanding of God's world and their place in it. Course descriptions for semester and summer academic programs administered by the CCCU are available through BestSemester.com which is the portal for the off-campus study programs offered by the Council for Christian Colleges & Universities (CCCU). There are a total of eleven semester programs and one summer program designed to serve the academic interests of CCCU member institutions.

The Council for Christian Colleges & Universities is a higher education association of more than 150 intentionally Christ-centered institutions around the world. There are 111 member campuses in North America and all are fully-accredited, comprehensive colleges and univer-

sities with curricula rooted in the arts and sciences. In addition, 70 affiliate campuses from over 20 countries are part of the CCCU. The Council's mission is to advance the cause of Christ-centered higher education and to help its institutions transform lives by faithfully relating scholarship and service to biblical truth.

Additional study abroad opportunities are available through the Consortium for Global Education (CGE). CGE is a consortium of private U.S. colleges and universities, united by a commitment to international education, service, and sharing. CGE was organized as a consortium to assist in the development of international education. CGE has over 40 private U.S. universities and colleges, all on the cutting edge of higher education. Working as individual universities and colleges and as cohort groups, CGE member institutions have established an estimated 241 mutually beneficial partnerships with some of the world's most prestigious universities in more than 80 countries.

LONDON SEMESTER - Through the London Program, students will experience a semester of international study that will enrich their academic experience and make their undergraduate degree even more exceptional. The program requires a commitment of money and time, but the pay-off is tremendous. For a semester, London becomes a student's classroom and home. Students will study with both British and American professors utilizing the city of London as their classroom. Students reside at The Pickwick Hotel in Central London, only two blocks from the British Museum. The program includes excursions in London, a number of day trips out of London and a spring break tour of England, Scotland and Wales.

Participants are selected on the basis of the following criteria: cumulative grade point average of 2.5 or better; evaluations of two faculty members; academic and extracurricular achievements. Up to ten students are selected to participate in the London Program during the spring semester. Applications are reviewed by the London program director to determine which applicants are most qualified. The goal is to choose students who have demonstrated the following characteristics: they perform well in classes; they are dependable, cooperative and considerate; they are disciplined and prompt; they are intellectually curious and flexible; they are persons of integrity.

The London Semester is custom designed to offer students a stimulating academic study and a rich cross-cultural learning experience with London as their classroom. Courses are taught by American and British faculty. Students learn British history and literature, study in London's museums and galleries, attend London theatre, read London newspapers, visit the British Parliament and take guided walks to sites in Westminster, the City and the South Bank. These experiences all become part of the art, theatre and culture courses taught by British professors. During the semester, the students make at least 30 excursions, all covered by the program fee. Classes meet once a week, Monday through Friday, at locations stipulated by the professor of the given class. Work will also involve going to museums, galleries and historical sites. All the courses taught in London are designed to make London (and Great Britain) the classroom. Students may register for twelve to fifteen hours of credit.

For additional information regarding all international programs including the London Semester program, students may contact the study abroad coordinator at 325-649-8179.

Department Abbreviations

Course Prefix	Department Name	Course Prefix	Department Name
ACA	Academy	GEG	Geography
ACC	Accounting	GEN	General Education
ART	Art	GEO	Geology
ATR	Athletic Training	HIS	History
BIB	Bible	JOU	Journalism
BIO	Biology	MAT	Mathematics
BLA	Biblical Languages	MGT	Management
BUS	Business	MIN	Ministry
CCS	Cross-Cultural Studies	MKT	Marketing
CED	Christian Education	MUS	Music
CHE	Chemistry	OCH	Orchestral Instruments
CIS	Computer Information Systems	ORG	Organ
CMP	Composition	PHY	Physics
COM	Communication Studies	PIA	Piano
CON	Conducting	POS	Political Science
CRJ	Criminal Justice	PSC	Physical Science
ECO	Economics	PSY	Psychology
EDU	Education	PTH	Practical Theology
ENG	English	REA	Reading
ESS	Exercise and Sport Science	SCI	Science
FIN	Finance	SOC	Sociology
FRS	Forensic Science	SPA	Spanish
FST	Family Studies	SWK	Social Work
FUL	Foundations of University Life	THR	Theatre
		VOI	Voice
		YMN	Youth Ministry

GRADUATE STUDIES:

BIB	Bible
BUS	Business
CIS	Computer Information Systems
EDU	Education
FIN	Finance
MGT	Management
MKT	Marketing
PTH	Practical Theology
YMN	Youth Ministry

Academic Support Services

WENDY McNEELEY, Ph.D.,
Dean, Advising and General Education

The Collegium

The Collegium is committed to providing comprehensive learning assistance to meet the academic demands of all students. The Collegium seeks to be a campus resource that provides a variety of academic and personal growth support services which are made available to students, faculty, and staff using methods such as content tutoring, workshops, personal and career assessments, and academic advising. The Collegium seeks to help students become more competent learners. The Collegium is dedicated to equipping students for personal success during their university experience and into the future through ongoing learning activities. Information regarding The Collegium may be obtained by contacting 325-649-8616.

The Collegium includes:

Academic Advising

- Planning and Assistance
- University Seminar Program
- Career Exploration
- Advising Seminars and Workshops
- Web Resources

Career Services

- Career Assessments
- Exploration
- Coaching
- Resume Building
- Interview Skills
- Job Fairs and Workshops

Academic Support Services

- Academic Testing
- Learning Assistance Services
- Early Alert Program
- Developmental Studies

Academic Advisement

Each student, upon enrolling at Howard Payne University, is assigned a first-year advisor. After the first two semesters of enrollment at HPU, when a major is declared, the student will be assigned to an advisor from the school in which that major is offered. Students who have not declared a major will be assigned to a special advisor until a major is chosen.

If a student decides to change his major, the dean of the school in which his new major is offered should be contacted for assignment of the student's new advisor.

University Seminar

University Seminar (GEN 1101) is a foundational course for first-year students designed to help them be more successful at Howard Payne University. A framework for Christian learning is explored in an interactive small-group format in which the instructor also serves as the student's academic advisor and mentor. GEN 1101 will be offered during the fall and spring semesters.

University Seminar uses alternative assessment methods for all first-time incoming students. First-time first-year students are required to take the course. Students transferring to Howard Payne University with less than 24 semester hours completed are required to complete the course. Transfer students who have taken a similar course are exempted from the HPU course.

Students required to complete FUL 1301 Foundations of University Life due to their Provisional Admission Status will not be required to complete GEN 1101 University Seminar.

Career Services

Career services are also part of The Collegium and provide students with assistance with many career and employment issues. Students desiring part-time or seasonal employment off-campus while attending school, and students seeking resume or interview skills help to pursue career positions upon graduation, may contact career services for assistance. Workshops and job fairs are held throughout the year to provide students with opportunities to prepare for life beyond their university experience. For information regarding any of these services, please contact The Collegium at 325-649-8616 or collegium@hputx.edu.

Academic Testing Services

Through The Collegium, Howard Payne University administers the following tests. Contact The Collegium at 325 649-8616 for information about the test center location and testing.

ACT (American College Testing): Offered on national test dates only

CLEP (College Level Examination Program): Please contact The Collegium for additional information regarding scheduling a CLEP exam. The exam fee is established by CLEP and is a minimum of \$77. A \$15 proctoring fee will be required of all non-Howard Payne University students. Howard Payne University students pay a one-time testing fee that covers the proctoring fee for the CLEP. Fees may be paid at the time the exam is taken. Personal checks and credit cards are accepted for payment of CLEP fees.

SAT I/II (Scholastic Aptitude Test): Offered on national test dates only

TEExES (Texas Examination of Educator Standards): To receive a teaching certificate in Texas, one must pass the appropriate TEExES tests. Applications for these tests are available from the HPU School of Education. The tests are offered on state test dates only.

The Collegium also offers secured testing facilities available to faculty who need to test a student outside of regularly scheduled testing times.

Tutoring

Tutoring is available to all Howard Payne students through The Collegium. Times for services vary but are posted around the tutoring center and on The Collegium website accessed through the University home page (www.hputx.edu) under "Current Students".

Services to Students with Physical Disabilities or Learning Differences

Students with disabilities requiring accommodation should contact the Learning Assistance Coordinator at (325) 649-8617 immediately following admission to the University or as soon as possible after discovering the need for accommodation.

In order to gain accommodations for disabilities, a student will need to have the disability documented by a physician, psychological examiner, or licensed diagnostician, whose credentials are recognized by the University. Appropriate documentation will include a recent diagnosis of the disability, specific recommendations for accommodation which connect the disability to the accommodation, a statement of similar accommodations given in any previous setting, and a summary of all relevant data. The student should have the physician or other documenter send this material to:

The Collegium
Attn: Shawn Matlock
Howard Payne University
1000 Fisk Street
Brownwood, Texas 76801
(325) 649-8617

Accommodation Policy for Students with Disabilities

It is the policy of the university to provide reasonable accommodations pursuant to all applicable laws for students with disabilities, including students with learning disabilities, health impairments, and other disabling conditions.

Admission requirements for disabled students are the same as for all other students. The university is very concerned that students with disabilities who consider attending the university be competitive in this academic environment. Therefore, reasonable accommodations will be made upon proof both of disability and need for the accommodation. It must be understood that accommodations for disabilities are meant to equalize educational opportunities. Admission to the university and accommodations do not guarantee success. Therefore, in

Academic Support Services

In addition to accommodations, the university encourages utilization of auxiliary services available to all students to maximize opportunities for success.

It is the responsibility of the student who requests educational accommodations to provide documentation prepared by a professional qualified to diagnose disabilities as required by the university, including, but not limited to those appropriately certified or licensed as physician, educational diagnostician, learning disability specialist, or psychologist. The university does not offer students with disabilities the following:

- Diagnostic evaluation for disabilities;
- A reduced standard for academic performance;
- Exemption from essential graduation requirements; or
- Credit for effort in place of demonstrated competence in the content.

University programs and activities are conducted in such a manner that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any such program or activity. Notifications and inquiries regarding disabled student services should be directed to The Collegium.

Relocation Policy

Although most classrooms are wheelchair accessible, in the event that a student is unable to access a class in which he/she has registered, the relocation of classes can be a viable option. In the event that a student needs to register for a class that is not accessible to him/her, the student should, prior to registering for the class, contact The Collegium. The university will then work with the student to make arrangements for class accessibility.

Developmental Studies

Wendy McNeeley, Ph.D. - Head

FACULTY: **Tom Johnson, M.S.; Alexa Maddox, M.A. M.Ed.; Shawn Matlock, M.Ed.**

PART-TIME/ADJUNCT FACULTY: **Cindy Proud, M.Ed.**

The developmental studies program provides academic training in the fields of English, mathematics, reading, and study skills for students who are admitted to the university on a provisional basis.

A developmental studies program is available to students who need to improve English, mathematics, reading, and study skills before entering regular university-level courses. Students may be required to complete certain courses in this program based upon test scores, faculty recommendations, past performance, or department head's approval.

GENERAL EDUCATION 1121. ACADEMIC RECOVERY.

This course is designed to meet each student's needs with one-on-one help with a strategies coach to help reestablish his/her GPA. It will provide the tools and strategies for practical application that students can use to be successful in their course work.

Prerequisite: None.

One semester hour

GENERAL EDUCATION 1131. TUTOR TRAINING COURSE.

This course is designed to prepare students to be effective peer tutors through the study of current, theory-based tutoring methods and hands-on tutoring experience. Students will study their role as a tutor and the role of the tutee to learn how the interaction of those roles promotes effective tutoring and learning. Other areas of emphasis in the course include: varied learners, designing an effective tutoring session, content-specific tutoring methods, effective communication skills, and questioning techniques to promote tutee engagement in tutoring sessions.

Prerequisite: None.

One semester hour

FOUNDATIONS OF UNIVERSITY LIFE 4101. TEACHING ASSISTANT FORUM.

This course is designed to assist students in leadership positions, specifically those upper classmen serving as teaching assistants in the Foundations of University Life program. During the semester the students will be introduced to leadership principles and styles. This course will familiarize the student with the uniqueness and importance of Christian servant leadership. The course will also provide teaching assistants the forum to discuss their work in the FUL program and receive pertinent information to assist them in that work.

Prerequisite: None.

One semester hour

Developmental Studies

ONLY SIX SEMESTER HOURS OF THE FOLLOWING COURSES MAY COUNT AS ELECTIVES ON A DEGREE ALTHOUGH ALL WORK BECOMES A PART OF THE ACADEMIC RECORD AND IS INCLUDED IN THE CUMULATIVE HOURS EARNED.

ENGLISH 1304. DEVELOPMENTAL ENGLISH.

An intensive course in the fundamental structure of the English language. Required of students who score 14 or below on the English sub-score of the ACT or 340 or below on the verbal sub-score of the SAT I or any student admitted provisionally who tests into it on the Accuplacer placement exam. Fall, Spring. Must have "C" or above to take ENG 1311.

Prerequisite: None.

Three semester hours

FOUNDATIONS OF UNIVERSITY LIFE 1301. FOUNDATIONS OF UNIVERSITY LIFE.

A course designed to assist students in developing skills and habits necessary to be successful in the university. Study and listening skills, as well as university policies, procedures and social organizations are emphasized. Required of students who have a composite score of 16-18 on the ACT and/or 780-900 on the SAT I or any student admitted provisionally who tests into it on the Accuplacer placement exam. Must have a "C" or above or repeat the course the following semester. Fall, Spring.

Prerequisite: None.

Three semester hours

FOUNDATIONS OF UNIVERSITY LIFE 1302. DEVELOPMENTAL READING.

A course designed to improve basic reading skills with emphasis on comprehension, speed and vocabulary development. A major objective of this course is to prepare students for reading required in university-level work. Required of students whose placement test scores indicate a need for the course. Must have a "C" or above or repeat the course the following semester. Fall, Spring.

Prerequisite: None.

Three semester hours

MATHEMATICS 1303. DEVELOPMENTAL MATHEMATICS.

A study of the basic computational functions, including fractions, decimal notation, percentages, metric system, elementary algebra and geometry. Required of students who score 16 or below on the ACT math sub-score or 390 or below on the SAT I math sub-score or any student admitted provisionally who tests into it on the Accuplacer placement exam. Does not satisfy the mathematics requirement for any degree. Must have "C" or above to take MAT 1321.

Prerequisite: None.

Three semester hours

MATHEMATICS 1321. INTERMEDIATE ALGEBRA.

Intermediate algebra reviews many of the topics covered in high school algebra such as real numbers, linear equations, polynomials, rational expressions, exponents, radicals, graphing functions, quadratic equations, systems of equations and inequalities which prepare the student for college algebra. (developmental course - elective credit only; does not satisfy the mathematics requirement on any degree) Fall, Spring.

Prerequisite: Appropriate ACT/SAT or placement test score.

Three semester hours

School of Business

LESLIE PLAGENS, Ed.D, Dean

FACULTY: Charles Boland, M.B.A.; Tim Cooper, M.S.; Trissa Cox, Ph.D.; Mike Daub, M.B.A.; Mike Dillard, M.B.A.; Jennifer McNiece, M.A., M.P.A.; Lois Patton, Ph.D.; Mark Patton, D.B.A.; Shawn Shreves, M.S.; Lester Towell, Ed.D.

PART-TIME/ADJUNCT FACULTY: Larry Meadows, J.D.; Priscilla Monson, M.S.

The School of Business offers the following degree programs:

- * Bachelor of Business Administration Degree with majors in Accounting, Accounting/MBA Integrated Program, Management, Marketing, and Management Information Systems.
- * Bachelor of Science Degree with majors in Business Administration and Computer Information Systems.
- * Bachelor of Applied Arts and Sciences Degree with a major in Business Administration.

The School of Business offers a quality educational experience within a Christian environment. Students will learn the language, techniques, and functions involved in today's business environment. They will develop critical thinking skills, oral and written communication skills, and analytical skills for business applications in a societal context from a Christian perspective. Students will gain an understanding and appreciation for the American Free Enterprise System as the force that has made possible the opportunity and realities of growth that American business has experienced.

The School of Business offers a Bachelor of Business Administration (BBA) and a Bachelor of Science (BS) degree. A student may choose to major in four areas which lead to a BBA degree: accounting, management, marketing, and management information systems. Additionally, a student majoring in accounting will choose either finance or the traditional accounting program. A student may choose to major in business administration leading to a Bachelor of Science (BS) degree or a Bachelor of Applied Arts and Sciences (BAAS) degree. The BBA degree programs and the business administration major under the BS and BAAS degrees are accredited by the International Assembly for Collegiate Business Education.

The School of Business also offers minors in the following business related areas: accounting, business, computer information systems, economics, interdisciplinary international business, marketing, and small business management.

All students seeking the BBA degree, regardless of their major, are required to take a 36 semester hour business core. BUS 4351 Business Strategy is a capstone for the business curricula and should be taken immediately before completion of degree requirements.

Certificate in International Business Program

The Certificate in International Business is a program for students majoring in a business field who have a desire to broaden their scope of knowledge and experience in today's global business environment. This is an interdisciplinary program which allows students the flexibility to customize their own individual program. Certificate requirements of 18 semester hours include:

- International business: 9 semester hours including BUS 3335, BUS 3309, and 3 semester hours from either an approved internship or special studies related to international business
- Foreign language and/or international culture:
9 semester hours including 6 hours of university-level foreign language coursework in the same language and 3 hours from the list of approved international culture courses

OR

9 semester hours from the following courses related to international culture: ENG 2353, 4336, HIS 2320, 4303, POS 3321, 3361, or SOC 3301
- International experience: An approved 4 weeks, minimum, of international experience or study abroad.

Teacher Certification

Students interested in teaching business subjects at the secondary level as outlined by the State Board for Educator Certification (SBEC) should review the requirements of the Teacher Education Program listed in the School of Education. An application for admission for the Teacher Education Program should be made to the dean of the School of Education thirty days prior to the beginning of the semester in which the student plans to begin education courses.

Students seeking secondary teacher certification in business may choose the Bachelor of Science degree with a major in business administration. Electives need to include the required education courses (see certification requirements in the School of Education section) and the following business courses: BUS 3321, BUS 2332, and MGT 4311. Students must be jointly advised by their major advisor and the teacher certification officer.

Students seeking teacher certification in technology applications must be jointly advised by their CIS advisor and the teacher certification officer. The required courses are listed in the School of Education section of this catalog.

Minors in Business-related Areas

The following minors are offered through the School of Business.

Accounting - 21 semester hours to include: ACC 2311, 2321, 3311, 3321, 4311, plus 6 hours of upper-division accounting hours.

Business - 24-hour composite minor to include: ACC 2311, 2321, 3 hours from ECO 1311, 2302 or 2301, MKT 2302, FIN 2341, MGT 3303, BUS 3311, and 3 hours of advanced credit from the School of Business.

Computer Information Systems - 18-24 semester hours of CIS coursework chosen in consultation with the head of the CIS department.

Economics - 21 semester hours chosen from: ECO 1311, 2301, 2302, 2350, 3320, 3351, 3391, and 4390.

Interdisciplinary International Business - 21 semester hours to include: BUS 1311, ECO 2301, ACC 2311, BUS 3335, BUS 3309, and 6 hours chosen from POS 3321, 3361 and/or special studies related to international business chosen in consultation with the international business advisor.

Marketing - 18 semester hours to include: MKT 2302, 3302, 3331, 3342, 3361, and 4302.

Small Business Management - 24-hour composite minor to include: ACC 2311, MKT 2302, FIN 2341, MGT 3303, BUS 3311, MGT 4341 plus 6 hours chosen from CIS, MKT and/or MGT

Bachelor of Business Administration

The Bachelor of Business Administration General Education requirements are found in the Academic Information section of this catalog - page 98.

GENERAL EDUCATION42 hours
ADDITIONAL DEGREE REQUIREMENTS12 hours
BUSINESS CORE	36 hours
AACC 2311 Principles of Accounting I3 hours
ACC 2321 Principles of Accounting II3 hours
BUS 1311 Introduction to Business3 hours
BUS 3311 Business Law3 hours
BUS 3335 International Business3 hours
BUS 3351 Business Ethics3 hours
BUS 4351 Business Strategy3 hours
CIS 2310 Business Applications in Excel3 hours
FIN 2341 Principles of Finance3 hours
FIN 3301 Financial Management3 hours
MGT 3303 Principles of Management3 hours
MKT 2302 Principles of Marketing3 hours
MAJOR21-33 hours
ELECTIVES1-13 hours
Total Hours in Degree Program	124 hours

Bachelor of Science Degree or Bachelor of Applied Arts and Sciences Degree with a Major in Business Administration

The purpose of a Bachelor of Science (BS) degree or Bachelor of Applied Arts and Sciences (BAAS) degree with an interdisciplinary major in business administration is to prepare students for careers in pre-professional studies, such as health care administration, nursing, pharmacy, physical therapy, allied health science, dental hygiene, or athletic training. The degrees may also be appropriate for those business administration majors seeking a minor in mathematics, the sciences, physical education, or computer information systems. Students will select a minor that will satisfy their career objectives and will be chosen and approved in consultation with the student's advisor.

A minor in business administration requires 18-24 semester hours chosen from one field in consultation with the business faculty.

GENERAL EDUCATION (Bachelor of Science) see page 9642 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science)12 hours
MAJOR - Business Administration36 hours
OPTIONAL MINOR18-24 hours
ELECTIVES (with optional minor)10-16 hours
ELECTIVES (without optional minor)34 hours
Total Hours in Degree Program	124 hours

GENERAL EDUCATION (Bachelor of Applied Arts & Sciences) see page 10042 hours
MAJOR - Business Administration36 hours
OPTIONAL MINOR18-24 hours
ELECTIVES (with optional minor)22-28 hours
ELECTIVES (without optional minor)46 hours
Total Hours in Degree Program	124 hours

BS / BAAS Major in Business Administration36 hours
ACC 2311 Principles of Accounting I3 hours
ACC 2321 Principles of Accounting II3 hours
BUS 3311 Business Law3 hours
BUS 3351 Business Ethics3 hours
BUS 4351 Business Strategy3 hours
CIS 3319 Project Management3 hours
FIN 2341 Principles of Finance3 hours
MGT 3303 Principles of Management3 hours
MKT 2302 Principles of Marketing3 hours
ECO 1311 Survey of Economics OR ECO 2301 Principles of Macroeconomics OR ECO 2302 Principles of Microeconomics3 hours
BUS 3335 International Business OR BUS 3309 International Trade3 hours
3 semester hours of business electives	3 hours

Note: Students should consult their advisor in choosing MAT 1365 or MAT 2342 for their general education math requirements.

Department of Accounting

Charles Boland, M.B.A. - Head

The purpose of the accounting major is to prepare students to understand what accounting is, what accountants do, and how to use accounting information to make business decisions. Students majoring in accounting will be prepared to enter the accounting profession, work in related fields, or be able to enter graduate school. Technical and analytical skills will be developed. Students will be able to utilize accounting information to make business decisions. They will also be introduced to current accounting practices/techniques to enhance their understanding as well as employability.

The educational requirements for accountants to become a certified public accountant has increased to 150 credit hours due to the passage of the Accountancy Act of 1991. The department of accounting recognizes that not all accounting majors desire the designation, CPA. The department of accounting offers the Bachelor of Business Administration (BBA) in accounting.

GENERAL EDUCATION (Bachelor of Business Administration) see page 98	42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration)	12 hours
MAJOR - Accounting	33 hours
BUSINESS CORE	36 hours
ELECTIVES	1 hours
Total Hours in Degree Program	124 hours

BBA Major in Accounting	33 hours
AACC 3311 Intermediate Accounting I	.3 hours
ACC 3321 Intermediate Accounting II	.3 hours
ACC 3331 Cost Accounting	.3 hours
ACC 3341 Managerial Accounting	.3 hours
ACC 3351 Federal Tax	.3 hours
ACC 3361 Taxation of Corporations and Partnerships	.3 hours
ACC 4311 Advanced Financial Accounting	.3 hours
ACC 4331 Auditing	.3 hours
ACC 4391 Accounting Research	.3 hours
ACC 3000-4000 Level Elective	.3 hours
BUS 3321 Legal Environment of Business	.3 hours

GENERAL EDUCATION (Bachelor of Business Administration) see page 98	42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration)	12 hours
MAJOR - Accounting with Finance Emphasis	27 hours
BUSINESS CORE	36 hours
ELECTIVES	7 hours
Total Hours in Degree Program	124 hours

BBA Major In Accounting with Finance Emphasis	27 hours
ACC 3311 Intermediate Accounting I	.3 hours
ACC 3321 Intermediate Accounting II	.3 hours
ACC 3000-4000 Level Electives	.6 hours
BUS 3321 Legal Environment of Business	.3 hours
FIN 2312 Personal Finance	.3 hours
FIN 3351 Investment Analysis	.3 hours
FIN 3391 Money and Banking	.3 hours
FIN 4312 Advanced Financial Management	.3 hours

A minor in accounting consists of ACC 2311, 2321, 3311, 3321, 4311 plus six (6) upper-division accounting hours.

Accounting

150 Hour Requirement for the Certified Public Accountant Prospect

The Texas State Board of Public Accountancy, since September 1, 1997, has required that anyone applying to sit for the CPA exam must have completed 150 hours of college study with at least 36 hours in accounting and an approved ethics course at the time of application. The additional hours above the normal bachelor degree requirements may be attained at either the undergraduate or graduate level and may be outside the accounting curriculum.

BBA Accounting and MBA Integrated Program

Accounting students with an interest in public accounting may choose the BBA Accounting and MBA Integrated Program. This program requires the completion of 150 credit hours and meets all requirements for the CPA examination. Students will receive a BBA degree with a major in accounting and an MBA degree.

BBA Accounting - MBA Curriculum	150 hours
BBA General Education	42 hours
BBA Business Core	36 hours
BBA Accounting Major	30 hours
BBA Elective	1 hour
MBA Business Core	21 hours
MBA Qualitative Core	6 hours
MBA ACC 5391 Accounting Research*	3 hours

* The ACC 5391 Accounting Research course satisfies the requirements for ACC 4391 Accounting Research at the undergraduate level and satisfies the requirements for BUS 5341 Research and Applied Project I. The course is taken as a capstone course in the last semester of the total program.

ACCOUNTING

ACCOUNTING 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

ACCOUNTING 2311. PRINCIPLES OF ACCOUNTING I. (ACCT 2301)

An introductory study of accounting principles and techniques with emphasis on the sole proprietorship and partnerships. Fall, Spring.

Prerequisite: None.

Three semester hours

ACCOUNTING 2321. PRINCIPLES OF ACCOUNTING II. (ACCT 2302)

A continuation of ACC 2311 with emphasis on corporations and managerial accounting. Fall, Spring.

Prerequisite: ACC 2311.

Three semester hours

ACCOUNTING 3311. INTERMEDIATE ACCOUNTING I.

A study of more complex systems and problems of accounting, the emphasis being placed on the working capital items. Fall.

Prerequisite: ACC 2321.

Three semester hours

ACCOUNTING 3321. INTERMEDIATE ACCOUNTING II.

A continuation of ACC 3311 with emphasis on the accounting principles involved in the liability and proprietorship items. Spring.

Prerequisite: ACC 3311.

Three semester hours

ACCOUNTING 3331. COST ACCOUNTING.

Introduction to the theories and practices of cost accounting involving job-order costs and process costs. Fall, odd years.

Prerequisite: ACC 2321.

Three semester hours

ACCOUNTING 3341. MANAGERIAL ACCOUNTING.

A continuation of ACC 3331 with emphasis upon using accounting information in managerial decision making. Spring, even years.

Prerequisite: ACC 3331 or consent of instructor.

Three semester hours

ACCOUNTING 3351. FEDERAL TAX.

A study of the Federal tax laws and regulations as they apply to individuals and unincorporated sole proprietorships. Fall, even years.

Prerequisite: ACC 2321.

Three semester hours

ACCOUNTING 3361. TAXATION OF CORPORATIONS AND PARTNERSHIPS.

The study of the federal tax laws as they relate to corporations, partnerships and estates and trusts. This course is designed to introduce students to tax statutes that will impact on non-individual tax entities. It will provide more in-depth preparation for the Practice portion of the CPA examination. Spring, odd years.

Prerequisite: ACC 3351 or consent of instructor.

Three semester hours

ACCOUNTING 3371. ACCOUNTING INFORMATION SYSTEMS.

A course to integrate the fundamentals of double-entry accounting to the modern accounting information systems. The utilization of computers, including spreadsheet software as well as integration with other accounting courses will enable the student to understand this relationship.

Prerequisite: ACC 2321.

Three semester hours

ACCOUNTING 3381. GOVERNMENTAL AND NONPROFIT ACCOUNTING.

An introduction to the accounting principles, concepts and techniques for governmental accounting as well as the accounting for nonprofit agencies and organizations.

Prerequisite: ACC 2321.

Three semester hours

ACCOUNTING 4101-4301. ACCOUNTING INTERNSHIP.

An internship is designed to augment student academics with on-the-job training in accounting. A student is eligible with junior standing and should have at least a 2.65 GPA. Forty-five (45) clock-hours of service per credit hour is required. Interested students should contact the faculty of the department of accounting.

Prerequisite: Junior standing and approval of department head.

One to three semester hours

ACCOUNTING 4311. ADVANCED FINANCIAL ACCOUNTING.

A study of specific areas of financial accounting, interim reporting, estates and trusts and partnerships, with an introduction to governmental and nonprofit accounting. Fall.

Prerequisite: ACC 3321.

Three semester hours

ACCOUNTING 4321. BUSINESS CONSOLIDATIONS.

The study of the accounting of mergers, consolidations and acquisitions and subsequent ownership. As a continuation of ACC 4311, Advanced Accounting, this course also introduces the student to international accounting, primarily foreign currency translations.

Prerequisite: ACC 4311 or consent of instructor.

Three semester hours

ACCOUNTING 4331. AUDITING.

A study of the ethics of the accounting profession and procedures for balance sheet audits. Verification of asset, liability, and net worth accounts are considered. Spring.

Prerequisite: ACC 3321 or consent of instructor.

Three semester hours

ACCOUNTING 4391. ACCOUNTING RESEARCH.

A capstone course involving research in accounting, auditing, and taxation. Research papers and presentations on current topics will be required. This course will also meet Texas State Board of Public Accountancy guidelines for eligibility to take the CPA Exam.

Prerequisite: Senior Standing.

Three semester hours

Department of Business Administration

Leslie Plagens, Ed.D., Head

Business, Economics, Finance,
Management, and Marketing

Business

The purpose of the business administration department is to prepare students for business and management careers, to teach in business fields, to function effectively in a global business environment, and/or to experience success in future graduate studies. Students majoring in business administration fields will develop skills in critical thinking, decision making, oral and written communications, quantitative analysis, and information technology. Students will also demonstrate an understanding of the underlying theories and practices of business, and nonprofit organizations in the American Free Enterprise System.

BUSINESS 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

BUSINESS 1311. INTRODUCTION TO BUSINESS. (BUSI 1301)

Designed to present a general survey of the business world. The course covers ethics, economics, management, marketing, and finance and will assist students in selecting a major program of study. Fall, Spring.

Prerequisite: None.

Three semester hours

BUSINESS 2332. BUSINESS COMMUNICATIONS.

Theoretical and practical exploration of how written and oral communications serve as a management function in an organization. Topics include: ethics, internal and external communications, media relations, vehicles for effective communication, and how technology impacts communications. Assignments include both written and oral business communications. Spring, Summer.

Prerequisite: ENG 1312.

Three semester hours

BUSINESS 3309. INTERNATIONAL TRADE.

A study of current research on the issues and trends pertaining to international trade in specific geographic regions and with specific United States trade partners. Spring, even years.

Prerequisite: Junior standing and consent of instructor.

Three semester hours

BUSINESS 3311. BUSINESS LAW.

Legal principles of business, legal reasoning, dispute resolution, contract law, Uniform Commercial Code, banking, negotiable instruments and sales. Cross-credited with POS 3311. Fall, Summer.

Prerequisite: Junior standing.

Three semester hours

BUSINESS 3321. LEGAL ENVIRONMENT OF BUSINESS.

Role of government in business, social policy and legal institutions, administrative law, antitrust law, agency and employment relations, bankruptcy law, business organizations, property rights, product safety and regulation of information. Spring, Summer.

Prerequisite: BUS 3311 or consent of instructor.

Three semester hours

BUSINESS 3335. INTERNATIONAL BUSINESS.

A macroeconomic approach to international business-related problems. An interdisciplinary course dealing with international trade, finance, taxes, currencies, economic integration, balance of payments and countertrade. Spring.

Prerequisite: Junior standing.

Three semester hours

BUSINESS 3351. BUSINESS ETHICS. (*Approved by the Texas State Board of Public Accountancy.*)

A study of the nature of the ethical limits in business today, forces which influence ethical behavior, identifying other business and public issues, and preparing to meet ethical conflicts. Fall and Spring.

Prerequisite: Junior standing.

Three semester hours

BUSINESS 4101-4301. BUSINESS ADMINISTRATION INTERNSHIP.

An internship is designed to augment student academics with on-the-job training in business. A student is eligible with junior standing and should have at least a 2.65 GPA. Forty-five (45) clock-hours of service per credit hour is required. Interested students should contact the faculty of the business department.

Prerequisite: Junior standing and approval of department head.

One to three semester hours

BUSINESS 4351. BUSINESS STRATEGY.

A study of business strategy formulation and implementation issues, case problems are utilized to examine executive responsibilities, decision making, problem solving, and planning. Fall and Spring.

Prerequisite: Last semester senior or consent of instructor.

Three semester hours

Economics**ECONOMICS 1101-4609. SPECIAL STUDIES.**

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

ECONOMICS 1311. SURVEY OF ECONOMICS.

This course is a survey of economics. The course covers how economics evolved, trade and specialization, supply and demand, prices and unemployment, money and banking, market structures, and contemporary economic issues. This course does not satisfy degree requirements for either ECO 2301 Macroeconomics or ECO 2302 Microeconomics. Fall, Spring.

Prerequisite: None.

Three semester hours

ECONOMICS 2301. PRINCIPLES OF MACROECONOMICS. (ECON 2301).

Economic principles that focus on the level and distribution of national income, full employment and price stability, money and banking, monetary and fiscal policy, and economic growth. Competing macroeconomic models are analyzed. Fall and Spring.

Prerequisite: None.

Three semester hours

ECONOMICS 2302. PRINCIPLES OF MICROECONOMICS. (ECON 2302).

Economic principles that focus on households, business firms, and industries. Includes demand, supply, costs of production, and the market structures of pure competition, oligopoly, monopoly, and monopolistic competition. Fall, Spring.

Prerequisite: ECO 2301.

Three semester hours

ECONOMICS 2350. POLITICAL ECONOMY.

A political analysis of implementing micro and macroeconomic principles. Cross-credited with POS 2350. Only three hours credit will be awarded for POS 2350 or ECO 2350. Fall.

Prerequisite: None.

Three semester hours

ECONOMICS 3320. FUNDAMENTALS OF ECONOMIC DEVELOPMENT.

Explores the theory and practice of economic development on local, state, national, and international levels. Special emphasis on a comparison of world economic systems, including the economies of the developing world. Cross-credited with GEG 3320 and POS 3320. Only three hours credit will be awarded for GEG 3320, POS 3320, or ECO 3320. Spring.

Prerequisite: ECO 2350 or ECO 2301 and ECO 2302.

Three semester hours

Finance

ECONOMICS 3351. INVESTMENT ANALYSIS.

A study of investment theory, alternatives under differing uncertainties and constraints, fundamental security analysis, formulation of objectives, and evaluation of investment markets. Cross-credited with FIN 3351. Only three hours credit will be awarded for FIN 3351 or ECO 3351. Spring.

Prerequisite: ECO 2301, 2302.

Three semester hours

ECONOMICS 3391. MONEY AND BANKING.

A general survey of the operations and functions of money, credit, and banking, including: history of banking; organization and structure of the Federal Reserve System; and international monetary relations. Cross-credited with FIN 3391. Only three hours credit will be awarded for FIN 3391 or ECO 3391. Fall.

Prerequisite: ECO 2301, 2302.

Three semester hours

ECONOMICS 4390. ECONOMIC THEORY AND PUBLIC POLICY ANALYSIS.

Introduction to public policy analysis, with special emphasis on the use of comparative economic theories – including Mill, Smith, Marx, Keynes, and Friedman – in the development of policy proposals and cost/benefit analysis. Cross-credited with POS 4390. Only three hours credit will be awarded for POS 4390 or ECO 4390. Spring.

Prerequisite: POS 2311.

Three semester hours

Finance

FINANCE 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

FINANCE 2312. PERSONAL FINANCE. (BUSI 1307)

Combines elements of an industrial society and economic behavior of consumers and provides topics in personal finance involving insurance, investment, real estate, and other major expenditures. Fall.

Prerequisite: None.

Three semester hours

FINANCE 2341. PRINCIPLES OF FINANCE.

This class provides an introduction to the functional breadth of key areas of financial markets and how the global financial marketplace functions. Students will gain an appreciation and insight into financial concepts, and techniques routinely used by practitioners. Fall, Spring.

Prerequisite: ACC 2311.

Three semester hours

FINANCE 3301. FINANCIAL MANAGEMENT.

A managerial approach to finance topics including: valuation of financial assets, capital budgeting, cost of capital, risk, capital structure, dividend policy, and working-capital management. Fall, Spring.

Prerequisites: ACC 2321 and FIN 2341.

Three semester hours

FINANCE 3351. INVESTMENT ANALYSIS.

A study of investment theory, alternatives under differing uncertainties and constraints, fundamental security analysis, formulation of objectives, and evaluation of investment markets. Cross-credited with ECO 3351. Only three hours credit will be awarded for ECO 3351 or FIN 3351. Spring.

Prerequisite: ECO 2301, 2302.

Three semester hours

FINANCE 3391. MONEY AND BANKING.

A general survey of the operations and functions of money, credit, and banking, including: history of banking; organization and structure of the Federal Reserve System; and international monetary relations. Cross-credited with ECO 3391. Only three hours credit will be awarded for ECO 3391 or FIN 3391. Fall.

Prerequisite: ECO 2301, 2302.

Three semester hours

FINANCE 4312. ADVANCED FINANCIAL MANAGEMENT.

An integrated systems approach to financial management that reflects three basic types of decisions: investing, operating, and financing. Practical applications using analytical financial tools are provided through the use of case studies. Spring.

Prerequisite: FIN 3301.

Three semester hours

Management

The Bachelor of Business Administration degree with a major in management requires twenty-four (24) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 9842 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration) .	.12 hours
MAJOR - Management24 hours
BUSINESS CORE36 hours
ELECTIVES10 hours
Total Hours in Degree Program	124 hours

BBA Major in Management 24 hours

BUS 2332 Business Communications3 hours
Business Electives6 hours
CIS 3319 Project Management3 hours
MGT 3307 Operations Management3 hours
MGT 4311 Human Resource Management3 hours
MGT 4321 Organizational Behavior3 hours
MGT 4341 Entrepreneurship3 hours

MANAGEMENT 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MANAGEMENT 3303. PRINCIPLES OF MANAGEMENT.

An introduction to the field of management. Topics include: human relations, leadership styles, motivation, social responsibility, and strategic planning, quality, organizational effectiveness, and management history. Classic and research articles are the basis for class discussions. Fall.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

MANAGEMENT 3307. OPERATIONS MANAGEMENT.

This course is designed as an introductory examination into operations management, with an emphasis upon service-oriented organizations. The course includes tools and tactical issues faced by companies who desire to improve their competitive advantages in the workplace. Spring.

Prerequisite: MGT 3303 or consent of instructor.

Three semester hours

MANAGEMENT 4311. HUMAN RESOURCE MANAGEMENT.

This course examines the current issues, problems, and functions of HRM practitioners. Topics include: job planning, selection, interviews, career development, employee appraisals, labor relations, collective bargaining, EEO, and affirmative action. Fall.

Prerequisite: MGT 3303.

Three semester hours

MANAGEMENT 4321. ORGANIZATIONAL BEHAVIOR.

A study of the human behavior in organizations with emphasis on motivation, communication, leadership and the relationships that exist in organizations. Spring.

Prerequisite: MGT 3303.

Three semester hours

MANAGEMENT 4341. ENTREPRENEURSHIP.

Interdisciplinary course dealing with entrepreneurs, selecting promising ideas, exploiting opportunities, and obtaining initial financing. Starting a small business, business plans and organizational structure are also covered. Fall.

Prerequisite: ACC 2321 or consent of instructor.

Three semester hours

Marketing

Marketing

The Bachelor of Business Administration degree with a major in marketing requires twenty-one (21) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 9842 hours	
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration)12 hours	
MAJOR - Marketing21 hours	
BUSINESS CORE36 hours	
ELECTIVES13 hours	
Total Hours in Degree Program		124 hours

BBA Major in Marketing21 hours

BUS 2332 Business Communications3 hours
MGT 4341 Entrepreneurship3 hours
MKT 3302 Consumer Behavior3 hours
MKT 3342 Personal Selling3 hours
MKT 3361 Retailing Strategy3 hours
MKT 4301 Marketing Internship3 hours
MKT 4302 Marketing Research3 hours

MARKETING 1101-4609. SPECIAL STUDIES.

Special courses not part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MARKETING 2302. PRINCIPLES OF MARKETING.

A study of the system of interacting business activities designed to plan, price, promote and distribute want-satisfying products and services to consumers. Cross-credited with COM 2302. Only three credit hours will be awarded for MKT 2302 or COM 2302. Fall, Spring.

Prerequisite: None.

Three semester hours

MARKETING 3302. CONSUMER BEHAVIOR.

A study of individual and group behavior of people performing in the consumer role. Data developed by the behavioral sciences are used to discuss and explain consumer behavior. Fall.

Prerequisite: MKT 2302 or consent of instructor.

Three semester hours

MARKETING 3331. ADVERTISING.

A study of advertising as a part of the promotional mix in the marketing system. The relationship of advertising to business strategy, the social influence of advertising campaigns, costs and the media are studied. Cross-credited with JOU 3331 and COM 3331. Only three credit hours will be awarded for JOU 3331, MKT 3331 or COM 3331. Fall.

Prerequisite: MKT 2302 or junior standing or consent of instructor.

Three semester hours

MARKETING 3342. SALESMANSHIP.

A study of personal selling and its role in the industrial and consumer market. Sales strategies, customer service techniques and ethical responsibilities are considered. Spring.

Prerequisite: None.

Three semester hours

MARKETING 3361. RETAILING STRATEGY.

A managerially-oriented course in the operation of a retail enterprise. Attention is given to retailing's place in our economic structure and to the operational aspects of retail management. Spring.

Prerequisite: MKT 2302 or consent of instructor.

Three semester hours

MARKETING 4301. MARKETING INTERNSHIP.

A three semester hour internship designed to augment the curriculum with on-the-job training in marketing. A minimum of 135 clock-hours of training is required. Students must contact the Marketing Program Coordinator for specific requirements for the internship and for approval. Fall, Spring and Summer.

Prerequisite: Consent of instructor.

Three semester hours

MARKETING 4302. MARKETING RESEARCH.

A study of the research functions in solving business problems through the formulation of research designs and the methodology for collecting and analyzing marketing information. Fall.

Prerequisite: Consent of instructor.

Three semester hours

Department of Computer Information Systems

Lester Towell, Ed.D. - Head

The purpose of the computer information systems department is to serve the university in two major capacities. The department strives to prepare students for professional careers in computer information systems. Also, the department must prepare the general student body to become productive participants in our information society.

Students majoring in computer information systems will learn the language, techniques, and functions involved in information systems. Students will be prepared for an information technology position, for advanced studies in computer science, software engineering, or computer information systems, and to continue in the information technology profession.

The department of computer information systems offers the Bachelor of Business Administration (BBA) degree with a major in management information systems and the Bachelor of Science (BS) degree with a major in computer information systems.

Students seeking a Bachelor of Business Administration degree with a major in Management Information Systems (MIS) must complete the thirty-six (36) semester hour business core and thirty (30) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 98	42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration) . . .	12 hours
MAJOR - Management Information Systems	21 hours
BUSINESS CORE	36 hours
ELECTIVES	13 hours
Total Hours in Degree Program	
	124 hours

BBA Major in Management Information Systems30 hours

CIS 1359 Programming Logic3 hours
CIS 2329 Web Design3 hours
CIS 2378 Enterprise Resource Planning3 hours
CIS 3319 Project Management3 hours
CIS 3329 Visual Programming3 hours
CIS 3369 Data Base Management Systems3 hours
CIS 3389 Management Information Systems3 hours
CIS 4321 Operating Systems3 hours
CIS 4341 Network Design and Administration3 hours
CIS 4351 Systems Analysis and Design3 hours

Computer Information Systems

Students seeking a Bachelor of Science degree with a major in Computer Information Systems (CIS) must complete twenty-seven (27) semester hours of core CIS courses and fifteen (15) semester hours of directed elective courses chosen in consultation with the head of the computer information systems department. Additionally, CIS majors for the BS degree must take MAT 1365 and 2342.

GENERAL EDUCATION (Bachelor of Science) see page 9642 hours	
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science)12 hours	
MAJOR - Computer Information System27 hours	
DIRECTED ELECTIVES15 hours	
ELECTIVES28 hours	
Total Hours in Degree Program		124 hours

BS Major in Computer Information Systems Core27 hours

CIS 1359 Programming Logic3 hours
CIS 2329 Web Design3 hours
CIS 2348 Internet and Game Programming3 hours
CIS 2389 Object-Oriented Programming I3 hours
CIS 3319 Project Management3 hours
CIS 3329 Visual Programming3 hours
CIS 4321 Operating Systems3 hours
CIS 4341 Network Design and Administration3 hours
CIS 4351 Systems Analysis and Design3 hours

Systems Development - Directed Electives15 hours

CIS 2369 Analysis of Algorithms3 hours
CIS 3309 Object-Oriented Programming II3 hours
CIS 3339 Data Structures3 hours
CIS 3369 Data Base Management Systems3 hours
CIS 4348 Computer and Information Security3 hours

Multimedia - Directed Electives15 hours

CIS 3334 Fundamentals of Layout and Design3 hours
CIS 3338 Digital Image Manipulation3 hours
CIS 3379 Multimedia Technology3 hours
CIS 4319 Digital Video Manipulation3 hours
CIS 4339 Digital Illustration3 hours

All prerequisites must carry a grade of “C” or better and CIS majors and minors must carry a grade of “C” or better in all CIS courses.

CIS 4351 (Systems Analysis and Design) is a capstone course required of all majors, and is taken during their last semester.

CIS 1339 (Introduction to Information Technology) is part of the general education requirements and does not count as part of the CIS or MIS major.

A minor in computer information systems will not require any specific courses, but will be 18 to 24 hours chosen in consultation with the head of the computer information systems department.

COMPUTER INFORMATION SYSTEMS 1101-4609. SPECIAL STUDIES.

Special courses in computer information systems not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: Consent of department head.

One to six semester hours

COMPUTER INFORMATION SYSTEMS 1339. INTRODUCTION TO INFORMATION TECHNOLOGY.

An introductory course in computer information systems and computer literacy. Topics include: hardware, software, computer history, word processing, spreadsheets, the Internet, data base management systems and a basic introduction to programming languages. There will be hands-on operation of micro-computers. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

COMPUTER INFORMATION SYSTEMS 1359. PROGRAMMING LOGIC. (COSC 1309)

This course is designed to develop logic concepts and designs. The algorithms are used to develop programs in advanced programming courses. This course does not count as a “programming language.” Fall, Spring.

Prerequisite: CIS 1339.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2310. BUSINESS APPLICATIONS IN EXCEL.

A study of advanced features of Microsoft Excel including those assessed in the Core MOUS exam. Students will expand their knowledge and develop spreadsheets that will address typical situations they would encounter in the business world. Fall, Spring.

Prerequisite: CIS 1339.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2329. WEB DESIGN.

This course introduces students to the many components of the Internet. Some of the topics covered will include: TCP/IP, FTP, HTML, HTTP, CGI, Telnet, Internet, e-mail and page design. The student learns to design, construct and maintain Web pages and a Web site.

Prerequisite: CIS 1339 or the equivalent work experience.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2348. INTERNET AND GAME PROGRAMMING.

Overview of current web authoring programming languages: Perl/CGI programming, VBScript, XML, Active X, Action Script, DHTML, C#, and/or ASP. Emphasis is placed upon the appropriate use of the programming tools introduced. The student will create dynamic Web pages and an electronic portfolio. Fall.

Prerequisite: CIS 1359 or the equivalent work experience.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2349. PASCAL PROGRAMMING.

A detailed course in the structure, logic and formal writing of applications programs in Pascal. Heavy emphasis is placed on problem solving, “top-down” design, and modular programming techniques as they relate to the current concept of structured programming. Fall.

Prerequisite: CIS 1359 or consent of instructor.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2369. ANALYSIS OF ALGORITHMS.

Design of computer algorithms for numeric and nonnumeric problems; relation of data structures to algorithms; analysis of time and space requirements of algorithms, complexity and correctness of algorithms. Fall.

Prerequisite: CIS 1359 and MAT 1365, 2342.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2378. ENTERPRISE RESOURCE PLANNING SYSTEMS.

Fundamentals of enterprise resource planning (ERP) systems concepts, and the importance of integrated information systems in an organization. All components of an ERP system will be examined. In addition, other aspects of integrated business applications such as Supply Chain Management (SCM), Customer Relationship Management (CRM), and Business-to-Business (B2B) E-business will be explored. Fall.

Prerequisite: None.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2389. OBJECT-ORIENTED PROGRAMMING I.

A study of the power and portability of current object-oriented languages from Microsoft and Oracle. A detailed course in the writing of application programs in object-oriented programming languages such as JAVA. Emphasis is placed on modular development. Fall.

Prerequisite: CIS 1359.

Three semester hours

Computer Information Systems

COMPUTER INFORMATION SYSTEMS 3309. OBJECT-ORIENTED PROGRAMMING II.

A study of the power and portability of current object-oriented languages from Microsoft and Oracle. Advanced object-oriented design and program development will be encouraged using exercises that range from lengthy programming assignments to major projects. Spring.

Prerequisites: CIS 2389.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3319. PROJECT MANAGEMENT.

Use of project management techniques and software to manage business activities. Students will use the PMBOK guide as a framework and starting point for project management and extend their understanding via hands-on applications. Current project management software will be used to assist in project scope, time, cost, human resources, and communication management. The course may be used as a resource for preparation toward PMP certification. Fall.

Prerequisite: CIS 1339.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3329. VISUAL PROGRAMMING.

A course designed to develop visual programming skills. The focus will be on programming in Microsoft's Visual BASIC and Oracle's Power Objects. Projects will explore the human-computer interface of interactive visual programming. Spring.

Prerequisite: CIS 1359.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3334. FUNDAMENTALS OF LAYOUT AND DESIGN.

A preliminary course for designing with the computer. A study of layout and design techniques including typography, copy fitting, picture editing, color reproduction and the production of camera-ready art. Emphasis will be given to the use of design elements in advertising, magazines and newspapers. Cross-credited with ART 3334 and JOU 3334. Only three credit hours will be given for ART 3334, JOU 3334 or CIS 3334. Spring.

Prerequisite: None.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3338. DIGITAL IMAGE MANIPULATION.

An introductory course that will cover the fundamentals of digital manipulation. Photo retouching, scanning, image capture, and image creation will be emphasized as well as coverage of layers, filters, masking, and channels. This class will culminate with the rendering of a professional portfolio component. Cross-credited with ART 3339 and COM 3339. Only three credit hours will be given for ART 3339, COM 3339, or CIS 3338. Fall.

Prerequisite: None.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3339. DATA STRUCTURES.

Methods for organizing data; design of algorithms for efficient implementation and manipulation of data structure. Various data sorting and data searching techniques will be examined. Spring.

Prerequisite: CIS 2369.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3369. DATA BASE MANAGEMENT SYSTEMS.

A course concentrating on issues central to the design, implementation, and management of relational database systems. Topics include: Entity Relationship Modeling, SQL, rules, triggers, stored procedures, forms, reports, client/server development environment and integration with WWW. DBMS projects will incorporate current modeling and development software from Oracle and Microsoft. Spring.

Prerequisite: CIS 1359.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3379. MULTIMEDIA TECHNOLOGY.

This course covers current interactive multimedia technology, aesthetics, and pedagogical issues of communication using interactive multimedia and hypermedia; techniques for authoring interactive multimedia projects using current digital media tools. Students apply principles and procedures of digital art, design, communication, and software authoring while working on integrated media projects. Spring.

Prerequisite: CIS 1359, CIS 3338, CIS 4339.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3381. DECISION SUPPORT SYSTEMS.

An examination of the use and application of information systems to support the decision-making process. Topics will include knowledge-based systems, neural networks, data mining, and intelligence systems as a basis for designing and developing highly effective decision support systems. On demand.

Prerequisite: CIS 3389.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3389. MANAGEMENT INFORMATION SYSTEMS.

An introduction to and an overview of the concepts utilized to design and implement a computerized management information system. Topics will include, but are not limited to, types of organizations, management styles, types of information systems, and the ways in which these are combined to create an efficient information system. Spring.

Prerequisite: CIS 1339.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4319. DIGITAL VIDEO MANIPULATION.

This course includes the theory and application for developing videos using computer-based audio and video editing tools. Areas of study include the pre-production, production and post-production process of creating videos. Students will learn to import and manipulate digital audio, video, and graphic elements into computer applications to produce digital videos for use in a variety of media environments. This class will conclude with the creation of a video project that can be used as a professional portfolio component. Cross-credited with ART 4319. Only three credit hours will be given for ART 4319 or CIS 4319. Fall.

Prerequisite: CIS 3338.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4321. OPERATING SYSTEMS.

This course is designed to cover the general functions of an operating system, regardless of the hardware environment. Many specific operating systems will be examined: MS DOS, OS/2, Windows NT, UNIX, VAX/VMS, and IBM/MVS. Algorithms for CPU scheduling, memory and general resource allocation; process coordination and management will be covered. Fall.

Prerequisite: One programming language.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4331. COMPUTER INFORMATION SYSTEMS INTERNSHIP.

A course allowing individual study outside the academic environment, but under the guidance of the instructor. The purpose is to allow the advanced computer information systems student to obtain "real world" experience in the development and implementation of applications or systems programming projects. Openings at present are limited by the number of employment opportunities and projects that are available. Fall, Spring.

Prerequisite: 21 hours of computer information systems and approval of department head.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4339. DIGITAL ILLUSTRATION.

Students will receive specialized training in the creation of computer-generated compositions through the use of a vector-based computer illustration application. Attention will be placed on corporate branding and logo design for the use in both print and screen print. This class will culminate with the rendering of a professional portfolio component. Cross-credited with ART 4339 and COM 4339. Only three credit hours will be given for ART 4339, COM 4339, or CIS 4339. Spring.

Prerequisite: None.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4341. NETWORK DESIGN AND ADMINISTRATION.

An in-depth study of the concepts which govern network designs, and guided hands-on work with actual network installation and administration. This course is intended to prepare the student for Novell and Microsoft Network Certification. Spring.

Prerequisite: CIS 1359 and 4321.

Three semester hours

Computer Information Systems

COMPUTER INFORMATION SYSTEMS 4348. COMPUTER AND INFORMATION SECURITY.

Principles, theory and practice of computer security and data protection. Topics will include the security aspects and implications of databases, telecommunication systems, and software, along with techniques used to assess risk and discover abuses of systems. Fall.

Prerequisite: CIS 4341.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4351. SYSTEMS ANALYSIS AND DESIGN.

Techniques and methods currently used in system analysis and design of information systems. Design methodology, project management, system design, program development, testing, documentation, and implementation techniques are covered in lectures and laboratory. Spring.

Prerequisite: Twenty-one hours of computer information systems courses.

Three semester hours

School of Christian Studies

DONNIE AUVENSHINE, Ph.D., Dean

FACULTY: Art Allen, Th.D.; Mary Carpenter, M.A.; Bill Fowler, Ph.D.; Gary Gramling, Ph.D.; Derek Hatch, Ph.D.; Russell Wheelington, Ed.D.

PART-TIME/ADJUNCT FACULTY: Chuck Gartman, M.Div.; Vicki Vaughn, D.Min.

The School of Christian Studies is designed to make the practice of the Christian faith more relevant for our world. It shall always have as its primary goal the thorough training of the Christian student to be equipped to fulfill the command of Jesus Christ to make disciples and to teach them what He commanded. Therefore, the School of Christian Studies is dedicated to help students understand that the church is God's minister to His world and to help them live out their Christian faith as they confront the religious, moral, intellectual and social decisions of life, both now and later.

Purpose

All students seeking a degree from Howard Payne University will receive an introduction to the Bible. In addition, those students majoring in Christian Studies will be prepared for ministerial and church-related vocations and/or graduate studies.

Outcomes

The expected learning outcomes of the School of Christian Studies are as follows:

1. All students will gain knowledge of and appreciation for the Bible and the Christian life.
2. Students will examine issues from a variety of perspectives in the pursuit of truth.
3. Ministry students will acquire a basic overview of Christian ministry and gain a better understanding of themselves and their potential for ministry.
4. Students will be encouraged and guided toward spiritual growth and the development of their God-given gifts for the work of the ministry.
5. Majors and entry-level students will develop an understanding of the historical and organizational development of the local Baptist church and other associations of Baptists.
6. Majors will be equipped to examine critically Christian teachings.

Christian Studies

7. Majors will be equipped with the necessary tools to interpret critically the biblical materials.
8. Majors will develop the research skills necessary to continue lifelong learning.

Three degrees and a certificate are offered by the School of Christian Studies:

Bachelor of Arts (BA)	124 hours
Bachelor of Applied Arts and Sciences (BAAS)	124 hours
Associate in Ministry (AM)	64 hours
Certificate in Ministry Training	18 hours

The program is designed so that each level of education becomes a stepping stone to, and is incorporated into, the next step. The 18 hours of the certificate can become a part of the 64-hour associate degree, and the 64 hours of the associate degree can become a component of the 124-hour bachelor degrees.

The School of Christian Studies strongly recommends that traditional ministerial students seek a Bachelor of Arts degree and major in the School of Christian Studies as the best preparation for graduate study and/or vocational ministry. Students may choose from six majors: Bible, Biblical Languages, Christian Education, Cross-Cultural Studies, Practical Theology, and Youth Ministry. All six majors build on a core of courses designed to provide a broad-based foundation for all types of Christian ministry.

Students pursuing a major in the School of Christian Studies are not required to complete a minor. It is recommended that students major or minor in a complementary field of study from one of the other schools. Youth ministry majors often choose an Exercise and Sports Science minor.

The School of Christian Studies offers minors in the following areas: Bible, Biblical Languages, Christian Education, Cross-Cultural Studies, Practical Theology, and Youth Ministry.

Ministerial Scholarship

Students who receive the ministerial scholarship from the Baptist General Convention of Texas take the following courses: BIB/PTH 4391, PTH/CED/YMN 1100, CCS/PTH/CED/YMN 3200, PTH 3311, 4300. (Most of these classes are included in the various majors in the School of Christian Studies.) Scholarship students also actively participate in the Ministerial Alliance. To receive the scholarship students must demonstrate a call to ministry and a lifestyle consistent with Christian discipleship.

Bachelor of Applied Arts and Sciences in Christian Studies

The School of Christian Studies offers a 36-hour major within the Bachelor of Applied Arts and Sciences degree composed of a 24-hour core and a 12-hour concentration. This major may be a significant component in preparation for bi-vocational Christian ministry.

GENERAL EDUCATION (Bachelor of Applied Arts and Sciences) - Page 100	.42 hours
MAJOR - Christian Studies	.36 hours
Core Courses	.24 hours
Concentration	.12 hours
ELECTIVES (with optional minor)	.18-25 hours
ELECTIVES (without optional minor)	.42-43 hours
Total Hours in Degree Program	124 hours

BAAS - Christian Studies Major - Core Courses24 hours

BIB 1303 Introduction to the Old Testament	.3 hours
BIB 1304 Introduction to the New Testament	.3 hours
PTH 1100 Introduction to the Ministry	.1 hour
BIB 4391 Biblical Interpretation	.3 hours
CED 2321 Survey of Christian Education	.3 hours
PTH 2331 Communicative Preaching	.3 hours
PTH 3200 Supervised Ministry	.2 hours
PTH 4300 Christian Doctrines	.3 hours
PTH 4331 Christian History	.3 hours

Concentration chosen from12 hours

- 12 advanced hours of Bible
- 12 hours of Biblical Languages (4 hours must be advanced)
- 12 advanced hours of Christian Education
- 12 advanced hours of Cross Cultural Studies
- 12 advanced hours of Practical Theology
- 12 advanced hours of Youth Ministry
- 12 advanced hours Composite chosen from Christian Studies courses

Associate in Ministry

The Associate in Ministry program is designed to provide a good foundation in Christian ministry and to prepare students for successful study toward a baccalaureate degree if that is their desire. The 64 credit-hour program is composed of three basic blocks: 26 hours of general education, 30 hours of ministry concentration, and 8 hours of electives.

The Associate in Ministry degree is designed so that it can function as a step in ministry education that builds upon the 18-hour Certificate in Ministry Training and becomes a component part of the 124-hour bachelor's degrees.

The specific courses for the Associate in Ministry degree are listed below:

GENERAL EDUCATION26 hours
English6 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
Fine Arts Appreciation course chosen from approved list3 hours
Social Science6 hours
3 hours from Psychology or Sociology/Social Work	
3 hours from Social Sciences	
Mathematics3 hours
MAT 1351 College Algebra	
Natural Science with Laboratory (minimum)4 hours
Oral Communication3 hours
COM 1310 Fundamentals of Human Communication	
Exercise & Sport Science Activity1 hour
Course to be chosen from an activity class	
 MINISTRY CONCENTRATION30 hours
BIB 1303 Introduction to the Old Testament3 hours
BIB 1304 Introduction to the New Testament3 hours
BIB 4391 Biblical Interpretation3 hours
CED 2321 Survey of Christian Education3 hours
PTH 1100 Introduction to the Ministry1 hour
PTH 3200 Supervised Ministry2 hours
3 hours chosen from:3 hours
PTH 1311 Introduction to Theological Reflection	
PTH 2331 Communicative Preaching	
3 hours chosen from:3 hours
BIB 3311 Life and Teachings of Jesus	
BIB 3321 Life and Letters of Paul	
9 hours chosen from:9 hours
Bible (BIB); Biblical Languages (BLA); Christian Education (CED);	
Cross Cultural Studies (CCS); Ministry (MIN);	
Practical Theology (PTH); Youth Ministry (YMN)	
ELECTIVES - Chosen in consultation with advisor8 hours
Total Hours in Degree Program	64 hours

Certificate in Ministry Training

In response to the mission needs of churches in Texas, Howard Payne University offers an eighteen credit hour entry-level Certificate in Ministry Training. The typical student served has experienced a call into ministry, is older, employed full-time, and desires to provide ministerial leadership to a church organization. The courses offered provide entry-level preparation and equipping for ministry service, but are also designed to allow for continued study toward a baccalaureate degree.

Admission to the Certificate in Ministry Training program is not dependent on high school graduation or exam equivalent, but does require demonstration of competence in reading and writing. Students desiring to continue into other programs of the university will be required to meet all regular admission requirements to the university.

In order to receive a Certificate in Ministry Training, a student must successfully complete MIN 1111, 1112, 1113, 1114, 1115, 1116, and 12 additional ministry courses selected by the student with the advice of a faculty mentor. Up to four special studies hours may be taken toward the Certificate in Ministry Training. These include up to two special studies in BIB (MIN 1133), and up to two special studies in Ministry (MIN 1134). The special studies Ministry courses may be repeated if the topic is different.

All courses taken in the Certificate in Ministry Training program are applicable to degree programs of the university, either through a substitution in degree audits or as electives. The following lists the courses in the certificate program and how they apply to degree programs of the university. A minimum grade of "C" is required in each course to be applied to a degree program.

COURSE LIST

MIN 1111	The Pentateuch	
MIN 1112	Old Testament History and Prophecy	BIB 1303
MIN 1113	Old Testament Wisdom and Poetry	
MIN 1114	The Gospels	
MIN 1115	Acts and the Pauline Epistles	BIB 1304
MIN 1116	The General Epistles and Revelation	
MIN 1117	Preparation for Ministry	PTH 1100
MIN 1118	Personal Evangelism	Elective
MIN 1119	The Work of the Minister	Elective
MIN 1121	The Interpretation of the Bible for Preaching and Teaching	Elective
MIN 1122	The Preparation of Sermons and Bible Studies	Elective
MIN 1123	Baptist History	
MIN 1124	Baptist Distinctives	PTH 3311
MIN 1125	Baptist Denominational Relationships	
MIN 1126	Christian Missions	Elective
MIN 1127	Leadership Among Ministry Volunteers	Elective
MIN 1128	Church and Personal Finance	Elective
MIN 1129	Bivocational Ministry	Elective
MIN 1131	Basic Christian History	Elective
MIN 1132	Basic Christian Doctrines	Elective
MIN 1133	Special Studies in Bible	Elective
MIN 1134	Special Studies in Ministry	Elective

Learning Center

Howard Payne University operates a learning center in El Paso, Texas. The center offers ministerial education and Christian training on site; therefore, the center functions as a branch of the School of Christian Studies.

The curriculum offered at the centers is the same curriculum taught on the Brownwood campus, although the learning centers may offer only a portion of the curriculum available. The courses follow the same syllabi, utilize the same methods, receive the same credit, are taught by qualified, experienced faculty and are evaluated for direct comparability with the courses on the Brownwood campus.

General Education:

Students in Howard Payne's off-campus centers are required to meet the general education requirement for the bachelor's degrees as described beginning on page 94 of the 2012-2013 catalog or for the Associate in Ministry degree as described on page 154 of the same catalog. In El Paso general education courses are offered by Howard Payne University or may be taken at local colleges and universities.

El Paso Learning Center

Director

1201-A Hawkins

El Paso, Texas 79925-4941

915-778-4815

Degrees Offered: BAAS, BA, Associate in Ministry, Certificate in Ministry

The Bachelor of Arts in Bible

The School of Christian Studies offers a multidisciplinary 36 hour major in Bible, consisting of an 18 hour core and 18 hours of more specialized course work. The Bible major is recommended for students who desire a solid foundation in biblical studies.

The purpose of the introductory courses in Bible is to provide all students, seeking a degree, with a basic knowledge of the Bible. The purpose of the upper-division courses in Bible is to provide additional insight into the background, authority, relevant themes and significant theological emphasis of each biblical subject taught. These courses intend to prepare students for future graduate study and/or for vocational ministry

Core - The following core of classes is required of all students who major in Christian Studies.

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines

Six (6) semester hours chosen from:

PTH 1311	Introduction to Theological Reflection
CED 2321	Survey of Christian Education
PTH 3321	Theology and Culture
PTH 4331	History of Christianity
CCS 4341	World Religions

In addition to the 18 hour core of courses, the Bible major requires 18 semester hours: PTH 2331; a minimum of 6 semester hours of Old Testament courses chosen from BIB 4311, 4321, 4331, 4381, or special studies in Old Testament; a minimum of 6 semester hours of New Testament courses chosen from BIB 3311, 3321, 4341, 4351, 4361, or special studies in New Testament; and an additional 3 semester hours of advanced Bible or PTH 4312.

Minor in Bible: (21 hours) - A minor in Bible requires BIB 1303, 1304, 4391, plus 12 advanced hours selected from Bible course offerings.

BIBLE 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular basis.

Prerequisite: Dean's consent. *One to six semester hours*

BIBLE 1303. INTRODUCTION TO THE OLD TESTAMENT.

An introductory survey of the Old Testament with special attention to the institutions, religious and national life of the Hebrews. Fall, Spring, Summer.

Prerequisite: None. *Three semester hours*

BIBLE 1304. INTRODUCTION TO THE NEW TESTAMENT.

An introductory survey of the New Testament, including its background, the Gospels, the Acts and Epistles and the Apocalypse. Fall, Spring, Summer.

Prerequisite: None. *Three semester hours*

BIBLE 3311. LIFE AND TEACHINGS OF JESUS.

A careful study of the life and teachings of Jesus based on the gospels. Special attention will be given to the philosophical, historical, and literary background to the first century A.D. Fall, odd years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor. *Three semester hours*

BIBLE 3321. LIFE AND LETTERS OF PAUL.

A careful study of the life and letters of Apostle Paul including the philosophical, historical and theological background to first century Christianity. Cross-credited with CCS 3321. Credit will not be given for both BIB 3321 and CCS 3321. Spring, odd years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor. *Three semester hours*

BIBLE 4311. OLD TESTAMENT POETRY.

A study of the poetical portions of the Old Testament with emphasis on Job, the Psalms, and Proverbs. Attention will be given to the literary aspects, the message and the interpretation of these books. Spring, odd years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor. *Three semester hours*

BIBLE 4321. INTERBIBLICAL PERIOD.

A study of the background and texts of the Apocryphal/Deuterocanonical books of the Interbiblical period. Attention will be given to their relationship to the canonical texts. Fall, odd years.

Prerequisite: BIB 1303, 1304, and either BIB 4391 or consent of instructor. *Three semester hours*

BIBLE 4331. HEBREW PROPHETS.

An intensive study of the Old Testament Prophetic Books: Isaiah, Jeremiah, Ezekiel and the twelve minor prophets. Attention is given to the historical and literary contexts, the message, and the interpretation of these books. Fall, even years.

Prerequisite: BIB 1303, 1304, and either BIB 4391 or consent of instructor. *Three semester hours*

BIBLE 4341. GENERAL EPISTLES.

A careful study of the epistles of James, Peter, Jude, and the Epistle to the Hebrews. Special attention will be given to the historical background of each epistle. Spring, even years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor. *Three semester hours*

BIBLE 4351. JOHN AND HIS WRITINGS.

An intensive study of the background, content, purpose, and theology of the Fourth Gospel and the Johannine epistles. Emphasis will be given to the historical context of these writings. Fall, even years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor. *Three semester hours*

Biblical Languages

BIBLE 4361. REVELATION.

An intensive study of the content and doctrinal teachings of the book of Revelation. Special attention will be given to its historical background and relationship to Jewish apocalyptic literature. Spring, odd years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor. Three semester hours

BIBLE 4381. THE PENTATEUCH.

An intensive study of the first five books of the Bible. Attention is given to the historical and literary contexts, the message, and the interpretation of these books. Spring, even years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor. Three semester hours

BIBLE 4391. BIBLICAL INTERPRETATION.

A study of the principles of Biblical interpretation and the application of these principles to selected portions of the Bible. Cross-credited with PTH 4391. Only three credit hours will be awarded for BIB 4391 or PTH 4391. Fall.

Prerequisite: BIB 1303, 1304. Three semester hours

The Bachelor of Arts in Biblical Languages

The purpose of the major in biblical languages is to enable students to translate and interpret the Greek New Testament and to translate and interpret simple passages in the Hebrew Bible. Students who take selected courses in biblical languages will learn the essentials of each language and acquire skill in using the language resources in biblical study.

Core - The following core of classes is required of all students who major in Biblical Languages.

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines

In addition to the 12 hour core of courses, the Biblical Language major requires 23 semester hours chosen from course offerings in biblical languages plus PTH 1100.

Minor in Biblical Languages: (20 hours) - A minor in biblical languages requires at least 20 hours to be selected from biblical languages course offerings.

BIBLICAL LANGUAGES 1101-4609. SPECIAL STUDIES.

The purpose of special studies in biblical languages is to increase the student's ability to interpret scripture properly.

Prerequisite: Dean's consent. One to six semester hours

BIBLICAL LANGUAGES 2411. ELEMENTARY GREEK I.

An introduction to the Koine Greek of the New Testament. Primary emphasis will be given to learning the Greek verb system. Attention will also be given to the case system and to the acquisition of a limited vocabulary. Fall.

Prerequisite: BIB 1303, 1304 or sophomore standing. Four semester hours

BIBLICAL LANGUAGES 2421. ELEMENTARY GREEK II.

A study of the participles, infinitives and pronouns, and how they function in Greek clauses. Other emphases will include building vocabulary and translating regularly from the Greek New Testament. Spring.

Prerequisite: BLA 2411. Four semester hours

BIBLICAL LANGUAGES 2431. ELEMENTARY HEBREW I.

An elementary course in Classical Hebrew designed to introduce the student to the original language of the Old Testament. Emphasis will be placed upon the study of Hebrew grammar and the acquisition of vocabulary. Fall, even years.

Prerequisite: BIB 1303, 1304 or sophomore standing.

Four semester hours

BIBLICAL LANGUAGES 3401. INTERMEDIATE GREEK I.

An intensive study of case and verb syntax, using 1st Thessalonians as a guide. Fall.

Prerequisite: BLA 2411, 2421.

Four semester hours

BIBLICAL LANGUAGES 3421. ELEMENTARY HEBREW II.

A study of Hebrew verbs and syntax of Hebrew sentences. Emphasis will be placed upon the continued acquisition of vocabulary and the translation of passages from the Hebrew Bible. Spring, odd years.

Prerequisite: BLA 3411.

Four semester hours

BIBLICAL LANGUAGES 4321. ADVANCED GREEK.

A study of selected passages from the Greek New Testament, allowing for the sharpening of the translation and interpretation skills acquired in lower-division courses. Some emphasis will be given to exegesis, diagramming, and homiletical preparation. Since different passages from the Greek New Testament will be selected each time, the course may be repeated for credit. Spring, even years.

Prerequisite: BLA 2411, 2421, and 3401.

Three semester hours

BIBLICAL LANGUAGES 4351. GREEK EXEGESIS.

An intensive study of selected passages from the Greek New Testament with emphasis on translation and exegesis. Since different passages from the Greek New Testament will be selected each time, the course may be repeated for credit. Spring, odd years.

Prerequisite: BLA 2411, 2421, and 3401.

Three semester hours

Certificate in Ministry

MINISTRY 1111. THE PENTATEUCH.

A study of the first five books of the Old Testament. Attention will be given to the historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1112. OLD TESTAMENT HISTORY AND PROPHECY.

A study of the historical and prophetic books of the Old Testament. Attention will be given to the historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1113. OLD TESTAMENT WISDOM AND POETRY.

A study of the nature of Hebrew poetry, especially as it portrays the Hebrew concept of wisdom. Attention will be given to Job, Psalms, Proverbs, and other poetic portions of the Old Testament.

Prerequisite: None.

One semester hour

MINISTRY 1114. THE GOSPELS.

A study of the life and ministry of Jesus Christ as presented in the first four books of the New Testament. Attention will be given to historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1115. ACTS AND THE PAULINE EPISTLES.

A study of the development of the primitive New Testament church as presented in the Book of Acts and of the thirteen epistles traditionally ascribed to the Apostle Paul. Attention will be given to historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

Certificate in Ministry

MINISTRY 1116. THE GENERAL EPISTLES.

An introductory survey of the epistles of James, Peter, John, Jude, the Epistle to the Hebrews, and the Book of Revelation. Attention will be given to historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1117. PREPARATION FOR MINISTRY.

A study of the various means of preparation for ministry. Attention will be given to an examination of a call to ministry and to the minister's role in the mission of the church.

Prerequisite: None.

One semester hour

MINISTRY 1118. PERSONAL EVANGELISM.

A study of the principles, theology, and methods of New Testament evangelism. Attention will be given to personal witnessing and to the equipping of others.

Prerequisite: None.

One semester hour

MINISTRY 1119. THE WORK OF THE MINISTER.

A study of the day-to-day tasks and challenges of the contemporary minister. Attention will be given to such tasks as conducting weddings, funerals, church ordinances, and church business meetings, and to the ministry of pastoral care.

Prerequisite: None.

One semester hour

MINISTRY 1121. THE INTERPRETATION OF THE BIBLE FOR PREACHING AND TEACHING.

A study of the principles and methods of Biblical interpretation. Attention will be given to the application of these principles and methods to particular Biblical passages.

Prerequisite: None.

One semester hour

MINISTRY 1122. THE PREPARATION OF SERMONS AND BIBLE STUDIES.

A study of expository Bible teaching and sermon preparation. Attention will be given to the nature of preaching and to the diversity of sermon forms.

Prerequisite: None.

One semester hour

MINISTRY 1123. BAPTIST HISTORY.

A survey of the history of Baptists from the sixteenth century to the present, including Southern Baptists and Texas Baptists. Attention will be given to influential individuals and events in Baptist life and theology.

Prerequisite: None.

One semester hour

MINISTRY 1124. BAPTIST DISTINCTIVES.

A study of Biblical, historical, and systematic theology from a Baptist perspective. Attention will be given to those doctrines which are distinctive to Baptist life and theology.

Prerequisite: None.

One semester hour

MINISTRY 1125. BAPTIST DENOMINATIONAL RELATIONSHIPS.

A study of how members of a local Baptist church function in relationship to the church, the association, state, national, and international organizations and institutions. Past and present trends will be analyzed.

Prerequisite: None.

One semester hour

MINISTRY 1126. CHRISTIAN MISSIONS.

An introductory study of missions with emphasis on the Biblical and doctrinal basis of missions. Current and future strategies will be analyzed and a personal mission statement will be formulated.

Prerequisite: None.

One semester hour

MINISTRY 1127. LEADERSHIP AMONG MINISTRY VOLUNTEERS.

A study of leadership in the context of ministry. Attention will be given to the role of volunteer leaders in ministry. Strategies for enlisting and training volunteer leaders will be formulated and analyzed.

Prerequisite: None.

One semester hour

MINISTRY 1128. CHURCH AND PERSONAL FINANCE.

An introduction to essentials of financial stewardship. Attention will be given to financial direction on the personal and congregational levels in ministry. Focus will be placed upon tithing, budgeting, taxes, insurance, and retirement.

Prerequisite: None.

One semester hour

MINISTRY 1129. BIVOCATIONAL MINISTRY.

A study of the methods, models, and challenges of bivocational Christian ministry. Attention will be given to issues unique to dual-career ministers.

Prerequisite: None.

One semester hour

MINISTRY 1131. BASIC CHRISTIAN HISTORY.

An introductory study of the significant people and events in Christian history.

Prerequisite: None.

One semester hour

MINISTRY 1132. BASIC CHRISTIAN DOCTRINES.

An introductory study of the great doctrines of the Christian faith.

Prerequisite: None.

One semester hour

MINISTRY 1133. SPECIAL STUDIES IN BIBLE.

Special topics in the study of the Bible. Course may be offered periodically.

Prerequisite: None.

One semester hour

MINISTRY 1134. SPECIAL STUDIES IN MINISTRY.

Special studies in Christian ministry. Course may be offered periodically.

Prerequisite: None.

One semester hour

The Bachelor of Arts in Christian Education

The purpose of courses in Christian Education is to prepare students for educational ministries in the local church and/or to prepare them for future graduate studies.

Core - The following core of classes is required of all students who major in Christian Education.

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines
CED 2321	Survey of Christian Education

Three (3) semester hours chosen from:

CCS 4341	World Religions
PTH 1311	Introduction to Theological Reflection
PTH 3321	Theology and Culture
PTH 4331	History of Christianity

In addition to the 18 hour core of courses the major in Christian Education requires 18 semester hours: CED 1100, 3200, 4380; 9 hours chosen from: CED 2370, 3351, 3360, 4331, 4371 and CED 1101-4609; 3 hours to be selected from YMN 2350, 3289, 3310 or 4350.

Minor in Christian Education: (21 hours) - A minor in Christian education requires CED 1100, 2321, 3200, 4371, and 4380; 9 hours selected from Christian Education course offerings.

CHRISTIAN EDUCATION 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular basis.

Prerequisite: Dean's consent.

One to six semester hours

Christian Education

CHRISTIAN EDUCATION 1100. INTRODUCTION TO THE MINISTRY.

A course designed to clarify and make more meaningful the young minister's call and commitment to the ministry. It is recommended that all ministry students take this course the first semester of enrollment. Cross-credited with PTH 1100 and YMN 1100. Only one credit hour will be awarded for PTH 1100, YMN 1100, or CED 1100. Fall, Spring.

Prerequisite: None.

One semester hour

CHRISTIAN EDUCATION 2155, 2255, 2355. TOPICS IN BIVOCATIONAL MINISTRY.

A study of topics, issues, methods, models, and challenges of bi-vocational Christian ministry. Course may be repeated when different topics are addressed. Cross-credited with PTH 2155, 2255, 2355. Credit will not be awarded for both CED 2155 and PTH 2155, CED 2255 and PTH 2255, or CED 2355 and PTH 2355.

Prerequisite: None.

One, two or three semester hours

CHRISTIAN EDUCATION 2321. SURVEY OF CHRISTIAN EDUCATION.

A study of the historical, philosophical and theological issues of Christian education. Attention will be given to how Christian education is accomplished through the program organizations of the church. Fall.

Prerequisite: Sophomore standing.

Three semester hours

CHRISTIAN EDUCATION 2342. CHURCH RECREATION.

Recreation programs for small, medium size and large congregations will be studied and designed. The role of church recreation leaders will be examined, and contemporary trends in church recreation will be analyzed. Cross-credited with YMN 2342. Only three credit hours will be awarded for YMN 2342 or CED 2342. Spring, odd years.

Prerequisite: Sophomore standing.

Three semester hours

CHRISTIAN EDUCATION 2350. SURVEY OF YOUTH EDUCATION.

A study of the historical background and development of youth education in the local church. Emphasis will be given to program organizations, literature and methods of Christian education for youth. Cross-credited with YMN 2350. Only three credit hours will be awarded for CED 2350 or YMN 2350. Spring.

Prerequisite: Sophomore standing.

Three semester hours

CHRISTIAN EDUCATION 2370. PREPARATION FOR CHRISTIAN HOME AND MARRIAGE.

An examination of biblical teaching on home and marriage. The course will include practical helps for healthy Christian homes and marriages. Programs to strengthen families in the Christian community will be reviewed. Cross-credited with PTH 2370. Only three credit hours will be awarded for PTH 2370 or CED 2370. Fall, even years.

Prerequisite: BIB 1303, 1304.

Three semester hours

CHRISTIAN EDUCATION 2380. LEGAL ISSUES IN THE CHURCH.

An introductory study of the various laws and statutes that impact the ministry in a local church. Emphasis will be given to church insurance, vehicle laws, child abuse protection, and the process for protecting the members and potential members of a congregation. Cross-credited with PTH 2380 and YMN 2380. Only three credit hours will be awarded for PTH 2380, YMN 2380 or CED 2380. Spring, even years.

Prerequisite: Sophomore standing.

Three semester hours

CHRISTIAN EDUCATION 3200. SUPERVISED MINISTRY.

Opportunities will be provided for students to receive on-the-job experience in the practice of ministry under supervision, and to be given evaluation and assessment of that experience. Cross-credited with CCS 3200, PTH 3200, and YMN 3200. Only two credit hours will be awarded for CCS 3200, PTH 3200, YMN 3200, or CED 3200. Fall, Spring.

Prerequisite: Junior standing, and CED 1100 or PTH 1100 or YMN 1100.

Two semester hours

CHRISTIAN EDUCATION 3314. SPIRITUAL FORMATION.

This course is designed to assist the student in determining the difference between being religious and being spiritual. The subject matter includes a study of various disciplines in the Christian experience (their history, their place in Christianity, their current expression) and historical figures who had unique lives and ministries. Cross-credited with PTH 3314. Only three credit hours will be awarded for PTH 3314 or CED 3314. Spring, odd years.

Prerequisite: None.

Three semester hours

CHRISTIAN EDUCATION 3351. MINISTRY TO CHILDREN.

A study of how the developmental needs of preschoolers and children can be met through the program organizations of the church. Emphasis will be given to their physical, mental, social and spiritual needs. Offered on demand.

Prerequisite: CED 2321.

Three semester hours

CHRISTIAN EDUCATION 3360. FOUNDATIONS FOR CROSS-CULTURAL MINISTRY.

An introduction to the biblical basis for cross-cultural ministry with special emphasis given to mission strategy and education in the church. May be scheduled at other times when a resident missionary is available. Cross-credited with CCS 3360 and PTH 3360. Only three credit hours will be awarded for CCS 3360, PTH 3360, or CED 3360. Fall.

Prerequisite: BIB 1303, 1304.

Three semester hours

CHRISTIAN EDUCATION 4331. INTRODUCTION TO CHRISTIAN CARE AND COUNSELING.

An introduction to the theological, practical and philosophical distinctives of counseling from a Christian world view. Emphasis will be given to recognizing the scope and limits of appropriate care and counseling for professional and non-professional care givers and on practical helps for specific caring opportunities in the Christian community. Cross-credited with YMN 4331. Only three credit hours will be awarded for YMN 4331 or CED 4331. Spring, even years.

Prerequisite: BIB 1303, 1304 and sophomore standing or consent of instructor.

Three semester hours

CHRISTIAN EDUCATION 4371. CHURCH LEADERSHIP.

A study of the meaning and value of good church administration including its basic functions along with principles of organizations and management. Emphasis will be given to basic leadership styles and how these relate to efficiency in group situations. Students will be given a working knowledge of the strategies and programs of local churches. Cross-credited with PTH 4371. Only three credit hours will be awarded for CED 4371 or PTH 4371. Fall, even years.

Prerequisite: CED 2321.

Three semester hours

CHRISTIAN EDUCATION 4380. PRINCIPLES OF TEACHING IN THE CHURCH.

A study of the various aspects involved in the teaching/learning process. Emphasis will be given to the various teaching opportunities within the local church. Fall.

Prerequisite: CED 2321.

Three semester hours

The Bachelor of Arts in Cross-Cultural Studies

The School of Christian Studies offers a multidisciplinary 36 hour major in Cross-Cultural Studies, consisting of an 18 hour core and 18 hours of specialized coursework. The Cross-Cultural Studies is recommended for students who plan to pursue a career in missions.

The purpose of the courses in cross-cultural studies is to provide students with an understanding of the basic elements characteristic of any culture or subculture and to equip those students to work and minister effectively within various cultural contexts.

Core - the following 18 hour core of classes is required of all students who major in Cross-Cultural Studies:

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines
PTH 4331	History of Christianity

Three (3) semester hours chosen from:

PTH 1311	Introduction to Theological Reflection
CED 2321	Survey of Christian Education
PTH 3321	Theology and Culture

In addition to the 18 hour core of courses, the major requires 18 semester hours: CCS 2189, 3200, 3311, 3360, 4341; and six hours to be selected from CCS 3301, 3321, 3331, 3350, 3351, 4311, 4336.

Minor in Cross-Cultural Studies: (21 hours) - A minor in cross-cultural studies requires CCS 2189, 3200, 3311, 3360, 4341 and 9 hours chosen from Cross-Cultural Studies course offerings.

CROSS-CULTURAL STUDIES 1101-4399. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to three semester hours

CROSS-CULTURAL STUDIES 2189. CROSS-CULTURAL MINISTRY WORKSHOP.

Selected topics related to cross-cultural ministry will be addressed in a workshop format. Speakers experienced in cross-cultural ministry will share their insights about specific cultures and /or approaches to ministry within their cultures. Fall, odd years.

Prerequisite: None.

One semester hour

CROSS-CULTURAL STUDIES 3200. SUPERVISED MINISTRY.

Opportunities will be provided for students to receive on-the-job experience in the practice of cross-cultural ministry under supervision, and to be given evaluation and assessment of that experience. Cross-credited with PTH 3200, CED 3200, and YMN 3200. Only two credit hours will be awarded for CCS 3200, PTH 3200, CED 3200, or YMN 3200. Fall, Spring.

Prerequisite: Junior standing, and CED 1100 or PTH 1100 or YMN 1100.

Two semester hours

CROSS-CULTURAL STUDIES 3301. CROSS-CULTURAL PRACTICUM.

A course in which students will be actively involved in research and experiential learning in a distinct subculture within the United States or a setting outside the United States. Attention will be given to understanding the culture and interacting with the people within that culture. Cross-credited as SOC 3301. Only three credit hours will be awarded for SOC 3301 or CCS 3301. Summer.

Prerequisite: Sophomore Standing.

Three semester hours

CROSS-CULTURAL STUDIES 3311. INTERNATIONAL MISSIONS PRACTICUM.

A capstone course that incorporates previous cross-cultural studies classroom learning with practical application through preparation for, participation in, and evaluation of a short-term mission project that will include travel outside of the United States. Spring.

Prerequisite: Sophomore standing.

Three semester hours

CROSS-CULTURAL STUDIES 3321. LIFE AND LETTERS OF PAUL.

A careful study of the life and letters of Apostle Paul including the philosophical, historical and theological background to first-century Christianity. Cross-credited with BIB 3321. Only three credit hours will be awarded for BIB 3321 or CCS 3321. Spring, odd years.

Prerequisite: BIB 1303, 1304 or consent of instructor.

Three semester hours

CROSS-CULTURAL STUDIES 3331. SPANISH CULTURE AND CIVILIZATION.

A survey of the nations of Spanish America, with consideration of social, economic, cultural, political and geographic features. Attention is also given to Spain and Pre-Columbian influences. The course includes lectures, collateral readings, and both oral and written reports. A special feature of the course is the use of numerous video supplements. Class is conducted in Spanish. Cross-credited with SPA 3331. Only three credit hours will be awarded for CCS 3331 or SPA 3331.

Prerequisite: SPA 2411 or the equivalent.

Three semester hours

CROSS-CULTURAL STUDIES 3350. INTERCULTURAL COMMUNICATION.

This course will examine major perspectives and theories of cross-cultural communication. Includes a comprehensive examination of how communication elements are shaped by social and cultural forces. Cross-credited with COM 3350. Only three credit hours will be awarded for COM 3350, or CCS 3350. Spring.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

CROSS-CULTURAL STUDIES 3351. BASIC EVANGELISM.

An introduction to the biblical basis of evangelism, a brief history of evangelism, and a study of methodology in personal witnessing. Cross-credited with PTH 3351. Only three credit hours will be awarded for PTH 3351 or CCS 3351. Fall.

Prerequisite: BIB 1303, 1304.

Three semester hours

CROSS-CULTURAL STUDIES 3360. FOUNDATIONS FOR CROSS-CULTURAL MINISTRY.

An introduction to the biblical basis for cross-cultural ministry with special emphasis given to mission strategy and education in the church. May be scheduled at other times when a resident missionary is available. Cross-credited with PTH 3360 and CED 3360. Only three credit hours will be awarded for CCS 3360, PTH 3360, or CED 3360. Fall.

Prerequisite: BIB 1303,1304.

Three semester hours

CROSS-CULTURAL STUDIES 4304. SPECIAL TOPICS IN CROSS-CULTURAL STUDIES.

A study of selected topics, issues, methods, models and challenges in Cross-Cultural Studies. Course may be repeated when different topics are addressed. Spring, even years.

*Prerequisite: BIB 1303, BIB 1304, and either CCS 3360
or consent of instructor.*

Three semester hours

CROSS-CULTURAL STUDIES 4311. MODELS FOR CROSS-CULTURAL MINISTRY.

A survey of past approaches and a study of the current methods being utilized in cross-cultural ministry. Cross-credited with PTH 4311. Only three credit hours will be awarded for PTH 4311 or CCS 4311. Spring, odd years.

Prerequisite: BIB 1303, 1304.

Three semester hours

CROSS-CULTURAL STUDIES 4336. READING ACROSS CULTURES.

A study of contemporary fiction and nonfiction by outstanding writers from many different countries. Cross-credited with ENG 4336. Only three credit hours will be awarded for ENG 4336 or CCS 4336. Recommended for English teachers.

*Prerequisite: ENG 1311, 1312 and three semester hours
from 2000-level English courses.*

Three semester hours

Practical Theology

CROSS-CULTURAL STUDIES 4341. WORLD RELIGIONS.

A study of selected non-Christian religions of the contemporary world. Worldview, as well as origins, historical development, and present status of the religions will be examined. Emphasis will be placed on the forms, beliefs, and practices of the various religions, as well as engaging these from a Christian perspective. Cross credited with PTH 4341. Only three credit hours will be awarded for PTH 4341 or CCS 4341. Fall.

Prerequisite: BIB 1303 and 1304 or consent of instructor.

Three semester hours

The Bachelor of Arts in Practical Theology

The purpose of courses in practical theology is to prepare students for ministry in the local church and for other church-related vocations and/or to provide a foundation for future graduate studies.

Core - the following core of courses is required of all students who major in Practical Theology.

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines
PTH 4331	History of Christianity

Three (3) semester hours chosen from:

PTH 1311	Introduction to Theological Reflection
CED 2321	Survey of Christian Education
PTH 3321	Theology and Culture
CCS 4341	World Religions

In addition to the core, the major in practical theology requires 18 semester hours: PTH 2331, 3311*, 1100, 3200; 4312 or 3361; and 6 additional semester hours of practical theology courses *(Non-Baptist students may choose another 3000 or 4000-level PTH course instead, determined in consultation with the student's advisor.)

Minor in Practical Theology: (21 hours) - A minor in practical theology requires PTH 4391 (students must take BIB 1303 and 1304 as prerequisites to PTH 4391), PTH 3311*, 4300 and an additional 12 hours selected from practical theology course offerings. *(Non-Baptist students may choose another 3000 or 4000-level PTH course instead, determined in consultation with the student's advisor.)

PRACTICAL THEOLOGY 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: Dean's consent.

One to six semester hours

PRACTICAL THEOLOGY 1100. INTRODUCTION TO THE MINISTRY.

A course designed to clarify and make more meaningful the young minister's call and commitment to the ministry. It is recommended that all ministry students take this course the first semester of enrollment. Cross-credited with CED 1100 and YMN 1100. Only one credit hour will be awarded for CED 1100, YMN 1100, or PTH 1100. Fall, Spring.

Prerequisite: None.

One semester hour

PRACTICAL THEOLOGY 1311. INTRODUCTION TO THEOLOGICAL REFLECTION.

An introductory survey of theology; its sources, methods, philosophical orientation and spiritual nature. The course is designed to acquaint the student with the theological orientation of the Christian Worldview, critical thinking skills, and prepare the student for upper level work in theology. Fall.

Prerequisite: BIB 1303, BIB 1304.

Three semester hours

PRACTICAL THEOLOGY 2155, 2255, 2355. TOPICS IN BIVOCATIONAL MINISTRY.

A study of topics, issues, methods, models, and challenges of bi-vocational Christian ministry. Course may be repeated when different topics are addressed. Cross-credited with CED 2155, 2255, 2355. Credit may not be awarded for both PTH 2155 and CED 2155, PTH 2255 and CED 2255, or PTH 2355 and CED 2355.

Prerequisite: None.

One, two or three semester hours

PRACTICAL THEOLOGY 2331. COMMUNICATIVE PREACHING.

An introduction to the art of communicative preaching and speaking. The techniques of oral communication, voice production, articulation and sermonizing will be given detailed attention. Fall, Spring.

Prerequisite: None.

Three semester hours

PRACTICAL THEOLOGY 2351. SCIENCE AND THEOLOGY: INTEGRATING CHRISTIANITY AND CONTEMPORARY SCIENCE.

This course is designed to promote critical thinking concerning the relationship between theology and science and how they impact our thinking about various issues. This course will be cross-credited with SCI 2351. Only three credit hours will be awarded for PTH 2351 or SCI 2351. Spring, even years.

Prerequisite: BIB 1303, 1304 and one university natural science course.

Three semester hours

PRACTICAL THEOLOGY 2370. PREPARATION FOR CHRISTIAN HOME AND MARRIAGE.

An examination of biblical teaching on home and marriage. The course will include practical helps for healthy Christian homes and marriages. Programs to strengthen families in the Christian community will be reviewed. Cross-credited with CED 2370. Only three credit hours will be awarded for CED 2370 or PTH 2370. Fall, even years.

Prerequisite: BIB 1303, 1304.

Three semester hours

PRACTICAL THEOLOGY 2380. LEGAL ISSUES IN THE CHURCH.

An introductory study of the various laws and statutes that impact the ministry in a local church. Emphasis will be given to church insurance, vehicle laws, child abuse protection, and the process for protecting the members and potential members of a congregation. Cross-credited with CED 2380 and YMN 2380. Only three credit hours will be awarded for CED 2380, YMN 2380 or PTH 2380. Spring, even years.

Prerequisite: Sophomore standing.

Three semester hours

PRACTICAL THEOLOGY 3200. SUPERVISED MINISTRY.

Opportunities will be provided for students to receive on-the-job experience in the practice of ministry under supervision, and to be given evaluation and assessment of that experience. Cross-credited with CCS 3200, CED 3200, and YMN 3200. Only two credit hours will be awarded for CCS 3200, CED 3200, PTH 3200, or YMN 3200. Fall, Spring.

Prerequisite: Junior standing, and CED 1100 or PTH 1100 or YMN 1100.

Two semester hours

PRACTICAL THEOLOGY 3311. BAPTIST IDENTITY.

A study of the nature, mission and organizations of the local Baptist church, Baptist associations, the Baptist General Convention of Texas, the Southern Baptist Convention and other statewide, nationwide, and worldwide Baptist entities. Required of all students who receive tuition aid from the BGCT. Fall.

Prerequisite: Sophomore standing.

Three semester hours

PRACTICAL THEOLOGY 3314. SPIRITUAL FORMATION.

This course is designed to assist the student in determining the difference between being religious and being spiritual. The subject matter includes a study of various disciplines in the Christian experience (their history, their place in Christianity, their current expression) and historical figures who had unique lives and ministries. Cross-credited with CED 3314. Only three credit hours will be awarded for CED 3314 or PTH 3314. Spring, odd years.

Prerequisite: None.

Three semester hours

Practical Theology

PRACTICAL THEOLOGY 3321. THEOLOGY AND CULTURE.

Theology and Culture is an upper level exploration of the integration between theology and western culture. An examination of the university disciplines, a variety of the arts (literature, music, movies) and media (news, internet, critical concerns) of Western culture will be conducted in order to deduct theological content and meaning. It is strongly suggested that PTH 4300 be taken prior to this course. Fall.

Prerequisite: BIB 1303 and 1304.

Three semester hours

PRACTICAL THEOLOGY 3331. THE WORK OF THE MINISTER.

A study of Christian ministry with a focus on staff relationships, conflict resolutions, office management, pastoral care, counseling, visitation, and ministry to people in crisis. Time management, personal spiritual preparation, and family relationships will be addressed. Various organizational models will be considered. Spring, odd years.

Prerequisite: Sophomore standing.

Three semester hours

PRACTICAL THEOLOGY 3351. BASIC EVANGELISM.

An introduction to the Biblical basis of evangelism, a brief history of evangelism, and a study of methodology in personal witnessing. Cross-credited with CCS 3351. Credit will not be given for both PTH 3351 and CCS 3351. Fall.

Prerequisite: BIB 1303, 1304.

Three semester hours

PRACTICAL THEOLOGY 3360. FOUNDATIONS FOR CROSS-CULTURAL MINISTRY.

An introduction to the biblical basis for cross-cultural ministry with special emphasis given to mission strategy and education in the church. May be scheduled at other times when a resident missionary is available. Cross-credited with CCS 3360 and CED 3360. Only three credit hours will be awarded for CCS 3360, PTH 3360, or CED 3360. Fall.

Prerequisite: BIB 1303, 1304.

Three semester hours

PRACTICAL THEOLOGY 3361. HISTORY OF BAPTISTS.

A study of Baptist principles and history with special attention to Baptists in England, the Southern part of the United States and Texas. Spring, even years.

Prerequisite: BIB 1303 and 1304 or consent of instructor.

Three semester hours

PRACTICAL THEOLOGY 4300. CHRISTIAN DOCTRINES.

A study of the major doctrines of the Christian faith, with emphasis on the nature of theological thinking. Spring.

Prerequisite: BIB 1303, 1304 and junior standing.

Three semester hours

PRACTICAL THEOLOGY 4304. SPECIAL TOPICS IN THEOLOGY.

A study of topics, issues, methods, models and challenges in Christian theology. Possible topics to include: Calvinism, Evangelicalism, Postmodernism, Emerging Theologies, Doxology, Trinity, Theological Anthropology, Atonement Theory, *Missio Dei* and Theological Aesthetics. Course may be repeated when different topics are addressed. Spring, odd years.

Prerequisite: BIB 1303, BIB1304, and either PTH 1311 or PTH 4300.

Three semester hours

PRACTICAL THEOLOGY 4311. MODELS FOR CROSS-CULTURAL MINISTRY.

A survey of past approaches and a study of the current methods being utilized in cross-cultural ministry. Cross-credited with CCS 4311. Only three credit hours will be awarded for PTH 4311 or CCS 4311. Spring, odd years.

Prerequisite: BIB 1303 and 1304.

Three semester hours

PRACTICAL THEOLOGY 4312. ADVANCED PREACHING.

A study of the principles of expository sermon preparation with a focus on biblical exposition and exploring various sermon forms and vital issues relating to the preaching task. Emphasis will be on sermon preparation, rather than delivery. Spring, even years.

Prerequisite: PTH 2331.

Three semester hours

PRACTICAL THEOLOGY 4321. TWENTIETH-CENTURY PHILOSOPHICAL AND THEOLOGICAL THOUGHT.

A study of twentieth-century developments in philosophy and theology. Attention is given to pivotal thinkers, concepts, and movements. Spring, even years.

Prerequisite: BIB 1303 and 1304.

Three semester hours

PRACTICAL THEOLOGY 4331. HISTORY OF CHRISTIANITY.

A general survey of the Christian movement from its beginning to the present time. Special attention will be given to significant individuals, selected ideas, movements and institutions which have influenced Christian theology. Spring.

Prerequisite: BIB 1303, 1304, junior standing.

Three semester hours

PRACTICAL THEOLOGY 4341. WORLD RELIGIONS.

A study of the major religions of the contemporary world. The origins, historical development, and present status of the religions will be examined. Emphasis will also be placed on the beliefs and practices of the various religions. Cross-credited with CCS 4341. Only three credit hours will be awarded for PTH 4341 or CCS 4341. Fall, odd years.

Prerequisite: BIB 1303 and 1304 or consent of instructor.

Three semester hours

PRACTICAL THEOLOGY 4371. CHURCH LEADERSHIP.

A study of the meaning and value of good church administration including its basic functions along with principles of organization and management. Emphasis will be given to basic leadership styles and how these relate to efficiency in group situations. Students will be given a working knowledge of the strategies and programs of local churches. Cross-credited with CED 4371. Only three credit hours will be awarded for PTH 4371 or CED 4371. Fall, even years.

Prerequisite: BIB 1303, 1304 or consent of instructor.

Three semester hours

PRACTICAL THEOLOGY 4391. BIBLICAL INTERPRETATION.

A study of the principles of Biblical interpretation and the application of these principles to selected portions of the Bible. Cross-credited with BIB 4391. Only three credit hours will be awarded for BIB 4391 or PTH 4391. Fall.

Prerequisite: BIB 1303 and 1304.

Three semester hours

The Bachelor of Arts in Youth Ministry

The purpose of courses in youth ministry is to prepare students for youth ministry-related vocations and future graduate studies. Emphasis will be given to the development of a biblical philosophy of ministry and to Christian education as a foundation for teenagers, parents, and youth workers. Majors and minors will be challenged to become students of adolescent development and culture.

Core - The following core of classes is required of all students who major in Youth Ministry.

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines
CED 2321	Survey of Christian Education

Three (3) semester hours chosen from:

CCS 4341	World Religions
PTH 1311	Introduction to Theological Reflection
PTH 3321	Theology and Culture
PTH 4331	History of Christianity

In addition to an 18 hour core of courses, the major requires 18 semester hours: YMN 1100, 2350, 3200, CED 4380; and 9 hours chosen from YMN 2342, 2380, 3289, 3310, 3332, 4331, 4350, or special studies in youth ministry. In addition to the 42 hours of general education, youth ministry majors must take PSY 3342 Adolescent Psychology.

Minor in Youth Ministry: (21 hours) - A minor in youth ministry requires YMN 1100, 2350, 3200, 3310; and 12 hours chosen from Youth Ministry course offerings.

YOUTH MINISTRY 1101-4600. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular basis.

Prerequisite: Dean's consent.

One to six semester hours

YOUTH MINISTRY 1100. INTRODUCTION TO THE MINISTRY.

A course designed to clarify and make more meaningful the youth minister's call and commitment to the ministry. It is recommended that all ministry students take this course the first semester of enrollment. Cross-credited with PTH 1100 and CED 1100. Only one credit hour will be awarded for PTH 1100, CED 1100, or YMN 1100. Fall, Spring.

Prerequisite: None.

One semester hour

YOUTH MINISTRY 2342. CHURCH RECREATION.

Recreation programs for small, medium size and large congregations will be studied and designed. The role of church recreation leaders will be examined, and contemporary trends in church recreation will be analyzed. Cross-credited with CED 2342. Only three credit hours will be awarded for CED 2342 or YMN 2342. Spring, odd years.

Prerequisite: Sophomore standing.

Three semester hours

YOUTH MINISTRY 2350. SURVEY OF YOUTH EDUCATION.

A study of the historical background and development of youth education in the local church. Emphasis will be given to program organizations, literature and methods of Christian education for youth. Cross-credited with CED 2350. Only three credit hours will be awarded for YMN 2350 or CED 2350. Spring.

Prerequisite: BIB 1303, 1304.

Three semester hours

YOUTH MINISTRY 2380. LEGAL ISSUES IN THE CHURCH.

An introductory study of the various laws and statutes that impact the ministry in a local church. Emphasis will be given to church insurance, vehicle laws, child abuse protection, and the process for protecting the members and potential members of a congregation. Cross-credited with PTH 2380 and CED 2380. Only three credit hours will be awarded for PTH 2380, CED 2380, or YMN 2380. Spring, even years.

Prerequisite: Sophomore standing.

Three semester hours

YOUTH MINISTRY 3200. SUPERVISED MINISTRY.

Opportunities will be provided for students to receive on-the-job experience in the practice of ministry under supervision, and to be given evaluation and assessment of that experience. Cross-credited with CCS 3200, PTH 3200, and CED 3200. Only two credit hours will be awarded for CCS 3200, PTH 3200, CED 3200, or YMN 3200. Fall, Spring.

Prerequisite: Junior standing, and CED 1100 or PTH 1100 or YMN 1100.

Two semester hours

YOUTH MINISTRY 3289. YOUTH MINISTRY WORKSHOP.

Practicum in youth activities, organizations, practical materials and organized study groups. Off-campus personalities will be utilized. May be repeated one time for credit. Spring.

Prerequisite: Sophomore standing.

Two semester hours

YOUTH MINISTRY 3310. PHILOSOPHICAL FOUNDATIONS FOR YOUTH MINISTRY.

An examination of models and philosophies which generate and undergird youth ministry in contemporary society. Emphasis will be given to the development of a personal philosophy based upon biblical principles. Fall, odd years.

Prerequisite: CED 2321.

Three semester hours

YOUTH MINISTRY 3332. JUVENILE DELINQUENCY.

A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquency. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with CRJ 3332, SOC 3332 and SWK 3332. Only three credit hours will be awarded for CRJ 3332, SOC 3332, SWK 3332, or YMN 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

YOUTH MINISTRY 4311. YOUTH MINISTRY INSTITUTE.

Week long classes offered each January at New Orleans Baptist Theological Seminary. Each day, guest speakers will address a topic within the discipline of youth ministry. Time for questions, debriefing, discussion, and suggestions for implementation in the local church will follow presentations. Topics will rotate annually. May be repeated once for credit. Spring.

Prerequisite: Sophomore standing.

Three semester hours

YOUTH MINISTRY 4331. INTRODUCTION TO CHRISTIAN CARE AND COUNSELING.

An introduction to the theological, practical and philosophical distinctives of counseling from a Christian world view. Emphasis will be given to recognizing the scope and limits of appropriate care and counseling for professional and non-professional care givers and on practical helps for specific caring opportunities in the Christian community. Cross-credited with CED 4331. Only three credit hours will be awarded for CED 4331 or YMN 4331. Spring, even years.

Prerequisite: BIB 1303, 1304 and sophomore standing or consent of instructor.

Three semester hours

YOUTH MINISTRY 4350. UNDERSTANDING TODAY'S YOUTH CULTURE.

A study of current issues, crises, and problems in the lives of youth and their families. Emphasis will be given to addressing these needs through the ministry of the local church. Spring, even years.

Prerequisite: CED 2321.

Three semester hours

School of Education

MICHAEL ROSATO, Ed.D., Dean

Department of Education

Michael Rosato, Ed.D. - Head

FACULTY: Lauren Kirk, M.S.; Mitzi Lehrer, Ed.D.; Joe E. Robinson, Ph.D.; Daresa Voss, Ed.D.

PART-TIME/ADJUNCT FACULTY: Jill Underwood, M.S.Ed.

Certification Officer and TExES Coordinator: Susan Sharp, M.Ed.

Teacher Education Program

The Teacher Education Program at Howard Payne University prepares preservice teachers to meet professional standards as prescribed by the State of Texas, by the university, and by the practicing profession itself. Moreover, the university seeks to prepare teachers to serve as Christian role models in both public and accredited private schools.

The Teacher Education Program has identified the following as goals toward which the program must strive if this mission is to be attained:

1. To provide a teacher education curriculum which will insure articulation throughout the department of education and throughout the other academic departments of the university.
2. To provide the best possible foundation of general education, subject-matter specialization, and professional education and growth.
3. To encourage critical and reflective thinking, intellectual curiosity, and professional competence and zeal.
4. To provide well-planned professional laboratory experiences. This part of the program is a product of cooperative planning by the university and participating school districts.
5. To encourage a vital, satisfying, and continuously growing personal and spiritual life.
6. To encourage more gifted students to consider teaching as a career.

7. To encourage gifted students to continue professional studies at the graduate level.
8. To develop cognitive and affective understanding and competence in preservice teachers so that 90 percent pass the state proficiency TExES in professional development and related endorsements.
9. To continue to refine the preservice preparation of teachers to insure that all teachers educated at Howard Payne University for service in Texas achieve or exceed the passing score of whatever teacher appraisal system is in current adoption in Texas.

In addition, the Teacher Education Program has identified the following learner outcomes as desirable expressions of these goals:

1. To acquire a broad foundation in the liberal arts reflective of a well-educated individual.
2. To demonstrate competence in those tasks of lesson planning, lesson presentation, and assessment representative of the teaching profession.
3. To become intellectually curious, reflective thinkers.
4. To become comfortable and confident interacting in the public school environment.
5. To demonstrate a commitment to continuous personal growth and lifelong learning.
6. To demonstrate the qualities of and capacity for leadership in the school environment specifically and in the community at large.
7. To embody in their relationships with students, parents, and colleagues the commitment and compassion of the Model Teacher.
8. To pass the state's professional proficiency exams with scores that meet or exceed state standards.
9. To commit to teaching not as an interim endeavor but as a lifelong calling.

Requirements for the Teacher Education Program

Admission to the Teacher Education Program (TEP) requires fulfilling the following two phases:

Phase I

1. Completion of thirty semester hours.
2. Schedule and complete a Teacher Education Program interview. Contact the School of Education to obtain additional information about the interview process.

Phase II

1. Completion of sixty semester hours.
2. Submission of an application for admission to the Teacher Education Program in the Office of the Dean of Education by **March 20** for beginning the professional education course sequence in the summer or fall semesters or by **October 20** for beginning in the spring semester. (Applications may be obtained from the Office of the Dean of the School of Education.)
3. A **cumulative** grade point average of *at least 2.5* and a grade point average of *at least 2.5* in **each** of the candidate's teaching fields or concentrations and majors. To remain in the program, the student must maintain the 2.5 GPA.
4. A passing score on all three parts of the Texas Higher Education Assessment (THEA) or Texas

Education

Academic Skills Program (TASP) tests. The tests are in reading, mathematics, and writing. No student may take any professional education course without having passed all three parts of the THEA or TASP or without having been exempted from the THEA or TASP. The following are the only THEA or TASP exemptions:

- a. 1,200 or higher on the Scholastic Achievement Test (SAT), with scores of at least 550 on the verbal and math sections; or,
 - b. 29 or higher on the American College Test (ACT), with a minimum score on the English and math sections of 27 required; or,
 - c. Minimum Texas Assessment of Knowledge and Skills (TAKS) performance scores of 2200 in Reading and Math, and a Writing score of at least 3. (Note: For exemption purposes, TAKS scores are valid for three years after the high school graduation date; SAT and ACT scores for five years.)
5. Completion of College Algebra with a grade of at least "C."
 6. Departmental endorsements from a faculty member from each of the teaching fields or concentrations. The endorsement forms may be obtained from the Office of the Dean of the School of Education. Students who transfer to HPU at the junior level or beyond may obtain endorsements from faculty members of colleges or universities attended prior to admission to HPU. All endorsements must be received by **March 20** for students taking their first education course in the summer or fall semesters or by **October 20** for those beginning in the spring semester.
 7. Approval by the Teacher Education Council. Students denied admission to the Teacher Education Program are entitled to appeal their status to the council.
 8. Depending on the current rules of the State Board for Educator Certification (SBEC), students may be required to pay a fee for a national criminal history check. Students should be aware that public schools working with the university during teacher preparation may check to see if a student has a criminal record. Any teacher education student with a criminal record should see the dean of the School of Education. Most criminal records preclude one from obtaining teaching certification in Texas.
 9. Students must fulfill all requirements outlined in the School of Education *Student Teacher/Internship Handbook*.

Admission to student teaching or the year-long internship requires the following:

1. Prospective student teachers must be within 9 semester hours of graduation, exclusive of student teaching, the semester in which student teaching is scheduled. The internship is open only to students who have already graduated and have a degree in hand.
2. Submission of an application for admission to student teaching or internship in the Office of the Dean of the School of Education by **March 20** if the student teaching/internship is to begin in the fall semester or by **October 20** if student teaching/internship is to begin in the spring semester.
3. A cumulative grade point average of at least 2.5, a grade point average of at least 2.5 in each teaching field or area of concentration, and a grade point average of at least 2.5 in professional education courses. Teaching fields or concentrations must be completed prior to student teaching. Education courses, with the exception of EDU 4375 (for elementary teaching candidates), must be completed prior to student teaching.
4. Completion of the 45-clock-hour field experience requirement associated with EDU 3310 and EDU 3330 prior to the beginning of student teaching.
5. Departmental endorsements from faculty in each of the teaching fields or concentrations. The

endorsement forms may be obtained in the Office of the Dean of the School of Education. Students who transfer to Howard Payne at the junior level or above may obtain endorsements from faculty members of colleges and universities attended prior to admission to HPU. All endorsements must be received by **March 20** if the student teaching/internship is to begin in the fall semester or by **October 20** if student teaching/internship is to begin in the spring semester.

6. All education course prerequisites and required grade point averages must be attained **prior to** student teaching or the internship. This applies *to all* students regardless of which catalog is being followed.
7. All candidates must have passed EDU 4000, TExES Review, *prior to* being admitted to student teaching. This applies regardless of which catalog is being followed. (Students should note that EDU 4000 is offered only in the fall and spring long semesters and may **not** be taken by conference.)
8. All candidates must have passed the 4000-level TExES Reviews offered in their teaching fields *prior to* being admitted to student teaching. This requirement applies regardless of which catalog is being followed. Note: Not all teaching fields offer a TExES Review.
9. Approval by the Teacher Education Council. Students denied entrance to student teaching are entitled to appeal their status to the council.
10. Students must fulfill all requirements outlined in the School of Education *Student Teacher/Internship Handbook*.

Note 1: No student teacher may enroll for more than 9 semester hours during the student teaching semester. Student teachers may not leave their regular student teaching assignments to return to the Howard Payne campus for another class or to participate in other HPU activities except for the student teaching seminars scheduled each Wednesday afternoons from 4:00 to 5:00 PM.

Note 2: Student teaching is available only during the regular fall and spring long semesters. Student teaching is not available during the summer semesters.

Note 3: Student teaching must be completed in schools in the Brownwood area only, i.e., schools in reasonable proximity to Howard Payne University.

Post-Baccalaureate Certification Program

The HPU School of Education offers individuals who already have a qualifying college degree the opportunity to pursue teacher certification. Such individuals may pursue certification in any fields offered at HPU. The Certification Officer in the School of Education will develop an individualized deficiency plan which will outline the specific requirements necessary to be completed in order to be certified in the desired field. Please contact the Certification Officer at 325-649-8203 for additional information.

Teacher Certification

In the State of Texas, all teacher certification programs, requirements, and structures are subject to the approval of the State Board for Educator Certification (SBEC) and are, therefore, subject to modification at any time to maintain compliance with SBEC rules and regulations. SBEC is currently engaged in an extended and protracted review of educator certification, and final guidelines related to certification requirements are not available in all teaching fields.

Because of the volatile and uncertain nature of certification requirements at this time, teacher candidates are advised to check periodically with the Office of the Dean of the School of Education for updates that might impact their preparation program and status; and teacher candidates must acknowledge their obligation to comply with the latest certification requirements regardless of which catalog was in place

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when the student's degree audit was filed.

Note 1: Teacher preparation requirements referenced in other sections of this catalog are also subject to modification as SBEC regulations might require.

Note 2: The department of education courses and the reading courses listed in this catalog are also subject to modification and deletion, and additional courses may be added, as necessitated by changes in certification requirements.

Program Accreditation

The Howard Payne University teacher education program is fully accredited by the Texas Education Agency. For the 2010-2011 academic year, Howard Payne students who completed the teacher education program posted a summary pass rate of 94 percent.

State Proficiency Examinations

All candidates applying for initial or additional teacher certification are required to pass the appropriate Texas Examination of Educator Standards (TExES) test(s). Persons seeking additional content certificates must pass TExES tests in the field of certification.

Elementary School Teaching

The university offers an elementary school teacher preparation program for early childhood through grade six (EC-6).

Middle School Teaching Fields

The university offers middle school teacher preparation programs (grades 4-8) in English language arts and reading, mathematics, science, and social studies.

High School Teaching Fields

The university offers high school teacher preparation programs (grades 8-12) in business education, English language arts, history, life science, mathematics, physical science, social studies, Spanish, speech, technology applications, and theatre arts.

All-level Education Teaching Fields

Howard Payne also offers all-level (early childhood - grade 12) academic specializations in Art, Music, Spanish, Theatre Arts, and Physical Education.

Application for Certificate

All eligible students must file a certificate application on-line with the State Board for Educator Certification, making appropriate fee payment directly to them. Applications cannot be processed until proof that the student has passed the appropriate TExES tests has been provided by the appropriate testing agency. Students may not "challenge" the TExES in an additional subject area for which they may or may not have university credit until an initial certificate has been obtained from SBEC.

Advisors

Students seeking elementary certification will be assigned an advisor from the department of education faculty. Students pursuing middle school, high school, or all-level certifications will be jointly advised by an academic advisor from their teaching field(s) and by a member of the department of education faculty. Middle school, high school, and all-level degree audits must bear the signatures of all advisors.

Minors

A list of minors offered by the School of Education is available in the Exercise and Sport Science department area. No minors are available in the Education department.

ELEMENTARY: EARLY CHILDHOOD – GRADE 6 DEGREE REQUIREMENTS

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar	1 hour
BIB 1303 Introduction to the Old Testament	3 hours
BIB 1304 Introduction to the New Testament	3 hours
ESS 1100 Principles of Personal Fitness & Wellness	1 hour
Exercise & Sport Science Activity chosen from approved courses	2 hours
GEN 4100 Senior Seminar	1 hour
COM 1310 Fundamentals of Human Communication	3 hours
ENG 1311 English Composition I	3 hours
ENG 1312 English Composition II	3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher	3 hours
Life Science or Physical Science with Lab chosen from the approved list	4 hours
English Literature - ENG 2351 or 2353 or 2373	3 hours
HIS 1310 U.S. History to 1877	3 hours
POS 2340 Social Studies of Texas	3 hours
Social Science - POS 2311 American Government	3 hours
Fine Arts Appreciation course chosen from the approved list	3 hours
Total General Education	42 hours
Additional Degree Requirements	16 hours
Foreign Language (must be taken in a single language)	6 hours
HIS 1320 U.S. History Since 1877	3 hours
GEG 2310 Geography for Elementary Education	3 hours
ESS 4120 Fundamentals of Motor Activities	1 hour
ESS 4327 Essentials of Elementary Physical Education	3 hours
BACHELOR OF ARTS - INTERDISCIPLINARY CORE CURRICULUM	38 hours
ELEMENTARY EDUCATION - PROFESSIONAL EDUCATION	30 hours
TOTAL HOURS IN DEGREE PROGRAM	126 hours

Education

**BACHELOR OF ARTS
INTERDISCIPLINARY CORE CURRICULUM**

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

*** = Courses not part of General Education, Additional Degree Requirements or Professional Education.**

Language Arts	15 hours
<i>ENG 1311 English Composition I</i>	3 hours
<i>ENG 1312 English Composition II</i>	3 hours
<i>ENG 2351, 2353 or 2373</i>	3 hours
<i>COM 1310 Fundamentals of Human Communication</i>	3 hours
*ENG 3302 Children's Literature	3 hours
Mathematics	11 hours
<i>EDU 4205 Teaching Math in the Elementary School</i>	2 hours
<i>MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher</i>	3 hours
*MAT 1371 Math for Elementary Teachers I	3 hours
*MAT 3321 Math for Elementary Teachers II	3 hours
Science	14 hours
<i>EDU 4204 Teaching Science in the Elementary School</i>	2 hours
<i>Life Science or Physical Science with Lab chosen from the approved list</i>	4 hours
*BIO 1419 Life Science for Elementary Education	4 hours
*PSC 1419 Physical Science for Elementary Education	4 hours
Social Studies	17 hours
<i>EDU 4206 Teaching Social Studies in the Elementary School</i>	2 hours
<i>HIS 1310 U.S. History to 1877</i>	3 hours
<i>HIS 1320 U.S. History Since 1877</i>	3 hours
<i>POS 2340 Social Studies of Texas</i>	3 hours
<i>POS 2311 American Government</i>	3 hours
<i>GEG 2310 Geography for Elementary Education</i>	3 hours
Fine Arts	12 hours
<i>Fine Arts Appreciation course chosen from the approved list</i>	3 hours
*ART 2311 Art for Elementary Teachers	3 hours
*MUS 3384 Music for Children	3 hours
*THR 4321 Creative Dramatics	3 hours
Reading	12 hours
*REA 4345 Teaching Reading in the Elementary School	3 hours
*REA 4346 Teaching Reading in the Content Areas	3 hours
*REA 4347 Teaching Developmental Reading	3 hours
*REA 4348 Diagnosis & Remediation of Reading Difficulties	3 hours
Total Bachelor of Arts Core Curriculum Not Counted Elsewhere	38 hours

For Bachelor of Arts - Professional Education courses see page 180.

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar1 hour
BIB 1303 Introduction to the Old Testament3 hours
BIB 1304 Introduction to the New Testament3 hours
ESS 1100 Principles of Personal Fitness & Wellness1 hour
Exercise & Sport Science Activity chosen from approved courses2 hours
GEN 4100 Senior Seminar1 hour
COM 1310 Fundamentals of Human Communication3 hours
ENG 1311 English Composition I3 hours
ENG 1312 English Composition II3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher3 hours
Life Science or Physical Science with Lab chosen from the approved list4 hours
English Literature - ENG 2351 or 2353 or 23733 hours
HIS 1310 U.S. History to 18773 hours
POS 2340 Social Studies of Texas3 hours
Social Science - HIS 1320 U.S. History Since 18773 hours
Fine Arts Appreciation course chosen from the approved list3 hours
Total General Education42 hours

Additional Degree Requirements 18 hours

BIO 1419 Life Science for Elementary Education4 hours
MAT 1371 Mathematics for Elementary Teachers I3 hours
Computer Information Systems, Mathematics, or Science7 hours
MAT 3321 Mathematics for Elementary Teachers II3 hours
PSC 1419 Physical Science for Elementary Education4 hours
ESS 4120 Fundamentals of Motor Activities1 hour
ESS 4327 Essentials of Elementary Physical Education3 hours

BACHELOR OF SCIENCE - INTERDISCIPLINARY CORE CURRICULUM 30 hours

ELEMENTARY EDUCATION - PROFESSIONAL EDUCATION 30 hours

ELECTIVES 4 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

BACHELOR OF SCIENCE INTERDISCIPLINARY CORE CURRICULUM

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

*** = Courses not part of General Education, Additional Degree Requirements or Professional Education.**

Language Arts15 hours
ENG 1311 English Composition I3 hours
ENG 1312 English Composition II3 hours
ENG 2351, 2353 or 23733 hours
COM 1310 Fundamentals of Human Communication3 hours
*ENG 3302 Children's Literature3 hours

Education

Mathematics	11 hours
<i>EDU 4205 Teaching Math in the Elementary School</i>	2 hours
<i>MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher</i>	3 hours
<i>MAT 1371 Math for Elementary Teachers I</i>	3 hours
<i>MAT 3321 Math for Elementary Teachers II</i>	3 hours
Science	14 hours
<i>EDU 4204 Teaching Science in the Elementary School</i>	2 hours
<i>Life Science or Physical Science with Lab chosen from the approved list</i>	4 hours
<i>BIO 1419 Life Science for Elementary Education</i>	4 hours
<i>PSC 1419 Physical Science for Elementary Education</i>	4 hours
Social Studies	17 hours
<i>EDU 4206 Teaching Social Studies in the Elementary School</i>	2 hours
<i>HIS 1310 U.S. History to 1877</i>	3 hours
<i>HIS 1320 U.S. History Since 1877</i>	3 hours
<i>POS 2340 Social Studies of Texas</i>	3 hours
*POS 2311 American Government	3 hours
*GEG 2310 Geography for Elementary Education	3 hours
Fine Arts	12 hours
<i>Fine Arts Appreciation course chosen from the approved list</i>	3 hours
*ART 2311 Art for Elementary Teachers	3 hours
*MUS 3384 Music for Children	3 hours
*THR 4321 Creative Dramatics	3 hours
Reading	12 hours
*REA 4345 Teaching Reading in the Elementary School	3 hours
*REA 4346 Teaching Reading in the Content Areas	3 hours
*REA 4347 Teaching Developmental Reading	3 hours
*REA 4348 Diagnosis & Remediation of Reading Difficulties	3 hours
Total Bachelor of Science Core Curriculum Not Counted Elsewhere	30 hours

For Bachelor of Science - Professional Education courses see below.

Elementary: Early Childhood - Grade 6

Professional Education

(Courses apply to both the Bachelor of Arts and Bachelor of Science degrees.)

EDU 3310 Foundations I (Psychological)	3 hours
EDU 3330 Foundations II (Philosophical)	3 hours
EDU 3314 Education of the Young Child	3 hours
EDU 4204 Teaching Science in the Elementary School	2 hours
EDU 4205 Teaching Mathematics in the Elementary School	2 hours
EDU 4206 Teaching Social Studies in the Elementary School	2 hours
EDU 4349 Elementary Instructional Resources	3 hours
EDU 4354 Language Acquisition and Development	3 hours
EDU 4375 Portfolio and Technology Applications	3 hours
EDU 4000 TExES Review	0 hours
EDU 4001 TExES Review - Elementary Education (EC-6)	0 hours
EDU 4365 Student Teaching in Elementary Schools/Middle Schools	3 hours
EDU 4370 Student Teaching in Elementary Schools/Middle Schools	3 hours
Total Elementary: EC - Grade 6 Professional Education	30 hours

Required hours for the elementary education: early childhood - grade 6 degree/major total 120-132 hours, leaving up to 4 hours available for electives. Should a student so desire, he or she may apply elective hours toward meeting the additional academic requirements necessary for middle school certification.

MIDDLE SCHOOL: GRADE 4 – GRADE 8 DEGREE REQUIREMENTS

Middle school certification at Howard Payne University builds on a foundation of elementary certification. To the requirements spelled out in the elementary education: early childhood - grade 6 degree/major, middle school certification requires one additional professional education course - EDU 4319 Middle School Foundations - that focuses on adolescent development, middle school philosophy, and middle school curriculum and methods and from 3 to 24 additional academic hours, depending on the particular academic specialization sought.

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION42 hours
ADDITIONAL DEGREE REQUIREMENTS16 hours
BACHELOR OF ARTS - INTERDISCIPLINARY CORE CURRICULUM44 hours
MIDDLE SCHOOL EDUCATION PROFESSIONAL EDUCATION33 hours
ADDITIONAL HOURS REQUIRED FOR MIDDLE SCHOOL TEACHING FIELD	.3-24 hours
TOTAL HOURS IN DEGREE PROGRAM	138 - 159 hours

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION42 hours
ADDITIONAL DEGREE REQUIREMENTS18 hours
BACHELOR OF SCIENCE - INTERDISCIPLINARY CORE CURRICULUM30 hours
MIDDLE SCHOOL PROFESSIONAL EDUCATION33 hours
ADDITIONAL HOURS REQUIRED FOR MIDDLE SCHOOL TEACHING FIELD	.3-24 hours
TOTAL HOURS IN DEGREE PROGRAM	126 - 147 hours

Middle School Academic Teaching Fields

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

* = Courses not part of General Education, Additional Degree Requirements or Professional Education.

English Language Arts and Reading33 hours
<i>COM 1310 Fundamentals of Human Communication</i>3 hours
<i>ENG 1311 Composition I</i>3 hours
<i>ENG 1312 Composition II</i>3 hours
<i>ENG 2351, 2353, or 2373</i>3 hours
<i>ENG 3302 Children's Literature</i>3 hours
<i>REA 4345 Teaching Reading in the Elementary School</i>3 hours
<i>REA 4346 Teaching Reading in the Content Areas</i>3 hours
<i>REA 4347 Teaching Developmental Reading</i>3 hours
<i>REA 4348 Diagnosis & Remediation of Reading Difficulties</i>3 hours
<i>THR 4321 Creative Dramatics</i>3 hours
*ENG 3304 Advanced Grammar3 hours

Total hours for a middle school English language arts and reading teaching field is 126 - 138 hours. The total hours includes BA or BS general education, additional degree requirements, interdisciplinary core curriculum, professional education, and middle school teaching field.

Education

Mathematics **.25 hours**

- MAT 1351 College Algebra* **3 hours**
- MAT 1371 Mathematics for Elementary Education I* **3 hours**
- MAT 3321 Mathematics for Elementary Education II* **3 hours**
- *MAT 2342 Introduction to Probability and Statistics **3 hours**
- *MAT 2345 Precalculus Mathematics **3 hours**
- *MAT 2451 Calculus I **4 hours**
- *MAT 3302 Matrix and Linear Algebra **3 hours**
- *MAT 3322 Geometry **3 hours**

Total hours for a middle school mathematics teaching field is 138-150 hours. The total hours includes BA or BS general education, additional degree requirements, interdisciplinary core curriculum, professional education, and middle school teaching field.

Science **.31-32 hours**

- BIO 1419 Life Science for Elementary Education* **4 hours**
- PSC 1419 Physical Science for Elementary Education* **4 hours**
- *BIO 2489 Human Anatomy & Physiology I **4 hours**
- *BIO 2499 Human Anatomy & Physiology II **4 hours**
- *BIO 2371 Nutrition or BIO 2409 Fundamentals of Microbiology **3-4 hours**
- *GEO 1419 Physical Geology **4 hours**
- *GEO 1449 Environmental Geology **4 hours**
- *PSC 1429 Meteorology, Earth Science, and Chemistry **4 hours**

Total hours for a middle school science teaching field is 146-159 hours. The total hours includes BA or BS general education, additional degree requirements, interdisciplinary core curriculum, professional education, and middle school teaching field.

Social Studies **.24 hours**

- HIS 1310 U.S. History to 1877* **3 hours**
- HIS 1320 U.S. History Since 1877* **3 hours**
- POS 2340 Social Studies of Texas* **3 hours**
- GEG 2310 Introduction to World Geography* **3 hours**
- *HIS 2310 Survey of Western Civilization I
or HIS 2320 Survey of Western Civilization II **3 hours**
- *HIS 2330 Non-Western Civilizations **3 hours**
- *HIS 4366 Special Studies in History **3 hours**
- *POS 2311 American Government **3 hours**

Total hours for a middle school social science teaching field is 135-147 hours. The total hours includes BA or BS general education, additional degree requirements, interdisciplinary core curriculum, professional education, and middle school teaching field.

MIDDLE SCHOOL: GRADE 4 - GRADE 8

Professional Education

(Courses apply to both the Bachelor of Arts and the Bachelor of Science degrees.)

- EDU 3310 Foundations I (Psychological) **3 hours**
- EDU 3330 Foundations II (Philosophical) **3 hours**
- EDU 3314 Education of the Young Child **3 hours**
- EDU 4204 Teaching Science in the Elementary School **2 hours**
- EDU 4205 Teaching Mathematics in the Elementary School **2 hours**
- EDU 4206 Teaching Social Studies in the Elementary School **2 hours**
- EDU 4319 Middle School Foundations **3 hours**

EDU 4349 Elementary Instructional Resources	.3 hours
EDU 4354 Language Acquisition and Development	.3 hours
EDU 4375 Portfolio and Technology Applications	.3 hours
EDU 4000 TExES Review	.0 hours
EDU 4365 Student Teaching in Elementary Schools/Middle Schools	.3 hours
EDU 4380 Student Teaching in the Middle Schools	.3 hours
Total Middle School: Grade 4-Grade 8 Professional Education	33 hours

HIGH SCHOOL: GRADE 8 – GRADE 12 DEGREE REQUIREMENTS

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar	.1 hour
BIB 1303 Introduction to the Old Testament	.3 hours
BIB 1304 Introduction to the New Testament	.3 hours
ESS 1100 Principles of Personal Fitness & Wellness	.1 hour
Exercise & Sport Science Activity chosen from approved courses	.2 hours
GEN 4100 Senior Seminar	.1 hour
COM 1310 Fundamentals of Human Communication	.3 hours
ENG 1311 English Composition I	.3 hours
ENG 1312 English Composition II	.3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher	.3 hours
Life Science or Physical Science with Lab chosen from the approved list	.4 hours
English Literature - ENG 2351 or 2353 or 2373	.3 hours
HIS 1310 U.S. History to 1877	.3 hours
POS 2340 Social Studies of Texas	.3 hours
Social Science - POS 2311 American Government	.3 hours
Fine Arts Appreciation course chosen from the approved list	.3 hours
Total General Education	42 hours

Additional Degree Requirements 12 hours

Foreign Language (must be taken in a single language)	.6 hours
HIS 1320 U.S. History Since 1877	.3 hours
English Literature - ENG 2351 or 2353 or 2373	.3 hours

SECONDARY PROFESSIONAL EDUCATION 21 hours

HIGH SCHOOL - TEACHING FIELDS	36-58 hours
TOTAL HOURS IN DEGREE PROGRAM	124 hours

For Secondary Professional Education courses see page 184.

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar1 hour
BIB 1303 Introduction to the Old Testament3 hours
BIB 1304 Introduction to the New Testament3 hours
ESS 1100 Principles of Personal Fitness & Wellness1 hour
Exercise & Sport Science Activity chosen from approved courses2 hours
GEN 4100 Senior Seminar1 hour
COM 1310 Fundamentals of Human Communication3 hours
ENG 1311 English Composition I3 hours
ENG 1312 English Composition II3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher3 hours
Life Science or Physical Science with Lab chosen from the approved list4 hours
English Literature - ENG 2351 or 2353 or 23733 hours
HIS 1310 U.S. History to 18773 hours
POS 2340 Social Studies of Texas3 hours
Social Science - HIS 1320 U.S. History Since 18773 hours
Fine Arts Appreciation course chosen from the approved list3 hours

Total General Education **42 hours**

Additional Degree Requirements **15 hours**

Life Science or Physical Science with lab4 hours
MAT 2342 Intro to Probability & Statics or above3 hours
Computer Information Systems, Mathematics, or Science3 hours
POS 2311 American Government3 hours

SECONDARY PROFESSIONAL EDUCATION **.21 hours**

HIGH SCHOOL - TEACHING FIELDS **.36-58 hours**

TOTAL HOURS IN DEGREE PROGRAM 124 hours

For Secondary Professional Education courses see below.

HIGH SCHOOL: GRADE 8 - GRADE 12

Secondary Professional Education

(Courses apply to both the Bachelor of Arts and the Bachelor of Science degrees.)

EDU 3310 Psychological Foundations I3 hours
EDU 3330 Philosophical Foundations II3 hours
EDU 4329 Secondary Methods and Curriculum3 hours
EDU 4339 Secondary Educational Technology3 hours
EDU 4385 Student Teaching in Secondary Schools3 hours
EDU 4390 Student Teaching in Secondary Schools3 hours
EDU 4000 TExES Review0 hours
REA 4346 Teaching Reading in the Content Areas3 hours

Total High School: Grade 8-Grade 12 Professional Education 21 hours

Requirements for High School Teaching Fields Offered

Business Education36 hours**(GRADE 6 - GRADE 12 FOR BUSINESS EDUCATION ONLY - Only available under the BS degree).**

ACC 2311 Principles of Accounting I	3 hours
ACC 2321 Principles of Accounting II	3 hours
BUS 1311 Introduction to Business	3 hours
BUS 2332 Business Communications	3 hours
BUS 3311 Business Law	3 hours
BUS 3321 Legal Environment of Business	3 hours
ECO 2301 Principles of Macroeconomics	3 hours
ECO 2302 Principles of Microeconomics	3 hours
FIN 2341 Principles of Finance	3 hours
FIN 3301 Financial Management	3 hours
MGT 3303 Principles of Management	3 hours
MGT 4311 Human Resource Management	3 hours

Technology Applications42 hours

CIS 1359 Programming Logic	3 hours
CIS 2329 Web Design	3 hours
CIS 2348 Internet and Gaming Programming	3 hours
CIS 2389 Object-Oriented Programming I	3 hours
CIS 3319 Project Management	3 hours
CIS 3329 Visual Programming	3 hours
CIS 4321 Operating Systems	3 hours
CIS 4341 Network Design and Administration	3 hours
CIS 4351 Systems Analysis and Design	3 hours
CIS 3334 Fundamentals of Layout and Design	3 hours
CIS 3338 Digital Image Manipulation	3 hours
CIS 3379 Multimedia Technology	3 hours
CIS 4319 Digital Video Manipulation	3 hours
CIS 4339 Digital Illustration	3 hours

English Language Arts and Reading48 hours

ENG 1311 English Composition I	3 hours
ENG 1312 English Composition II	3 hours
6 hours sophomore survey courses from	6 hours
ENG 2351 Literature of Britain	3 hours
ENG 2353 Literature of the Western World	3 hours
ENG 2373 Literature of America	3 hours
6 hours media knowledge/writing from (No more than 3 hours can be in English) 6 hours	
COM 1311 Survey of Mass Communication	3 hours
COM 1312 Writing for the Media	3 hours
COM 3353 Public Relations Strategies	3 hours
ENG 3303 Film Studies	3 hours
ENG 3305 Creative Writing	3 hours
ENG 3306 Technical Writing	3 hours
JOU 2312 Fundamentals of Journalism	3 hours
9 hours of literature classes from	9 hours
ENG 4312 Shakespeare	3 hours
ENG 4313 Renaissance and Seventeenth-Century Literature	3 hours
ENG 4315 The Romantic Era	3 hours
ENG 4316 Victorian Literature	3 hours

Education

English Language Arts and Reading cont.

ENG 4321 Modern Poetry	.3 hours
ENG 4322 American Romanticism	.3 hours
ENG 4323 American Realism	.3 hours
ENG 4324 Modern American Literature	.3 hours
ENG 4325 Christianity and Literature	.3 hours
9 hours skills/developmental classes	.9 hours
ENG 3302 Children's Literature	.3 hours
ENG 4302 Development of Drama	.3 hours
ENG 4303 Development of the Short Story	.3 hours
ENG 4304 Critical Approaches to Literature	.3 hours
ENG 4308 Topics in Literature	.3 hours
ENG 4336 Reading Across Cultures	.3 hours
ENG 3304 Advanced Grammar	.3 hours
ENG 4360 Language Arts for Teachers	.3 hours
ENG 4000 TExES Review in Secondary English	.0 hours
REA 4346 Teaching Reading in the Content Areas	.3 hours
COM 1310 Fundamentals of Human Communication	.3 hours

History36 hours

HIS 1310 U.S. History to 1877	.3 hours
HIS 1320 U.S. History Since 1877	.3 hours
HIS 2310 Western Civilization I	.3 hours
HIS 2320 Western Civilization II	.3 hours
HIS 2330 Non-Western Civilizations	.3 hours
HIS 4303 Europe Since 1919	.3 hours
HIS 4381 Post-War America: 1945-1981	.3 hours
HIS 4000 Preparation for the History TExES	.0 hours
12 hours advanced History elective hours	.12 hours

Life Science58 hours

BIO 1459 General Biology	.4 hours
BIO 1479 General Animal Biology	.4 hours
BIO 1489 General Plant Biology	.4 hours
BIO 2429 Comparative Vertebrate Anatomy	.4 hours
BIO 2439 Cell Biology	.4 hours
BIS 3419 Microbiology	.4 hours
BIO 4439 Genetics	.4 hours
BIO 4211 Senior Thesis and Assessment	.2 hours
BIO 4000 TExES Review for Secondary Teachers	.0 hours
BIO 4109 Research Proposal	.1 hour
BIO 4119 Research	.1 hour
BIO 3469 General Ecology	.4 hours
CHE 1479 General Chemistry I	.4 hours
CHE 1489 General Chemistry I	.14 hours
CHE 2331 Organic Chemistry I	.3 hours
CHE 2139 Organic Chemistry Laboratory I	.1 hour
CHE 2341 Organic Chemistry II	.3 hours
CHE 2149 Organic Chemistry Laboratory II	.1 hour
SCI 2318 Introductory Biostatistics	.3 hours
CIS 1339 Introduction to Information Technology	.3 hours

Mathematics42-43 hours

MAT 2451 Calculus I	4 hours
MAT 2461 Calculus II	4 hours
MAT 3302 Matrix and Linear Algebra	3 hours
MAT 3311 Abstract Algebra	3 hours
MAT 3322 Geometry	3 hours
MAT 3451 Differential Equations	4 hours
MAT 3361 Calculus III	3 hours
MAT 3381 Mathematics for Secondary Teachers	3 hours
MAT 4341 Probability and Statistics	3 hours
MAT 4000 TExES Review for Secondary Teachers	0 hours
MAT 4351 Real Analysis	3 hours
MAT 4361 Complex Analysis	3 hours
CIS 1359 Programming Logic	3 hours
MAT 4471 Introduction to Numerical Analysis	3-4 hours
or one additional programming course from	
CIS 2348 Internet and Gaming Programming	3 hours
CIS 2389 Object-Oriented Programming	3 hours
CIS 3329 Visual Programming	3 hours

Physical Science54 hours

CHE 1479 General Chemistry I	4 hours
CHE 1489 General Chemistry II	4 hours
CHE 2331 Organic Chemistry I	3 hours
CHE 2139 Organic Chemistry Laboratory I	1 hour
CHE 2341 Organic Chemistry II	3 hours
CHE 2149 Organic Chemistry Laboratory II	1 hour
CHE 3311 Physical Chemistry I	3 hours
CHE 3119 Physical Chemistry Laboratory I	1 hour
CHE 3321 Physical Chemistry II	3 hours
CHE 3129 Physical Chemistry Laboratory II	1 hour
CHE 3469 Quantitative Chemistry	4 hours
CHE 4381 Advanced Inorganic Chemistry	3 hours
CHE 4469 Instrumental Analysis	4 hours
CHE 4000 TExES Review for Secondary Teachers	0 hours
8 hours from	8 hours
PHY 1419 Gen. Physics I - 4 hours & PHY 1429 Gen. Physics II.	4 hours
or PHY 2439 Univ. Physics I - 4 hours & PHY 2449 Univ. Physics II	4 hours
MAT 2451 Calculus I	4 hours
MAT 2461 Calculus II	4 hours
ENG 3306 Technical Writing	3 hours

Education

Social Studies Composite Major54 hours

6 hours from6 hours
ECO 2301 Principles of Macroeconomics3 hours
and ECO 2302 Principles of Microeconomics3 hours
<i>or</i> ECO 2350 Political Economy3 hours
and ECO 4390 Economic Theory and Public Policy Analysis3 hours
HIS 1310 U.S. History to 18773 hours
HIS 1320 U.S. History Since 18773 hours
HIS 2310 Western Civilization I3 hours
HIS 2320 Western Civilization II3 hours
HIS 2330 Non-Western Civilizations3 hours
HIS 4000 Preparation for the History TExES0 hours
HIS 4303 Europe Since 19193 hours
6 hours advanced History6 hours
GEG 2310 Introduction to World Geography3 hours
GEG 3300 Regional Studies3 hours
<i>or</i> GEG 3320 Economic Geography3 hours
POS 2311 American Government3 hours
<i>and</i>	
POS 2340 Social Studies of Texas3 hours
<i>or</i> POS 2322 Comparative State and Local Government3 hours
HIS 4382 Contemporary U.S. History3 hours
9 hours from9 hours
POS 3321 Comparative Government3 hours
POS 3361 International Relations Theory and Practice3 hours
POS 3371 The American Presidency3 hours
POS 3381 Political Theory3 hours
POS 4303 Political Parties and Special Interest Groups3 hours
POS 4389 American Foreign Policy3 hours
POS 4391 The American Congress3 hours
POS 4392 Christianity, Ethics, and Politics3 hours

Speech Communication36 hours

COM 1310 Fundamentals of Human Communication3 hours
COM 1311 Survey of Mass Communication3 hours
COM 1312 Writing for the Media3 hours
COM 2320 Interpersonal Communication3 hours
COM 2330 Small Group Communication3 hours
COM 3312 Oral Interpretation3 hours
COM 3324 Organizational Communication3 hours
COM 3333 Rhetorical Criticism3 hours
COM 3341 Argumentation and Debate3 hours
COM 3350 Intercultural Communication3 hours
COM 4310 Communication Theories3 hours
COM 4343 Persuasion3 hours

ALL-LEVEL: EARLY CHILDHOOD – GRADE 12 DEGREE REQUIREMENTS

General Education

The General Education requirements for All-level teaching fields are the same as those required for the High School: Grade 8 – Grade 12 degrees. Bachelor of Arts page 183, Bachelor of Science page 184, Bachelor of Music page 99.

ALL-LEVEL: EARLY CHILDHOOD - GRADE 12

All-level Professional Education

(Courses apply to all bachelor degrees.)

EDU 3310 Psychological Foundations I3 hours
EDU 3330 Philosophical Foundations II3 hours
EDU 4339 Secondary Educational Technology3 hours
EDU 4349 Elementary Instructional Resources3 hours
EDU 4365 Student Teaching in Elementary Schools3 hours
EDU 4390 Student Teaching in Secondary Schools3 hours
EDU 4000 TExES Review0 hours
REA 4346 Teaching Reading in the Content Areas3 hours
Total All-Level: Early Childhood-Grade 12 Professional Education	21 hours

Requirements for All-level Teaching Fields Offered

Art36 hours
ART 1311 Drawing I.....	.3 hours
ART 1321 Drawing II3 hours
ART 1351 Basic Design.....	.3 hours
ART 2311 Art for Elementary Teachers.....	.3 hours
ART 2321 Painting and Composition I.....	.3 hours
ART2331 Painting and Composition II3 hours
ART 3312 Art History: Survey I.....	.3 hours
ART 3322 Art History: Survey II3 hours
ART 3334 Fundamentals of Layout and Design.....	.3 hours
ART 3339 Digital Image Manipulation3 hours
ART 4306 Ceramics I.....	.3 hours
ART 4311 Crafts3 hours

(All-level Art is available as Bachelor of Arts or Bachelor of Science)

Education

Music Education - Instrumental Major + Music Common Core - Total Hours - 66-67

Courses Required for Major 38-39 hours

Applied	16 hours
Concentration	12 hours
Secondary	4 hours
Ensemble	6 hours
Band	6 hours
Upper Level Theory	2 hours
MUS 4253 Arranging	2 hours
Pedagogy / Skills	12-13 hours
One from the following	1 hour
VOI 1111 Private Voice	1 hour
MUS 1193-4193 University Singers	1 hour
MUS 1194-4194 Concert Choir	1 hour
MUS 3286 Instrumental Conducting	2 hours
MUS 2147 String Techniques	1 hour
MUS 2167 Woodwind Techniques	1 hour
MUS 2187 Brass Techniques	1 hour
MUS 2188 Percussion Techniques	1 hour
MUS 3384 Music for Children	3 hours
MUS 3265 Secondary Instrumental Methods	2 hours
MUS 1161 Keyboard Skills Class (Piano majors only)	1 hour
MUS 4014 Senior Recital (half)	0 hours
MUS 4000 Capstone Course in Musical Thinking	0 hours
Music Electives	2 hours

Music Common Core 28 hours

MUS 1371 Introduction to Music Technology	3 hours
MUS 1213 Music Theory I	2 hours
MUS1233 Sight Singing and Ear Training I	2 hours
MUS 1214 Music Theory II	2 hours
MUS 1234 Sight Singing & Ear Training II	2 hours
MUS 2213 Music Theory III	2 hours
MUS 2233 Sight Singing & Ear Training III	2 hours
MUS 2214 Music Theory IV	2 hours
MUS 2234 Sight Singing & Ear Training IV (Form and Analysis Included)	2 hours
MUS 2152 Music Research Skills	1 hour
MUS 2353 Music History I (Medieval - Classical)	3 hours
MUS 2354 Music History II (Romantic - Contemporary)	3 hours
MUS 3353 Music History III (Popular/Ethno-musicology) [Hours in Gen Ed]	3 hours
MUS 3266 Elementary Conducting	2 hours
MUS 0070 Recital Hour - 6 semesters required	0 hours

(All-level Music Education – Instrumental available only as a Bachelor of Music degree.)

Music Education - Choral Major + Music Common Core - Total Hours - 66

Courses Required for Major 38 hours

Applied	16 hours
Concentration	12 hours
Secondary	4 hours
Ensemble	7 hours
Choir	7 hours
Upper Level Theory	2 hours
MUS 4253 Arranging	2 hours

Pedagogy / Skills	11 hours
MUS 2160 Vocal Diction I	1 hour
MUS 2163 Vocal Diction II	1 hour
MUS 2237 Instrumental Techniques	2 hours
MUS 3276 Choral Conducting	2 hours
MUS 3384 Music for Children	3 hours
MUS 3264 Secondary Choral Methods	2 hours
MUS 4014 Senior Recital (half)	0 hours
MUS 4000 Capstone Course in Musical Thinking	0 hours
Music Electives	2 hours
Music Common Core	28 hours
MUS 1371 Introduction to Music Technology	3 hours
MUS 1213 Music Theory I	2 hours
MUS1233 Sight Singing and Ear Training I	2 hours
MUS 1214 Music Theory II	2 hours
MUS 1234 Sight Singing & Ear Training II	2 hours
MUS 2213 Music Theory III	2 hours
MUS 2233 Sight Singing & Ear Training III	2 hours
MUS 2214 Music Theory IV	2 hours
MUS 2234 Sight Singing & Ear Training IV (Form and Analysis Included)	2 hours
MUS 2152 Music Research Skills	1 hour
MUS 2353 Music History I (Medieval - Classical)	3 hours
MUS 2354 Music History II (Romantic - Contemporary)	3 hours
MUS 3353 Music History III (Popular/Ethno-musicology) [Hours in Gen Ed]	3 hours
MUS 3266 Elementary Conducting	2 hours
MUS 0070 Recital Hour - 6 semesters required	0 hours
(All-level Music Education – Choral is available only as a Bachelor of Music degree.)	

Physical Education - Major + ESS Core + ESS Capstone - Total Hours - 40 hours

Courses Required for Major	19 hours
ESS 1100 Principles of Personal Fitness and Wellness	1 hour
ESS 1351 Emergency Responder	3 hours
or ESS 1352 First Aid Instructor	3 hours
ESS 2150 Safety, First Aid and CPR	1 hour
ESS 2400 Teaching Physical Education for Learning	4 hours
ESS 3327 Strategies for Teaching Elementary Physical Education	3 hours
ESS 4000 TExES Review - Physical Education	0 hours
ESS 4326 Essentials of Secondary Physical Education	3 hours
ESS 4328 Adaptive Physical Education	3 hours
Exercise & Sport Science Core	18 hours
ESS 1301 Foundations of Physical Education	3 hours
ESS 2110 Fitness Activities	1 hour
ESS 2259 Nutrition for Competitive Athletics	2 hours
ESS 3303 Kinesiology	3 hours
ESS 3304 Exercise Physiology	3 hours
ESS 3325 Lifespan Motor Development	3 hours
ESS 4305 Tests and Measurements in Physical Education	3 hours
Exercise & Sport Science Capstone	3 hours
ESS 4306 Issues in Health, Sports and Exercise	3 hours
(All-level Physical Education is available only as a Bachelor of Science degree.)	

Education

Spanish	33 hours
SPA 1311 Elementary Spanish I	3 hours
SPA 1312 Elementary Spanish II	3 hours
SPA 2311 Intermediate Spanish I	3 hours
SPA 2312 Intermediate Spanish II	3 hours
SPA 3350 Advanced Grammar and Composition	3 hours
SPA 4000 LOTE Review in Spanish	0 hours
SPA 4311 Senior Seminar for Spanish Teachers and Majors	3 hours
SPA 3302 International Experience: Spain	3 hours
or SPA 3311 International Experience: Spanish-America	3 hours
12 Hours Advanced Spanish Electives, chosen in consultation with advisor	12 hours

(All-level Spanish is available only as a Bachelor of Arts degree.)

Theatre Arts	33 hours
THR 1118 Theatre Activity	2 hours
THR 1311 Introduction to the Theatre	3 hours
THR 2371 Fundamentals of Acting	3 hours
THR 2431 Stagecraft	4 hours
THR 3311 Oral Interpretation	3 hours
THR 3331 Stage Lighting	3 hours
THR 3351 Advanced Stage Acting	3 hours
THR 4321 Creative Dramatics	3 hours
THR 4341 Stage Directing	3 hours
THR 4361 History of the Theatre I	3 hours
THR 4362 History of the Theatre II	3 hours

(All-level Theatre Arts is available as a Bachelor of Arts or Bachelor of Science degree.)

Interdisciplinary Studies Major

With approval from the dean of the School of Education, a student may substitute 6 additional hours of approved electives in lieu of student teaching; however, such action will exclude the student from being eligible for teacher certification.

BACHELOR OF ARTS INTERDISCIPLINARY CORE CURRICULUM

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

* = **Courses not part of General Education, Additional Degree Requirements or Professional Education.**

Language Arts	15 hours
<i>ENG 1311 English Composition I</i>	<i>3 hours</i>
<i>ENG 1312 English Composition II</i>	<i>3 hours</i>
<i>ENG 2351, 2353 or 2373</i>	<i>3 hours</i>
<i>COM 1310 Fundamentals of Human Communication</i>	<i>3 hours</i>
*ENG 3302 Children's Literature	3 hours

Mathematics	11 hours
<i>EDU 4205 Teaching Math in the Elementary School</i>	<i>2 hours</i>
<i>MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher</i>	<i>3 hours</i>
*MAT 1371 Math for Elementary Teachers I	3 hours
*MAT 3321 Math for Elementary Teachers II	3 hours
Science	14 hours
<i>EDU 4204 Teaching Science in the Elementary School</i>	<i>2 hours</i>
<i>Life Science or Physical Science with Lab chosen from the approved list</i>	<i>4 hours</i>
*BIO 1419 Life Science for Elementary Education	4 hours
*PSC 1419 Physical Science for Elementary Education	4 hours
Social Studies	17 hours
<i>EDU 4206 Teaching Social Studies in the Elementary School</i>	<i>2 hours</i>
<i>HIS 1310 U.S. History to 1877</i>	<i>3 hours</i>
<i>HIS 1320 U.S. History Since 1877</i>	<i>3 hours</i>
<i>POS 2340 Social Studies of Texas</i>	<i>3 hours</i>
*POS 2311 American Government	3 hours
*GEG 2310 Geography for Elementary Education	3 hours
Fine Arts	12 hours
<i>Fine Arts Appreciation course chosen from the approved list</i>	<i>3 hours</i>
*ART 2311 Art for Elementary Teachers	3 hours
*MUS 3384 Music for Children	3 hours
*THR 4321 Creative Dramatics	3 hours
Reading	12 hours
*REA 4345 Teaching Reading in the Elementary School	3 hours
*REA 4346 Teaching Reading in the Content Areas	3 hours
*REA 4347 Teaching Developmental Reading	3 hours
*REA 4348 Diagnosis & Remediation of Reading Difficulties	3 hours
Total Bachelor of Arts Core Curriculum Not Counted Elsewhere 44 hours	

BACHELOR OF SCIENCE INTERDISCIPLINARY CORE CURRICULUM

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

* = Courses not part of General Education, Additional Degree Requirements or Professional Education.

Language Arts	15 hours
<i>ENG 1311 English Composition I</i>	<i>3 hours</i>
<i>ENG 1312 English Composition II</i>	<i>3 hours</i>
<i>ENG 2351, 2353 or 2373</i>	<i>3 hours</i>
<i>COM 1310 Fundamentals of Human Communication</i>	<i>3 hours</i>
*ENG 3302 Children's Literature	3 hours
Mathematics	11 hours
<i>EDU 4205 Teaching Math in the Elementary School</i>	<i>2 hours</i>
<i>MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher</i>	<i>3 hours</i>
<i>MAT 1371 Math for Elementary Teachers I</i>	<i>3 hours</i>
<i>MAT 3321 Math for Elementary Teachers II</i>	<i>3 hours</i>
Science	14 hours
<i>EDU 4204 Teaching Science in the Elementary School</i>	<i>2 hours</i>
<i>Life Science or Physical Science with Lab chosen from the approved list</i>	<i>4 hours</i>
<i>BIO 1419 Life Science for Elementary Education</i>	<i>4 hours</i>
<i>PSC 1419 Physical Science for Elementary Education</i>	<i>4 hours</i>

Education

Social Studies	17 hours
<i>EDU 4206 Teaching Social Studies in the Elementary School</i>	<i>2 hours</i>
<i>HIS 1310 U.S. History to 1877</i>	<i>3 hours</i>
<i>HIS 1320 U.S. History Since 1877</i>	<i>3 hours</i>
<i>POS 2340 Social Studies of Texas</i>	<i>3 hours</i>
*POS 2311 American Government3 hours
*GEG 2310 Geography for Elementary Education3 hours
Fine Arts	12 hours
<i>Fine Arts Appreciation course chosen from the approved list</i>	<i>3 hours</i>
*ART 2311 Art for Elementary Teachers3 hours
*MUS 3384 Music for Children3 hours
*THR 4321 Creative Dramatics3 hours
Reading	12 hours
*REA 4345 Teaching Reading in the Elementary School3 hours
*REA 4346 Teaching Reading in the Content Areas3 hours
*REA 4347 Teaching Developmental Reading3 hours
*REA 4348 Diagnosis & Remediation of Reading Difficulties3 hours
Total Bachelor of Science Core Curriculum Not Counted Elsewhere	30 hours

Interdisciplinary Studies Major Professional Education (Professional Education courses apply to both the Bachelor of Arts and the Bachelor of Science degrees.)

EDU 3310 Foundations I (Psychological)3 hours
EDU 3330 Foundations II (Philosophical)3 hours
EDU 3314 Education of the Young Child3 hours
EDU 4204 Teaching Science in the Elementary School2 hours
EDU 4205 Teaching Mathematics in the Elementary School2 hours
EDU 4206 Teaching Social Studies in the Elementary School2 hours
EDU 4349 Elementary Instructional Resources3 hours
EDU 4354 Language Acquisition and Development3 hours
EDU 4375 Portfolio and Technology Applications3 hours
EDU 4000 TExES Review0 hours
Approved Elective or EDU 4365 Student Teaching-Elem/Middle Schools3 hours
Approved Elective or EDU 4370 Student Teaching-Elem/Middle Schools3 hours
Total Interdisciplinary Studies Major Professional Education	30 hours
Total Interdisciplinary Studies Major	54 hours

(NOTE: General Education and Professional Education hours excluded from the Major Hours total.)

Education

EDUCATION 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: Dean's approval.

One to six semester hours

EDUCATION 3310. FOUNDATIONS I (Psychological).

This course is the prerequisite to all other education courses and must be taken first. It is a study of the principles and theories of the psychology of learning and teaching and the study of the developmental characteristics of learners birth through adulthood. The principles of special education and of measurement and evaluation of student achievement are included. Must do 22 clock hours of field experience in an SBEC accredited school. Fall (2 sections), Spring (1 section), Summer (1 section).

Prerequisite: Sixty semester hours and admission to the Teacher Education Program.

Three semester hours

EDUCATION 3314. EDUCATION OF THE YOUNG CHILD.

A survey of history and philosophy of early childhood education with a comparison to current trends and issues. Topics include characteristics of pre-kindergarten through fourth grade, dimensions of diversity, state standards, principles of learning, techniques of evaluation, integrating instructional technology and cooperation with parents/community in meeting developmentally appropriate practices. Fall only.

Prerequisite: EDU 3310 (EDU 3310 may be taken concurrently)

and admission to Teacher Education Program.

Three semester hours

EDUCATION 3330. FOUNDATIONS II (Philosophical).

The teaching-learning process as applied to diverse populations is studied from various philosophical viewpoints. The legal and ethical requirements of the public school system are included as well as multi-cultural aspects of education. Must do 23 clock hours of field experience in an SBEC accredited school. Fall (1 section), Spring (2 sections), Summer (1 section).

Prerequisite: Sixty semester hours, EDU 3310 or concurrent enrollment in 3310

and admission to the Teacher Education Program.

Three semester hours

EDUCATION 4000. TExES REVIEW — PROFESSIONAL DEVELOPMENT.

This is a course which must be taken and passed the semester just prior to student teaching admission. Designed to help students pass the professional development exam of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail. Fall and Spring only.

Prerequisite: EDU 3310, 3330, admission to Teacher Education Program.

No credit hours

EDUCATION 4001. TExES REVIEW - ELEMENTARY EDUCATION (EC-6).

This is a course which must be taken and passed the semester just prior to student teaching admission. Designed to help students pass the Early Childhood through Grade 6 (EC-6) content exam of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail. Fall and Spring only.

Prerequisite: EDU 3310, 3330, admission to Teacher Education Program.

No credit hours

EDUCATION 4108, 4208, 4408, 4608. INSTITUTE WORKSHOP.

One to six hours credit designed for a special short-term concentrated course for a specific need.

Prerequisite: EDU 3310 and admission to the Teacher Education Program. One to six semester hours

EDUCATION 4204. TEACHING SCIENCE IN THE ELEMENTARY SCHOOL.

A study of content, materials education and methods will be applied to the elementary science curriculum; required of students seeking credentials in the elementary school. At least 5 hours of field experience in elementary science classes will be required in addition to regular class times. Field-based course. Fall, Spring.

Prerequisite: EDU 3310 and 3330 (or EDU 3310 and 3330 may be taken concurrently);

and admission to the Teacher Education Program.

Two semester hours

EDUCATION 4205. TEACHING MATHEMATICS IN THE ELEMENTARY SCHOOL.

A study of mathematical thinking, including concepts, computational skills, problem solving and lesson plan development as applied to the elementary school. Field-based course. Fall, Spring.

Prerequisite: EDU 3310 and 3330 (or EDU 3310 and 3330 may be taken concurrently),

MAT 1351, 1371, 3321 (or MAT 3321 may be taken concurrently);

and admission to the Teacher Education Program.

Two semester hours

EDUCATION 4206. TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL.

A course to emphasize the role of the elementary school teacher in planning, developing and utilizing educationally sound approaches in the teaching of social studies. Pre-service students will deal with traditional and innovative practices used in providing children with life experiences. Field-based course. Fall, Spring.

Prerequisite: EDU 3310 and 3330 (or EDU 3310 and 3330 may be taken concurrently);

admission to the Teacher Education Program.

Two semester hours

Education

EDUCATION 4319. MIDDLE SCHOOL FOUNDATIONS.

This course focuses on the transitional distinctiveness of the middle school experience as distinguished from both the elementary and high school years. Moreover, the middle school as an instructional unit is also clearly distinguished from the junior high. Special attention is paid to such issues as developmentally appropriate curriculum and instruction, academic teaming, adolescent social development, and student advising. Spring.

*Prerequisite: EDU 3310, 3330 (or EDU 3330 may be taken concurrently),
and admission to the Teacher Education Program.*

Three semester hours

EDUCATION 4329. SECONDARY METHODS AND CURRICULUM.

This course is an exploration of curricular issues (such as state curriculum standards, curricular design, scope and sequence and principles of curriculum development) coupled with secondary instructional methodology. Classroom management and discipline will be related to the various strategies. Field-based. TO BE TAKEN THE SEMESTER PRIOR TO STUDENT TEACHING. Fall, Spring.

*Prerequisite: EDU 3310 and 3330 (or EDU 3330 may be taken concurrently)
and admission to the Teacher Education Program.*

Three semester hours

EDUCATION 4339. SECONDARY EDUCATIONAL TECHNOLOGY.

This is a course in methodology and application. Development of an electronic portfolio, including an interdisciplinary unit. Educational computer technology, media and multimedia will be explored so students will be able to utilize current technology in the process of teaching all-level and secondary students. To be taken the semester before student teaching. Fall, Spring.

*Prerequisite: EDU 3310 and 3330 (or EDU 3330 may be taken concurrently)
and admission to the Teacher Education Program.*

Three semester hours

EDUCATION 4344. STUDENT TEACHING IN THE ELEMENTARY SCHOOL EARLY CHILDHOOD.

Directed observation and participation in the public schools at the early childhood level. Fall and Spring only.

Prerequisite: Admission to student teaching.

Three semester hours

EDUCATION 4349. ELEMENTARY INSTRUCTIONAL RESOURCES.

A course to include the development of aims and objectives of instruction and the preparation of the software to accomplish these goals. Special emphasis will be given to classroom management, unit planning, daily lesson planning and resources available to the classroom teacher. Field-based course. Fall, Spring.

*Prerequisite: EDU 3310, 3330 (or EDU 3330 may be taken concurrently) and
admission to Teacher Education Program.*

Three semester hours

EDUCATION 4354. LANGUAGE ACQUISITION AND DEVELOPMENT.

Examination of teaching strategies, questioning techniques, and learning theories in the development of children's emergent literacy by identifying problems through the language arts. Language development will be analyzed through investigation of developmental stages, prior experience, and individualization of diverse learners. Spring only.

*Prerequisites: EDU 3310, 3330 (or EDU 3310 and 3330 may be taken concurrently),
and admission to the Teacher Education Program.*

Three semester hours

EDUCATION 4365/4370. STUDENT TEACHING IN THE ELEMENTARY SCHOOL.

Directed observation and participation in the public schools at the elementary level is required of students majoring in elementary education. Fall, Spring.

Prerequisite: Senior standing; admission to student teaching. Three semester hours each 7-1/2 weeks

EDUCATION 4365/4380. STUDENT TEACHING IN THE MIDDLE SCHOOL.

This course emphasizes directed observation and participation in the public school program at the middle school level. Required for middle school certification. Fall and Spring only.

*Prerequisite: EDU 3310, 3330; senior standing;
admission to student teaching.*

Three semester hours over a 7 1/2-weeks.

EDUCATION 4365/4390. STUDENT TEACHING IN ALL GRADES.

Directed observation and participation in the public school at both the elementary and secondary levels. Required of students applying for all-level certification. Fall, Spring.

Prerequisite: EDU 3310, 3330; senior standing; Secondary—Three semester hours and admission to student teaching. Elementary—Three semester hours

EDUCATION 4375. PORTFOLIO AND TECHNOLOGY APPLICATIONS.

Students will complete their own professional portfolios using advanced technology. State-of-the-art technology and software will be utilized by elementary student teachers during the fifteen week student teaching program. This is the capstone seminar for assimilating all coursework and student experiences. Fall, Spring.

Prerequisite: EDU 3310, 3330, admission to the Teacher Education Program and senior standing; suggest it be taken during elementary student teaching. Three semester hours

EDUCATION 4385/4390. STUDENT TEACHING IN THE SECONDARY SCHOOL.

This course emphasizes directed observation and participation in the public school program at the secondary level. Required for secondary certification. Fall and Spring only.

Prerequisite: EDU 3310, 3330; senior standing; admission to student teaching. Three semester hours each 7-1/2 weeks

EDUCATION 4391. INTERNSHIP FOR TEACHERS I.

A supervised teaching internship of one semester in public or accredited private schools. The intern may be a teacher of record drawing pay at one of the certification levels and/or early childhood endorsement. Current Texas certification standards must be met.

Prerequisite: Permission of dean/certification officer and admission to student teaching. Three semester hours

EDUCATION 4392. INTERNSHIP FOR TEACHERS II.

A second semester of a supervised teaching internship in public or accredited private schools. The intern may be a teacher of record drawing pay at one of the certification levels and/or early childhood endorsement. Current Texas certification standards must be met.

Prerequisite: Permission of dean/certification officer and admission to student teaching. Three semester hours

Reading

READING 4345. TEACHING READING IN THE ELEMENTARY SCHOOL.

The theory and practice of the reading process is emphasized. Research-based, best practice principles are applied to effective literacy instruction. Students develop a balanced literacy framework incorporating social and affective aspects, plus metacognitive, discourse, syntactic, vocabulary, and decoding knowledge **For education majors only.** Fall, Spring.

Prerequisite: Junior standing; Admission to the Teacher Education Program. Three semester hours

READING 4346. TEACHING READING IN THE CONTENT AREAS.

The importance of each teacher stressing reading in academic areas and techniques which can be used in content areas to improve reading. **For education majors only.** Fall, Spring.

Prerequisite: Junior standing; Admission to the Teacher Education Program. Three semester hours

READING 4347. TEACHING DEVELOPMENTAL READING.

A course designed to introduce techniques for the development of comprehension, vocabulary, rate, diagnosis, motivation, and evaluation used in teaching developmental reading. A special focus will be given to multicultural approaches and remedial procedures. Students will be required to participate in clinical reading experiences. **For education majors only.**

Prerequisite: REA 4345; Admission to the Teacher Education Program. Three semester hours

Exercise and Sport Science

READING 4348. DIAGNOSIS AND REMEDIATION OF READING DIFFICULTIES.

The purpose of this course is to survey various types of reading assessments and examine reading difficulties, their cause, and correction. Special emphasis will be given to formal and informal instruments of assessing reading skills. Students will be required to conduct a case study with an elementary child who is reading below grade level. **For education majors only.**

Prerequisite: REA 4345; Admission to the Teacher Education Program.

Three semester hours

Department of Exercise and Sport Science

Rick Beelby, Ed.D. - Head

FACULTY: Curly Cox, M.S.; Scott Owen, M.A.; Kimberly Rosato, M.S.; Mike Terrill, M.S.

PART-TIME/ADJUNCT FACULTY: Charles Boland, M.B.A.; Teresa Cavitt, B.A.; Justin Crossland, B.A.; James Darby; Troy Drummond, B.A.; David Foster, M.Ed.; Gene Kirkpatrick, M.Ed.; Sam McCutchen, M.A., M.Ed.; Jerome Nowowiejski, B.S; Susan Oliver, M.Ed.; Kara Taylor, M.Ed.; Lance Unger, B.B.A; Larry Walls, M.S.

The department of exercise and sport science (ESS) serves the university in two unique ways. The department provides a general education physical activity program for all students and professional preparation programs for students interested in careers in human movement studies (additional information in the Glossary). Two majors are offered: Exercise and Sport Science and Athletic Training.

General Education Physical Activity Program

The general education physical activity program provides opportunity for students, completing degree requirements under the 2012-2013 catalog, to fulfill the general education requirement of a one-hour lecture class (**Principles of Personal Fitness and Wellness, ESS 1100**) that focuses on the fundamental knowledge of the processes and benefits of lifetime physical fitness and wellness and two, one-hour physical activity classes (**a class A and a class B or two class A physical activity classes**). ESS 1100 is the prerequisite for physical activity classes that are taken to fulfill the general education requirement. Students completing degree requirements in catalogs prior to the 2012-2013 catalog should see General Requirements for Degrees beginning on page 87. The student is expected to demonstrate a level of knowledge and psychomotor skill competency commensurate with lifetime physical activity that allows for 1) physical fitness appropriate for maintaining good health, 2) neuromuscular skills and knowledge of physical activity appropriate for maintaining continued involvement in lifetime recreational activities, and 3) the understanding of the value of human movement as it relates to beneficial psychological and spiritual health.

A variety of activities are offered in an attempt to meet expected outcomes, as stated above, for a diverse student population. Activities are classified A, B or C. Class A activities emphasize health-related physical fitness. Class B activities emphasize psychomotor skills and social-psychological learning experiences that are specific to participation in dual and team activities. Class C activities are varsity athletics and may fulfill the general education requirement for graduation beginning in the 2012-2013 catalog and may count for credit - one time only. In catalogs prior to 2012-2013, varsity athletics do not fulfill the general education requirement for graduation but may count, one time only, as an elective credit. The credit value of each exercise and sport science physical activity class may be one or two credit hours; however, only one credit hour may be credited toward the graduation requirement for successful completion for each of the two activity courses.

Graduation Requirements in the 2012-2013 catalog. All students are required to successfully complete

ESS 1100 that focuses on an understanding of the processes within physical activity for obtaining life-time physical fitness and wellness, and two activity courses (two class A, or one class A and one class B or one of the combinations listed on page 88). Activity courses cannot be repeated for credit. No more than four hours of physical activity, including varsity athletic credit, can be counted toward a degree. However, when required as part of a major, minor, area of interest, or certification such as those in Exercise and Sport Science, more than four hours of physical activity classes may be counted toward a degree. Varsity athletic credit may be used only once.

Professional Preparation Programs

Fulfillment of the 2012-2013 General Education Exercise and Sport Science requirement for physical activity may be satisfied taking ESS 1100 and two activity courses (two class A, or one class A and one class B or one of the combinations listed on page 88) with the exception of those students wishing to take the Physical Education All-Level Certification area of interest. Students with an area of interest in All-Level Teacher Certification within the ESS major should take ESS 3130 and ESS 3140 to satisfy the General Education physical activity credit.

Through courses in exercise and sport science, students will be given the opportunity to develop knowledge and skills necessary for successful careers in physical education, exercise and sport management, coaching, personal training, recreation, and athletic training. Additionally students will be able to prepare for the rigorous physical fitness demands required for those seeking careers in emergency and disaster response, police work, firefighting, and the military. The programs are multidisciplinary in nature.

Bachelor of Science in Exercise and Sport Science Areas of Interest

The Bachelor of Science Degree in Exercise and Sport Science consists of 36 to 39 hours depending on the student's area of interest. The major includes an 18 hour core consisting of ESS 1301, 2110, 2259, 3303, 3304, 3325, 4305 and a 3-hour capstone course of ESS 4306. An additional 15 to 18 hours in exercise and sport science complete the requirements for the major. The capstone course unifies the exercise and sport science major and provides a forum in which the student's mastery of the major can be demonstrated. Students may elect one of the following five areas of interest:

Physical Education with All-Level Teacher Certification: 18 hours consisting of ESS 1351 or 1352, 2150, 2400, 3327, 4000, 4326, and 4328.

Physical Education: 17 hours consisting of ESS 1100; ESS 1351 or 1352; ESS 2150; 2 hours from ESS 2210, 2212, 2214, 2216, 2217, 2218, 2220, 2222, 2224, or 3270; 2 hours from ESS 2262, 2263, or 2264; 3130 and 3140; 1 hour from 4129, 4130, or 4131; 4331; and 2 hours from the Class A or Class B physical activities.

Exercise and Sport Management: 18 hours consisting of ESS 1100, ESS 1351 or 1352; ESS 2150; ESS 3130 or 3140; 2 hours from ESS 2210, 2212, 2214, 2216, 2217, 2218, 2220, 2222, 2224, or 3270; 4 hours from ESS 2262, 2263 or 2264; 3 hours from 4130 and/or 4131; and 4331.

Coaching: 19 hours consisting of ESS 1100; ESS 1351 or 1352; ESS 2150; 4 hours from ESS 2210, 2212, 2214, 2216, 2217, 2218, 2220, 2222, or 2224; 2 hours from ESS 2262, 2263 or 2264; 2260; 2261; 4130; and 4331.

Personal Trainer: 19 hours consisting of ESS 1100; 1110; 1209; ESS 1351; ESS 2150; 4234; 4331, 4333; 1209; 1110; and 3 hours from the Class A or Class B physical activities.

Exercise and Sport Science Minors

Exercise and Sport Science General Minor: 24 hours consisting of ESS 1301; 1351 or 1352; ESS 2150; 2 hours from ESS 2210, 2212, 2214, 2216, 2217, 2218, 2220, 2222, and 2224; 2259; 2260; 2261; 2 hours from ESS 2262 or 2263; 3325; and 4 elective ESS hours.

Exercise and Sport Science Coaching Minor: 24 hours consisting of ESS 1301; 1351; 2110; 2150; 2259; 2260; 2261; 2 hours from 2262 or 2263; 4130; 4331; and 4 hours from ESS 2210, 2212, 2214, 2216, 2217, 2218, 2220, 2222, and 2224.

Exercise and Sport Science Soccer Minor: 24 hours consisting of ESS 1301; 1351; 2110; 2150; 2216; 2217; 2264; 2259; 2260; 2261; 2264; 4130; 4331.

Exercise and Sport Science for Youth Ministry Minor: 24 hours consisting of ESS 1101; 1115; 1351 or 1352; CED 2342; ESS 2150; 2259; 2260; 2261; 3270; 2 hours from ESS 2210, 2212, 2214, 2216, 2217, 2218, 2220, 2222, and 2224; 2 hours from ESS 2262, 2263, or 2264; and 3 hours from the Class A or Class B physical activities.

Exercise and Sport Science Outdoor Recreation Leadership Minor: 23-24 hours consisting of ESS 1101; 1103; 1116; 1351 or 1352; 2150; 2260; 2261; 3270; 3271; 3272; 4131; 4306; 3 hours from 1 of the following 5 series: (1) 1101, 1120, 1105; (2) 1116, 1117, 1118; (3) 1102, 1104, 1106; (4) 1125, 1126, 1127; or (5) 1137, 1151, 1152; and 1 or 2 hours ESS elective.

Exercise and Sport Science Intramural Recreation Leadership Minor: 24 hours consisting of ESS 1115; 1116; 1351 or 1352; 2150; 2260; 2261; 2262; 2263; 4131; 4306; 4331; and 3 hours from the Class A or Class B physical activities.

Program Requirements

Laboratory science requirements for all ESS areas of interest and ESS minors are BIO 2489 and 2499.

Varsity athletic credit (Class C) may be used for elective credit only and only one semester hour of varsity credit may be used in meeting degree requirements.

Students taking a two credit hour physical activity course may receive only one hour of credit toward General Education-Exercise and Sport Science activity course requirement.

Any person who has been honorably discharged from the military may receive two semester hours of credit for six months active duty. This credit may be used to fulfill the General Education-Exercise and Sport Science activity course requirement. A copy of VA Form DD-214 must be on file in the Registrar's Office before credit may be granted.

Exercise and sport science majors and minors are required to successfully complete each ESS course with a grade of "C" or better.

Program Admission

A. Enrollment in advanced ESS courses (3000 and 4000 level) for ESS majors or ESS minor is contingent upon:

1. a minimum grade of "C" in: ESS 1100, 1301, 2150 or 1351 or 1352, 2110, 2260 and 2261.
2. completion of an application for admission and an interview with ESS faculty.

B. **Other Majors.** Students in other programs with required advanced ESS courses (pre-physical therapy, elementary education) must meet the admission requirements of that program and should consult their major advisor before enrolling.

Physical Education Teacher Certification Admission to Teacher Education Program (TEP)

Exercise and sport science majors whose area of interest is all-level physical education, and who seek teacher certification, must be recommended by the faculty of the department of exercise and sport science to the Teacher Education Program (TEP) and to student teaching or internship. Criteria for recommendation are published in this catalog beginning on page 172 and in the Teacher Education Handbook.

Athletic Training Education Program

The Athletic Training Education Program (ATEP) is designed for the purpose of preparing students for careers in the field of athletic training. All athletic trainers who wish to practice in the State of Texas must be licensed by the Texas Department of Health, Advisory Board of Athletic Trainers. Students of Howard Payne University seeking to become eligible to sit for the athletic training licensure exam must meet the requirements listed below.

1. Earned baccalaureate degree;
2. Successful completion of BIO 2489, BIO 2499, ESS 2259, ESS 3303, ESS 3304, ATR 1351, ATR 1352, ATR 2351, ATR 3351, ATR 3354, and ATR 4351. A minimum grade of "C" is required for all courses.
3. Successful completion of an apprenticeship program directed by the Howard Payne University ATEP Director, which consists of 1800 clock hours completed during at least five fall and/or spring semesters;
4. Current certification in standard first aid and adult Professional CPR.

All students wishing to pursue this program must complete the following requirements before enrolling in ATR 2351 and beyond:

1. Submission of an application, high school and college (if applicable) academic records, a resume, and 2 letters of recommendation to the ATEP Director*
2. Provide documentation of a current medical / health history and physical examination*
3. Interview with the ATEP Director or designee*
4. Successfully complete ATR 1351, 1101, and BIO 2489 with a grade of "C" or better

* Students are encouraged to complete numbers 1-3 before enrolling in ATR 1351.

The HPU Athletic Training Program is currently pursuing accreditation by the Commission on Accreditation of Athletic Training Education (CAATE). Once CAATE accreditation is granted, students who have completed the CAATE accredited ATEP will be eligible to sit for the National Athletic Trainer Association Board of Certification (NATABOC) exam.

Students pursuing careers as athletic trainers are encouraged to complete the requirements for teacher certification in the subject concentration of their choice.

The Bachelor of Science Degree in Athletic Training consists of 48 hours. The major includes a 24 hour core consisting of ATR 1351, 1352, 2251, 2252, 2253, 3351, 3354, 3355, and 4351, as well as a minimum of 6 academic hours of ATR practicum class taken sequentially one per semester. An additional 8 hours in exercise and sport science, ESS 2259, ESS 3303, and ESS 3304, and 8 hours of biology, BIO 2489 and BIO 2499 complete the requirements for the major.

The Athletic Training Minor consists of 38 hours to meet the minimum course requirements set forth by the Texas Department of Health, Advisory Board of Athletic Trainers. The minor includes a core of 17 ATR hours consisting of ATR 1351, ATR 1352, ATR 2251, ATR 3351, ATR 3354, and ATR 4351, as well

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as a minimum 5 academic hours of ATR practicum class taken sequentially one per semester. An additional 8 exercise and sport science hours, ESS 2259, ESS 3303, ESS 3304, and 8 hours of Biology, BIO 2489, BIO 2499 complete the requirements for the minor. The Texas Department of Health, Advisory Board of Athletic Trainers, requires that all minor course work be completed with a minimum grade of "C".

Students electing to earn a baccalaureate degree at Howard Payne University with the intent of becoming a certified athletic trainer should prepare themselves to enter a CAATE accredited, entry-level graduate athletic training education program upon graduation.

Exercise & Sport Science Activity - Required Lecture Class

EXERCISE AND SPORT SCIENCE 1100. PRINCIPLES OF PERSONAL FITNESS AND WELLNESS.

This is a lecture class designed to promote healthy life-style choices that result in optimal fitness and wellness. Students will be introduced to information related to the health benefits of physical activity, proper nutrition, consumer awareness and other pertinent topics. The class is intended to prepare the student to optimize educational experiences presented in physical activity classes taken as part of the general education requirement, as a program requirement or as an elective. Students should successfully complete this class prior to enrollment in physical activity classes. Fall, Spring.

Prerequisite: None.

One semester hour

ESS Activity Courses - Class A

EXERCISE AND SPORT SCIENCE 1101. BEGINNING ALPINE SKIING/SNOWBOARDING.

Alpine Skiing is open to all students. The class accommodates those who have never skied as well as those at beginner through expert level. The lecture series covers the history of skiing, ski equipment, ski clothing, ski technique, and ski safety. The lab activity is conducted at a ski resort in Colorado and consists of three days of skiing using a rustic mountain cabin as the base camp. Students experience opportunities for leadership and the development of social interaction skills while maintaining the cabin and in preparing the meals. Fall.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1103. BASIC CANOEING.

Basic canoeing introduces the student to the fundamentals of safe canoeing. Students are instructed in basic canoe paddle strokes, small craft safety, and the navigation of lakes and Class I and II rivers. Fall.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1105. ADVANCED ALPINE SKIING/SNOWBOARDING.

The student is expected to improve on leadership and skills acquired in ESS 1101 and 1120 through classroom presentations, ski trip organization, development of Alpine Skiing manual, and on the mountain ski pedagogy appropriate to the student's skill level. Fall.

Prerequisite: ESS 1120.

One semester hour

EXERCISE AND SPORT SCIENCE 1111. WALKING AND JOGGING.

The purpose of this course is to provide the student with the opportunity to improve cardiovascular endurance by walking, jogging or running. The student will learn the appropriate ways of warming-up, cooling-down, and determination of target heart rate.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1112. AEROBIC DANCE.

The purpose of this course is for the student to obtain knowledge pertaining to lifetime fitness (i.e. nutrition, injury prevention, heart rate monitoring). Students will participate in every phase of the aerobic activity segments and develop a broad base of knowledge concerning exercise activity.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1113. WEIGHT TRAINING.

The purpose of this course is to provide the student with a foundation of current knowledge and practice in beginning weight training.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1114. WATER AEROBICS.

The purpose of this course is to provide students the opportunity to improve cardiovascular endurance through aquatic resistance exercises. The student will learn how to move in the aquatic environment safely while efficiently using water as a resistance modality for enhancing muscular and cardiovascular fitness.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1116. BEGINNING ROCK CLIMBING.

The purpose of Beginning Rock Climbing is to provide an opportunity for students to learn and adopt safe climbing methods and skills. The course will focus on assisting the student in developing practical techniques and introduce them to professional standards.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1117. INTERMEDIATE ROCK CLIMBING.

The purpose of Intermediate Rock Climbing is to provide an opportunity for students to advance their skills and knowledge of safe climbing methods beyond the beginner level and to learn the fundamentals of leadership as a rock climbing guide.

Prerequisite: ESS 1116 or consent of instructor.

One semester hour

EXERCISE AND SPORT SCIENCE 1118. ADVANCED ROCK CLIMBING.

The purpose of Advanced Rock Climbing is to provide advance development of skills and knowledge of safe climbing methods. Successful completion of the class will allow the student to challenge the HPU Certification Test as a Top Rope Manager for Wall Climbing.

Prerequisite: ESS 1117 or consent of instructor.

One semester hour

EXERCISE AND SPORT SCIENCE 1120. INTERMEDIATE ALPINE SKIING/SNOWBOARDING.

The student is expected to gain leadership experience through classroom presentations and on the mountain ski pedagogy appropriate to the student's skill level and to continue the process of gaining knowledge and skill of Alpine Skiing as a healthful lifetime sport. Fall.

Prerequisite: ESS 1101.

One semester hour

EXERCISE AND SPORT SCIENCE 1134. SWIMMING.

The purpose of this course is to provide students the opportunity to improve cardiovascular endurance and muscular strength through swimming activities.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1137. BEGINNING SURFING.

Surfing is open to all students. The class accommodates those who have never surfed as well as those at beginner through expert level. The lecture series covers surfing history, surfboard design, surfing technique, and safety. The lab activity is conducted at a surf school in California and consists of four days of surfing instruction and camping on the beach. Students experience opportunities for leadership and the development of social interaction skills while experiencing Southern California culture and in preparing the meals. Spring.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1149. ADAPTED PHYSICAL ACTIVITY.

The purpose of this course is to provide to students with physical limitations the fundamental knowledge and skill to develop and maintain health related physical fitness appropriate to their limitations. Specific areas of study are cardiovascular health, muscular strength and endurance, body composition; and flexibility.

Prerequisite: None.

One semester hour

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EXERCISE AND SPORT SCIENCE 1151. INTERMEDIATE SURFING.

The student is expected to demonstrate knowledge of surfing through classroom presentations especially in surfing etiquette, technique, and the characteristics of ocean waves and tides. The student will be expected to demonstrate improvement in surfing technique and knowledge of surfing as a healthful lifetime sport. Spring.

Prerequisite: ESS 1137.

One semester hour

EXERCISE AND SPORT SCIENCE 1152. ADVANCED SURFING.

The student is expected to demonstrate knowledge of surfing through classroom presentations especially in surfing technique as it relates to surfboard design, meal and activity planning and first aid relative to surfing related injuries. The student will be expected to demonstrate improvement in surfing technique and knowledge of surfing as a healthful lifetime sport. Spring.

Prerequisite: ESS 1151

One semester hour

EXERCISE AND SPORT SCIENCE 1180. PILATES ON THE REFORMER.

The purpose of this course is to provide the student with a basic knowledge of the Pilates Reformer, including history, components, and a series of Pilates exercises (with variations/modifications) practiced at a speed appropriate for the level of proficiency in this course. Students will build skills in core awareness and strength, integrated breathing techniques, balance, body alignment, fluidity, coordination, and flexibility.

Prerequisite: None

One semester hour

EXERCISE AND SPORT SCIENCE 1184. YOGA.

The purpose of this course is to identify healthful Yoga poses and to demonstrate them successfully. Students should understand how Yoga can be used as a tool to improve wellness through physical and mental exercises. Furthermore, students will be expected to participate in every phase of the Yoga segments and to achieve higher states of health and general well-being.

Prerequisite: None

One semester hour

EXERCISE AND SPORT SCIENCE 1190. DANCE, LEVEL I.

The purpose of this course is to gain knowledge, understanding and skill of professional dance and choreography. The student will also study technical detail, historical perspective, and stylistic approaches to various forms of dance.

Prerequisite: None

One semester hour

EXERCISE AND SPORT SCIENCE 1194. ZUMBA.

The purpose of this course is to become familiar with the Latin, hip-hop and Caribbean dance influences that combine to form Zumba. The student will also become familiar with the health related benefits of exercise, components of fitness, heart rate monitoring, fitness gear and where to train. Overviews of various forms of group fitness classes including step training, cardio kick boxing, circuit training, strength training, stability ball training, yoga, Pilates and Zumba, healthy eating tips and weight management, and fitness facts are presented.

Prerequisite: None

One semester hour

EXERCISE AND SPORT SCIENCE 2110. FITNESS ACTIVITIES.

The purpose of this course is to introduce the student to a variety of fitness activities that are useful for developing specific and general physical fitness necessary for successful participation in professional and recreational physical activity. For ESS majors and minors only.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 3140. LIFETIME AND RECREATIONAL ACTIVITIES.

This is a course designed to introduce the ESS major to various lifetime and recreational activities. Essential focal points of the course are Yoga-type stretching and body-resistance exercises, Discovery Scuba, roller skating, and introduction to canoeing. In addition, the student is required to introduce to the class a multimedia presentation of a lifetime recreational activity. For ESS majors and minors only. Spring.

Prerequisite: None.

One semester hour

ESS Activity Courses - Class B

EXERCISE AND SPORT SCIENCE 1102. BEGINNING SCUBA. (PHED 1151)

Beginning Scuba is open to all students. The on-line lecture series prepares the student to pass the PADI written examination for Open Water Certification. The pool sessions and successful completion of the open water check-out dive allow the student to qualify for PADI's Open Water Certification. Spring.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1104. ADVANCED SCUBA. (PHED 1152)

Advanced Scuba is open to all students. The on-line lecture series prepares the student to pass the PADI written examinations for Advanced Open Water Certification. The pool sessions and successful completion of the open water check-out dive allow the student to qualify for PADI's Advanced Open Water Certification. Fall, Spring.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1106. SCUBA: RESCUE DIVER.

The student is expected to gain the knowledge and skill of rescue techniques for optimizing safety in the lifetime recreational activity of scuba diving. Some specific outcomes include successful demonstration of knowledge and skills pertaining to the psychology of rescue, understanding of emergency oxygen delivery systems, use of AEDs, accident management, and response to diver emergencies. The successful student will earn the PADI Rescue Diver certification. Spring, even numbered years.

Prerequisite: ESS 1104.

One semester hour

EXERCISE AND SPORT SCIENCE 1115. H-GAMES.

The student will be introduced to inline skating, skateboarding, and wall climbing as healthful physical activities. Play will be emphasized as a necessary component of living a well balanced life.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1121. BASKETBALL.

The purpose of this course is to provide beginning basketball students a means of learning the rules of basketball, the basic skills, and to provide an outlet for practicing each of those basics in a classroom setting with other students of equal abilities.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1122. VOLLEYBALL.

The purpose of this course is to provide beginning volleyball students a means of learning the rules of volleyball, the basic skills, and to provide an outlet for practicing each of those basics in a classroom setting with other students of equal abilities.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1123. SOCCER.

The purpose of this course is to provide beginning soccer students an opportunity to develop skills and knowledge of soccer and develop an appreciation of the value of regular participation in soccer as a means of promoting health and wellness.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1125. BEGINNING PAINTBALL.

Students will be introduced to the sport of paintball as a healthful lifetime recreational activity that is designed to add to the quality of life. Safety, care of equipment, officiating, and tournament play are key components of Beginning Paintball. Fall and Spring.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1126. INTERMEDIATE PAINTBALL.

Students will continue to develop knowledge of safety, care of equipment, officiating, and tournament play as skills leading toward competitive paintball. Students will begin to learn methods of teaching and leadership for organized paintball. Fall. Spring.

Prerequisite: ESS 1125 or consent of instructor.

One semester hour

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EXERCISE AND SPORT SCIENCE 1127. ADVANCED PAINTBALL.

The purpose of Advanced Paintball is to provide higher development of skills and knowledge of competitive paintball. Successful completion of the class will allow the student to challenge the HPU Certification Test as a Paintball Instructor and tournament organizer. Fall, Spring.

Prerequisite: ESS 1126 or consent of instructor.

One semester hour

EXERCISE AND SPORT SCIENCE 1131. BEGINNING TENNIS.

The purpose of this course is to provide the student with a foundation of current knowledge and practice in beginning tennis.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1135. BOWLING.

The purpose of this course is to provide students an opportunity to develop an interest and proficient skill level in the lifetime recreational activity of bowling.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1136. BADMINTON/PICKLEBALL.

The purpose of this course is to provide beginning badminton and pickle-ball students an opportunity to develop skills and knowledge of tennis and develop an appreciation of the value of regular participation in badminton or pickle-ball as means of promoting health and wellness.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1140. GOLF.

The student is expected to gain the knowledge and skills necessary for successful participation in the sport of golf as a lifelong recreational pursuit. Specific outcomes include knowledge of golf etiquette, history of golf, golf terminology, golf technology, rules of golf, and tournament golf.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 3130. INDIVIDUAL AND DUAL ACTIVITIES.

The purpose of this course is to introduce the student to various individual and dual sports that are life-time oriented which will in turn assist the individual in realizing the benefits of an active lifestyle and improve the quality of life. This activity course is for ESS majors only.

Prerequisite: None.

One semester hour

ESS Activity Courses - Class C Varsity Athletics

EXERCISE AND SPORT SCIENCE 1142. VARSITY ATHLETICS.

Participation in intercollegiate athletic programs. Varsity athletic credit **may be used only once**. A student may select one of the following varsity athletic activities: baseball (Section 1), men's basketball (Section 2), women's basketball (Section 3), football (Section 4), softball (Section 5), tennis (Section 6), volleyball (Section 7), soccer (Section 8), cheerleading (Section 9), Cross Country (Section 10).

Prerequisite: Consent of Instructor.

One semester hour

ESS Professional Preparation Courses

EXERCISE AND SPORT SCIENCE 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, but offered on an irregular basis.

Prerequisite: None.

One to six semester hours

EXERCISE AND SPORT SCIENCE 1110. AEROBICS INSTRUCTOR PRACTICUM

The student will intern as an apprentice under the supervision of the aerobics instructor to develop skills and experience as an aerobics leader and instructor. Spring.

Prerequisite: ESS 1209.

One semester hour

EXERCISE AND SPORT SCIENCE 1209. AEROBICS INSTRUCTOR THEORY.

The student will be expected to gain the necessary knowledge to lead classes in aerobics dance and to successfully pass the ACE certification exam as an aerobics instructor. Fall.

Prerequisite: ESS 1112 or consent of the instructor.

Two semester hours

EXERCISE AND SPORT SCIENCE 1301. FOUNDATIONS OF PHYSICAL EDUCATION. (PHED 1301)

An in depth study of the field of physical education from the sub-disciplinary perspectives of philosophy and history. Fall, Spring.

Prerequisite: None.

Three semester hours

EXERCISE AND SPORT SCIENCE 1351. EMERGENCY RESPONDER.

To train individuals with the knowledge and skills necessary to work as a first responder in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive. Spring.

Prerequisite: ESS 2150 or First Aid and CPR certification.

Three semester hours

EXERCISE AND SPORT SCIENCE 1352. FIRST AID INSTRUCTOR.

To introduce instructor candidates to the history, structure and activities of the American Red Cross. To prepare instructor candidates to teach American Red Cross specialty courses to diverse populations. To introduce instructor candidates to the policies and procedures of the American Red Cross to ensure course consistency, quality and appropriate training. Fall, even years.

Prerequisite: ESS 2150 or First Aid and CPR certification.

Three semester hours

EXERCISE AND SPORT SCIENCE 2140. SCUBA: DIVE MASTER PRACTICUM.

The student is expected to apprentice and successfully demonstrate skills as a Scuba guide and instructor for recreational scuba divers under the direction of a PADI certified Dive Master Instructor. Spring, odd years.

Prerequisite: ESS 2240.

Two semester hours

EXERCISE AND SPORT SCIENCE 2150: SAFETY, FIRST AID AND CPR.

A course designed to develop competencies needed to prevent and manage emergency situations that occur in the home, the workplace, and in public. National Safety Council CPR and First Aid certifications will be components of the course. Fall, Spring.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 2210. COACHING BASKETBALL.

The purpose of Coaching Basketball is to help the student develop a thorough knowledge of the game of basketball which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-court applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Fall.

Prerequisite: None.

Two semester hours

Exercise and Sport Science

EXERCISE AND SPORT SCIENCE 2212. COACHING BASEBALL.

The purpose of Coaching Baseball is to help the student develop a thorough knowledge of the game of baseball which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Spring.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2214. COACHING SOFTBALL.

The purpose of Coaching Softball is to help the student develop a thorough knowledge of the game of softball which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Fall.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2216. COACHING SOCCER.

The purpose of Coaching Soccer is to help the student develop a thorough knowledge of the game of soccer which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Fall.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2217. COACHING SOCCER - ADVANCED.

The purpose of advanced soccer coaching is to further the student's knowledge and ability to demonstrate skills in preparation for taking the NSCAA certification exam. Fall.

Prerequisite: ESS 2216 or consent of instructor.

Two semester hours

EXERCISE AND SPORT SCIENCE 2218. COACHING FOOTBALL.

The purpose of Coaching Football is to help the student develop a thorough knowledge of the game of football which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Fall.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2220. COACHING VOLLEYBALL.

The purpose of Coaching Volleyball is to help the student develop a thorough knowledge of the game of volleyball which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-court applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Spring.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2222. COACHING COMPETITIVE AND EXPLOSIVE LIFTING.

The purpose of Coaching Competitive and Explosiveness Lifting is to help the student develop a thorough knowledge of competitive lifting which includes different coaching strategies and techniques. This course combines lecture, discussion, and demonstration. Spring.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2224. COACHING TRACK AND FIELD.

The purpose of Coaching Track and Field is to help the student develop a thorough knowledge of track and field which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Spring.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2240. SCUBA: DIVE MASTER THEORY.

The student is expected to gain knowledge of underwater human physiology, the physics of the underwater environment, care of the underwater environment, safety procedures, and leadership appropriate to leading groups safely on recreational scuba diving trips. Fall, even years.

Prerequisite: ESS 1106 or professional scuba certification as Scuba Rescue Diver. Two semester hours

EXERCISE AND SPORT SCIENCE 2242. APLINE SKI / SNOWBOARD INSTRUCTOR.

Introduction to the pedagogy of Alpine Skiing and/or Snowboarding in accordance with PSIA (Professional Ski Instructors of America) or AASI (American Association of Snowboard Instructors) standards.

Prerequisite: ESS 1101 or consent of instructor.

Two semester hours

EXERCISE AND SPORT SCIENCE 2259. NUTRITION FOR COMPETITIVE ATHLETICS.

The purpose of this course is to provide the student with a foundation of current knowledge and practice for designing and implementing sport specific optimal nutritional plans for a wide array of personalized athletic needs. Fall.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2260. SOCIAL SCIENCE FOUNDATIONS OF COMPETITIVE ATHLETICS.

To provide a foundational study of the body of knowledge from the social sciences supporting competitive athletics, sports, exercise, and games. Motor learning and motor control, exercise psychology, exercise sociology, theory of communication, and the organization and administration of athletic testing are the primary focus of this course of study. Fall.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2261. BIOLOGICAL SCIENCE FOUNDATIONS OF COMPETITIVE ATHLETICS.

To provide a foundational study of the body of knowledge from the biological sciences supporting competitive athletics, sports, exercise, and games. Applied exercise physiology, biomechanics, kinesiology, and exercise nutrition are the primary focus of this course of study. Spring.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2262. OFFICIATING FALL SPORTS.

The purpose of Officiating Fall Sports is to prepare the student to enter the officiating profession with special attention on fall sports. The student will be instructed in the rules of the various sports as well as the officiating mechanics for each sport. The student will also be provided contact information so each student would have the opportunity to begin officiating fall sports. Basketball, football, volleyball and cross country are the subject areas covered. Spring.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2263. OFFICIATING SPRING SPORTS.

The purpose of Officiating Spring Sports is to prepare the student to enter the officiating profession with special attention on spring sports. The student will be instructed in the rules of the various sports as well as the officiating mechanics for each sport. The student will also be provided contact information so each student would have the opportunity to begin officiating spring sports. Baseball, softball, soccer and track and field are the subject areas covered. Fall.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 2264. OFFICIATING SOCCER.

The purpose of officiating soccer is to prepare the student for the successful attainment of the NISOA and UIL certification exams. Fall.

Prerequisite: None

Two semester hours

Exercise and Sport Science

EXERCISE AND SPORT SCIENCE 2175, 2275, or 2375. INTERNATIONAL SPORT, EXERCISE, AND RECREATION STUDIES.

To provide an opportunity for students interested in international sport, exercise, and recreation studies the opportunity to visit people across the globe for the purpose of sharing and learning about physical activity from other cultures. Travel, clinics, and sport competition are the dominant forms of knowledge and transfer.

Prerequisite: None.

One, two or three semester hours

EXERCISE AND SPORT SCIENCE 2400 TEACHING PHYSICAL EDUCATION FOR LEARNING.

A study of the philosophies, methods, and practices used for teaching physical education in K-12 physical education programs. Information presented will include dealing with how students learn, designing and implementing curriculum and curricular units based on National Standards, classroom management, discipline, and instruction, evaluating student progress, developing positive and safe classroom environments for the total development of the student, and professional qualities of the physical education professional. In addition to classroom work, each student will be assigned regular observation hours in a public school physical education setting. **(All-level ESS majors only).**

Prerequisite: Sophomore standing.

Four semester hours

EXERCISE AND SPORT SCIENCE 3270. WILDERNESS LEADERSHIP I.

The Wilderness Leadership series (ESS 3270, 3271, and 3272) provides students interested in outdoor recreation leadership the opportunity to develop knowledge and skills in preparation for leading groups safely into the wild outdoors. The Wilderness Leadership series will culminate in an HPU certification declaring that the recipient has the necessary training to lead groups into the wild outdoors in accordance with their skill. Emphasis on land navigation and interpersonal relationships. Spring.

Prerequisite: None.

Two semester hours

EXERCISE AND SPORT SCIENCE 3271. WILDERNESS LEADERSHIP II.

The Wilderness Leadership Series (ESS 3270, 3271, and 3272) provides students interested in outdoor recreation leadership the opportunity to develop knowledge and skills in preparation for leading groups safely into the wild outdoors. The Wilderness Leadership series will culminate in an HPU certification stating that the recipient has the necessary training to lead groups on outdoor adventure trips in accordance with their skill. Emphasis on nutrition, food preparation, and group dynamics. Spring.

Prerequisite: ESS 3270 or consent of instructor.

Two semester hours

EXERCISE AND SPORT SCIENCE 3272. WILDERNESS LEADERSHIP III.

The Wilderness Leadership series (ESS 3270, 3271, and 3272) provides students interested in outdoor recreation leadership the opportunity to develop knowledge and skills in preparation for leading groups safely into the wild outdoors. The Wilderness Leadership series will culminate in an HPU certification declaring that the recipient has the necessary training to lead groups into the wild outdoors in accordance with their skill. Emphasis on trip planning and the management of hazards during wilderness travel.

Prerequisite: ESS 3271 or consent of instructor

Two semester hours

EXERCISE AND SPORT SCIENCE 3303. KINESIOLOGY.

This is an opportunity for the student to acquire skills for analysis of human motions and posture conforming to the laws, mechanics, and principles of anatomy. Fall.

Prerequisite: Program admission and BIO 2489.

Three semester hours

EXERCISE AND SPORT SCIENCE 3304. EXERCISE PHYSIOLOGY.

Physiological basis of exercise and physical conditioning. Measurement of metabolic efficiency during exercise, neuromuscular efficiency and body composition. Spring.

Prerequisite: Program admission and BIO 2489.

Three semester hours

EXERCISE AND SPORT SCIENCE 3325. LIFESPAN MOTOR DEVELOPMENT.

The purpose of this course is to enhance understanding of human motor development from conception to death. The interrelated nature of the psychomotor, cognitive, and affective domains will be stressed, as well as the necessity of designing developmentally appropriate physical education, fitness and sport programs. Fall.

Prerequisite: Program admission.

Three semester hours

EXERCISE AND SPORT SCIENCE 3327. STRATEGIES FOR TEACHING ELEMENTARY PHYSICAL EDUCATION.

A study of the philosophies, methods, and practices used for teaching physical education specific to public school elementary physical education (EPE) setting. Information presented will include growth and development of elementary children, designing and implementing curricular units for EPE, application of classroom manage and instructional skills used in EPE, application of evaluation methods for EPE student progress, application of instructional methods for EPE activities associated with various developmental levels, and creating safe environments in the EPE classroom environment. In addition to classroom work, each student will be assigned regular observation hours in an elementary public school physical education setting. **(All-level ESS majors only)**

Prerequisite: ESS 2400 and ESS 3325 or concurrent enrollment.

Three semester hours

EXERCISE AND SPORT SCIENCE 4000. TExES REVIEW — PHYSICAL EDUCATION.

This is a course that must be taken and passed immediately prior to student teaching. It is designed to help students pass the physical education section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: Program admission and concurrent enrollment in EDU 4000.

No credit hours

EXERCISE AND SPORT SCIENCE 4120. FUNDAMENTAL MOTOR ACTIVITIES.

The purpose of this course is to provide Elementary Education majors experience in organization and implementation of fundamental motor, nonlocomotor, manipulative and sport skills in both the classroom and large area setting. Spring

Prerequisite: Elementary Education Major; should be taken concurrently with ESS 4327.

One Semester Hour

EXERCISE AND SPORT SCIENCE 4129. PHYSICAL EDUCATION ASSISTANTSHIP.

A course designed to develop skills and competencies in teaching physical education as an assistant instructor. Fall, Spring.

Prerequisite: Program admission, senior standing and concurrent/prior enrollment in ESS 4326 or 4327.

No credit hours

EXERCISE AND SPORT SCIENCE 4130. INTERNSHIP IN ATHLETICS.

The purpose of this class is to give any student seeking a career in the athletic profession an opportunity for supervised professional experience as an athletic coaching assistant. Students will assist the coaches of Howard Payne University athletic teams with various management duties, practice management, game management, and strategic planning. This course is an elective course for any major seeking a future in athletic coaching, or other associated professions in sports. The course may be taken a maximum of three times for credit.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 4131. INTERNSHIP IN RECREATION/SPORTS MINISTRY.

The purpose of the course is to provide opportunity to apply principals and theory of recreation and sport as tools of Christian ministry. Fall and Spring.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 4134-4234. PRESCRIPTION IN EXERCISE: PRACTICUM.

The purpose of this course is to apply the principles and theory learned in the study of Prescription of Exercise (ESS 4333). Spring.

Prerequisite: ESS 4333.

One to two semester hours

Exercise and Sport Science

EXERCISE AND SPORT SCIENCE 4305. TESTS AND MEASUREMENTS IN PHYSICAL EDUCATION.

Use, interpretation, evaluation and administration of existing tests used in physical education. The course will employ the application of elementary statistical procedures. Fall, May-term.

Prerequisite: Program admission and junior standing, and MAT 2342. Three semester hours

EXERCISE AND SPORT SCIENCE 4306. ISSUES IN HEALTH, SPORTS AND EXERCISE.

A critical examination of selected issues impacting the health of the nation and the role of sport in society. Fall, Spring.

Prerequisite: Program admission and junior standing. Three semester hours

EXERCISE AND SPORT SCIENCE 4326. ESSENTIALS OF SECONDARY PHYSICAL EDUCATION.

A study of the adolescent student and the methods and techniques used in secondary physical education programs to design and implement curricular units, manage and instruct students, evaluate student progress, and develop positive classroom environments for the total development of the student. Students will be assigned practicum hours to be completed in the local public schools. Spring.

Prerequisite: ESS 2400 and ESS 3325. Three semester hours

EXERCISE AND SPORT SCIENCE 4327. ESSENTIALS OF ELEMENTARY PHYSICAL EDUCATION.

A course designed for Elementary Education majors to study the content knowledge, pedagogical methods, and value orientation for promoting physical activity and health in the classroom. Discussion of motor developmental stages of children, safe teaching practices, management and discipline, children with special needs, promoting physical fitness, national standards and guidelines, and improving student nutrition will be the major topics of the course. Spring, & Summer I.

Prerequisite: Elementary Education major; junior standing; should be take concurrently with ESS 4120. Three semester hours

EXERCISE AND SPORT SCIENCE 4328. ADAPTIVE PHYSICAL EDUCATION.

A study of the historical background, disabling conditions, teaching modification methods and techniques, curricular planning and implementation, and evaluation methods associated with public school physical education and adapted physical education programs. Students will be assigned practicum hours to be completed in the local public schools. Spring.

Prerequisite: Program admission, junior standing and concurrent/prior enrollment in ESS 4326 or 4327. Three semester hours

EXERCISE AND SPORT SCIENCE 4331. ORGANIZATION AND ADMINISTRATION OF WELLNESS, SPORTS AND RECREATION PROGRAMS.

A study of principles and practices used in the administration and organization of wellness, sports and recreation programs. Fall.

Prerequisite: Program admission, and junior standing, Three semester hours

EXERCISE AND SPORT SCIENCE 4333. PRESCRIPTION IN EXERCISE.

A course designed to develop the competencies needed to develop and implement exercise prescriptions for populations of all ages and genders. Practical applications for exercise nutrition, kinesiology/biomechanics, exercise physiology, and exercise testing and analysis will be the foundation of this class. The Cooper Institute-Certified Personal Trainer (CI-CPT) examination will be administered as part of the student's course evaluation. Students successfully completing the CI-CPT will have earned the highly respected Cooper Institute certified personal trainer credential. Fall.

Prerequisite: Program admission, senior standing, ESS 3303 and 3304, Three semester hours

Athletic Training Courses

ATHLETIC TRAINING 1101. ATHLETIC TRAINING PRACTICUM 1.

The athletic training practicum classes are designed to meet the apprenticeship requirements set forth by Texas Department of Health, Advisory Board of Athletic Trainers. The students enrolled in these classes will meet individually with their clinical instructor to meet specific clinical competencies as assigned by the ATEP director and clinical coordinator. Spring.

Prerequisite: Concurrent enrollment in ATR 1351.

One Semester hour

ATHLETIC TRAINING 1102. ATHLETIC TRAINING PRACTICUM 2.

The athletic training practicum classes are designed to meet the apprenticeship requirements set forth by Texas Department of Health, Advisory Board of Athletic Trainers. The students enrolled in these classes will meet individually with their clinical instructor to meet specific clinical competencies as assigned by the ATEP director and clinical coordinator. Fall.

Prerequisite: Concurrent enrollment in ATR 1352.

One Semester hour

ATHLETIC TRAINING 1351. INTRODUCTION TO ATHLETIC TRAINING.

A course designed as an introduction to the profession of athletic training and the development of selected competencies in the following areas: health care administration; risk management and injury prevention; acute care of injuries and illnesses; and related legal and ethical responsibilities. This course is required for all prospective athletic training students. Spring.

Prerequisite: None.

Three semester hours

ATHLETIC TRAINING 1352. CARE AND PREVENTION OF ATHLETIC INJURIES.

A course designed to develop competencies in the basic recognition, management, and prevention of athletic injuries with emphasis placed on mechanisms of injury, pathology, and clinical signs and symptoms. Fall.

Prerequisite: ATR 1351.

Three semester hours

ATHLETIC TRAINING 2101. ATHLETIC TRAINING PRACTICUM 3.

The athletic training practicum classes are designed to meet the apprenticeship requirements set forth by Texas Department of Health, Advisory Board of Athletic Trainers. The students enrolled in these classes will meet individually with their clinical instructor to meet specific clinical competencies as assigned by the ATEP director and clinical coordinator. Spring.

Prerequisite: Concurrent enrollment in ATR 2251.

One Semester hour

ATHLETIC TRAINING 2102. ATHLETIC TRAINING PRACTICUM 4.

The athletic training practicum classes are designed to meet the apprenticeship requirements set forth by Texas Department of Health, Advisory Board of Athletic Trainers. The students enrolled in these classes will meet individually with their clinical instructor to meet specific clinical competencies as assigned by the ATEP director and clinical coordinator. Fall.

Prerequisite: Concurrent enrollment in ATR 2252.

One Semester hour

ATHLETIC TRAINING 2251. ORTHOPEDIC ASSESSMENT-LOWER EXTREMITY.

A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common athletic injuries/illness that occur to the lower extremities and thorax. Emphasis will be placed on orthopedic assessment, goniometry, manual muscle testing techniques and postural evaluations for the purposes of first aid/emergency care and/or referrals to physicians for diagnosis and treatment. Spring.

Prerequisite: ATR 1351, 1352, BIO 2489 or concurrent enrollment.

Two semester hours

ATHLETIC TRAINING 2252. ORTHOPEDIC ASSESSMENT-UPPER EXTREMITY.

A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common athletic injuries/illness that occur to the upper extremities. Emphasis will be placed on orthopedic assessment, goniometry, manual muscle testing techniques and postural evaluations for the purposes of first aid/emergency care and/or referrals to physicians for diagnosis and treatment. Fall.

Prerequisite: ATR 2251, BIO 2499 or concurrent enrollment.

Two semester hours

Athletic Training

ATHLETIC TRAINING 2253. ORTHOPEDIC ASSESSMENT-HEAD AND NECK.

A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common athletic injuries/illness that occur to the head and neck. Emphasis will be placed on orthopedic assessment, neurological assessment, goniometry, manual muscle testing techniques and postural evaluations for the purposes of first aid/emergency care and/or referrals to physicians for diagnosis and treatment. Spring.

Prerequisite: ATR 2252, BIO 2489, and 2499.

Two semester hours

ATHLETIC TRAINING 3101. ATHLETIC TRAINING PRACTICUM 5.

The athletic training practicum classes are designed to meet the apprenticeship requirements set forth by Texas Department of Health, Advisory Board of Athletic Trainers. The students enrolled in these classes will meet individually with their clinical instructor to meet specific clinical competencies as assigned by the ATEP director and clinical coordinator. Spring.

Prerequisite: Concurrent enrollment in ATR 3351 and ATR 2253.

One Semester hour

ATHLETIC TRAINING 3102. ATHLETIC TRAINING PRACTICUM 6.

The athletic training practicum classes are designed to meet the apprenticeship requirements set forth by Texas Department of Health, Advisory Board of Athletic Trainers. The students enrolled in these classes will meet individually with their clinical instructor to meet specific clinical competencies as assigned by the ATEP director and clinical coordinator. Fall.

Prerequisite: Concurrent enrollment in ATR 3351 and ATR 3355.

One Semester hour

ATHLETIC TRAINING 3351. THERAPEUTIC MODALITIES IN ATHLETIC TRAINING.

A course designed to develop the competencies necessary to incorporate physical agents into a comprehensive rehabilitation program for common athletic injuries. Spring.

Prerequisite: ATR 2252, ESS 2259.

Three semester hours

ATHLETIC TRAINING 3354. REHABILITATION TECHNIQUES IN ATHLETIC TRAINING.

A course designed to develop the competencies needed to plan and implement a comprehensive rehabilitation/reconditioning program for athletic injuries/illnesses. Fall.

Prerequisite: ATR 3351, ATR 2253.

Three semester hours

ATHLETIC TRAINING 3355. GENERAL MEDICINE AND PHARMACOLOGY FOR ATHLETIC TRAINING.

A course designed to develop the competencies needed to evaluate and care for general medical issues as well as develop an understanding of medications used in athletic training. Fall.

Prerequisite: ATR 2251, 2252, 2253, BIO 2489, and BIO 2499.

Three semester hours

ATHLETIC TRAINING 4101. ATHLETIC TRAINING PRACTICUM 7.

The athletic training practicum classes are designed to meet the apprenticeship requirements set forth by Texas Department of Health, Advisory Board of Athletic Trainers. The students enrolled in these classes will meet individually with their clinical instructor to meet specific clinical competencies as assigned by the ATEP director and clinical coordinator. Spring.

Prerequisite: Concurrent enrollment in ATR 4351.

One Semester hour

ATHLETIC TRAINING 4102. ATHLETIC TRAINING PRACTICUM 8.

The athletic training practicum classes are designed to meet the apprenticeship requirements set forth by Texas Department of Health, Advisory Board of Athletic Trainers. The students enrolled in these classes will meet individually with their clinical instructor to meet specific clinical competencies as assigned by the ATEP director and clinical coordinator. Fall.

Prerequisite: ATR 4351.

One Semester hour

ATHLETIC TRAINING 4351. ORGANIZATION AND ADMINISTRATION OF ATHLETIC TRAINING PROGRAMS.

A course designed to develop the competencies related to professional ethics, professional development, program management, and other topics related to the organization and administration of athletic training programs. Spring.

Prerequisite: ATR 3351, 3354, 3355, ESS 3303, 3304.

Three semester hours

School of Humanities

JUSTIN D. MURPHY, Ph.D., Dean

The School of Humanities offers programs leading to the Bachelor of Arts or Bachelor of Science degrees to students having interests or career objectives involving individual and community relationships. Majors are available in the following disciplines: criminal justice, English, family studies, history, political science, psychology, social work, social studies composite, Spanish, teaching English to speakers of other languages, and the Academy of Freedom Honors Program (multidisciplinary). School of Humanities departments that offer minors include English, Modern Languages, History, Political Science, Psychology, Family Studies, Criminal Justice and Sociology. Teacher certification is available in English and language arts, Spanish, history and social studies composite. (See the School of Education section of the catalog.)

LEGAL STUDIES PROGRAM

Normally, the sole specific academic requirements for admission to law schools are a baccalaureate degree and acceptable scores on the law school admission test. Thus, students may qualify for law school admission with a major concentration in any academic field or any baccalaureate degree program.

However, the law schools in Texas and other states, and many of the colleges which prepare students for them, stress as desirable a broad background, usually with concentration in one of the humanities or communications areas. They also recommend specific fields where familiarity is important, as, for example, logic, writing ability, and philosophy. Howard Payne University offers a pre-law specialization in political science emphasizing all three.

The Douglas MacArthur Academy of Freedom is predicated on those principles. It seeks to give breadth of background in many areas, including those noted above, to students who will probably not have opportunity for formal training in those areas during the highly specialized law school years. It includes only a minimum of specifically law-oriented courses on the assumption that much of this will be covered later. In short, it aims to complement the specialized law training with a broad-based undergraduate grounding in areas relevant to the lawyer's task.

At the same time, this program can be useful to those who ultimately choose to work in other areas, such as government service. In place of the usual major and minor concentrations, it substitutes a broader field of study that opens many paths to professional and personal growth. For these reasons, the Douglas MacArthur Academy of Freedom is highly recommended for students anticipating law school.

Bachelor of Applied Arts and Sciences - Criminal Justice

Under the Bachelor of Applied Arts and Sciences degree, the School of Humanities offers a major in Criminal Justice.

General Education (Bachelor of Applied Arts and Sciences)	42 hours
Major - Criminal Justice	30 hours
Electives (with optional minor)	28-34 hours
Electives (without optional minor)	52 hours
Total Hours in Degree Program	124 hours

Criminal Justice Major - 30 hours

CRJ 1310	Introduction to Criminal Justice
CRJ 1320	Crime in America
CRJ 3330	Criminology
CRJ 3332	Juvenile Delinquency
CRJ 4355	Ethics In Criminal Justice
CRJ 4370	Internship in Criminal Justice

Plus twelve (12) hours of additional criminal justice courses from the following:

CRJ 2324, 2325, 2351, 3322, 3332, 3360, or 4361.

Department of English

Glenn Hopp, Ph.D. - Head

FACULTY: Kathy Hagood, M.A.; Millard Kimery, Ph.D.; Wendy McNeeley, Ph.D.; Evelyn Romig, Ph.D.; Rodney Stephens, Ph.D.

www.hpuenglish.org

Students in general-education English courses will become adept at using information technology and at developing research skills, will improve their vital language skills, and will enrich their appreciation of the beauty and value of our literary heritage. English majors and minors will further build and refine these cognitive and affective skills.

A Bachelor of Arts degree in English requires thirty to thirty-six semester hours including: ENG 1311, 1312, and up to six hours at the 2000-level. Of the remaining semester hours, all may be at the 4000-level and are chosen in consultation with the English faculty. If the student elects to take 3000-level courses, only six semester hours may be counted toward the first thirty semester hours of the major.

Students seeking secondary teaching certification may choose a Bachelor of Science composite degree in Secondary English Language Arts and Reading. This composite degree includes the following courses: ENG 1311, ENG 1312, six hours of sophomore surveys (chosen from ENG 2351, ENG 2353, or ENG 2373), COM 1310, REA 4346, ENG 3304, ENG 4360, and ENG 4000. In addition, choose from the following groups: nine hours of skills/developmental classes (ENG 3302, 4302, 4303, 4304, 4308, or 4336); nine hours of literature (ENG 4312, 4313, 4315, 4316, 4321, 4322, 4323, 4324, or 4325); and six hours of media knowledge/writing classes (COM 1311, 1312, 3353, ENG 3303, 3305, 3306 or JOU 2312). In the media knowledge/writing group, no more than three hours may be in English. This comprises 36 hours of English and twelve hours of related fields for a 48-hour program.

A minor in English requires eighteen to twenty-four semester hours including: ENG 1311, 1312, and three hours at the 2000-level. Of the remaining nine to fifteen semester hours, three more may be taken at the 2000-level. Only six hours of 3000-level courses may be taken without the permission of the head of the English department.

English

Students who score 14 or below on the English section of the ACT test (11 or below on the pre-1989 ACT) or 260 or below on the SAT (340 or below on the SAT I effective April 1995) are required to pass ENG 1304, a preparatory course, prior to enrollment in ENG 1311. Students with ACT scores between 15 and 17 (between 13 and 15 on the pre-1989 ACT) or between 270 and 330 on the SAT (350-410 on the SAT I) or who have no ACT or SAT scores are required to take a departmental proficiency test to determine more accurately which freshman writing course best suits their skills.

Writing Minor

Students who are not majoring in English but who want potential employers and professional and graduate schools to note their ability to communicate may decide to minor in writing.

A writing minor consists of 18-24 semester hours to include:

ENG 1311 English Composition I

ENG 1312 English Composition II

Sophomore English — 3 semester hours

A minimum of 9 semester hours chosen from:

ENG 3304 Advanced Grammar

ENG 3305 Creative Writing

ENG 3306 Technical Writing

ENG 4360 Language Arts for Teachers

or any other upper-level English course with the consent of the instructor.

ENGLISH 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

ENGLISH 1304. DEVELOPMENTAL ENGLISH.

An intensive course in English grammar and in paragraph composition. Elective credit only. Fall, Spring.

Prerequisite: None.

Three semester hours

ENGLISH 1311. ENGLISH COMPOSITION I. (ENGL 1301)

A review of grammar, punctuation, and spelling with intensive practice in writing the short essay. Fall, Spring.

Prerequisite: Satisfactory score on the English portion of the ACT/SAT or a grade of "C" or better in ENG 1304.

Three semester hours

ENGLISH 1312. ENGLISH COMPOSITION II. (ENGL 1302)

Readings in literature and practice in writing the long expository paper, including the library research paper. Fall, Spring.

Prerequisite: A grade of "C" or better in ENG 1311.

Three semester hours

ENGLISH 2351. LITERATURE OF BRITAIN. (ENGL 2321)

A study of the major works of British literature from the Anglo-Saxon period to the present. Fall, Spring.

Prerequisite: A grade of "C" or better in ENG 1311, 1312.

Three semester hours

ENGLISH 2353. LITERATURE OF THE WESTERN WORLD. (ENGL 2331)

Literature mostly in translation from the ancient world through the modern era.

Prerequisite: A grade of "C" or better in ENG 1311, 1312.

Three semester hours

ENGLISH 2373. LITERATURE OF AMERICA. (ENGL 2326)

A survey of major American writings from the colonial period to the present. Fall, Spring.

Prerequisite: A grade of "C" or better in ENG 1311, 1312.

Three semester hours

ENGLISH 3302. CHILDREN'S LITERATURE.

A survey of a wide range of readings for children and adolescents. Recommended for public school teachers. Fall.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 3303. FILM STUDIES.

A study of the works of major filmmakers from the silent era through the present. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 3304. ADVANCED GRAMMAR.

A survey of traditional grammar, punctuation and mechanics. Includes an introduction to the history of the English language. Recommended for teachers of English. Spring.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 3305. CREATIVE WRITING.

A study of the theory and practice of developing short stories and poetry. Fall, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 3306. TECHNICAL WRITING.

This course is designed to give students in all disciplines an understanding of the basic concepts in the field of technical writing. It is especially designed to interest majors in science, theology, and the social sciences (including the Academy of Freedom). Students will produce various documents which can be used to build a working portfolio. Spring, even years.

Prerequisite: ENG 1311, 1312, three hours of sophomore

English literature and computer literacy.

Three semester hours

ENGLISH 4000. TExES REVIEW IN SECONDARY ENGLISH.

This is a course which must be taken and passed the semester just prior to student teaching. It is designed to help students pass the secondary English Language Arts and Reading section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: Concurrent enrollment in EDU 4000.

No credit hours

ENGLISH 4302. DEVELOPMENT OF DRAMA.

Directed reading of plays by British, American and world dramatists, emphasizing the three major periods of drama: ancient Greece, the Renaissance, and the modern age. Spring, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4303. DEVELOPMENT OF THE SHORT STORY.

Directed reading of short stories by British, American, and world authors of the nineteenth and twentieth centuries. Fall, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4304. CRITICAL APPROACHES TO LITERATURE.

Survey and application of several major methods of interpretation. A wide variety of readings from several genres. Spring, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4308. TOPICS IN LITERATURE.

Directed readings on themes determined by the instructor (e.g. Southern Writers, American Culture through Fiction, Comedy and Tragedy). May be repeated for credit with significantly different content and approval of the department. Spring.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4312. SHAKESPEARE.

A study of representative comedies, tragedies, histories and romances. Recommended for teachers of English. Spring, odd years.

Prerequisite: See Footnote.

Three semester hours

English

ENGLISH 4313. RENAISSANCE AND SEVENTEENTH-CENTURY LITERATURE.

A study of the poetry, prose and drama of sixteenth- and seventeenth-century England, excluding Shakespeare's plays. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4315. THE ROMANTIC ERA.

A study of the poetry and prose of major British romantic writers. Spring, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4316. VICTORIAN LITERATURE.

Survey of major nineteenth-century British authors. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4321. MODERN POETRY.

Study of important trends and figures in the twentieth century. Fall, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4322. AMERICAN ROMANTICISM.

A study of the major works of fiction, prose and poetry written by American authors from the formation of the nation until the Civil War. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4323. AMERICAN REALISM.

A study of the major works of fiction, prose and poetry written by American authors from the Civil War through World War I. Spring, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4324. MODERN AMERICAN LITERATURE.

A study of the major works by American authors from World War I through the present. The emphasis will be on fiction and drama. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4325. CHRISTIANITY AND LITERATURE.

A study of the influence of Christianity on the content and style of non-biblical literature; Christian characters and doctrines in such literature; Christian imagery, symbols, and figures of speech in such literature. The emphasis will be on twentieth-century fiction.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4336. READING ACROSS CULTURES.

A study of contemporary fiction and nonfiction by outstanding writers from many different countries. Recommended for English teachers. Cross-credited with CCS 4336. Only three credit hours will be awarded for CCS 4336 or ENG 4336. Spring, odd years.

Prerequisite: See footnote.

Three semester hours

ENGLISH 4360. LANGUAGE ARTS FOR TEACHERS.

An advanced study of writing and reading applications in a workshop setting for students an interest in teaching. Fall, even years.

Prerequisite: See footnote.

Three semester hours

FOOTNOTE - Prerequisite: ENG 1311, 1312 and a three-semester hour, 2000-level English; all three must be completed with a grade of "C" or better. Any English course with a grade of "D" may not count toward an English major, minor, or writing minor.

Department of Modern Languages

Danny Brunette-Lopez, Ph.D. - Head

FACULTY: Carla Hawkins, M.A.

The Department of Modern Languages offers a Bachelor of Arts degree in Spanish or Spanish Education as well as a Spanish minor. The first- and second-year courses fulfill the General Education foreign language requirement for the Bachelor of Arts degree. They are designed to develop communicative skills in listening, speaking, reading, and writing Spanish. The advanced courses cover topics in Spanish language, grammar, and pedagogy, in addition to Spanish and Spanish-American culture and literature. Special features of the department include the utilization of computer software, audio and video resources, a Conversation Partner program for students in the beginning classes, and opportunities for international experience.

Students who have had previous instruction in Spanish should take the Spanish CLEP (College-Level Examination Program) test prior to registration in order to receive college credit. A student may receive up to twelve semester hours of credit, based on their score, for the following courses: SPA 1311, 1312, 2311, and 2312. See CLEP information in this catalog for specific scores and credit granted.

BA Major in Spanish33 hours

SPA 1311 Elementary Spanish I3 hours
SPA 1312 Elementary Spanish II3 hours
SPA 2311 Intermediate Spanish I3 hours
SPA 2312 Intermediate Spanish II3 hours
SPA 3350 Advanced Grammar and Composition3 hours
SPA 4311 Senior Seminar for Spanish Teachers and Majors3 hours
SPA 3311 International Experience: Spanish-America3 hours
15 Hours Advanced Spanish Electives, chosen in consultation with a faculty advisor15 hours

BA Major in Spanish Education with All-Level Teacher Certification33 hours

SPA 1311 Elementary Spanish I3 hours
SPA 1312 Elementary Spanish II3 hours
SPA 2311 Intermediate Spanish I3 hours
SPA 2312 Intermediate Spanish II3 hours
SPA 3350 Advanced Grammar and Composition3 hours
SPA 4000 LOTE Review in Spanish0 hours
SPA 4311 Senior Seminar for Spanish Teachers and Majors3 hours
SPA 3302 International Experience: Spain or SPA 3311 International Experience: Spanish-America3 hours
12 Hours Advanced Spanish Electives, chosen in consultation with a faculty advisor12 hours

Spanish Minor21 hours

SPA 1311 Elementary Spanish I3 hours
SPA 1312 Elementary Spanish II3 hours
SPA 2311 Intermediate Spanish I3 hours
SPA 2312 Intermediate Spanish II3 hours
SPA 3350 Advanced Grammar and Composition3 hours
6 Hours Advanced Spanish Electives6 hours
(Only three semester hours from SPA 3302 or 3311 may be counted toward the minor)	

Spanish

SPANISH 1311. ELEMENTARY SPANISH I.

An introduction to the Spanish language through conversation, grammar, reading, and writing in the context of real life situations. Technology is used to reinforce vocabulary and grammatical structures. Hispanic cultures and peoples are explored through readings and video supplements. Course taught primarily in Spanish. Fall.

Prerequisite: None.

Three semester hours

SPANISH 1312. ELEMENTARY SPANISH II.

A continuation of Elementary Spanish I with development of conversational, grammatical, reading, and writing skills within the context of real life situations. Technology is used to reinforce vocabulary and grammatical structures. Hispanic cultures and peoples are explored through readings and video supplements. Course taught primarily in Spanish. Spring.

Prerequisite: SPA 1311 with a grade of "C" or better.

Three semester hours

SPANISH 2311. INTERMEDIATE SPANISH I.

Continued development of communicative skills: comprehension, speaking, reading, and writing on an intermediate level. Technology is used to reinforce vocabulary and grammatical structures. Hispanic cultures and peoples are explored through readings, art, music, and film. Course taught in Spanish. Fall.

Prerequisite: SPA 1312 with a grade of "C" or better.

Three semester hours

SPANISH 2312. INTERMEDIATE SPANISH II.

A continuation of Intermediate Spanish I with emphasis on communicative skills at the intermediate level. Hispanic cultures and peoples are explored through readings, art, music, and film. Course taught in Spanish. Spring.

Prerequisite: SPA 2311 with grade of "C" or better.

Three semester hours

SPANISH 3300. REGIONAL STUDIES: POLITICS OF THE DEVELOPING WORLD.

This in-depth analysis of a specific region will examine the political, economic, cultural, and social aspects and relate the region not only to its geography but also to the broader world. Cross-credited with POS 3300. Only three credit hours will be awarded for SPA 3300 or POS 3300. As offered.

Prerequisite: SPA 2312.

Three semester hours

SPANISH 3302. INTERNATIONAL EXPERIENCE: SPAIN.

The purpose of this class is to provide a personal, hands-on experience with the cultures and peoples of Spain. Prior to the trip, the student will become familiar with Spanish history, geography, politics, economy, religion, and fine arts. Course taught in English. Spring, even years.

Prerequisite: SPA 2311 or equivalent.

Three semester hours

SPANISH 3311. INTERNATIONAL EXPERIENCE: SPANISH-AMERICA.

The purpose of this class is to provide a personal, hands-on experience with the cultures and peoples of Spanish-America. Prior to the trip, the student will become familiar with the history, geography, politics, economy, religion, and fine arts of a specific country. Country selection will vary. Course taught in English. Spring, odd years.

Prerequisite: SPA 2311 or equivalent.

Three semester hours

SPANISH 3331. SPANISH CULTURE AND CIVILIZATION.

A survey of Spanish Culture and Civilization, with consideration of geographical, social, economic, cultural, political, religious and artistic features. Students will achieve familiarity with major figures in history and the arts, architectural styles and artistic trends, political events, and social and religious institutions of Spanish civilization in the context of different periods. A special feature of the course is the use of numerous video and documentary supplements. Course taught entirely in Spanish. Cross-credited with CCS 3331. Only three credit hours will be awarded for CCS 3331 or SPA 3331. Fall, odd years.

Prerequisite: SPA 2312 or the equivalent.

Three semester hours

SPANISH 3332. SPANISH-AMERICAN CULTURE AND CIVILIZATION.

A survey of Spanish-American culture and civilization with consideration of geographical, social, economic, cultural, political, religious and artistic features. Students will achieve familiarity with major figures in history and the arts, architectural styles and artistic trends, political events, and social and religious institutions of Spanish-American civilization in the context of different periods. A special feature of the course is the use of numerous video and documentary supplements. Course taught entirely in Spanish. Fall, even years.

Prerequisite: SPA 2312 or the equivalent.

Three semester hours

SPANISH 3350. ADVANCED GRAMMAR AND COMPOSITION.

This course will offer an in-depth review of advanced Spanish grammar. Students will develop the skills needed to write with clarity and precision, and use more sophisticated grammatical structures, vocabulary and stylistic techniques to achieve greater fluency and correctness in written expression. Course taught entirely in Spanish. Fall.

Prerequisite: SPA 2312 or equivalent with a "C" or better.

Three semester hours

SPANISH 3360. ADVANCED CONVERSATION.

A comprehensive course in Spanish conversation, with continued vocabulary development. Emphasis will be placed on strengthening listening comprehension skills and on developing improvisational conversation skills. This course is designed specifically for non-native speakers. Offered as necessary.

Prerequisite: SPA 2312 and consent of instructor.

Three semester hours

SPANISH 4000. LOTE REVIEW IN SPANISH.

This is a course that must be taken and passed by Spanish education majors prior to student teaching. It is designed to help students pass the Spanish section of the Languages Other Than Teaching English (LOTE) examination. Students will become familiarized with the LOTE testing format and contents, and prepare for the exam by reviewing important pedagogical practices and learning theories related to teacher certification. Free of charge; pass/fail. Offered as necessary.

Prerequisite: SPA 3350; SPA 3331 or 3332.

No credit hours

SPANISH 4301. GREAT WORKS OF SPANISH LITERATURE.

A survey of Spanish Peninsular literature that will enhance students' appreciation of major writers, masterpieces and important movements through analysis, interpretation and discussion of different literary genres: poetry, prose, essay and/or drama. A panoramic selection of readings from medieval literature to works of the twentieth-century will be covered. Course taught entirely in Spanish. Spring, even years.

Prerequisite: SPA 3350 with a "C" or better.

Three semester hours

SPANISH 4311. SENIOR SEMINAR FOR SPANISH TEACHERS AND MAJORS.

This course acquaints students with current pedagogical and theoretical approaches to teaching and evaluating skills in listening, reading, writing and speaking in Spanish at all levels. Students will write a teaching philosophy, prepare lessons plans, and do micro-teaching in Spanish. As practical components of the course, students will become familiarized with the interview process, job searches, resume writing, and other practical life skills and ethics related to careers in Spanish. **This class serves as the capstone course for the Spanish Major and Spanish Education Major.** Spring.

Prerequisite: SPA 3350 with a "C" or better.

Three semester hours

SPANISH 4312. SPANISH INTERNSHIP.

This course allows students to gain practical experience in the areas of Spanish language and culture, instruction, and/or technology. For Spanish majors only. Fall, as needed.

Prerequisite: SPA 3350 and consent of instructor.

Three semester hours

History, Political Science, and Geography

SPANISH 4321. GREAT WORKS OF SPANISH-AMERICAN LITERATURE.

A survey of Spanish-American literature that will enhance students' appreciation of major writers, masterpieces and important movements through analysis, interpretation and discussion of different literary genres: poetry, prose, essay, and/or drama. A panoramic selection of readings from the Pre-Columbian era and Spanish Conquest to works of the twentieth-century will be covered. Course taught entirely in Spanish. Spring, odd years.

Prerequisites: SPA 3350 with a "C" or better.

Three semester hours

SPANISH 4391. SEMINAR IN HISPANIC LITERATURE.

This course examines a particular topic in Hispanic literature or studies: a literary theme, genre, author, or cultural movement or trend in Spain or Spanish America. May be repeated for credit when topic varies. Course taught entirely in Spanish. Offered as necessary.

Prerequisite: Three semester hours of Spanish literature and junior standing.

Three semester hours

Department of History, Political Science, and Geography

Matthew McNiece, Ph.D. - Head

FACULTY: Samuel Greene, M.Phil.; Mandy Locker, J.D.; Robert G. Mangrum, Ph.D.; Jennifer McNiece, M.A., M.P.A.; Justin D. Murphy, Ph.D.; John Nickols, M.A.

Through studying history, political science, and geography, students will develop an enhanced comprehension of current events, a better appreciation of art, architecture, ideas, and politics, and an improved understanding of their fellow human beings and their activities.

Students taking the general education course in history will develop the skills required to seek knowledge, analyze complex issues and present conclusions in a clear and thoughtful manner as well as have an improved understanding of American history or world history.

Students taking the general education course in political science will develop the skills required to seek knowledge, analyze complex issues and present conclusions in a clear and thoughtful manner as well as learn the basic theoretical and philosophical tenets of politics and the American political system.

History

The word history comes from the Greek and Latin terms for inquiring and knowing. It describes a branch of study in which we seek to learn about human life over time. Since present-day concerns often inspire the study of the past, historians debate concepts and theories about why humans have acted in specific ways, which leads to an understanding not only of the past but also of the present, while also providing a guide for the future. The study of history provides students with the skills required to seek knowledge, analyze complex issues, and present conclusions in a clear and thoughtful manner. A major in history prepares students for professional careers in teaching, research, journalism, and government service.

The history curriculum offers course work leading to the Bachelor of Arts degree. There are two capstone courses for the history major: HIS 4381 Issues in Contemporary American Society and HIS 4303 Europe Since 1919. Together these two courses unify the history major and provide a forum in which the student's mastery of the major can be demonstrated.

The **Bachelor of Arts Degree** in History requires 36 hours, which includes a 15 hour core consisting of HIS 1310, 1320, 2310, 2320, and 2330, 6 hours from the two capstone courses HIS 4303 and HIS 4382, and 15 advanced hours in history. Students may elect one of the following two areas of emphasis:

American History: 12 hours selected from HIS 3303, 3310, 3322, 3332, 3340, 3355, 4320, 4325, 4351 or 4366 and 3 additional advanced hours of history from outside the emphasis area.

Modern European History: 12 hours selected from HIS 3303, 3343, 3381, 3391, or HIS 4320, and 3 additional advanced hours of history from outside the emphasis area.

The department recommends that students majoring in history take 12 hours of Spanish to meet their language requirement for the Bachelor of Arts degree. In addition, students who intend to pursue a graduate degree in history are strongly recommended to take HIS 3303.

Students seeking **Teacher Certification in History** must take HIS 4000 as part of the major.

The Department also offers a major in Social Studies in the Bachelor of Arts or Bachelor of Science for students seeking Teacher Certification in Social Studies or a multidisciplinary degree in the social sciences. There are two capstone courses for the social studies major: HIS 4303 Europe Since 1919 and HIS 4382 Contemporary U.S. History. Together these two courses unify the social studies major and provide a forum in which the student's mastery of the major can be demonstrated.

The **Bachelor of Arts and Bachelor of Science degree in Social Studies** requires 54 hours as follows:

History Core: 15 hours (HIS 1310, 1320, 2310, 2320, and 2330)

Political Science Core: 6 hours (POS 2311 and POS 2322 or 2340)

Geography Core: 6 hours (GEG 2310 and GEG 3300 or 3320)

Economics Core: 6 hours (ECO 2301 and ECO 2302, or ECO 2350 and ECO 4390)

Advanced History: 6 Hours

Advanced Political Science: 9 Hours (POS 3321, 3361, 3371, 3381, 4303, 4351, 4389, 4391, or 4392)

Capstone: 6 Hours (HIS 4303 and HIS 4382)

Students seeking Teacher Certification in Social Studies must take HIS 4000 within the major and must take PSC 1429 Meteorology, Earth Science, and Chemistry to meet 4 hours of the lab science requirements in general education. The department strongly recommends that students take 12 hours of Spanish to meet their language requirement for the Bachelor of Arts degree.

Student seeking a minor in history must take 24 semester hours consisting of HIS 1310, 1320, 2310, 2320, 2330, and 9 advanced history hours.

All prerequisites must carry a grade of "C" or better, or consent of the head of the department.

As the primary Institutional Effectiveness tool utilized by the history department, each history major and social studies composite major **MUST** take a departmental exam in history prior to graduation and must take the departmental survey in the two capstone courses of HIS 4303 and POS 4381.

HISTORY 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of history not covered by existing catalog courses. Course may be repeated when the topic of study changes.

Prerequisite: Consent of instructor.

One to six semester hours

HISTORY 1310. UNITED STATES HISTORY TO 1877. (HIST 1301)

Survey of the major political and cultural developments in U.S. history from the Colonial Era through the Civil War and Reconstruction. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

HISTORY 1320. UNITED STATES HISTORY SINCE 1877. (HIST 1302)

Survey of the major political and cultural developments in U.S. history from the post-Reconstruction era through the present. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

History

HISTORY 2310. WESTERN CIVILIZATION I. (HIST 2311)

A survey of western civilization from the early Greeks and Romans through the Middle Ages, the Renaissance, and the Reformation, emphasizing the political, economic, and cultural evolution of early western society. Fall.

Prerequisite: None.

Three semester hours

HISTORY 2320. WESTERN CIVILIZATION II. (HIST 2312)

A survey of western civilization from the early seventeenth century through the French Revolution, the Industrial Revolution, and the First World War, emphasizing the rise of modern state and the political, economic, and cultural revolution of modern western society. Spring.

Prerequisite: None.

Three semester hours

HISTORY 2330. NON-WESTERN CIVILIZATIONS. (HIST 2322)

A survey of the political, economic, and cultural evolution of African, Asian, and Latin American societies from their earliest origins to the present. Spring, even years, Summer, odd years.

Prerequisite: None.

Three semester hours

HISTORY 3303. PERSPECTIVES IN SOCIAL SCIENCES.

Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with POS 3303. Only three hours credit will be awarded for HIS 3303 or POS 3303. Fall.

Prerequisite: None.

Three semester hours

HISTORY 3310. COLONIAL AMERICA AND THE AMERICAN REVOLUTION, 1607-1783.

Examination of the cultural, economic, and political foundations of the United States from the founding of the colonies through the winning of the Revolutionary War. Fall, even years.

Prerequisite: HIS 1310.

Three semester hours

HISTORY 3332. THE EARLY REPUBLIC, 1783-1848.

An examination of the cultural, economic, and political development of the young nation. Special emphasis is placed upon the Philadelphia Convention and Federal Constitution, the ages of Jefferson and Jackson, and themes of nationalism and sectionalism. Spring, odd years.

Prerequisite: HIS 1310.

Three semester hours

HISTORY 3340. CIVIL WAR AND RECONSTRUCTION: (1848-1877).

Surveys the background and causes of secession and war, the military, political, economic and diplomatic aspects of war, reconstruction and post-war adjustments. Fall, odd years.

Prerequisite: HIS 1310.

Three semester hours

HISTORY 3343. FRENCH REVOLUTION AND NAPOLEON: 1787-1815.

The course surveys the history of Europe from the eighteenth-century Enlightenment to the Congress of Vienna, emphasizing the impact of the Enlightenment, the French Revolution, and the Napoleonic wars upon European politics, diplomacy, and economic and cultural life. Fall, odd years.

Prerequisite: HIS 2320.

Three semester hours

HISTORY 3355. THE GILDED AGE AND PROGRESSIVE ERA: 1877-1919.

Domestic U.S. history from the post-Reconstruction era to the end of WWI. Emphasis on a comparison of the cultural, political, and economic characteristics of the Gilded Age and Progressive Era and the United States' emergence as a world power. Spring, even years.

Prerequisite: HIS 1320.

Three semester hours

HISTORY 3381. WESTERN INTELLECTUAL TRADITION.

A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with POS 3381. Only three credit hours will be awarded for HIS 3381 or POS 3381. Fall.

Prerequisite: None.

Three semester hours

HISTORY 3391. THE AGE OF NATIONALISM AND IMPERIALISM: EUROPE, 1815-1914.

This course surveys the history of Europe from the Congress of Vienna through the beginning of World War I. It emphasizes the ideological conflict between conservatism, liberalism, democracy and socialism as well as the impacts of nationalism, imperialism, and industrialization on European politics, diplomacy, culture, and economic life. Spring even years.

Prerequisite: HIS 2320.

Three semester hours

HISTORY 4000. PREPARATION WORKSHOP FOR THE HISTORY TExES.

This is a course which must be taken and passed by all history major teaching option and history secondary teaching field students the semester just prior to student teaching admission. Designed to help students pass the TExES test in history as required for employment in the secondary teaching field. Fall, Spring.

Prerequisite: Completion of history upper-division coursework or consent of instructor. No credit hours

HISTORY 4303. EUROPE SINCE 1919.

History of Europe from the end of World War I to the collapse of communism in Eastern Europe, emphasizing the struggle between democracy and totalitarianism. Spring, odd years, Summer, even years.

Prerequisite: HIS 2320.

Three semester hours

HISTORY 4320. THE WORLD AT WAR.

This course covers the causes and consequences of World Wars I and II from both European and US perspectives. Special attention will be paid to the intersection of political, diplomatic, economic, and cultural elements leading to each conflict, as well as the historical significance of the inter-war period. Fall, even years.

Prerequisite: HIS 1310 and 1320.

Three semester hours

HISTORY 4325. THE AGE OF FDR: 1919-1945.

Domestic U.S. history from the Roaring Twenties through the Great Depression, the New Deal, and World War II. Emphasis on cultural, political, and economic developments in the nation before and during the presidency of Franklin D. Roosevelt. Spring, odd years.

Prerequisite: HIS 1320.

Three semester hours

HISTORY 4351. AMERICAN CONSTITUTIONAL HISTORY.

A survey of the making of the Constitution, an overview of the political, social, cultural, and economic forces that have shaped constitutional interpretations, and an overview of the Constitutional Law of the United States through a study of cases concerning governmental powers and individual rights. Spring, odd years.

Prerequisite: HIS 1310 and 1320 or consent of instructor.

Three semester hours

HISTORY 4366. SPECIAL TOPICS IN HISTORY.

An in-depth analysis of a specific history topic which will examine the military, political, economic, cultural and social aspects of the topic in relation to the narrow topic under examination as well as the broader perspective of American and world history. As offered.

Prerequisite: Three semester hours of history or consent of instructor.

Three semester hours

HISTORY 4381. POST-WAR AMERICA: 1945-1981.

This course discusses the significant historical, political, social and cultural developments of the nation in the post-WWII era. Significant topics will include the origins of the Cold War, the Civil Rights and Equal Rights movements, the Counter-Culture, Watergate, and the Reagan Revolution. Fall, odd years.

Prerequisite: HIS 1320 and junior standing

Three semester hours

HISTORY 4382. CONTEMPORARY U.S. HISTORY.

This seminar explores the political, economic, social, and cultural elements of recent U.S. history (1981-present) which combine to contextualize our present day. This course serves as the capstone to the History Major. Spring.

*Prerequisite: HIS 1320 and: 12 hours advanced HIS,
or membership in Academy of Freedom*

Three semester hours

Political Science

The political science program is designed to introduce the students to the basic theoretical and philosophical tenets of politics; to provide the opportunities to gain practical research experience using contemporary techniques of political analysis; to help the students gain a better perspective of the American political system in an international context; and to provide background training for such professional fields as law, policy research, teaching, journalism, management, government service, and diplomatic service.

The program has a specific four-fold purpose and goal.

1. To prepare political science majors for graduate study in law and political science leading to professional careers in such areas as college teaching, the legal profession, international diplomacy, public administration, or other governmental-type work.
2. To provide all students seeking a degree with the skills necessary for understanding and participating intelligently in the political life of the community.
3. To help all students taking political science courses, including students entering other professions, develop the skills necessary for sophisticated prediction, criticism and interpretation of political behaviors and the interactions within and among nation states.
4. To prepare students for entry-level work in political science-related career fields.

The political science curriculum offers course work leading to the Bachelor of Arts Degree or Bachelor of Science Degree in Political Science. The capstone course for the political science major POS 4392 Christianity, Ethics, and Politics unifies the political science major and provides a forum in which the student's mastery of the major can be demonstrated.

The Bachelor of Arts and Bachelor of Science Degree in Political Science requires 36 hours, which includes a 15 hour core consisting of POS 2311, 2322, 2350, 3381, and 4390, 3 hours from the capstone course of POS 4392, and 18 hours in political science. Students may elect one of the following three areas of emphasis:

International Studies: 12 advanced hours selected from POS 3300, 3303, 3321, 3361, 3371, or 4389 and 6 additional hours of political science from outside the emphasis area or up to 6 additional hours selected from BUS 3335, or CCS 4341.

Prelaw: 12 advanced hours selected from POS 3301, 3311, 3341, 3361, 3391, 4354, 4355, or 4361 and 6 additional hours of political science from outside the emphasis area.

American Politics: 12 advanced hours selected from POS 3303, 3340, 3371, 4303, 4381, 4391, or 4399 and 6 additional hours of political science from outside the emphasis area or up to 6 additional hours selected from BUS 3351, ECO 3320, COM 3353, and MGT 3303.

The department recommends that students pursuing the Bachelor of Arts Degree choose Spanish as their language requirement, and that students pursuing the Bachelor of Science Degree choose MAT 3321 Introduction to Probability and Statics as their higher math requirement in the general education degree. In addition, the Department recommends that political science majors take HIS 2310 and HIS 2320 as electives.

A minor in political science shall consist of 18-24 hours, including POS 2311, 2322, 2350, 4392, and 6-12 hours of political science chosen in consultation with the head of the department.

Students may take POS 3100 International Organizations up to three times as part of their political science major or minor. Any hours taken beyond that will count toward electives.

Students may take POS 3161 Moot Court up to three times as part of their political science major or minor. Any hours taken beyond that will count toward electives.

As the primary Institutional Effectiveness tool utilized by the department, each political science major MUST take a departmental exam in political science prior to graduation and must take the departmental survey in the capstone course of POS 4392.

All prerequisites must carry a grade of "C" or better, or consent of the head of the department.

POLITICAL SCIENCE 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of political science not covered by existing catalog courses. Courses may be repeated when the topic of study changes.

Prerequisite: None.

One to six semester hours

POLITICAL SCIENCE 2311. AMERICAN GOVERNMENT. (GOVT 2305)

A survey of the structure, functions, processes, and problems of the federal government. The prerequisite for the honors section of this course will be membership in the Douglas MacArthur Academy of Freedom (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 2322. COMPARATIVE STATE AND LOCAL GOVERNMENT.

A comparative study of the structure and functions of state and local governments with an emphasis upon Texas government and the Texas constitution. This course is intended primarily for political science majors. This course is intended for POS majors and Academy students. Students seeking teacher certification should take POS 2340 Social Studies of Texas. Fall, Spring.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 2340. SOCIAL STUDIES OF TEXAS.

This course uses social scientific perspectives in studying the history, culture, and governments of Texas. Special attention is paid to the state's unique geography, economic development, and state and local governmental structures. This course is for students seeking teacher certification. Majors in POS and Academy students should take POS 2322 Comparative State and Local Government. Fall, Spring.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 2350. POLITICAL ECONOMY.

A political analysis of implementing micro and macroeconomic principles. Cross-credited with ECO 2350. Only three hours credit will be awarded for ECO 2350 or POS 2350. Fall.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 2351. STATISTICS FOR THE SOCIAL SCIENCES.

An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations and applicability of statistical procedures. Cross-credited with CRJ 2351, PSY 2351, and SOC 2351. Only three credit hours will be awarded for CRJ 2351, SOC 2351, PSY 2351, or POS 2351. Fall.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 3100. INTERNATIONAL ORGANIZATIONS.

A simulation of international organizations through competition in Model United Nations, Model Organization of American States, or Model Arab League. A maximum of three semester hours may be applied to the political science major or minor. Enrollment is limited with preference given to political science students. Fall, Spring

Prerequisite: Consent of instructor.

One semester hour

Political Science

POLITICAL SCIENCE 3161. MOOT COURT.

A study of the appellate process covering the following topics: effective advocacy, standards of review, limits on appellate briefs and oral arguments. A maximum of three semester hours may be applied to the political science major or minor. Enrollment is limited, with preference given to pre-law students. Non-majors will be selected on a space available basis. The professor will determine who attends and competes at TUMCA tournaments. Fall, Spring.

Prerequisite: Consent of instructor.

One semester hour

POLITICAL SCIENCE 3300. REGIONAL STUDIES.

The course will examine a different region of the world each semester offered. This in-depth analysis of a specific region will examine the political, economic, cultural and social aspects and relate the region not only to its geography but also to the broader world. Cross-credited with GEG 3300. Only three credit hours will be awarded for POS 3300 or GEG 3300. As offered.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 3301. INTRODUCTION TO LAW.

A course designed to introduce undergraduate students, intent upon graduate law school and careers in criminal justice, to the American legal system. Fall, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 3303. PERSPECTIVES IN SOCIAL SCIENCES.

Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with HIS 3303. Only three hours credit will be awarded for POS 3303 or HIS 3303. Fall.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 3311. BUSINESS LAW I.

General principles and case studies of the law of contracts, employment, negotiable instruments, property, transportation, insurance, partnerships, corporation, mortgages, leases, estates and bankruptcy. Cross-credited with BUS 3311. Fall, Summer.

Prerequisite: Junior standing.

Three semester hours

POLITICAL SCIENCE 3320. ECONOMIC DEVELOPMENT.

Explores the theory and practice of economic development on local, state, national, and international levels. Special emphasis on a comparison of world economic systems, including the economies of the developing world. Cross-credited with ECO 3320 and GEG 3320. Only three hours credit will be awarded for ECO 3320, GEG 3320, or POS 3320. Spring.

Prerequisite: ECO 2350 or ECO 2301 and 2302.

Three semester hours

POLITICAL SCIENCE 3321. COMPARATIVE GOVERNMENT.

A study of the governments, political systems, and public policies of countries in Europe, Asia, the Middle East, Latin America, and Africa. Attention will also be given to emerging multi-national governments, such as the European Union. Spring, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 3340. INTRODUCTION TO PUBLIC ADMINISTRATION.

A course designed to acquaint the student with the theoretical and practical foundations of government administration. Fall, odd years.

Prerequisite: POS 2311 and POS 2322.

Three semester hours

POLITICAL SCIENCE 3361. INTERNATIONAL RELATIONS THEORY AND PRACTICE.

This course explores the philosophical roots and practical applications of competing theories of international relations. Positivist theories such as liberalism and realism are discussed in depth, with attention paid to other theories (such as Marxian/Gramscian) as well. Fall, even years.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 3371. THE AMERICAN PRESIDENCY.

An examination of the development and functions of the national executive. Emphasis is placed upon presidential character, power and decision making. Spring, odd years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 3381. POLITICAL THEORY.

A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with HIS 3381. Only three credit hours will be awarded for HIS 3381 or POS 3381. Fall.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 3391. LAW AND SOCIETY.

An overview of Anglo-American legal principles and an analysis of controversial legal issues in contemporary American society. Spring, odd years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 4199-4399. INTERNSHIPS IN POLITICAL SCIENCE.

Supervised professional activities in an approved government or politically affiliated organization. Designed to provide Political Science majors with an opportunity to apply academic course work in practical and professional settings. Department will determine assessment criteria on a case by case basis. May be taken for up to six hours credit, though only three hours will count toward the Political Science major. Course may be repeated for credit. Fall, Spring, Summer.

Prerequisite: POS 2311, a cumulative GPA of 3.0 and

approval by department before internship is to begin.

One to three semester hours

POLITICAL SCIENCE 4303. POLITICAL PARTIES AND SPECIAL INTEREST GROUPS.

Exploration of the roles of formal political parties and special interest (pressure) groups on campaigns, elections, and governing. Special emphasis on parties' and interest groups' relationship to democratic theory. Fall, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 4354. CONSTITUTIONAL LAW I: POWERS.

An analysis of the constitutional law of the United States through an examination of basic cases concerning separation of powers, federalism, tax and spending powers, interstate and foreign commerce, and eminent domain. Fall, odd years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 4355. CONSTITUTION LAW II: RIGHTS.

An analysis of the constitutional law of the United States through an examination of basic cases concerning personal liberties and civil rights. Spring, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 4361. CRIMINAL LAW AND PROCEDURE.

An overview of the criminal justice process with emphasis on arrest, search, seizure, the right to counsel, police interrogation, subpoenas, warrants, pleas, trial by jury, and sentencing procedures. Spring, even years.

Prerequisite: POS 3301.

Three semester hours

POLITICAL SCIENCE 4389. AMERICAN FOREIGN POLICY.

Diplomatic problems and general international relations from the early American Republic to the 21st Century. Spring, odd years.

Prerequisite: None.

Three semester hours

Geography

POLITICAL SCIENCE 4390. ECONOMIC THEORY AND POLICY ANALYSIS.

Introduction to public policy analysis, with special emphasis on the use of comparative economic theories – including Mill, Smith, Marx, Keynes, and Friedman – in the development of policy proposals and cost/benefit analysis. Cross-credited with ECO 4390. Only three hours credit will be awarded for POS 4390 or ECO 4390.

Prerequisite: POS 2311 and 2321.

Three semester hours

POLITICAL SCIENCE 4391. THE AMERICAN CONGRESS.

An examination of the history, structures and processes of the national legislature. Spring, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 4392. CHRISTIANITY, ETHICS, AND POLITICS.

An examination of the relationship between Christianity, politics and civil government. Special emphasis on the role of ethics in responsible policy-making, and dilemmas such as war and peace, church and state, and interventionism and isolationism. **This course serves as the capstone to the political science major.** Spring.

Prerequisite: POS 2311, a minimum 6 hours upper-level political science and junior standing.

Three semester hours

Geography

The study of geography is designed to provide the student with an understanding of the spatial relationship between humans and the physical environment and how that environment affects society, economics, politics, and culture.

Neither a major or minor is available in geography.

All prerequisites must carry a grade of “C” or better, or consent of the head of the department.

GEOGRAPHY 2310. INTRODUCTION TO WORLD GEOGRAPHY. (GEOG 1303)

An introduction to the physical, political, economic, and cultural geography of the world’s regions. This course includes activities and projects designed for elementary education and social studies composite majors. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

GEOGRAPHY 3300. REGIONAL STUDIES.

The course will examine a different region of the world each semester offered. This in-depth analysis of a specific region will examine the political, economic, cultural and social aspects and relate the region not only to its geography but also to the broader world. Cross-credited with POS 3300. Only three credit hours will be awarded for GEG 3300 or POS 3300. As offered.

Prerequisite: None.

Three semester hours

GEOGRAPHY 3320. ECONOMIC GEOGRAPHY.

Explores the theory and practice of economic development on local, state, national, and international levels. Special emphasis on a comparison of world economic systems, including the economies of the developing world. Cross-credited with ECO 3320 and POS 3320. Only three hours credit will be awarded for ECO 3320, POS 3320, or GEG 3320. Spring.

Prerequisite: ECO 2350 or ECO 2301 and 2302.

Three semester hours

Department of Psychology and Family Studies

Keith Mask, Ph.D. - Head

FACULTY: Athena Bean, Ed.D.; Jennifer Clement, Ph.D.

The Department of Psychology and Family Studies offers programs leading to both the Bachelor of Arts and Bachelor of Science degrees. Undergraduate degrees in psychology and family studies are primarily designed to prepare students for graduate programs in the behavioral sciences and/or employment in the mental health and the family services field.

Psychology

Psychology is a multifaceted discipline that seeks to better understand the nature of human behavior. The undergraduate major in psychology at HPU will provide students with opportunities to: (1) explore the foundational content domains of psychology, (2) develop their skills in conducting and evaluating psychological research, and (3) learn how to evaluate the important theories and presuppositions in psychology from a Christian worldview.

In an effort to provide a comprehensive training program, the Psychology Department has chosen academic requirements that would support the needs of students wanting to pursue graduate training in psychology, counseling, marriage and family therapy and other related fields of study. In addition, the psychology major may function as a solid liberal arts degree for students wishing to pursue graduate or professional training in other fields such as medicine, law, theology, business, and education. The psychology degree may be chosen by students who plan to enter the job market following the completion of their bachelor's degree.

Students choosing a major in psychology must take thirty-one hours including PSY 1311, 2330, 2351, 3321, 3351, 3355, and 4439. In addition, students will choose nine hours of psychology electives in consultation with their faculty advisor. Students have the option of utilizing their nine hours of electives to create a specialty track in General Psychology, Counseling/Clinical Psychology, Family Psychology, or Psychology and Ministry. All psychology majors will be required by the end of their senior year to have taken a national subject area test in psychology. Students majoring in psychology may take COM 2320 or COM 2330 in lieu of COM 1310 for the general education requirement.

Specialty Tracks in Psychology - Students may take 9 hours in any one of the following tracks or they may select 9 hours of psychology electives:

General Psychology - 9 hours of psychology electives chosen in consultation with their Psychology faculty advisor.

Counseling/Clinical Psychology (choose 3 courses): PSY 4332 Intro to Counseling and Psychotherapy, PSY 3361 Psychological Testing, PSY 4371 Intro to Marriage and Family Therapy, PSY 4302 Health Psychology, PSY 3341 Social Psychology

Family Psychology (choose 3 courses): PSY 2311 Marriage and Family, PSY 4371 Intro to Marriage and Family Therapy, PSY 3342 Adolescent Psychology, PSY 4300 Human Sexuality, FST 3360 Parent-Child Relations

Psychology and Ministry (choose 3 courses): PSY 2311 Marriage and Family, PSY 3301 Integration of Psychology & Christianity, PSY 4332 Intro to Counseling and Psychotherapy, PSY 4371 Intro to Marriage and Family Therapy, PSY 4300 Human Sexuality, CED 4331 Intro to Christian Care and Counseling

A minor in psychology shall consist of PSY 1311, 3355, and twelve (12) additional semester hours chosen in consultation with a member of the psychology faculty.

Psychology

All prerequisites must carry a grade of “C” or better, or consent of instructor.

PSYCHOLOGY 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of psychology not covered by existing catalog courses. Course may be repeated when the topic of study changes.

Prerequisite: Consent of instructor.

One to six semester hours

PSYCHOLOGY 1311. INTRODUCTION TO PSYCHOLOGY. (PSYC 2301)

Basic requirement course in psychology. Successful completion of this course should enable the student to understand and develop his or her capabilities and to relate more successfully to the environment. The course is an overview of major topics included in the field of psychology. Fall, Spring.

Prerequisite: None.

Three semester hours

PSYCHOLOGY 2311. MARRIAGE AND THE FAMILY. (SOCI 2301)

A study of family types and marital processes with an emphasis upon the contemporary American families including ethnic and minority families within the context of contemporary American and Christian values. Related issues include lifestyles, dating, mate selection, sexual values, communication, conflict, children, divorce, remarriage, and stepfamilies. Cross-credited with FST 2311 and SOC 2311. Only three credit hours will be awarded for FST 2311, SOC 2311, or PSY 2311. Fall.

Prerequisite: None.

Three semester hours

PSYCHOLOGY 2330. PROFESSIONAL DEVELOPMENT IN PSYCHOLOGY AND FAMILY STUDIES.

This course introduces students to academic and professional opportunities in psychology, counseling, and family studies. Students will examine various specialties within psychology and related mental health fields, licensing and certification guidelines, graduate school admissions processes, and the APA writing style. Special attention will be given to ethical issues and guidelines in professional practice. Cross-credited with FST 2330. Only three hours will be awarded for FST 2330 and PSY 2330. Fall.

Prerequisite: None.

Three semester hours

PSYCHOLOGY 2351. STATISTICS FOR THE SOCIAL SCIENCES. (PSYC 2317)

An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations and applicability of statistical procedures. Cross-credited with CRJ 2351, POS 2351, and SOC 2351. Only three credit hours will be awarded for CRJ 2351, POS 2351, SOC 2351, or PSY 2351. Fall.

Prerequisite: None.

Three semester hours

PSYCHOLOGY 3301. INTEGRATION OF PSYCHOLOGY AND CHRISTIANITY.

This course provides an introduction to the conceptual models and critical issues associated with the process of integrating psychological theories with Christian faith and theology. Attention will be given to both theoretical and clinical practice issues. Spring, odd years.

Prerequisite: PSY 1311.

Three semester hours

PSYCHOLOGY 3306. DEATH AND DYING.

An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide, and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers and psychologists in direct practice. Cross-credited with SOC 3306 and SWK 3306. Credit will be awarded for only one of the three courses: SOC 3306, SWK 3306, or PSY 3306. Fall, even years.

Prerequisite: SOC 1311 or PSY 1311.

Three semester hours

PSYCHOLOGY 3321. PERSONALITY.

A study of the importance of the individual and the development of personality. Fall.

Prerequisite: PSY 1311.

Three semester hours

PSYCHOLOGY 3341. SOCIAL PSYCHOLOGY.

A study of the social bases of behavior and the behavior of the individual in social situations, as well as the socio-psychological bases of attitudes. Cross-credited with SOC 3341. Only three credit hours will be awarded for SOC 3341 or PSY 3341. Fall.

Prerequisite: PSY 1311 or SOC 1311.

Three semester hours

PSYCHOLOGY 3342. ADOLESCENT PSYCHOLOGY.

An intensive study of the development process of youth into adulthood to determine their characteristics and their needs. Spring, even years.

Prerequisite: PSY 1311 or consent of instructor.

Three semester hours

PSYCHOLOGY 3351. ABNORMAL PSYCHOLOGY.

A study of the major categories of mental illness and maladjustment — causes, symptoms and methods of treatment. Fall, Spring.

Prerequisite: PSY 1311.

Three semester hours

PSYCHOLOGY 3355. LIFESPAN DEVELOPMENT.

The study of the physiological and developmental processes of the human organism from conception to old age. Cross-credited with FST 3355. Only three credit hours will be awarded for FST 3355 or PSY 3355. Fall, Spring.

Prerequisite: PSY 1311.

Three semester hours

PSYCHOLOGY 3361. PSYCHOLOGICAL TESTING.

Theory and application of psychological measurement and assessment. Attention will be given to the major assessment instruments in each area of psychological testing. Spring, even years.

Prerequisite: PSY 1311.

Three semester hours

PSYCHOLOGY 4300. HUMAN SEXUALITY.

A study of human sexual functioning, behavior, and relationships. Sexual functioning and behavior will be examined from biological, cultural, psychological, and Biblical/theological perspectives. Attention will be given to identifying effective strategies for sexuality education. Cross-credited with FST 4300. Only three credit hours will be awarded for FST 4300 or PSY 4300. Spring.

Prerequisite: PSY 1311 or PSY 2311.

Three semester hours

PSYCHOLOGY 4302. HEALTH PSYCHOLOGY.

This course provides an introduction to the physiological bases of behavior. Consideration will be given to psychological factors that influence physical health and illness. Topics that will be addressed include stress and coping; lifestyle behaviors; and intervention strategies designed to promote psychological and physical health. Spring, even years.

Prerequisite: PSY 1311 or consent of instructor.

Three semester hours

PSYCHOLOGY 4321. LEARNING THEORY.

An evaluation of the learning processes as proposed by many of the contemporary learning theorists. The history and development of these materials are included in the study. Fall, odd years.

Prerequisite: PSY 1311 plus six additional hours of psychology.

Three semester hours

PSYCHOLOGY 4332. INTRODUCTION TO COUNSELING AND PSYCHOTHERAPY.

An overview of the various theories and strategies of psychotherapeutic intervention, including both individual and group methods. Cross-credited with SWK 4332. Credit may be awarded for only one of the two: PSY 4332 or SWK 4332. Spring.

Prerequisites: PSY 3321 and 3351 or consent of instructor.

Three semester hours

Family Studies

PSYCHOLOGY 4371. INTRODUCTION TO MARRIAGE AND FAMILY THERAPY.

The primary focus of this course will be to explore, understand, apply, and evaluate the major theoretical approaches used in the practice of marriage and family therapy. Consideration will be given to both modern and postmodern approaches to marital and family therapy. Special emphasis will be placed on identifying the fundamental theoretical assumptions and prominent clinical strategies associated with each of the major approaches. Attention will be given to professional and ethical issues impacting the discipline and practice of marriage and family therapy. Cross-credited with FST 4371. Only three credit hours will be awarded for FST 4371 or PSY 4371. Fall, odd years.

Prerequisite: FST/PSY 2311 or consent of instructor.

Three semester hours

PSYCHOLOGY 4439. EXPERIMENTAL PSYCHOLOGY.

The presentation of theory and practices employed in the application of scientific methodology to a variety of psychological phenomena. This course will include a research project. Spring.

Prerequisite: PSY 1311 and 2351.

Four semester hours

Family Studies

The Bachelor of Arts and Bachelor of Science in Family Studies focus on the development of individual, couple, and family wellness across the lifespan. Particular attention is given to the interactions among individuals, families, communities, and cultures. The Family Studies degree is designed to prepare students for (a) professional careers in a variety of human service areas, including but not limited to, child and family services, community mental health, consumer affairs, county and state extension, child life specialists, family life and parent education, marriage education and enrichment, youth services, and gerontological services; (b) leadership roles in church, school, and community; (c) effective functioning in marital and family roles; and (d) graduate education in counseling and family related fields.

The curriculum for the undergraduate major in Family Studies follows the Certified Family Life Educator guidelines established by the National Council on Family Relations. Students will take a series of courses in each of the eleven Family Life Substance areas identified by NCFR.

Graduates of the family studies program will have met all of the standards and criteria needed for Provisional Certification as a Family Life Educator, a designation granted by the NCFR. Currently, the minimum requirements for becoming a Certified Family Life Educator (CFLE) include a baccalaureate degree, two years' experience as a family life educator if the degree is in a family-related field, and passing a national CFLE exam.

Students majoring in Family Studies must take the following thirty-six (36) hours of required courses: FST 2311, 2330, 3355, 3360, 3365, 4300, 4360, 4370, 4371, 4380, COM 3370 and FIN 2312. Students majoring in Family Studies may take COM 2320 or COM 2330 in lieu of COM 1310 for the general education requirement.

A minor in Family Studies shall consist of FST 2311, 3360, and twelve (12) additional semester hours chosen in consultation with a member of the family studies faculty.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

FAMILY STUDIES 2311. MARRIAGE AND THE FAMILY.

A study of family types and marital processes with an emphasis upon the contemporary American families including ethnic and minority families within the context of contemporary American and Christian values. Related issues include lifestyles, dating, mate selection, sexual values, communication, conflict, children, divorce, remarriage, and stepfamilies. Cross-credited with PSY 2311 and SOC 2311. Only three credit hours will be awarded for PSY 2311, SOC 2311, or FST 2311. Fall.

Prerequisite: None.

Three semester hours

FAMILY STUDIES 2330. PROFESSIONAL DEVELOPMENT IN PSYCHOLOGY AND FAMILY STUDIES.

This course introduces students to academic and professional opportunities in psychology, counseling, and family studies. Students will examine various specialties within psychology and related mental health fields, licensing and certification guidelines, graduate school admissions processes, and the APA writing style. Special attention will be given to ethical issues and guidelines in professional practice. Cross-credited with PSY 2330. Only three hours will be awarded for PSY 2330 and FST 2330. Fall.

Prerequisite: None.

Three semester hours

FAMILY STUDIES 3355. LIFESPAN DEVELOPMENT.

The study of the physiological and developmental processes of the human organism from conception to old age. Cross-credited with PSY 3355. Only three credit hours will be awarded for PSY 3355 and FST 3355. Fall, Spring.

Prerequisite: PSY 1311.

Three semester hours

FAMILY STUDIES 3360. PARENT-CHILD RELATIONSHIPS.

Provides an in-depth introduction to parenting children from birth through adolescence. This course will explore both theoretical perspectives and practical strategies for nurturing emotionally healthy children. Attention will be given to cultural and ecosystemic factors impacting parent-child relationships. Spring, odd years.

Prerequisite: PSY/FST 2311 or PSY/FST 3355 or consent of instructor.

Three semester hours

FAMILY STUDIES 3365. FAMILY STRESS, CRISIS, AND RESILIENCE.

An investigation of the various stressors and crises experienced by couples and families. Attention will be given to various models of family stress and coping. Emphasis will be placed on identifying strategies for cultivating family resilience. Fall, even years.

Prerequisite: PSY/FST 2311.

Three semester hours

FAMILY STUDIES 4300. HUMAN SEXUALITY.

A study of human sexual functioning, behavior, and relationships. Sexual functioning and behavior will be examined from biological, cultural, psychological, and Biblical/theological perspectives. Attention will be given to identifying effective strategies for sexuality education. Cross-credited with PSY 4300. Only three credit hours will be awarded for PSY 4300 or FST 4300. Spring.

Prerequisite: PSY 1311 or PSY 2311.

Three semester hours

FAMILY STUDIES 4360. FAMILY AND COMMUNITY.

This course will explore the reciprocal relationships between families and major social institutions including government, the legal system, religion, education, and the work place. Particular attention will be given to the impact of law and social policy on families and to the role that community agencies play in serving families. Students will develop skills necessary for writing grants. As needed.

Prerequisite: PSY/FST 2311 and 6 additional hours in FST.

Three semester hours

FAMILY STUDIES 4370. FAMILY LIFE EDUCATION.

A study of the contemporary models, methods, and resources associated with family life and parent education, marriage education, and marriage enrichment. Students will develop skills in program design and delivery, group facilitation, and program evaluation. Spring, even years.

Prerequisite: Senior standing or consent of instructor.

Three semester hours

FAMILY STUDIES 4371. INTRODUCTION TO MARRIAGE AND FAMILY THERAPY.

The primary focus of this course will be to explore, understand, apply, and evaluate the major theoretical approaches used in the practice of marriage and family therapy. Consideration will be given to both modern and postmodern approaches to marital and family therapy. Special emphasis will be placed on identifying the fundamental theoretical assumptions and prominent clinical strategies associated with each of the major approaches. Attention will be given to professional and ethical issues impacting the discipline and practice of marriage and family therapy. Cross-credited with PSY 4371. Only three credit hours will be awarded for PSY 4371 or FST 4371. Fall, odd years.

Prerequisite: FST/PSY 2311 or consent of instructor.

Three semester hours

Criminal Justice, Social Work, and Sociology

FAMILY STUDIES 4380. PRACTICUM IN FAMILY LIFE EDUCATION.

Supervised field experience in family life education. Students will develop their skills in family support and intervention through practicums at various family service agencies. Students will be required to complete 200 hours of supervised field experience during the semester at an approved site. Fall.

Prerequisite: Senior standing; completion of Family Studies coursework; or permission of Department Head.

Three semester hours

Department of Criminal Justice, Social Work, and Sociology

Daniel Humeniuk, M.S.S.W. - Head

FACULTY: Lynn Humeniuk, M.A. - Program Director of Criminal Justice; Toni Damron, M.S.S.W.; Paul Lilly, M.S.; Mandy Locker, J.D.

PART-TIME/ADJUNCT FACULTY: David Balkum, J.D.; Chad Gann, M.A.

The department of criminal justice, social work and sociology offers programs leading to both the Bachelor of Arts and Bachelor of Science degrees. The needs of students requiring a substantive knowledge of criminal justice, social work and/or sociology for professional competence, graduate study, or personal enrichment are addressed by the department's program options and individual courses. Honor students in the Douglas MacArthur Academy of Freedom may choose the criminal justice or the social work major as their approved field of specialization. See the Academy of Freedom section of this catalog for details.

The range of substantive content in the discipline and the range of interests of students have resulted in two major options being provided in criminal justice and social work and a minor in sociology.

Criminal Justice

The criminal justice program offers degree choices in Bachelor of Arts, Bachelor of Science, or the Bachelor of Applied Arts and Sciences. To prepare majors in the field of criminal justice, emphasis will be placed on the roles of policing, courts, laws, and correctional systems at the local, state, federal and international levels. Sociological and psychological perspectives of offenders, victims, and professionals who interact in the criminal justice system will be explored and reviewed. Students taking introductory level courses in Criminal Justice will be able to understand the operations of the criminal justice system in social interaction as well as on an individual basis.

Students having a major in criminal justice must take 33-36 semester hours including CRJ 1310, 1320, 3330, 3332, 4355 and 4370. One three-hour class chosen from CRJ 2351, 3360 or 4361 must also be taken. Additional courses and internships will be decided in consultation with a faculty advisor depending on the career goals of the student. Students may also elect an area of emphasis in Restorative Justice or Forensic Science as described below.

Restorative Justice

The purpose of the courses in Restorative Justice is to provide students with an understanding of the basic principles of this particular field of criminal justice. Prevention and correctional programs are beginning to focus on providing an environment that will include victim, offender, families and communities. The appropriateness of this area of emphasis depends upon the student's vocational objectives and will seek to integrate the fields of Criminal Justice, Sociology, Social Work, and Communication Studies. This area of emphasis will not meet criteria for licensure or credentials in the vocation of professional mediator.

Students electing an area of emphasis in Restorative Justice will take CRJ 2392 Restorative Justice in the Juvenile System, CRJ 2390 Principles of Restorative Justice, CRJ 3320 Special Topics in Restorative Justice, and CRJ 3359 Restorative Justice and Conflict Resolution.

Forensic Science

The purpose of the courses in the Forensic Science is to offer a curriculum for criminal justice majors/minors to understand, communicate effectively and critically think through the practice of forensic science. The appropriateness of this area of emphasis is dependent upon the students' vocational objectives and will seek to integrate the areas of evidence and crime scene reconstruction, hands-on experience with field samples in a laboratory setting, become familiar with scientific technologies and techniques in criminal investigations, and study actual unsolved or hypothetical criminal cases.

Students electing an area of emphasis in Forensic Science will take CRJ 2479 Introduction to Forensic Science, CRJ 2489 Scientific Criminal Investigation, CRJ 3479 Crime Scene Analysis and CRJ 4279 Forensic Files Analysis.

A minor in criminal justice shall consist of CRJ 1310 and 1320 and 12-16 additional semester hours chosen in consultation with a member from the criminal justice faculty.

For the general education requirements, students must select the following course: BIO 2489 Human Anatomy and Physiology I.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

CRIMINAL JUSTICE 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of criminal justice not covered by existing catalog courses. Course may be repeated when topic of study changes.

Prerequisite: Consent of instructor.

One to six semester hours

CRIMINAL JUSTICE 1310. INTRODUCTION TO CRIMINAL JUSTICE. (CRIJ 1301)

An introductory course designed to focus on the history and philosophy of criminal justice, ethical and moral issues, definitions of crime categories, law enforcement, the court system, prosecution and defense, trial and correctional processes. Fall, Spring.

Prerequisite: None.

Three semester hours

CRIMINAL JUSTICE 1320. CRIME IN AMERICA. (CRIJ 1307)

Historical review of crime in the United States, social and psychological factors pertaining to different categories of crime, crime trends and prevention of crime. Spring.

Prerequisite: CRJ 1310.

Three semester hours

CRIMINAL JUSTICE 1330. FUNDAMENTALS OF CRIMINAL LAW.

An examination of the major issues in criminal law and procedure emphasizing the basic elements of crime, search and seizure, interrogation, right to counsel, evidentiary concepts, pretrial release, and the appeals process.

Prerequisite: CRJ 1310.

Three semester hours

CRIMINAL JUSTICE 2220. CRIMINAL INVESTIGATION.

An introduction to the recognition, collection and evaluation of physical evidence arising from a crime or suspicious incident, concentrating on the various techniques of crime scene investigation including crime scene search, note-taking, sketching, photography, and preservation of evidence. Many aspects of evidence preservation and admissibility will be covered with a heavy focus on the Bill of Rights. This course does not include scientific activities normally conducted within a crime laboratory by forensic scientist, but rather all aspects of criminal investigation and evidence collection up until the time evidence is delivered to the crime lab, resuming with the admissibility of the evidence in a court of law

Prerequisite: CRJ 1310, CRJ 1330.

Three semester hours

Criminal Justice

CRIMINAL JUSTICE 2310. COMMUNITY POLICING.

Students study the relationship between police and the community with recommendations for ways of working to reduce crime. Emphasis is placed on policing in a culturally diverse society. Emphasis will be placed on law enforcement and community interaction, team building, targeted crime reduction, and the Broken Windows theory on crime.

Prerequisite: CRJ 1310, CRJ 1320.

Three semester hours

CRIMINAL JUSTICE 2316. LEGAL ASPECTS OF LAW ENFORCEMENT.

A detailed study of police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; and police liability. Emphasis will be placed on the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

Prerequisite: CRJ 1310.

Three semester hours

CRIMINAL JUSTICE 2324. PROBATION AND PAROLE.

An overview of the practices involved in probation and parole of offenders. The course will focus on the history, current practices and future trends in these areas. Fall, odd years.

Prerequisite: CRJ 1310 and 1320.

Three semester hours

CRIMINAL JUSTICE 2325. CORRECTIONAL SYSTEMS.

This class will offer a practical approach to the ideas and practices of modern correctional systems. The history of corrections as well as future trends will be highlighted in the areas of jail and prison systems. Spring, even years.

Prerequisite: CRJ 1310 and 1320.

Three semester hours

CRIMINAL JUSTICE 2351. STATISTICS FOR THE SOCIAL SCIENCES. (PSYC 2317)

An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations, and applicability of statistical procedures. Cross-credited with POS 2351, PSY 2351 and SOC 2351. Only three hours credit will be awarded for POS 2351, PSY 2351, SOC 2351, or CRJ 2351. Fall.

Prerequisite: None.

Three semester hours

CRIMINAL JUSTICE 2390. PRINCIPLES OF RESTORATIVE JUSTICE.

An introduction to the basic principles and terminology of restorative justice as it interacts in our society and on a global basis. A historical perspective, studies in the field of restorative justice and the environments in which they take place will be reviewed, as well. Cross-credited with SOC 2390 and SWK 2390. Only three credit hours will be awarded for CRJ 2390, SOC 2390, or SWK 2390. Spring, even years.

Prerequisite: None.

Three semester hours

CRIMINAL JUSTICE 2392. RESTORATIVE JUSTICE IN THE JUVENILE SYSTEM.

A course designed to focus on the juvenile justice system as it relates to restorative justice. A comparison of restorative justice practices in the United States as well as with other countries who utilize this process. Victim/Offender Mediation, Family Conferencing, Neighborhood Conferencing and Peacekeeping Circles will be explored and practiced in class. Cross-credited with SOC 2392 and SWK 2392. Only three hours will be awarded for CRJ 2392, SOC 2392, or SWK 2392. Spring, odd years.

Prerequisite: CRJ 2390, SOC 2390, or SWK 2390.

Three semester hours

CRIMINAL JUSTICE 2479. INTRODUCTION TO FORENSIC SCIENCE.

This course provides an overview of forensic science field training for the science and non-science major alike. The scientific method is applied to forensics with an emphasis on evidence and crime scene reconstruction. Laboratory sessions provide hands-on experience with field samples, such as print and spatter analysis. Cross-credited with FRS 2479. Only four credit hours will be awarded for CRJ 2479 or FRS 2479. Three hours lecture and two hours laboratory per week. Fall, odd years.

*Prerequisite: Credit or concurrent enrollment in MAT 1351,
CRJ 1310 and CRJ 1320.*

Four semester hours

CRIMINAL JUSTICE 2489. SCIENTIFIC CRIMINAL INVESTIGATION.

This course focuses on the techniques, abilities and limitations of the modern crime laboratory and emphasizes current scientific technologies, techniques, practices and procedures employed in criminal investigation. Cross-credited with FRS 2489. Only four credit hours will be awarded for CRJ 2489 or FRS 2489. Three hours lecture and three hours laboratory per week. Spring, even years.

Prerequisite: CRJ 2479.

Four semester hours

CRIMINAL JUSTICE 3313. MEDIATION AND NEGOTIATION.

This course examines the interpersonal and conceptual skills required to engage in effective negotiation and serve as a mediator. Includes development of interest-based negotiation and mediation skills with strategies to assist parties with mutual agreement opportunities. Students will analyze case studies and role-play appropriate behavior in conflict scenarios. Cross-credited with COM 3313. Only three semester hours will be awarded for COM 3313 or CRJ 3313. Spring, even years.

Prerequisite: Sophomore standing.

Three semester hours

CRIMINAL JUSTICE 3320. SPECIAL TOPICS IN RESTORATIVE JUSTICE.

An in-depth study of a specific topic as it relates to issues in Restorative Justice. Topics included, but not limited to review, would be poverty, religious institutions, Educational systems, court systems, or victims and offenders. This special focus will be determined by sociological, political, cultural and economic climates within the United States and on a global basis. Cross-credited with SOC 3320. Only three credit hours will be awarded to CRJ 3320 or SOC 3320. Fall, odd years.

Prerequisite: CRJ 2390, SOC 2390, or SWK 2390 and

Sophomore standing or above.

Three semester hours

CRIMINAL JUSTICE 3322. PROBLEMS OF CONTEMPORARY SOCIETY.

An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with SOC 3322 and SWK 3322. Only three credit hours will be awarded for SOC 3322, SWK 3322, or CRJ 3322. Spring.

Prerequisite: None.

Three semester hours

CRIMINAL JUSTICE 3330. CRIMINOLOGY.

An introduction to the study of criminological theories, both historical and modern with the focus on adult populations as they pertain to the criminal justice system. Causes and prevention of crime as well as functions of the law enforcement, the judicial, and the penal systems will also be examined. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with SOC 3330 and SWK 3330. Only three credit hours will be awarded for SOC 3330, SWK 3330, or CRJ 3330. Fall.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

CRIMINAL JUSTICE 3332. JUVENILE DELINQUENCY.

A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquent behavior. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with YMN 3332, SOC 3332 and SWK 3332. Only three credit hours will be awarded for YMN 3332, SWK 3332, SOC 3332, or CRJ 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

CRIMINAL JUSTICE 3342. INTRODUCTION TO EMERGENCY MANAGEMENT: POLICY AND PRACTICE.

This course examines the nature and politics of emergency management in the post-9/11 world from a variety of social science perspectives. Topics may include disaster (man-made, natural) response; public health; school safety; integration of physical and material resources across departments; and federal, state, and local politics of emergency service allocation. Fall, even years.

Prerequisite: POS 2311.

Three semester hours

Criminal Justice

CRIMINAL JUSTICE 3359. RESTORATIVE JUSTICE AND CONFLICT RESOLUTION.

This course will examine the general principles of the mediation process, particularly as it relates to communication in the criminal justice area of Restorative Justice. Skills will be developed through an interaction of theory, practice and analysis. Cross-credited with COM 3360 and SOC 3359. Only three semester hours will be awarded for COM 3360, CRJ 3359, or SOC 3359. Fall, even years.

Prerequisite: CRJ 2393 and Sophomore standing or above.

Three semester hours

CRIMINAL JUSTICE 3360. SOCIAL DEVIANCE.

The psychological, biological and sociological aspects of socially deviant behavior. Theories pertaining to social deviance will be examined and social control laws, policies and effectiveness of rehabilitative programs will be examined. Cross-credited with SOC 3360. Only three credit hours will be awarded for CRJ 3360, or SOC 3360. Fall, odd years.

Prerequisite: CRJ 1310 or SOC 1311.

Three semester hours

CRIMINAL JUSTICE 3479. CRIME SCENE ANALYSIS.

This course continues the analytical study of the latest methods of crime scene investigation and analysis and specifically addresses how to, when to and in what order to collect forensic data. Students will investigate old case studies of crime scenes and devise viable alternatives for the investigations using scientific reasoning and current methodologies. Cross-credited with FRS 3479. Only four credit hours will be awarded for CRJ 3479 or FRS 3479. Three hours lecture and three hours laboratory per week. Fall, even years.

Prerequisite: CRJ 2489.

Four semester hours

CRIMINAL JUSTICE 4279. FORENSIC FILES ANALYSIS.

This course is designed as a multi-disciplinary capstone to the forensic science curriculum. Students will study unsolved or hypothetical criminal cases and propose suitable procedures and techniques for scientifically investigating these cases. They will present their data in a mock trial with cross-examination before a judge and jury of faculty members and students. Cross-credited with FRS 4279. Only two credit hours will be awarded for CRJ 4279 or FRS 4279. One hour lecture and two hours laboratory per week. Spring, odd years.

Prerequisite: CRJ 3479.

Two semester hours

CRIMINAL JUSTICE 4355. ETHICS IN CRIMINAL JUSTICE.

A detailed examination of the major value dilemmas confronting practitioners and professionals in the modern criminal justice system. This course places particular emphasis on police conduct, courtroom conduct, and correctional professional's conduct.

Prerequisite: CRJ 1301, CRJ 1320.

Three semester hours

CRIMINAL JUSTICE 4370. INTERNSHIP IN CRIMINAL JUSTICE.

Supervised professional activities in an approved criminal justice or social service agency. Designed to provide the criminal justice major with an opportunity to apply academic learning in practical and professional situations. Placement obtained in consultation with criminal justice internship program coordinator. Fall, Spring.

Prerequisite: CRJ 1310, 1320, twelve additional hours of CRJ and a 2.5 GPA.

Three semester hours

Sociology

Students selecting sociology will be seeking a broad base of academic knowledge in the subject. The thrust of this program is to expose students' practical training to a number of areas of sociological inquiry, equipping them for a wide range of careers in which a knowledge of the structure, organization and processes of human society within a global perspective is essential for successful future leadership based on Christian values.

The department of sociology offers only a minor. Students pursuing a minor in sociology are required to complete SOC 1311, 2351, 3322, 3361, and six additional semester hours chosen in consultation with a member of the sociology faculty. Additional courses and/or internships will be selected in consultation with a faculty advisor in keeping with the student's career objectives. Eighteen to twenty-four semester hours are required for the sociology minor.

All prerequisites must carry a "C" or better or consent of the instructor.

SOCIOLOGY 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of sociology not covered by existing catalog courses, including applied sociology internships and field studies. Course may be repeated when topic of study changes.

Prerequisite: Consent of instructor.

One to six semester hours

SOCIOLOGY 1311. INTRODUCTION TO SOCIOLOGY. (SOCI 1301)

An introduction to the study of society and the basic concepts of sociology. The prerequisite for the honors section of this course will be membership in the Douglas MacArthur Academy of Freedom (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring.

Prerequisite: None.

Three semester hours

SOCIOLOGY 1315. INTRODUCTION TO SOCIAL WORK. (SOCW 2361*)

The initial course in the social work curriculum, this course is designed to give students an understanding of the development and history of social work as a profession as well as a broad overview of how social work is carried out in various settings and with diverse populations. This course gives insights into the body of knowledge, theory, values, principles and techniques of social work generalist practice at the entry level. Cross-credited with SWK 1315. Only three credit hours will be awarded for SOC 1315 or SWK 1315. This is a required course for social work majors. Fall.

Prerequisite: SOC 1311 or consent of instructor.

Three semester hours

** May be used as a sociology elective only*

SOCIOLOGY 2311. MARRIAGE AND THE FAMILY. (SOCI 2301)

A study of family types and marital processes with an emphasis upon the contemporary American families including ethnic and minority families within the context of contemporary American and Christian values. Related issues include lifestyles, dating, mate selection, sexual values, communication, conflict, children, divorce, remarriage and stepfamilies. Cross-credited with FST 2311 and PSY 2311. Only three credit hours will be awarded for FST 2311, PSY 2311, or SOC 2311. Fall.

Prerequisite: None.

Three semester hours

SOCIOLOGY 2351. STATISTICS FOR THE SOCIAL SCIENCES. (PSYC 2317)

An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations, and applicability of statistical procedures. Cross-credited with CRJ 2351, POS 2351 and PSY 2351. Only three hours credit will be awarded for CRJ 2351, POS 2351, PSY 2351, or SOC 2351. Fall.

Prerequisite: None.

Three semester hours

Sociology

SOCIOLOGY 2390. PRINCIPLES OF RESTORATIVE JUSTICE.

An introduction to the basic principles and terminology of restorative justice as it interacts in our society and on a global basis. A historical perspective, studies in the field of restorative justice and the environments in which they take place will be reviewed, as well. Cross-credited with CRJ 2390 and SWK 2390. Only three credit hours will be awarded for CRJ 2390, SWK 2390, or SOC 2390. Spring, even years.

Prerequisite: None.

Three semester hours

SOCIOLOGY 2392. RESTORATIVE JUSTICE IN THE JUVENILE SYSTEM.

A course designed to focus on the juvenile justice system as it relates to restorative justice. A comparison of restorative justice practices in the United States as well as with other countries who utilize this process. Victim/Offender Mediation, Family Conferencing, Neighborhood Conferencing and Peacekeeping Circles will be explored and practiced in class. Cross-credited with CRJ 2392 and SWK 2392. Only three hours will be awarded for CRJ 2392, SWK 2392, and SOC 2392. Spring, odd years.

Prerequisite: CRJ 2390, SOC 2390, or SWK 2390.

Three semester hours

SOCIOLOGY 3301. CROSS-CULTURAL STUDIES.

A course in which students will be actively involved in research and experiential learning in a setting outside the United States. Attention will be given to understanding the culture and interacting with the people within that culture. Cross-credited with CCS 3301. Credit will not be given for both CCS 3301 and SOC 3301.

Prerequisite: Sophomore standing.

Three semester hours

SOCIOLOGY 3306. DEATH AND DYING.

An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers in direct practice. Cross-credited with SWK 3306 and PSY 3306. Credit will be awarded for only one of the three courses: SOC 3306, SWK 3306, or PSY 3306. Fall, even years.

Prerequisite: SOC 1311 or PSY 1311.

Three semester hours

SOCIOLOGY 3320. SPECIAL TOPICS IN RESTORATIVE JUSTICE.

An in-depth study of a specific topic as it relates to issues in Restorative Justice. Topics included, but not limited to review, would be poverty, religious institutions, Educational systems, court systems, or victims and offenders. This special focus will be determined by sociological, political, cultural and economic climates within the United States and on a global basis. Cross-credited with CRJ 3320. Only three semester hours will be awarded to CRJ 3320 or SOC 3320. Fall, odd years.

*Prerequisite: CRJ 2390, SOC 2390, or SWK 2390 and
Sophomore standing or above.*

Three semester hours

SOCIOLOGY 3322. PROBLEMS OF CONTEMPORARY SOCIETY. (SOCI 1306)

An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with CRJ 3322 and SWK 3322. Only three hours credit will be awarded for CRJ 3322, SWK 3322, or SOC 3322. Spring.

Prerequisite: None.

Three semester hours

SOCIOLOGY 3330. CRIMINOLOGY.

An introduction to the study of criminological theories, both historical and modern with the focus on adult populations as they pertain to the criminal justice system. Causes and prevention of crime as well as functions of the law enforcement, the judicial, and the penal systems will also be examined. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with CRJ 3330 and SWK 3330. Only three credit hours will be awarded for CRJ 3330, SWK 3330, or SOC 3330. Fall.

Prerequisite: SOC 1311 or consent of instructor.

Three semester hours

SOCIOLOGY 3332. JUVENILE DELINQUENCY.

A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquent behavior. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with YMN 3332, CRJ 3332 and SWK 3332. Only three credit hours will be awarded for YMN 3332, CRJ 3332, SWK 3332, or SOC 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

SOCIOLOGY 3341. SOCIAL PSYCHOLOGY.

A study of the social bases of behavior of the individual in social situations, as well as the socio-psychological bases of attitudes. Cross-credited with PSY 3341. Only three credit hours will be awarded for PSY 3341 or SOC 3341. Fall.

Prerequisite: PSY 1311, or SOC 1311.

Three semester hours

SOCIOLOGY 3359. RESTORATIVE JUSTICE AND CONFLICT RESOLUTION.

This course will examine the general principles of the mediation process, particularly as it relates to communication in the criminal justice area of Restorative Justice. Skills will be developed through an interaction of theory, practice and analysis. Cross-credited with COM 3360 and CRJ 3359. Only three semester hours will be awarded for COM 3360, CRJ 3359, or SOC 3359. Fall, even years.

Prerequisite: CRJ 2390, SOC 2390, or SWK 2390 and

Sophomore standing or above.

Three semester hours

SOCIOLOGY 3360. SOCIAL DEVIANCE.

The psychological, biological and sociological aspects of socially deviant behavior. Theories pertaining to social deviance will be examined and social control laws, policies and effectiveness of rehabilitative programs will be examined. Cross-credited with CRJ 3360. Only three credit hours will be awarded for CRJ 3360, or SOC 3360. Fall, odd years.

Prerequisite: CRJ 1310 or SOC 1311.

Three semester hours

SOCIOLOGY 3361. SOCIAL RESEARCH THEORY AND TECHNIQUES.

A study of experimental and observational schemes, survey analysis, sociometry, interview and questionnaire designs, scaling techniques, sampling and simulation. Cross-credited with SWK 3361. Only three hours credit will be awarded for SWK 3361 or SOC 3361. Spring.

Prerequisite: SOC 2351 or equivalent.

Three semester hours

Social Work

The social work program offers students a baccalaureate level of social work education with a liberal arts foundation. Students will be prepared to become generalist practitioners in entry level positions in the field of social work or advanced students in graduate schools of social work. Student learning focuses on the integration of Professional knowledge, values and skills of the social work profession. Students learn through a sequence of academic courses and a field experience to master direct practice skills serving various client systems including the individual, the family, the community and society. **THE PROGRAM DOES NOT GRANT ACADEMIC CREDIT FOR LIFE OR WORK EXPERIENCE.** The Commission on Accreditation of the Council on Social Work Education has granted accreditation status to the baccalaureate degree Social Work Program.

Admission to the program is contingent on successful completion of SWK 1315 or the equivalent with a "B" or better, which constitutes a screening process for the program. For continuance in the program, a student must maintain a minimum grade point average of 2.50 in social work courses. Student performance will be evaluated at the end of each semester and a student who fails to maintain a satisfactory performance level will be notified in writing of termination in the major. Re-admission must be determined by a faculty panel. The program is open to all qualified applicants without discrimination.

Social Work

A major in social work for the Bachelor of Science or Bachelor of Arts degree consists of thirty-six (36) semester hours: SWK 1315, 3303, 3304, 3314, 3315, 3342, 3353, 3361, 4316, 4429 and 4539.

For the general education requirements, students must select the following courses: SOC 1311, BIO 2489, and PSY 1311.

Social Work majors will be required to take a minimum of 18 semester hours of Psychology, Sociology and/or Criminal Justice courses which must include PSY 1311, SOC or PSY 2351, and PSY 3351. The additional course selections will be made in consultation with an advisor.

There is no minor offered in social work.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

For the Bachelor of Arts degree, it is recommended that the student choose Spanish to fulfill the modern language requirement.

SOCIAL WORK 1315. INTRODUCTION TO SOCIAL WORK.

The initial course in the social work curriculum, this course is designed to give students an understanding of the development and history of social work as a profession as well as a broad overview of how social work is carried out in various settings and with diverse populations. This course gives insights into the body of knowledge, theory, values, principles and techniques of social work generalist practice at the entry level. Cross-credited with SOC 1315. Only three credit hours will be awarded for SOC 1315 or SWK 1315. This is a required course for social work majors. Fall.

Prerequisite: None.

Three semester hours

SOCIAL WORK 2390. PRINCIPLES OF RESTORATIVE JUSTICE.

An introduction to the basic principles and terminology of restorative justice as it interacts in our society and on a global basis. A historical perspective, studies in the field of restorative justice and the environments in which they take place will be reviewed, as well. Cross-credited with CRJ 2390 and SOC 2390. Only three credit hours will be awarded for CRJ 2390, SOC 2390, or SWK 2390. Spring, even years.

Prerequisite: None.

Three semester hours

SOCIAL WORK 2392. RESTORATIVE JUSTICE IN THE JUVENILE SYSTEM.

A course designed to focus on the juvenile justice system as it relates to restorative justice. A comparison of restorative justice practices in the United States as well as with other countries who utilize this process. Victim/Offender Mediation, Family Conferencing, Neighborhood Conferencing and Peacekeeping Circles will be explored and practiced in class. Cross-credited with CRJ 2392 and SOC 2392. Only three hours will be awarded for CRJ 2392, SOC 2392, and SWK 2392. Spring, odd years.

Prerequisite: CRJ 2390, SOC 2390, or SWK 2390.

Three semester hours

SOCIAL WORK 3101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of social work not covered by existing catalog courses. Course may be repeated when topic of study changes.

Prerequisite: Upper-division standing or consent of advisor and instructor. One to six semester hours

SOCIAL WORK 3303. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I.

This course is the study of the complex relationships between human beings and their environment that bear upon human growth, dynamics of human behavior, individual and small group systems and the implications for social work practice. The objectives of this course include providing students with a social systems approach to understanding behavior, from individuals as systems through the person-in-environment context of families, groups, interactions between biological, social, psychological, institutional, economic and cultural systems as they impact and are impacted by individuals. This is a required course for all social work majors. Fall.

Prerequisite: PSY 1311, SOC/SWK 1315 or consent of instructor.

Three semester hours

SOCIAL WORK 3304. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II.

This course provides students with knowledge and theories of each stage of human bio-psycho-social growth and development in the context of the environmental demands faced by individuals throughout the lifespan from conception to old age. Students analyze development as impacted by various social forces. Spring.

Prerequisite: SOC/SWK 3303 or consent of instructor.

Three semester hours

SOCIAL WORK 3306. DEATH AND DYING.

An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers in direct practice. Cross-credited with SOC 3306 and PSY 3306. Only three credit hours will be awarded for SWK 3306, PSY 3306, or SOC 3306. Fall, even years.

Prerequisite: SOC 1311 or PSY 1311.

Three semester hours

SOCIAL WORK 3312. CHILD WELFARE SERVICES.

The problems, practices and principles in the child welfare field; the role of the social worker in supportive, supplemental and substitute care and protective services.

Prerequisite: None.

Three semester hours

SOCIAL WORK 3314. SOCIAL WORK PRACTICE I.

This course is the first of a three course practice sequence. The primary focus of the course is problem solving and communication theory and skills as applied to working with individuals, including persons of diverse backgrounds. This course is required for and open only to social work majors. Fall.

Prerequisite: SWK 1315 or consent of instructor.

Three semester hours

SOCIAL WORK 3315. SOCIAL WORK PRACTICE II.

This course is the second of a three course practice sequence. The primary focus of the course is problem solving and communication theory and skills as applied to working with families and groups, including persons of diverse backgrounds. This course is required for and open only to social work majors. Spring.

Prerequisite: SWK 3314 or consent of instructor.

Three semester hours

SOCIAL WORK 3322. PROBLEMS OF CONTEMPORARY SOCIETY.

An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with CRJ 3322 and SOC 3322. Only three credit hours will be awarded for CRJ 3322, SOC 3322, or SWK 3322. Spring.

Prerequisite: None.

Three semester hours

SOCIAL WORK 3330. CRIMINOLOGY.

An introduction to the study of criminological theories, both historical and modern, the focus will be on adult populations as they pertain to the criminal justice system, causes and prevention of crime, functions of the law enforcement system, the judicial system and the penal system. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with CRJ 3330 and SOC 3330. Only three credit hours will be awarded for CRJ 3330, SOC 3330 or SWK 3330. Fall.

Prerequisite: SOC 1311 or consent of instructor.

Three semester hours

SOCIAL WORK 3332. JUVENILE DELINQUENCY.

A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquency. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with YMN 3332, CRJ 3332 and SOC 3332. Only three credit hours will be awarded for YMN 3332, CRJ 3332, SOC 3332 or SWK 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

Social Work

SOCIAL WORK 3342. SOCIAL SERVICES AND SOCIAL POLICY IN RURAL SETTINGS.

This course examines the unique knowledge, attitudes, values, skills and social policies that facilitate the delivery of services and the activities often required of social service providers in rural areas. Resources such as schools, churches, welfare and social service agencies, informal helping systems, and the local media will be examined as ways to overcome obstacles inherent with providing services and successfully dealing with current and emerging problems faced by individuals, families and communities in rural settings. This is a required course for social work majors. Fall.

Prerequisite: SOC/SWK 1315 or consent of instructor.

Three semester hours

SOCIAL WORK 3353. SOCIAL WELFARE PROGRAMS, POLICIES AND ISSUES.

This course provides students with the opportunity to study and understand historical and contemporary social welfare policy issues and programs and to develop students' abilities to analyze these issues and programs. This course of study will focus on political, economic and other social conditions which impinge upon policy development in the United States. Specific policy areas to be studied are income maintenance, health, child welfare, and aging services and programs. Policy issues will be addressed as they affect majority groups as well as women, ethnic and cultural minority groups. This is a required course for social work majors. Spring.

Prerequisite: SOC/SWK 1315 or consent of instructor.

Three semester hours

SOCIAL WORK 3361. SOCIAL RESEARCH THEORY AND TECHNIQUES.

A study of both qualitative and quantitative research methodologies, this course teaches students to become critical consumers of social research in order to enhance their practice knowledge and skills. Course focus is also on building students' abilities to scientifically evaluate services they deliver in an accountable manner both at the single-case level and program and/or agency evaluation. Cross-credited with SOC 3361. Only three credit hours will be awarded for SWK 3361 or SOC 3361. This is a required course for social work majors. Spring.

Prerequisite: SWK 1315, SOC 2351 or equivalent,

SOC/SWK 3303 or consent of instructor.

Three semester hours

SOCIAL WORK 4316. SOCIAL WORK PRACTICE III.

This course is the third of a three course practice sequence. The primary focus of the course is problem-solving and communication theory and skills as applied to working with organizations and communities, including persons of diverse backgrounds. This course is required for and open only to social work majors. Fall.

Prerequisite: SWK 3314, 3315 or consent of instructor.

Three semester hours

SOCIAL WORK 4332. INTRODUCTION TO COUNSELING AND PSYCHOTHERAPY.

An overview of the various theories and strategies of psychotherapeutic intervention, including both individual and group methods. Cross-credited with PSY 4332. Only three credit hours will be awarded for SWK 4332 or PSY 4332. Spring.

Prerequisite: PSY 3321 and 3351.

Three semester hours

SOCIAL WORK 4429. FIELD INSTRUCTION I.

This is the first of a two course field sequence. The student applies generalist social work practice in a social work setting under controlled supervision 14 hours per week. The student also participates in a weekly two-hour seminar. This course is required for and open only to social work majors. Fall.

Prerequisite: SWK 3304, 3314, 3315, 3342, 3353, 3361 or consent of instructor. *Four semester hours*

SOCIAL WORK 4539. FIELD INSTRUCTION II.

Field Instruction II is the capstone course for the Social Work Program, the second of a two course field sequence, a continuation of supervised generalist social work practice in an agency. The course is designed to integrate the concepts from previous and current Social Work Program components. The student spends 16 hours per week in an agency and also participates in a weekly two-hour capstone seminar. This course is required for and open only to social work majors.

Prerequisite: SWK 4429.

Five semester hours

The Douglas MacArthur Academy of Freedom

Justin D. Murphy, Ph.D., Director

As the multidisciplinary public policy honors program of Howard Payne University, the Douglas MacArthur Academy of Freedom is designed for academically gifted students who aspire to leadership roles in a variety of careers. The Academy program prepares students to read critically, think analytically, and communicate ideas effectively. Through a broad-based liberal arts education that emphasizes Judeo-Christian values, Western Civilization, Free Enterprise, and political awareness, the Academy explores the meaning and significance of traditional American values and seeks to understand the problems of contemporary society. Students develop critical thinking skills by analyzing current issues through the multidisciplinary Academy major, which includes courses from the School of Humanities and the School of Business.

The Academy major has been carefully designed to challenge the student intellectually and experientially. Through the expeditious selection of related and elective courses, chosen with the assistance of the student's academic advisors, thorough academic preparation for a specific career field can be acquired. The Academy Bachelor's Thesis, which is the product of ACA 4108, ACA 4109, and ACA 4110, serves as the capstone for the academic program by providing a theoretical as well as a practical application and demonstration of the student's mastery of the multidisciplinary aspects of the honors program as student's research, prepare, and defend a thesis on a public policy topic selected in consultation with the Academy Director.

General Information and Requirements

Degrees

The Bachelor of Arts, the Bachelor of Science, or the Bachelor of Business Administration Degree may be obtained with the Academy of Freedom program as the area of concentration.

The Academy Major

The Academy major provides a multidisciplinary course of study that has been carefully designed to challenge students intellectually and experientially by examining contemporary domestic and international issues, to prepare students to analyze, evaluate, and formulate public policy, and to produce graduates who will be leaders in their communities and within their career field.

ANALYTICAL FOUNDATIONS 3 hours

HISTORY 3303. PERSPECTIVES IN SOCIAL SCIENCES.

Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with POS 3303. Only three hours credit will be awarded for HIS 3303 or POS 3303. Spring.

Prerequisite: None.

Three semester hours

CULTURAL AND HISTORICAL FOUNDATIONS 3 hours

HISTORY 4382. CONTEMPORARY U.S. HISTORY.

This seminar explores the political, economic, social, and cultural elements of recent U.S. history (1981-present) which combine to contextualize our present day. This course serves as the capstone to the History Major. Spring

*Prerequisite: HIS 1320 and: 12 hours advanced HIS,
or membership in Academy of Freedom*

Three semester hours

Douglas MacArthur Academy of Freedom

ECONOMIC FOUNDATIONS 6 hours

ECONOMICS 2350. POLITICAL ECONOMY.

A political analysis of implementing micro and macro economic principles. Cross-credited with POS 2350. Only three credit hours will be awarded for ECO 2350 or POS 2350. Fall.

Prerequisite: None.

Three semester hours

ECONOMICS 4390. ECONOMIC THEORY AND POLICY ANALYSIS.

Introduction to public policy analysis, with special emphasis on the use of comparative economic theories – including Mill, Smith, Marx, Keynes, and Friedman – in the development of policy proposals and cost/benefit analysis. Cross-credited with POS 4390. Only three hours credit will be awarded for ECO 4390 or POS 4390. Spring.

Prerequisite: ECO 2350 or POS 2350 or ECO 2301.

Three semester hours

ETHICAL, SPIRITUAL, AND THEORETICAL FOUNDATIONS 6 hours

HISTORY 3381. WESTERN INTELLECTUAL TRADITION.

A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with POS 3381. Only three credit hours will be awarded for HIS 3381 or POS 3381. Fall.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 3381. POLITICAL THEORY.

A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with HIS 3381. Only three credit hours will be awarded for HIS 3381 or POS 3381. Fall.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 4392. CHRISTIANITY, ETHICS, AND POLITICS.

An examination of the relationship between Christianity, politics, and civil government. Special emphasis on the role of ethics in responsible policy-making, and dilemmas such as war and peace, church and state, and interventionism and isolationism. Spring.

Prerequisite: POS 2311, a minimum 6 hours upper-level political science and junior standing.

Three semester hours

INTERNATIONAL FOUNDATIONS 3-6 hours

POLITICAL SCIENCE 4389. AMERICAN FOREIGN POLICY.

Diplomatic problems and general international relations from the early American Republic to the 21st Century. Spring, odd years.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 3300. REGIONAL STUDIES.

The course will examine a different region of the world each semester offered. This in-depth analysis of a specific region will examine the political, economic, cultural and social aspects and relate the region not only to its geography but also to the broader world. Cross-credited with GEG 3300. Only three credit hours will be awarded for POS 3300 or GEG 3300. Fall, odd years.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 3321. COMPARATIVE GOVERNMENT.

A study of the governments, political systems, and public policies of countries in Europe, Asia, the Middle East, Latin America, and Africa. Attention will also be given to emerging multi-national governments, such as the European Union. Spring, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 3361. INTERNATIONAL LAW AND POLITICS.

A study of the nation-state system with emphasis upon the fundamental factors governing international relations between states, the techniques and instruments of power politics, and the sources of tensions and possibilities of conflicts among the major states. Fall, even years.

Prerequisite: None.

Three semester hours

POLITICAL AND LEGAL FOUNDATIONS. 3-6 hours

HISTORY 4351. AMERICAN CONSTITUTIONAL HISTORY.

A survey of the making of the Constitution, an overview of the political, social, cultural, and economic forces that have shaped constitutional interpretations, and an overview of the Constitutional Law of the United States through a study of cases concerning governmental powers and individual rights. Spring, odd years.

Prerequisite: HIS 1310, HIS 1320, and POS 2311.

Three semester hours

POLITICAL SCIENCE 3371. THE AMERICAN PRESIDENCY.

An examination of the development and functions of the national executive. Emphasis is placed upon presidential character, power and decision making. Spring, odd years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 3391. LAW AND SOCIETY.

An overview of Anglo-American legal principles and an analysis of controversial legal issues in contemporary American society. Spring, odd years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 4303. POLITICAL PARTIES AND SPECIAL INTEREST GROUPS.

Exploration of the roles of formal political parties and special interest (pressure) groups on campaigns, elections, and governing. Special emphasis on parties' and interest groups' relationship to democratic theory. Fall, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 4391. THE AMERICAN CONGRESS.

An examination of the history, structures and processes of the national legislature. Spring, even years.

Prerequisite: POS 2311.

Three semester hours

CAPSTONE 3 hours

ACADEMY 4108. THE ACADEMY BACHELOR'S THESIS: RESEARCH.

A laboratory course in research methods in preparation for the Academy Bachelor's Thesis, which provides an analysis for a public policy topic selected by the student in consultation with the Academy Director. Fall, Spring.

Prerequisite: Junior in the Academy of Freedom.

Three semester hours

ACADEMY 4109. THE ACADEMY BACHELOR'S THESIS: PREPARATION.

Processing and organization of research and preparation for writing the Academy Bachelor's Thesis. Fall, Spring.

Prerequisite: ACA 4108.

Three semester hours

ACADEMY 4110. THE ACADEMY BACHELOR'S THESIS: DEFENSE (HONORS)

Presentation and Defense of the Academy Bachelor's Thesis. Fall, Spring.

Prerequisite: ACA 4109.

Three semester hours

SECOND MAJOR REQUIREMENTS

In addition to the Academy major, Academy Students must also choose a second major in an approved field of specialization. While not every major at Howard Payne is feasible for Academy students to pursue, the following majors are available:

Accounting (BBA)	Forensic Science (BA, BS)
Bible (BA)	History (BA)
Biblical Languages (BA)	Management (BBA)
Biology (BA, BS)	Management Information Systems (BBA)
Business Administration (BS)	Marketing (BBA)
Christian Education (BA)	Mathematics (BA, BS)
Communication Studies (BA)	Political Science (BA, BS)
Criminal Justice (BA, BS)	Practical Theology (BA)
Cross-Cultural Studies (BA)	Psychology (BA, BS)
English (BA)	Social Studies Composite (BA, BS)
Family Studies (BA, BS)	Social Work (BA, BS)
	Youth Ministry (BA)

Membership

The Academy of Freedom is divided into two levels: an **honors level** for freshmen and sophomores, and a **scholars level** for juniors and seniors. Membership in the honors level is neither a prerequisite nor a guarantee for membership in the scholars level.

Members of the Douglas MacArthur Academy of Freedom must meet all requirements for admission to the university and the respective levels for which they are applying. Formal approval of the application for membership in the Academy program is the prerogative of the university administration acting through the Academy Admissions Committee. Membership is a privilege, not a right. Members are expected to fulfill all obligations as specified below or in the Academy Student Handbook to maintain the privileges of membership.

The Academy Admissions Committee may admit a student to either level of the program on a **conditional basis** for one semester. At the end of the semester the Academy Admissions Committee will evaluate the student's academic records to determine his or her future enrollment in the program.

Academy students who fail to maintain the required cumulative GPA's will be subject to one of the three following consequences: probation for one semester, suspension from the Academy with loss of Academy scholarships, or expulsion from the Academy. The Academy Admissions Committee will specify the requirements for lifting probation or suspension.

Academy students who fail to maintain their membership or who drop out for any reason at any time are not eligible to claim identification as an Academy graduate. Loss of membership does not affect credits earned during Academy membership and credits in Academy courses may apply toward regular graduation.

Honors Level

Admission to the honors level is limited to twenty-five students each year. To be considered for admission to the honors level, freshmen must score a composite of 24 or above on the ACT or a composite of 1100 or above on the Math and Critical Reading portion of the SAT. **The priority deadline for applications is February 1. All applicants must be interviewed by the Academy Admissions Committee, which will award scholarships by February 15. Students must schedule classes by June 15 and are required to enroll in one introductory honors course selected from HIS 1310, HIS 1320, POS 2311, and POS 2322 or an approved substitute each semester.** Applications received after February 1 will be considered if the 25 available openings are not filled by students meeting the priority deadline. Once

all openings are filled, remaining applicants will be interviewed and placed on a waiting list in case openings become available.

Freshmen who score lower than a composite of 24 on the ACT or a composite of 1100 on the Math and Critical Reading portion of the SAT may be admitted conditionally without aid provided that they take one of the required introductory honors courses. If conditional students achieve a 3.25 GPA in the first semester, they will then qualify for admission and an Academy honors level scholarship (if funds are available) during the second semester of their freshman year.

Second-year students are required to enroll in the remaining honors sections listed above and take one additional class from the Academy major or an approved substitute. Second-year students are also required to serve as Academy tour guides to develop public-speaking skills.

Scholars Level

To be admitted unconditionally to the scholars level, students must have completed a minimum of sixty semester hours or be scheduled to complete a minimum of sixty semester hours before the start of the next long semester and have a minimum 3.25 cumulative GPA. Students must have completed HIS 1310, HIS 1320, POS 2311 and POS 2322 or approved substitutes or enroll in the appropriate course(s) in the semester in which they are admitted to the scholars level. (Transfer students must show equivalent courses, be approved for course substitutions, or be subject to the same enrollment requirement.) In addition, students must file a degree audit with the Academy major prior to admission to the scholars level. Transfer students must file a degree audit during their first semester in the scholars level.

Students must submit an application for admission to the scholars level. Applications will require a brief biographical profile, a short essay over an assigned topic, four letters of recommendation (two of which must be from professors currently familiar with your academic achievements), and official transcripts of all college work. **The Academy Admissions Committee will review all applications and may schedule interviews to determine admission to the program and eligibility for scholars level scholarships depending upon the number of membership positions available.**

To maintain membership in the scholars level, students must maintain a minimum cumulative GPA of 3.25, select a career path and pursue a major and related courses approved by the faculty advisors, and remain free of disciplinary probation, suspension, or expulsion. In addition, students must enroll in ACA 4108 during the second semester in the scholars level. Each semester the Academy Director will evaluate each student's grades, progress toward a degree, and performance of Academy duties. An unsatisfactory review may result in probation, suspension, or expulsion from the Academy of Freedom.

Students in the scholars level are assigned specific service projects each semester as a condition of membership. These assignments include service as Academy tour guides, recruiters, departmental assistants, and a variety of assignments that are designed to prepare students for professional careers and instill the virtues of servant leadership. Failure to perform duties may result in fines, probation, suspension, or expulsion from the Academy of Freedom.

Academy Scholarship Packages

Academy scholarship Packages are for tuition only and are combined with other university scholarships as explained in the Financial Aid section of the catalog. Students must maintain a 3.25 cumulative GPA to retain their scholarships each semester. Failure to maintain the required GPA may result in probation, suspension or expulsion from the Academy program and the reduction or loss of Academy scholarships.

Hatton W. Sumners Foundation Scholarship Program

In the spring semester before a student's junior year, students may apply for the Hatton W. Sumners Foundation Scholarship. **Completed Sumners Applications must be received by March 15 to be considered by the Academy Admissions Committee, which will review all applications and may schedule interviews to determine the twelve students for nomination to the Hatton W. Sumners Foundation Trustees.** Nominees will be interviewed in April by the Sumners Trustees, who will select a minimum of four recipients each year.

Recipients of the Hatton W. Sumners Foundation Scholarship, which is currently \$5500 per semester for four semesters, may apply the Sumners Scholarship to the remainder of the recipient's tuition, fees, books, and room and board, but a recipient's total scholarship package may not, however, exceed the total cost of university attendance.

Additional Information

Further information concerning the Academy program, in addition to this catalog, will be found in *The Douglas MacArthur Academy of Freedom Student Handbook*, which is updated each year. Upon admission to the Academy, students are expected to meet all the requirements and fulfill all of the expectations established in the catalog and the student handbook. Failure to do so may result in probation, suspension, or expulsion from the Academy program and the loss of Academy scholarships.

School of Music and Fine Arts

ROBERT TUCKER, Ph.D., Dean

Department of Music

Robert Tucker, Ph.D. - Head

FACULTY: Corey Ash, M.M.E.; Celeste Church, D.M.A.; Gregory Church, D.M.A.; Monte Garrett, D.M.A.; Stephen Goacher, M.M.; Danny Ingram, M.M.; Allen Reed, D.M.A.; Elizabeth Wallace, Ph.D.

PART-TIME/ADJUNCT FACULTY: Lance Beaumont, D.M.A.; Deanna Erxleben, M.M.; Elisabeth Greene, D.M.A.; Diane Owens, M.Ed.

Students who major in music, as a result of their ensemble experiences, their applied lessons, and their theoretical and historical studies, will be able to combine their capabilities in musical performance with the aural, verbal, and visual analysis of music to engage in historically accurate and aesthetically satisfying musical endeavors. They will be knowledgeable about repertoire and history and should be able to form and defend value judgments about music. They will have a basic understanding of the interrelationships and interdependencies among the various professions and activities that constitute the musical enterprise.

The department of music is an accredited institutional member of the National Association of Schools of Music and seeks to prepare students for careers in the field of music performance, music education and church music.

In the department of music, performance is strongly emphasized, and students have a wide variety of opportunities to perform both in ensembles and as soloists. The choral and instrumental fields have extensive ensemble offerings, including Concert Choir, University Singers, Marching Band, Symphonic Band, Jazz Ensemble, Heritage Singers, and Winds of Triumph, in addition to several small ensembles.

General Requirements

Admission as a music major is by audition before the faculty. All entering freshmen music majors will take placement examinations in music theory, piano, and their applied area. These examinations are diagnostic in purpose, and they will be used in advising students of their deficiencies and in assigning them an applied music level.

Music

Students in the Bachelor of Music in Performance degree program with a concentration in voice, piano, organ, or instrument will be evaluated by the faculty at the end of the freshman year, when they will be advised as to whether or not continuation in this degree will be allowed. All music majors will be assessed at the end of their sophomore year (fourth semester of applied study) to determine advancement to junior standing.

Membership in a major ensemble is required each semester for students with a major in music. For piano majors, Piano Ensemble may serve as the major ensemble after two semesters in a choral or instrumental ensemble.

Music Organizations

Music ensembles include the following: Concert Choir, Heritage Singers, University Singers, Music Theatre/Opera Workshop, University Marching, Symphonic, and Concert Bands, Winds of Triumph, Jazz Ensemble and various other small ensembles. Professional organizations and fraternities include: Kappa Kappa Psi, Tau Beta Sigma, and Sigma Alpha Iota.

Regulations for All Music Degrees

1. General requirements for degrees as stated on page 87 apply to music degrees also.
2. Minimum recital requirements
 - A. Bachelor of Music - Performance
 1. Junior Recital (thirty minutes)
 2. Senior Recital (sixty minutes)
 - B. Bachelor of Music - Church Music and Worship
Senior Recital (thirty minutes)
 - C. Bachelor of Arts or Bachelor of Music - Music Education
Senior Recital (thirty minutes)
3. The final examination for all applied music courses is a jury performed at the close of each semester, unless the credit is elective, i.e. not required for a degree. This jury is performed in the presence of a panel from the music faculty. The jury grade will partly determine the student's grade for the course. Students may or may not be required to perform a jury in the semester of their junior or senior recital at the teacher's discretion.
4. All students with a major in music, other than students with a concentration in keyboard, are required to pass the Piano Proficiency. Music majors with a concentration in keyboard are required to pass the Freshman Technique Exam, which satisfies the Piano Proficiency requirement.
5. Applied music courses (private lessons) may not be audited.
6. All students, including transfer students, must pass sophomore assessment before enrolling for advanced (3000-4000) applied music.
7. MUS 4000 must be taken during the last semester of classroom study (the semester prior to student teaching for music education students) and concurrently with EDU 4000.
8. All graduating music majors will be required to take the Major Field Achievement Test (MFAT) in music.
9. Students wishing to take private lessons for elective credit may enroll with the consent of the teacher. Students with limited or no musical background may be better served enrolling for class instruction.
10. Students must be continuously enrolled in applied music up to and including the semester in which they give a recital.

11. Additional policies are given in the Music Student Handbook. Students are responsible for being familiar with and adhering to policies and procedures published in this handbook.

Degrees and Majors

The department of music offers four majors under the Bachelor of Music degree - Performance, Piano Pedagogy, Church Music and Worship, Music Education – and one major under the Bachelor of Arts degree – Music. While it is possible to complete the Bachelor of Music in Music Education degree in four years, many students will require five years to complete this degree.

Music Minor

A minor in music allows a student to gain a basic introduction in music and pursue more advanced work in one or more areas. It consists of 18-22 hours of music courses and must be approved by the Dean. Required courses include Music 1301, two hours of applied instruction, and three semesters of Music 0070. Recommended courses include Music History, Class Piano, Music for Children, and Conducting. Scholarship recipients must enroll in a music ensemble each semester.

Information on Music Advisement

Students must audition before being admitted as a music major. However, students may enroll in music courses prior to the audition, *with the understanding that they will contact the Music Office as soon as possible to schedule an audition at the beginning of their first semester.*

MUS 1192 University Band and MUS 1193 University Singers are open to any student without audition. MUS 1194 Concert Choir requires an audition. Interested students should enroll for MUS 1193 and then contact the Director of Choral Activities for an audition.

As a scholarship requirement, music minors **MUST** enroll for a major ensemble or the piano ensemble.

Bachelor of Music in Performance - Voice Concentration

GENERAL EDUCATION (Bachelor of Music - page 258)	.42 hours
MUSIC COMMON CORE	.28 hours
BM Major in Performance / Voice Concentration	.58 hours
Applied	.26 hours
Concentration	.22 hours
Secondary	.4 hours
Ensemble	.10 hours
Major Choral Ensemble	.8 hours
MUS 1195 Music Theatre/Opera Workshop	.2 hours
Upper Level Theory	.2 hours
MUS 4253 Arranging	.2 hours
Music - Literature	.4 hours
MUS 4234 Song Literature	.2 hours
MUS 4295 Opera Literature	.2 hours
Pedagogy / Skills	.7 hours
MUS 2160, 2163 Vocal Diction	.2 hours
MUS 4203 Vocal Pedagogy	.2 hours
Language (French recommended)	.3 hours
MUS 3014 Junior Recital (half)	.0 hours
MUS 4014 Senior Recital (full)	.0 hours
MUS 4000 Capstone Course in Musical Thinking	.0 hours
Music Electives	.9 hours
Total Hours in Degree Program	128 hours

Bachelor of Music in Performance - Piano Concentration

GENERAL EDUCATION (Bachelor of Music - page 258)	.42 hours
MUSIC COMMON CORE	.28 hours
BM Major in Performance / Piano Concentration	.58 hours
Applied	.28 hours
Concentration	.24 hours
Secondary	.4 hours
Ensemble	.8 hours
Choir or Band	.2 hours
Piano Ensemble	.4 hours
Ensemble Elective	.2 hours
Upper Level Theory	.2 hours
MUS 4253 Arranging	.2 hours
Music - Literature	.4 hours
MUS 4224 Piano Literature I	.2 hours
MUS 4234 Piano Literature II	.2 hours
Pedagogy / Skills	.7 hours
MUS 1161 Keyboard Skills Class	.1 hour
MUS 1187 Studio Accompanying	.1 hour
MUS 1188 Solo Accompanying	.1 hour
MUS 3273 Piano Pedagogy I	.2 hours
MUS 3283 Piano Pedagogy II	.2 hours
MUS 3014 Junior Recital (half)	.0 hours
MUS 4014 Senior Recital (full)	.0 hours
MUS 4000 Capstone Course in Musical Thinking	.0 hours
Music Electives	.9 hours
Total Hours in Degree Program	128 hour

Music

Bachelor of Music in Performance - Organ Concentration

GENERAL EDUCATION (Bachelor of Music - page 258)42 hours
MUSIC COMMON CORE28 hours

BM Major in Performance / Organ Concentration58 hours

Applied28 hours
 Concentration24 hours
 Secondary4 hours
Ensemble8 hours
 Choir or Band4 hours
 Studio Accompanying4 hours
Upper Level Theory2 hours
 MUS 4253 Arranging2 hours
Music - Literature4 hours
 MUS 4204 Organ Literature I2 hours
 MUS 4214 Organ Literature II2 hours
Pedagogy / Skills5 hours
 MUS 1161 Keyboard Skills Class1 hour
 MUS 4271 Organ Pedagogy2 hours
 MUS 4291 Service Playing2 hours
MUS 3014 Junior Recital (half)0 hours
MUS 4014 Senior Recital (full)0 hours
MUS 4000 Capstone Course in Musical Thinking0 hours
Music Electives11 hours

Total Hours in Degree Program 128 hour

**Bachelor of Music in Performance - Instrumental Concentration
(non-keyboard)**

GENERAL EDUCATION (Bachelor of Music - page 258)42 hours
MUSIC COMMON CORE28 hours

BM Major in Performance / Instrumental Concentration58 hours

Applied28 hours
 Concentration24 hours
 Secondary4 hours
Ensemble12 hours
 Band8 hours
 University Ensemble4 hours
Upper Level Theory2 hours
 MUS 4253 Arranging2 hours
Music - Literature2 hours
 MUS 4284 Instrumental Literature2 hours
Pedagogy / Skills4 hours
 MUS 4293 Instrumental Pedagogy2 hours
 MUS 3247 Improvisation2 hours
MUS 3014 Junior Recital (half)0 hours
MUS 4014 Senior Recital (full)0 hours
MUS 4000 Capstone Course in Musical Thinking0 hours
Music Electives10 hours

Total Hours in Degree Program 128 hour

**Bachelor of Music in Piano
Pedagogy and Accompanying**

GENERAL EDUCATION (Bachelor of Music - page 258)	42 hours
MUSIC COMMON CORE	28 hours
BM Major in Piano Pedagogy and Accompanying	58 hours
Applied	20 hours
Concentration	16 hours
Secondary	4 hours
Ensemble	8 hours
Choir or Band	2 hours
Piano Ensemble	4 hours
Ensemble Elective	2 hours
Upper Level Theory	2 hours
MUS 4253 Arranging	2 hours
Music - Literature	4 hours
MUS 4224 Piano Literature I	2 hours
MUS 4234 Piano Literature II	2 hours
Pedagogy / Skills	15 hours
MUS 1161 Keyboard Skills Class	1 hour
MUS 1188 Solo Accompanying	1 hour
MUS 1187 Studio & Ensemble Accompanying	1 hour
MUS 3273 Piano Pedagogy I	2 hours
MUS 3283 Piano Pedagogy II	2 hours
MUS 4184 Practicum in Piano Pedagogy	1 hour
MUS 2160 Vocal Diction I	1 hour
MUS 2163 Vocal Diction II	1 hour
MUS 3247 Improvisation	2 hours
Language (French recommended)	3 hours
MUS 3013 Recital Accompanying (4 semesters)	0 hours
MUS 4014 Senior Recital (half)	0 hours
MUS 4000 Capstone Course in Musical Thinking	0 hours
Music Electives	9 hours
Total Hours in Degree Program	128 hour

Music

Bachelor of Music in Church Music and Worship

GENERAL EDUCATION (Bachelor of Music - page 258)42 hours
ELECTIVES3 hours
MUSIC COMMON CORE28 hours

Recommended Elective: Christian Studies / Theology - PTH 4391 Biblical Interpretation

BM Major in Church Music and Worship55 hours

Applied20 hours
Concentration14 hours
Secondary4 hours
Guitar2 hours
MUS 2177 Class Guitar (<i>Private guitar study may be substituted with instructor approval</i>)	
Ensemble6 hours
Upper Level Theory2 hours
MUS 4253 Arranging2 hours
Music - Literature2 hours
MUS 4264 Choral Literature2 hours
Pedagogy / Skills6 hours
MUS 3276 Choral Conducting2 hours
MUS 3286 Instrumental Conducting2 hours
2 hours from (based on concentration):2 hours
MUS 1161 Keyboard Skills Class (Piano, organ concentrations only)1 hour
MUS 1187 Studio & Ensemble Accompanying (Piano, organ concentrations only)1 hour
MUS 2160-2163 Vocal Diction (Voice concentration only)2 hours
MUS 3247 Improvisation (Instrumental concentration only)2 hours
Church Music11 hours
MUS 2264 Intro to Church Music2 hours
MUS 3282 Worship Arts2 hours
MUS 3384 Music for Children3 hours
MUS 4254 Worship Leadership2 hours
MUS 4207 Field Experience2 hours
Communication / Theatre - THR 2371 Fundamentals of Acting3 hours
MUS 4014 Senior Recital (half)0 hours
MUS 4000 Capstone Course in Musical Thinking0 hours
Music Electives5 hours

Total Hours in Degree Program 128 hour

Bachelor of Music in Music Education - Instrumental

GENERAL EDUCATION (Bachelor of Music - page 258)42 hours
 MUSIC COMMON CORE28 hours

BM Major in Music Education / Instrumental38-39 hours

Applied16 hours
 Concentration12 hours
 Secondary4 hours
 Ensemble6 hours
 Band6 hours
 Upper Level Theory2 hours
 MUS 4253 Arranging2 hours
 Pedagogy / Skills12-13 hours
 One from the following1 hour
 VOI 1111 Private Voice1 hour
 MUS 1193-4193 University Singers1 hour
 MUS 1194-4194 Concert Choir1 hour
 MUS 3286 Instrumental Conducting2 hours
 MUS 2147 String Techniques1 hour
 MUS 2167 Woodwind Techniques1 hour
 MUS 2187 Brass Techniques1 hour
 MUS 2188 Percussion Techniques1 hour
 MUS 3384 Music for Children3 hours
 MUS 3265 Secondary Instrumental Methods2 hours
 MUS 1161 Keyboard Skills Class (Piano concentrations only)1 hour
 MUS 4014 Senior Recital (half)0 hours
 MUS 4000 Capstone Course in Musical Thinking0 hours
 Music Electives2 hours

Professional Education21 hours
 EDU 3310 Foundations I (Psychological)3 hours
 EDU 3330 Foundations II (Philosophical)3 hours
 EDU 4339 Secondary Educational Technology3 hours
 EDU 4349 Elementary Instructional Resources3 hours
 EDU 4365 Student Teaching in All Grades3 hours
 EDU 4390 Student Teaching in All Grades3 hours
 EDU 4000 TExES Review0 hours
 REA 4346 Teaching Reading in the Content Areas3 hours

Total Hours in Degree Program 129-130 hour

The all-level teacher certificate permits a graduate to teach instrumental or choral music in the Texas public schools for grades early childhood through twelve.

Music

Bachelor of Music in Music Education - Choral

GENERAL EDUCATION (Bachelor of Music - page 258)42 hours

MUSIC COMMON CORE28 hours

BM Major in Music Education / Choral38 hours

Applied16 hours

 Concentration12 hours

 Secondary4 hours

Ensemble7 hours

 Choir7 hours

Upper Level Theory2 hours

 MUS 4253 Arranging2 hours

Pedagogy / Skills11 hours

 MUS 2160 Vocal Diction I1 hour

 MUS 2163 Vocal Diction II1 hour

 MUS 2237 Instrumental Techniques2 hours

 MUS 3276 Choral Conducting2 hours

 MUS 3384 Music for Children3 hours

 MUS 3264 Secondary Choral Methods2 hours

MUS 4014 Senior Recital (full)0 hours

MUS 4000 Capstone Course in Musical Thinking0 hours

Music Electives2 hours

Professional Education21 hours

 EDU 3310 Foundations I (Psychological)3 hours

 EDU 3330 Foundations II (Philosophical)3 hours

 EDU 4339 Secondary Educational Technology3 hours

 EDU 4349 Elementary Instructional Resources3 hours

 EDU 4365 Student Teaching in All Grades3 hours

 EDU 4390 Student Teaching in All Grades3 hours

 EDU 4000 TExES Review0 hours

 REA 4346 Teaching Reading in the Content Areas3 hours

Total Hours in Degree Program 129 hours

The all-level teacher certificate permits a graduate to teach instrumental or choral music in the Texas public schools for grades early childhood through twelve.

BACHELOR OF ARTS DEGREE

**GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements**

GENERAL EDUCATION

GEN 1101 University Seminar	1 hour
BIB 1303 Introduction to the Old Testament	3 hours
BIB 1304 Introduction to the New Testament	3 hours
ESS 1100 Principles of Personal Fitness & Wellness	1 hour
Exercise & Sport Science Activity chosen from approved courses	2 hours
GEN 4100 Senior Seminar	1 hour
COM 1310 Fundamentals of Human Communication	3 hours
ENG 1311 English Composition I	3 hours
ENG 1312 English Composition II	3 hours
MAT 1351 College Algebra, MAT 1365 Finite Mathematics I, or higher	3 hours
Life Science or Physical Science with Lab chosen from the approved list	4 hours
English Literature - ENG 2351 or 2353 or 2373	3 hours
History (MUS 3353 Music History III will not fulfill this requirement)	3 hours
POS 2311 American Government	3 hours
Social Science - PSY, SOC, HIS, or POS chosen from the approved list	3 hours
Fine Arts Appreciation course chosen from the approved list	3 hours
Total General Education42 hours

Additional Degree Requirements12 hours

Foreign Language (must be taken in a single language)	12 hours
or 6 hours from Foreign Language and 6 hours from English, Geography, History, Psychology, or Sociology	12 hours

Bachelor of Arts - Music Common Core31 hours

Music Technology	3 hours
MUS 1371 Introduction to Music Technology	3 hours
Music Theory	16 hours
MUS 1213, 1233 Theory & Sight Singing I	4 hours
MUS 1214, 1234 Theory & Sight Singing II	4 hours
MUS 2213, 2233 Theory & Sight Singing III	4 hours
MUS 2214, 2234 Theory & Sight Singing IV (Form and Analysis Included)	4 hours
Music History	10 hours
MUS 2152 Music Research Skills	1 hour
MUS 2353 Music History I (Medieval - Classical)	3 hours
MUS 2354 Music History II (Romantic - Contemporary)	3 hours
MUS 3353 Music History III (Popular/Ethno-musicology)	3 hours
Elementary Conducting	2 hours
MUS 3266 Elementary Conducting	2 hours
Recital Hour	0 hours
MUS 0070 Recital Hour - 6 semesters required	0 hours

Music - Applied Lessons

Bachelor of Arts - Music

GENERAL EDUCATION (Bachelor of Arts - page 265)	42 hours
ADDITIONAL DEGREE REQUIREMENTS	12 hours
Foreign Language (must be taken in a single language)	12 hours
or 6 hours from Foreign Language and 6 hours from English, Geography, History, Psychology, or Sociology	12 hours
GENERAL ELECTIVES	18 hours
BACHELOR OF ARTS - MUSIC COMMON CORE	31 hours

BA Major in Music / Vocal, Piano, or Organ	21 hours
Applied Concentration	10 hours
Ensemble (Major Instrumental or Choral Ensemble)	6 hours
Pedagogy / Skills	2 hours
MUS 1161 Keyboard Skills Class (Piano, organ majors only)	1 hour
MUS 1187 Studio & Ensemble Accompanying (Piano, organ majors only)	1 hour
MUS 2160-2163 Vocal Diction (voice concentration only)	2 hours
MUS 3247 Improvisation (Instrumental concentration only)	2 hours
MUS 4014 Senior Recital (half)	0 hours
MUS 4000 Capstone Course in Musical Thinking	0 hours
Music Electives	3 hours
Total Hours in Degree Program	124 hours

Music - Applied Lessons

A student may receive from one to three semester hours credit for applied music lessons. Credit in applied music is given as follows: Class instruction, one hour credit: two one-hour classes per week; Private instruction, one hour credit: one half-hour of instruction per week; Private instruction, two hours credit*: one hour of instruction per week; Private instruction, three hours credit*: one hour of instruction per week. Private lessons may be repeated for credit.

* Enrollment for more than one credit hour of applied music (if not a music major or minor) will require the approval of the dean of the School of Music and Fine Arts.

COMPOSITION 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.
Prerequisite: Junior standing and/or consent of instructor.

CONDUCTING 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.
Prerequisite: Completion of MUS 3276 or 3286 with a grade of "B" or better and consent of approved instructor.

ORCHESTRAL INSTRUMENTS 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

ORGAN 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

PIANO 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

VOICE 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 2311, 3311, and 4311.

Music - Techniques

MUSIC 0070. RECITAL HOUR.

Required attendance at recitals, community music concerts and Recital Hour during each semester. Fall, Spring.

Prerequisite: None.

No credit hours

MUSIC 1124. CLASS PIANO I (NON-MAJOR/MINOR).

Designed for the non-music major or minor without previous keyboard experience. This course provides students with a basic knowledge of music fundamentals and keyboard technique so that they may play beginning piano literature. Does not count toward a major or minor in music. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1125. CLASS PIANO II. (NON-MAJOR/MINOR).

A continuation of MUS 1124, for non-music majors or minors. This course provides further experience in music fundamentals and keyboard technique, enabling students to play elementary piano literature. Does not count toward a major or minor in music. Spring.

Prerequisite: MUS 1124 or consent of instructor.

One semester hour

MUSIC 1126. CLASS PIANO I. PROFICIENCY/SECONDARY TRACK.

Designed for music majors and minors without slight experience in piano. General keyboard techniques, sight-reading of easier classics, scales and beginning piano techniques. Spring only.

Prerequisite: Placement by keyboard faculty.

One semester hour

MUSIC 1127. CLASS PIANO II. PROFICIENCY/SECONDARY TRACK.

A continuation of MUS 1126, for music majors and minors. This course includes work on major scales, late elementary repertoire, diatonic harmonization, sight-reading, and simple hymns. Fall only.

Prerequisite: MUS 1126 completed with a grade of "C" or better; completion of MUS 1213 and MUS 1233.

One semester hour

MUSIC 1128. CLASS PIANO III. PROFICIENCY/SECONDARY TRACK.

A continuation of MUS 1127 in the Piano Proficiency/Secondary track for music, music education, and church music majors. This course includes all major, natural and harmonic minor scales, intermediate repertoire, increased emphasis on sight-reading of hymns, melodic harmonization using nondiatonic harmony, and open-score reading. Spring only.

Prerequisite: MUS 1127 completed with a grade of "C" or better; completion of MUS 2213 and MUS 2233.

One semester hour

MUSIC 1129. CLASS PIANO IV. PROFICIENCY/SECONDARY TRACK.

The culmination of the four-semester Piano Proficiency/Secondary track for music, music education, and church music majors. Successful completion of this course, with a grade of "B" or better, will satisfy the Piano Proficiency/Secondary requirements. The course includes intermediate repertoire, melodic harmonization employing borrowed and altered augmented chords, all major, natural, harmonic and melodic minor scales, emphasis on sight-reading hymns and chorales, choral and instrumental open score, and transposition including vocal and instrumental transpositions. Fall only.

Prerequisite: MUS 1128 completed with a grade of "C" or better; completion of MUS 2214 and MUS 2234.

One semester hour

MUSIC 1136 AND 1137. CLASS VOICE I AND II. (MUSI 1183, 1184)

Group instruction in the fundamentals of voice production and vocal techniques. Fall (1136), Spring (1137).

Prerequisite: None.

One semester hour credit each

Music - Techniques

MUSIC 1161. KEYBOARD SKILLS CLASS.

This class is designed to address functional keyboard skills for the student choosing piano or organ as their primary instrument. Scales, arpeggios, chord progressions, harmonization, melodic improvisation, sight-reading, open-score notation, transposition, and hymn playing. Keyboard majors must continue to enroll until they have passed the skills portion of the freshman keyboard skills exam. Fall, Spring.

Prerequisite: Keyboard concentration in all music degrees.

One semester hour

MUSIC 1187. STUDIO AND ENSEMBLE ACCOMPANYING.

Requires piano students to accompany a choral ensemble or accompany in a vocal/instrumental studio for three hours per week. To be supervised by a piano instructor. May be repeated for credit. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1188. SOLO ACCOMPANYING.

Required of all students with concentrations in piano. Includes reading, listening and weekly coaching sessions. May be repeated for credit. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1371. INTRODUCTION TO MUSIC TECHNOLOGY.

A course designed for Music Majors or minors. Students are introduced to sequencing hardware and software, music notation software, Internet research, and MS Office Word/Excel/Publisher/PowerPoint including spreadsheets and data base management as it relates to the music profession. Limited to 40 students.

Prerequisite: MUS 1213, 1233, or consent of instructor.

Three semester hours

MUSIC 2160-2163. VOCAL DICTION I AND II. (MUSI 1162, 1165)

A study of the correct sounds belonging to the English, Italian, French, and German languages respectively with emphasis placed on their application to singing. Fall (2160), Spring (2163).

Prerequisite: None.

One semester hour credit each

MUSIC 2177. CLASS GUITAR.

A course designed for majors or non-majors with limited experience on the guitar. General chording, reading, praise music, classics, and scales. May be repeated once for credit. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 2237. INSTRUMENTAL TECHNIQUES.

A course for non-instrumental majors designed to introduce instrumental music, methodology, range, transposition and understanding of the role of instrumental music in an educational setting.

Prerequisite: None.

Two semester hours

MUSIC 3013. RECITAL ACCOMPANYING.

Required of Bachelor of Music - Piano Pedagogy and Accompanying majors. May be repeated to meet degree requirements. Fall, Spring.

Prerequisite: MUS 1187.

No credit hours

MUSIC 3014. JUNIOR RECITAL.

Requires public performance of a minimum of 25 minutes of music.

No credit hours

MUSIC 4014. SENIOR RECITAL.

Requires public performance of a minimum of 45 minutes of music for performance majors, and a minimum of 25 minutes of music for all other concentrations. Students with a major in piano with emphasis in pedagogy and accompanying will perform 25 minutes of solo repertoire, with the remainder of the recital given to accompanying and chamber works.

No credit hours

MUSIC 4015. SENIOR SEMINAR PROJECT.

Requires concurrent enrollment in MUS 4286.

No credit hours

Music - Church Music

MUSIC 1101-4608. SPECIAL STUDIES IN CHURCH MUSIC.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MUSIC 2264. INTRODUCTION TO CHURCH MUSIC.

Philosophy, orientation and administration of church-wide program of music. Topics include the role of the minister of music, worship planning, age-group choirs, budget planning, staff relations, and principles of church music administration.

Prerequisite: None.

Two semester hours

MUSIC 3282. WORSHIP ARTS.

A study of the history and development of various forms of Christian worship, including a study of hymns and hymnology, as well as a survey of contemporary worship practices and music. The use of drama/theatre and other aspects of the use of visual and performing arts will be discussed.

Prerequisite: MUS 2264.

Two semester hours

MUSIC 4207. SUPERVISED MINISTRY EXPERIENCE.

On-the-job training in a church music ministry as a director, accompanist, music ministry assistant, or in a capacity approved by the church music department. Course requirements include periodic reports and plans, as well as involvement in the planning and implementation of worship experiences. Students will meet on a regular basis with the field supervisor, as well as the professor, to discuss the progress and job performance of the student.

Prerequisite: Senior standing.

Two semester hours

MUSIC 4254. WORSHIP LEADERSHIP.

A study of the biblical and theological foundations of music and its role in worship from the OT to the contemporary. Attention will be given to musical worship practices throughout church history, implementation of music within diverse styles and settings and examination of liturgies from many denominations and movements. The course will include opportunities for the planning and implementation of various styles of worship.

Prerequisite: MUS 3282.

Two semester hours

MUSIC 4286. SENIOR SEMINAR IN CHURCH MUSIC.

Students will prepare a conducting recital, senior thesis on a topic in church music, or a senior project in conjunction with the Supervised Field Experience. Students will meet on a regular basis to dialogue about progress and direction of chosen project. Prospectus for the seminar project must be submitted/approved prior to enrollment.

Prerequisite: MUS 4207, senior standing, and concurrent enrollment in MUS 4015.

Two semester hours

MUSIC 4291. SERVICE PLAYING.

A study of the practical problems of the church accompanist. Spring, even years.

Prerequisite: Junior standing.

Two semester hours

Music Education and Pedagogy

MUSIC 1101-4608. SPECIAL STUDIES IN MUSIC EDUCATION.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MUSIC 2147. STRING TECHNIQUES. (MUSI 1190)

A study and application of the fundamentals of playing string instruments, including correct tone production, bowing technique and care of the instrument. Fall, odd years.

Prerequisite: None.

One semester hour

Music - Education and Pedagogy

MUSIC 2157. VOCAL TECHNIQUES.

A study of vocal and choral techniques for non-vocal majors only. Spring, even years.

Prerequisite: None.

One semester hour

MUSIC 2167. WOODWIND TECHNIQUES. (MUSI 2166)

Group instruction with emphasis placed on correct tone production, technique and care of woodwind instruments with attention devoted to the embouchure and fingering problems of each instrument. Spring, odd years.

Prerequisite: None.

One semester hour

MUSIC 2187. BRASS TECHNIQUES. (MUSI 2168)

Practical elementary class instruction is given on the instruments of the brass family with attention devoted to correct tone production, technique, and care of the brass instrument. Spring, even years.

Prerequisite: None.

One semester hour

MUSIC 2188. PERCUSSION TECHNIQUES. (MUSI 2188)

Practical class instruction is given on the various percussion instruments with emphasis placed upon their care and use in the ensemble. Fall, even years.

Prerequisite: None.

One semester hour

MUSIC 3247. IMPROVISATION.

Materials and practices for improvising or extemporaneous performance. Spring.

Prerequisite: A grade "B" or above in applied concentration.

Two semester hours

MUSIC 3264. SECONDARY CHORAL METHODS.

A study of current trends, methods, materials and techniques for the adolescent choral ensemble. Fall.

Prerequisite: MUS 3266.

Two semester hours

MUSIC 3265. SECONDARY INSTRUMENTAL METHODS.

A study of curriculum problems and factors involved in organizing, training and directing instrumental ensembles. Spring.

Prerequisite: MUS 3266.

Two semester hours

MUSIC 3266. ELEMENTARY CONDUCTING.

Hand and baton techniques developed in laboratory experience. Group and individual practice is supervised with drills in rhythmic patterns, tempo marking, phrasing and dynamics. Fall.

Prerequisite: MUS 1214, 1234.

Two semester hours

MUSIC 3273. PIANO PEDAGOGY I.

A study of practical aspects of establishing an independent studio. Will include an examination of current teaching methods and materials, as well as a survey of learning theories. Fall, odd years.

Prerequisite: None.

Two semester hours

MUSIC 3276. CHORAL CONDUCTING.

Emphasis placed upon the problems of score reading, interpretation and advanced conducting techniques. Spring.

Prerequisite: MUS 3266.

Two semester hours

MUSIC 3283. PIANO PEDAGOGY II.

A survey of the history and philosophy of piano pedagogy, including the physiology of playing the piano. Performance practices of baroque, classical, romantic, and twentieth-century music will be covered. Spring, even years.

Prerequisite: MUS 3273.

Two semester hours

MUSIC 3286. INSTRUMENTAL CONDUCTING.

Emphasis is placed upon the problems of score reading, interpretation and advanced conducting techniques. Spring.

Prerequisite: MUS 3266.

Two semester hours

Music - Education and Pedagogy / Theory and Composition

MUSIC 3384. MUSIC FOR CHILDREN.

A study of current trends, techniques and materials for children. Fall, Spring.

Prerequisite: None.

Three semester hours

MUSIC 4184. PRACTICUM IN PEDAGOGY.

Faculty supervision of the degree candidate teaching beginner, intermediate and advanced pre-college level students. May be repeated for credit. Fall, even years; Spring, odd years.

Prerequisite: MUS 3283.

One semester hour

MUSIC 4203. VOCAL PEDAGOGY.

A study of vocal sound, voice physiology, processes and coordination in singing and the psychological/creative aspects of singing and teaching. The identification and correction of vocal problems is emphasized. Spring, odd years.

Prerequisite: None.

Two semester hours

MUSIC 4270. GUITAR PEDAGOGY.

A study of guitar instructional principles and methods as expressed in historical and contemporary literature. Study of classical guitar technique, plectrum technique, anatomy of the hand, and guitar construction. Fall, odd years.

Prerequisite: None.

Two semester hours

MUSIC 4271. ORGAN PEDAGOGY.

Analysis of various teaching methods and special problems of organists and organ teachers. Study of manual and pedal techniques, registration, memorization, articulation and phrasing, styles and ornamentation. Offered on demand.

Prerequisite: None.

Two semester hours

MUSIC 4293. INSTRUMENTAL PEDAGOGY.

Study and practical application of methods, fundamentals, teaching materials and problems of teaching a specific instrument to those varying ages and stages of development. Spring, even years.

Prerequisite: None.

Two semester hours

Music - Theory and Composition

MUSIC 1101-4608. SPECIAL STUDIES IN THEORY AND COMPOSITION.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MUSIC 1213. MUSIC THEORY I.

A study of diatonic chords in the major and minor modes, including principles of voice leading and composition in four-part chorale style as practiced by composers of the Common Practice period. For music majors only. Fall only.

Prerequisite: Concurrent enrollment in MUS 1233.

Two semester hours

MUSIC 1214. MUSIC THEORY II.

Continuation of MUS 1213. Will include principles of voice leading in four parts for chord inversions, cadences, phrases, and periods, the classification and writing of non-chord tones, and diatonic seventh chords. Spring only.

Prerequisite: MUS 1213 with a grade of "C" or better, and/or concurrent enrollment in MUS 1234.

Two semester hours

MUSIC 1233. SIGHT SINGING AND EAR TRAINING I.

An applied skills course designed to develop musicianship through exercises and drill in singing (using solfage) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Fall only.

Prerequisite: Concurrent enrollment in MUS 1213.

Two semester hours

Music - Theory and Composition

MUSIC 1234. SIGHT SINGING AND EAR TRAINING II.

A continuation of MUS 1233. An applied skills course designed to develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Spring only.

Prerequisite: Concurrent enrollment in MUS 1214.

Two semester hours

MUSIC 1301. FUNDAMENTALS OF MUSIC.

For music minors or preparatory course for music majors. A study of notation, scales, rhythm, intervals, triads, key signatures, and music terminology. Course will include an introduction to aural skills and sight singing by solfege. Summer, Fall.

Prerequisite: Declared music minor or consent of instructor.

Three semester hours

MUSIC 2213. MUSIC THEORY III.

Continuation of MUS 1214. The study of more advanced harmony, including chromaticism as seen in secondary dominant and leading-tone chords, modulations, mode mixture, the Neapolitan chord, Augmented Sixth chords, and enharmonic spellings and modulations. The study of binary and ternary forms will be included, as well as Sonata form and Rondo form. Fall only.

Prerequisite: Successful completion of MUS 1214 with a grade of "C"

or better, and concurrent enrollment in MUS 2233.

Two semester hours

MUSIC 2214. MUSIC THEORY IV.

Continuation of MUS 2213. The study of late nineteenth-century and twentieth-century compositional materials and techniques. Includes written exercises in analysis of harmonic elements and forms, as well as improvisational composition projects in various styles. Spring only.

Prerequisite: Successful completion of MUS 2213 with a grade of "C"

or better, and/or concurrent enrollment in MUS 2234.

Two semester hours

MUSIC 2233. SIGHT SINGING AND EAR TRAINING III.

A continuation of MUS 1234. An applied skills course designed to develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Fall only.

Prerequisite: Concurrent enrollment in MUS 2213.

Two semester hours

MUSIC 2234. SIGHT SINGING AND EAR TRAINING IV.

A continuation of MUS 2233. An applied skills course designed to develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Spring only.

Prerequisite: Concurrent enrollment in MUS 2214.

Two semester hours

MUSIC 2247. JAZZ FUNDAMENTALS.

Introduction to jazz harmony and scales. Drill in ear training and keyboard. Fall, even years.

Prerequisite: MUS 1214 and 1234 with a grade of "B" or better.

Two semester hours

MUSIC 4253. ARRANGING.

A study of the principles of choral and instrumental arranging to include ranges, textures, qualities, and appropriate combinations. Spring, even years.

Prerequisite: MUS 2214 and 2234.

Two semester hours

Music - History and Literature

MUSIC 1302. JAZZ APPRECIATION.

A general music course providing a survey of the history and literature of jazz styles. Fall.

Prerequisite: None.

Three semester hours

MUSIC 1353. MUSIC APPRECIATION. (MUSI 1306)

A general music survey course designed to acquaint students with the principal composers, forms and characteristics of the various periods in music. **This course is only taught on-line.** Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

MUSIC 2152. MUSIC RESEARCH SKILLS.

An introduction to music research skills, score reading, listening skills, and overview of the style periods in Western Art Music.

Prerequisite: None.

One semester hour

MUSIC 2353. MUSIC HISTORY I - MEDIEVAL TO CLASSICAL.

A study of the history of music and representative literature from medieval through the classic periods

Prerequisite: MUS 2152 or instructor approval.

Three semester hours

MUSIC 3351. MUSIC HISTORY II - ROMANTIC TO CONTEMPORARY.

A study of the history of music and representative literature from romantic through the contemporary periods.

Prerequisite: MUS 2353 or instructor approval.

Three semester hours

MUSIC 3353. MUSIC HISTORY III - POPULAR AND WORLD MUSIC.

A study of popular music and literature from blues to contemporary and the study of world music and ethnomusicology. Fall.

Prerequisite: MUS 2354.

Three semester hours

MUSIC 4000. CAPSTONE COURSE IN MUSICAL THINKING.

This course will serve to help students assimilate the knowledge and musical thinking skills acquired during their full course of music study, as well as to serve as a review course for the music portions of the TExES, MFAT, and GRE. This course must be taken and passed just prior to student teaching, or graduation in the case of non-teacher certification students. Pass/Fail. Fall, Spring.

Prerequisite: Final semester or semester prior to student teaching, consent of instructor.

No credit hours

MUSIC 4204. ORGAN LITERATURE I.

A study of solo organ literature from the Middle Ages through the baroque era, with attention given to style, compositional forms and performance practices. Fall, odd years.

Prerequisite: None.

Two semester hours

MUSIC 4205. GUITAR LITERATURE.

A study of the literature for the guitar from Renaissance to the present. Course will also contain an introduction to Lute Literature and lute tablature. Spring, even years.

Prerequisite: MUS 3353, MUS 3363.

Two semester hours

MUSIC 4214. ORGAN LITERATURE II.

A study of solo organ literature from 1750 to the present. Special emphasis will be placed upon compositional techniques and practices of the twentieth century. Spring, even years.

Prerequisite: MUS 4204.

Two semester hours

MUSIC 4224. PIANO LITERATURE I.

A study of solo and ensemble piano literature from the baroque and classical periods. Attention given to compositional forms and performance practices of each period. Fall, even years.

Prerequisite: None.

Two semester hours

Music - History and Literature / Ensembles

MUSIC 4234. PIANO LITERATURE II.

A study of solo and ensemble piano literature from the romantic, impressionistic and modern schools. Attention given to compositional forms and performances practices of each period. Spring, odd years.

Prerequisites: MUS 4224.

Two semester hours

MUSIC 4264. SURVEY OF CHORAL LITERATURE.

A survey of major choral works and anthem literature, covering the spectrum of music history as well as contemporary genres. Spring, odd years.

Prerequisite: MUS 2254 or concurrent enrollment.

Two semester hours

MUSIC 4284. INSTRUMENTAL LITERATURE.

A survey of solo, chamber and symphonic literature for the major instrument of students with brass, woodwind or percussion concentrations. Spring, odd years.

Prerequisite: Junior standing in any degree program

with instrumental emphasis.

Two semester hours

MUSIC 4294. SONG LITERATURE.

A study of solo literature from the Middle Ages to the present. Emphasis upon the style, interpretation, and performance of solo material from all periods. Fall, even years.

Prerequisite: MUS 3353, 3363, and junior standing in theory and applied voice.

Two semester hours

MUSIC 4295. OPERA LITERATURE.

A study of operatic literature from 1600 to the present. Special emphasis will be placed upon works currently considered standard repertoire for opera houses in the United States. Fall, odd years.

Prerequisite: None.

Two semester hours

MUSIC 4103-4403. SPECIAL STUDIES IN HISTORY AND LITERATURE.

One to three hours credit designed for a special short-term concentration course offered for a specific need.

Prerequisite: Approval of Dean, School of Music and Fine Arts.

One to four semester hours

Music – Ensembles

MUSIC 1140. INSTRUMENTAL ENSEMBLE.

Small ensembles comprised of percussion, recorder, or various instruments combined to form small chamber music groups. Performance of literature from all style periods. Open to all university students. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1141. WOODWIND ENSEMBLE.

Small ensembles comprised of various woodwind instruments (e.g. flute choir, woodwind choir, saxophone quartet) performing literature of all style periods. Open to all university students. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1142-4142. STRING ENSEMBLE.

Ensemble comprised of string instruments. Literature will be chosen to accommodate available instrumentation and technique levels. Open to all university students. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1145. BRASS CHOIR.

Small ensembles comprised of brass instruments (e.g. brass quintets, trombone choir, horn choir, etc.) performing literature of all style periods. Open to all university students. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1146. GUITAR ENSEMBLE.

Ensemble comprised of classical guitars performing literature of all style periods. This course is required of music performance majors, music education majors, and Bachelor of Arts majors with guitar emphasis. Course is open to all University students by audition.

Prerequisite: Membership by Audition.

One semester hour

MUSIC 1151-4151. HERITAGE SINGERS.

Heritage Singers is a small vocal ensemble performing sacred music, both contemporary and traditional, and vocal jazz literature. The ensemble performs for churches and civic groups. Open by audition to upper-level Concert Choir members. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1152. VOCAL ENSEMBLE.

Vocal ensembles formed as needed or as interest demands, i.e., Men's Chorus, Women's Chorus, Early Music Ensemble, etc. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1180-4180. CONCERT BAND.

This ensemble is open to any student enrolled in the university without audition. Spring.

Prerequisite: None.

One semester hour

MUSIC 1190-4190. JAZZ ENSEMBLE.

The Jazz Ensemble is an auditioned organization which focuses on arrangements from the "Big Band" era to jazz stylings of the present time. This ensemble performs at jazz festivals and concerts, and it sponsors local jazz events. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1191-4191. SYMPHONIC BAND.

The Symphonic Band is an auditioned organization which performs traditional band literature and contemporary wind ensemble repertoire. The group tours, performing at high schools and colleges. Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1192-4192. UNIVERSITY BAND.

The University Band performs a halftime show for all home football games and occasionally travels to away games. After marching season, the band is a concert organization, performing a concert at the end of the semester. The band performs a wide variety of literature from traditional to contemporary music. Fall.

Prerequisite: None.

One semester hour

MUSIC 1193-4193. UNIVERSITY SINGERS.

University Singers is open to all university students. The ensemble is designed for study and performance of choral works from all major style periods, both sacred and secular. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1194-4194. CONCERT CHOIR.

Concert Choir is the university's top vocal ensemble and is open to all university students by audition. The choir studies and performs repertoire from all major style periods, both sacred and secular. Concert Choir tours each spring. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

Music - Ensembles / Art

MUSIC 1195. MUSIC THEATRE/OPERA WORKSHOP. (MUSI 1157, 1158, 2157, 2158)

A training program for the singer-actor with the purpose of discovering and developing talent and skills in a wide range of activities associated with music theatre. The program consists of stage training classes devoted to awakening the expressive capacities of the participants and to the application of the dramatic skills to the peculiar medium of music theatre. In addition, the participants will take part in the performance of scenes and excerpts from operatic and musical repertoire, as well as produce a major work for public performance. This course is offered the same semester that an opera or Broadway musical is produced so that students have an opportunity to work with a major musical play. May be repeated for credit. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1196. MUSIC THEATRE CHOREOGRAPHY.

This course introduces the students to the basic choreography used in musical theatre. A lecture-demonstration and performance format will be observed. May be repeated for credit. Cross-credited with THR 1196. Only one credit hour will be awarded for MUS 1196 and THR 1196. Fall.

Prerequisite: None.

One semester hour

MUSIC 1197-4197. WINDS OF TRIUMPH.

A stage band activity involved in the development of sacred/gospel instrumental music. The program is designed to provide concerts of sacred instrumental music and help pastors, music directors and other related staff in developing their own church instrumental groups. National tours are considered a regular part of this program. Fall, Spring, Summer.

Prerequisite: Membership by audition.

One semester hour

MUSIC 3198. PIANO ENSEMBLE.

Required of all students with piano concentrations. Performance literature of all style periods. May be repeated for credit. Fall, odd years; Spring, even years.

Prerequisite: None.

One semester hour

Department of Art

David Harmon, M.F.A. - Head

FACULTY: **Ann Smith, M.F.A.**

The department of art offers the Bachelor of Arts and the Bachelor of Science degrees in studio art and art education.

Majors and minors in Studio Art will learn to combine traditional art courses with the latest imaging technology to produce solutions to contemporary visual problems. Art Education majors will learn to teach art in a comprehensive and sequential manner employing the disciplines of art history, art production, aesthetics, and art criticism. Students taking art courses for fine arts credit will learn to appreciate the contribution of the visual arts to world culture.

The studio art major requires 36 semester hours which combine a core of traditional art courses with courses in computer graphics. This major requires ART 1311, 1321, 1351, 2321, 2331; 3312; 3322, 3332, 3334, 3339, 4339 and 4349.

This program seeks to prepare students for art-related careers in printed communications, using both words and graphic images effectively in such areas as magazine, brochure, and newsletter production; display and merchandising design; and advertising in a variety of publications.

Students seeking a traditional minor in art should take twenty-four semester hours of art: ART 1311, 1351, 2321, 3312, 3322 and an additional nine hours of art.

Students should refer to the section, School of Education, for requirements for teacher education programs.

All studio art majors and art minors seeking teacher certification are required to participate in the designated museum trip each semester in which they are enrolled in an art class. A minimum of six such trips must be taken as a requirement for majors and four are required for those having a minor in art and those seeking teacher certification on the elementary level.

Studio art majors must take ART 1361 as one of the fine arts requirements.

The art department reserves the right to hold student work for one or two semesters for exhibition purposes.

ART 1101-4609. SPECIAL STUDIES.

Special courses not a part of regular schedule but offered on an irregular schedule.

Prerequisite: Art 1311, 1312, 1351, 2321, and 2331,

or consent of instructor.

One to six semester hours

ART 1311. DRAWING I. (ARTS 1316)

Exploration of drawing media to develop perceptual skills and techniques. Six hours per week, class and laboratory. Fall.

Prerequisite: None.

Three semester hours

ART 1321. DRAWING II. (ARTS 1317)

A continuation of ART 1311. Six hours per week, class and laboratory. Spring.

Prerequisite: ART 1311.

Three semester hours

ART 1351. BASIC DESIGN. (ARTS 1311)

Study of art elements and principles as they relate to two-dimensional design. Six hours per week, class and laboratory. Spring.

Prerequisite: None.

Three semester hours

ART 1361. ART APPRECIATION. (ARTS 1301)

A general overview of the world of art with emphasis on learning to look and to understand a variety of styles and art forms. Fall.

Prerequisite: None.

Three semester hours

ART 2311. ART FOR ELEMENTARY TEACHERS. (ARTS 1313)

A general study of the visual arts to include art history, appreciation, aesthetics, criticism, the elements of art and studio activities in a variety of media. Six hours per week, class and laboratory. Fall, Spring.

Prerequisite: Sophomore standing.

Three semester hours

ART 2321. PAINTING AND COMPOSITION I. (ARTS 2316)

Painting problems in a variety of media with emphasis on composition and personal expression. Six hours per week, class and laboratory. Fall.

Prerequisite: ART 1311 and 1351 or consent of instructor.

Three semester hours

ART 2331. PAINTING AND COMPOSITION II. (ARTS 2317)

A continuation of ART 2321. Development of painting problems in a variety of media with emphasis on composition and personal expression. Six hours per week, class and laboratory. Spring.

Prerequisite: ART 2321.

Three semester hours

ART 3312. ART HISTORY: SURVEY I.

A survey of art from the prehistoric through the Gothic period. Fall, odd years.

Prerequisite: None.

Three semester hours

ART 3322. ART HISTORY: SURVEY II.

A survey of art from the Renaissance to the present. Spring.

Prerequisite: None.

Three semester hours

Art

ART 3332. PHOTOGRAPHY AS AN ART FORM.

Instruction in photography as an art form with emphasis on history, composition and technical procedures of developing and printing in black and white. The student must furnish his/her own 35mm single lens reflex camera. Six hours per week, classroom and darkroom. Fall.

Prerequisite: None.

Three semester hours

ART 3333. PHOTOGRAPHY II.

An extension of study into the possibilities of photography as an art form using a digital camera. Students must furnish own digital camera. Six hours per week, classroom and laboratory. Spring.

Prerequisite: ART 3332 or consent of instructor.

Three semester hours

ART 3334. FUNDAMENTALS OF LAYOUT AND DESIGN.

A preliminary course for designing with the computer. A study of layout and design techniques including typography, copy fitting, picture editing, color reproduction and the production of camera-ready art. Emphasis will be given to the use of design elements in advertising, magazines and newspapers. Cross-credited with CIS 3334 and JOU 3334. Only three credit hours will be given for CIS 3334, JOU 3334 or ART 3334. Spring.

Prerequisite: None.

Three semester hours

ART 3336. CULTURE AND HISTORY OF MEXICO.

A survey of Mexican culture and history, with consideration of social, economic, religious, artistic and geo-political features. A special feature of this class is a traveling component. Students will spend one week, after the end of the Spring semester, in Mexico City. Students taking this class in fulfillment of their minor requirement will do written assignments in Spanish. Class is taught in English.

Prerequisite: None.

Three semester hours

ART 3339. DIGITAL IMAGE MANIPULATION.

An introductory course that will cover the fundamentals of digital manipulation. Photo retouching, scanning, image capture, and image creation will be emphasized as well as coverage of layers, filters, masking, and channels. This class will culminate with CIS 3338 and COM 3339. Only three credit hours be given for CIS 3338, ART 3339 or COM 3339. Fall.

Prerequisite: None.

Three semester hours

ART 3361. PRINTMAKING I.

Teaches the history and techniques of relief printmaking.

Prerequisite: ART 1311, 1321, 1351.

Three semester hours

ART 3371. SCULPTURE.

Exploration of sculptural media with an emphasis on the development of technique.

Prerequisite: None.

Three semester hours

ART 4100-4600. ART INTERNSHIP.

This course is designed to give students outside-the-classroom experience in a professional graphic arts setting. Forty-five (45) clock hours of service per credit hour is required.

Prerequisite: Consent of instructor.

One to six semester hours

ART 4306. CERAMICS I.

An introductory course exploring the techniques of wheel-throwing, hand building, glazing and firing of low-fire pottery. Six hours per week, classroom and laboratory. Fall.

Prerequisite: None.

Three semester hours

ART 4311. CRAFTS.

An introduction to design and processes in a variety of crafts including weaving, basketry, clay and other selected media. Fall.

Prerequisite: None.

Three semester hours

ART 4319. DIGITAL VIDEO MANIPULATION.

This course includes the theory and application for developing videos using computer-based audio and video editing tools. Areas of study include the pre-production, production and post-production process of creating videos. Students will learn to import and manipulate digital audio, video, and graphic elements into computer applications to produce digital videos for use in a variety of media environments. This class will conclude with the creation of a video project that can be used as a professional portfolio component. Cross-credited with CIS 4319. Only three credit hours will be given for CIS 4319 or ART 4319. Fall.

Prerequisite: ART 3339/CIS 3338.

Three semester hours

ART 4326. CERAMICS II.

A continuation of ART 4306. Techniques of hand building, wheel-throwing, glazing and firing of stoneware pottery. Six hours per week, classroom and laboratory. Fall, Spring.

Prerequisite: ART 4306.

Three semester hours

ART 4331, 4332. ADVANCED PROBLEMS.

Advanced problems completed under faculty supervision in the student's area of emphasis. Six hours per week, classroom and laboratory.

Prerequisite: Junior standing and 3.0 GPA in Art.

Three semester hours

ART 4339. DIGITAL ILLUSTRATION.

Students will receive specialized training in the creation of computer-generated compositions through the use of a vector-based computer illustration application. Attention will be placed on corporate branding and logo design for the use in both print and screen print. This class will culminate with the rendering of a professional portfolio component. Cross-credited with CIS 4339 and COM 4339. Only three credit hours will be given for CIS 4339, ART 4339 or COM 4339. Spring.

Prerequisite: None

Three semester hours

ART 4349. ADVANCED DIGITAL IMAGING.

Students will be provided a variety of advanced-level projects that will require the use of previously acquired skills. Projects include but are not limited to publication design, interactive screen design, poster design, and logo design. This class will culminate with the rendering of a professional component. Fall.

Prerequisite: ART 4339.

Three semester hours

Department of Communication and Theatre

Julie Welker, Ph.D. - Chair, Department of Communication Studies

Nancy Jo Humfeld, Ph.D. - Chair, Department of Theatre

FACULTY: Kim Bryant, M.A.; Nicholas Ewen, M.A.; Michael Lee, B.A.

PART-TIME/ADJUNCT FACULTY: Vanessa Stewart, M.S.

Majors and minors in Communication and Theatre will learn to think critically, communicate effectively, and develop abilities constructively through a variety of media: theatre, print, broadcast, and verbal and nonverbal communication.

Students taking general education courses in Communication Studies will be able to learn effective communication skills in the context of public speaking, interpersonal communication, and small group communication.

Students taking general education courses in Theatre will be able to learn general information about theatre history, theatre architecture, stage terminology, play analysis, and different theatre genres and literature as well as some basic acting theory and techniques.

The department of communication and theatre offers programs leading to the Bachelor of Arts or the

Communication and Theatre

Bachelor of Science degree. Included in this department are the disciplines of communication studies and theatre.

Teacher certification is available in speech communication or theatre arts and the requirements are found in the section: School of Education. Secondary certification requires a major of thirty-three semester hours.

As part of departmental assessment, all communication and theatre majors in their last semester before graduation are required to participate in an exit interview with departmental faculty.

MAJORS

The department of communication and theatre offers two choices of majors:

Communication Major:

The communication major is a thirty-six hour interdisciplinary major which is comprised of a nine-hour core of communication classes, and a twenty-one-hour specialization core in communication courses, and six hours chosen in consultation with the faculty advisor. Under this major, students may pursue a Bachelor of Arts or a Bachelor of Science degree, and may pursue Texas teacher certification for speech communication.

The communication core consists of:

COM 1310	Fundamentals of Human Communication
COM 2350 or 2320	Nonverbal Communication or Interpersonal Communication
COM 4310	Communication Theories

Areas of Specialization in Communication:

Organizational and Leadership Communication – COM 3320, 3341, 3360, 3313, 3324, 4343, 4100-4600 and 6 hours chosen from COM 2344, 2330, 3350, 3370, BUS 1311, MGT 3303, 4311, PTH 3331, or PTH 4371.

This major enable students to study the processes used to analyze the communication needs of organizations and social interaction, including the design of training to improve communication in the organization and corporate settings. The study of leadership communication examines the ways in which theory, technology, and practice can be used (or abused), and the ways in which leaders have performed and can perform at optimum levels - inspiring, empowering, managing and creating - in corporations, government and non-governmental organizations.

Public and Media Communication – COM 1312, 3333, 3334, 3339, 3353, 4353, 4100-4600 and 6 hours chosen from COM 2344, 3331, 3350, 4339, 4343, CIS 2329, MKT 2302

This major area reflects the trend in which organizations have merged the functions of public relations, advertising, marketing communication, fund-raising, recruitment, lobbying, and related endeavors. Public communication is the study of how to strategically communicate information to many segments of society, including consumers, government officials, community organizations, employees, investors and the media. Students will learn how to frame messages and communication strategies in ways that mutually benefit their organizations and the public. This major prepares students to deal with an organization's reputation, its role as an advocate, and its use of persuasive communication. All organizations, public and private, must maintain effective relationships with a wide variety of groups and individuals. These relationships require thoughtful use of print and spoken word.

Teacher Certification in Speech Communication – High School Grade 8-Grade 12 – COM 1310, 1311, 1312, 2320, 2330, 2344, 3312, 3324, 3333, 3341, 3350, 4310, 4343.

Students desiring secondary certification to teach speech communication in Texas may major in com-

munication and complete the requirements for high school teaching fields. The requirements are found in the School of Education section.

Theatre Major

A major in theatre leads to a Bachelor of Arts degree or a Bachelor of Science degree for those seeking teacher certification and requires thirty-three hours of theatre as follows:

Theatre: THR 1311, 2344, 2371, 2431, 3331, 3351, 4341, 4361, 4362, two hours of 1118 and three upper-division hours in theatre.

MINORS

Students may minor in communication studies, journalism or theatre by taking 18 to 24 semester hours as follows:

Communication Studies: 18-24 hours chosen in consultation with a communication faculty advisor.

Journalism: JOU 2312, JOU 3331, JOU 3334, JOU 3304, and any combination of the following courses that completes 6 semester hours: JOU 4100-4600, JOU 2140, JOU 2141, JOU 2142 or JOU 2151 (may be taken up to 3 times for credit).

Theatre: Two hours of THR 1118, 1311, 2344, 2371, 2431 and six additional upper-division hours in theatre.

Communication Studies

The communication studies curriculum provides a liberal arts approach to the study of human communication and strives to equip individuals to become more proficient communicators. It also assists in training those who want to teach speech in public education.

COMMUNICATION STUDIES 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

COMMUNICATION STUDIES 1310. FUNDAMENTALS OF HUMAN COMMUNICATION. (SPCH 1311)

An introduction to the principles and fundamental skills of effective communication in the contexts in public speaking, interpersonal communication and small group communication. This course will provide the student with opportunities for improvement in various communication situations. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

Prerequisite: Honors COM 1310 will be membership in the

Douglas MacArthur Academy of Freedom

(honors or scholars level) or a 22 or above on the ACT or

a composite score of 1010 or above on the SAT.

COMMUNICATION STUDIES 1311. SURVEY OF MASS COMMUNICATION. (COMM 1307)

An overview of the history, philosophy, operation, and societal impact of print and electronic media including books, newspapers, magazines, motion pictures, recordings, radio and television. Fall.

Prerequisite: None.

Three semester hours

Communication

COMMUNICATION STUDIES 1312. WRITING FOR THE MEDIA.

Introduction to the basic writing skills/styles for print, broadcast, advertising and public relations. Fall, Spring.

Prerequisite: Keyboarding.

Three semester hours

COMMUNICATION STUDIES 2302. PRINCIPLES OF MARKETING.

A study of the system of interacting business activities designed to plan, price, promote and distribute want-satisfying products and services to consumers. Cross-credited with MKT 2302. Only three credit hours will be awarded for COM 2302 and MKT 2302. Fall, Spring.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 2320. INTERPERSONAL COMMUNICATION. (SPCH 1318)

This course combines reading, discussions, lectures and exercises to explore a wide variety of topics and skills in dyadic interaction. The student will become aware of current research in the human communication field as well as become more effective communicators in their relationships with friends, family, co-workers, and intimates. The course will present a theoretical perspective integrated with activities in and out of the classroom. Topics include interpersonal perception, language, nonverbal communication, self-concept, social roles, conflict management, and dynamics of intimacy. Spring, odd years.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 2330. SMALL GROUP COMMUNICATION. (SPCH 2333)

This course familiarizes the student with small group processes and the latest in small group communication research. Topics include: how leadership emerges in small groups, helpful and negative roles persons play in small groups, cohesiveness, norms, roles, conflict, conformity and deviance, networks, listening skills, how small groups make decisions, making small group interactions and meetings more rewarding, and other topics. Spring, even years.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 2344. VOICE AND DICTION. (SPCH 1342)

This course acquaints and equips the individual with the means of learning proper pronunciation and articulation of the language and sounds of the standard American dialect. Cross-credited with THR 2344. Credit will not be given for both COM 2344 and THR 2344. Spring.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 2350. NONVERBAL COMMUNICATION.

This course surveys contemporary research findings in the study of human nonverbal behavior. Topics include: paralinguistics, physical appearance, touch, distance, face and eye behavior, scent, time, gestures, and other nonverbal cues. The student will gain a deeper understanding of the impact of nonverbal communication on our daily lives. Attention will be given to the impact of nonverbal communication's impact on relationships between superiors and subordinates, women and men, teachers and students, and members of different cultures. Fall, even years.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 3312. ORAL INTERPRETATION.

Development of the skills of communication through reading of prose, poetry and dramatic works. Cross-credited with THR 3312. Only three credit hours will be awarded for COM 3312 or THR 3312. Spring, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3313. MEDIATION AND NEGOTIATION.

This course examines the interpersonal and conceptual skills required to engage in effective negotiation and serve as a mediator. Includes development of interest-based negotiation and mediation skills with strategies to assist parties with mutual agreement opportunities. Students will analyze case studies and role-play appropriate behavior in conflict scenarios. Cross-credited with CRJ 3313. Only three semester hours will be awarded for CRJ 3313 or COM 3313. Spring, even years.

Prerequisite: Sophomore standing.

Three semester hours

COMMUNICATION STUDIES 3320. LEADERSHIP COMMUNICATION.

This course will enable students to analyze and discuss traditional and contemporary views of leadership. Skills will be developed through writing, planning, communication, and decision making. There will be special focus on both the theoretical and functional aspects of leadership. Spring, even years.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 3324. ORGANIZATIONAL COMMUNICATION.

This course is designed to equip students with the necessary tools to communicate effectively in the business or professional setting. Includes a study of communication within work groups, preparing and presenting informational and persuasive reports, resume writing and interviewing techniques. This course will count as the general education communication studies requirement for the Associate in Health Science degree. Spring.

Prerequisite: Sophomore standing, consent of instructor or enrollment in the Associate in Health Science.

Three semester hours

COMMUNICATION STUDIES 3331. ADVERTISING.

A study of advertising as a part of the promotional mix in the marketing system. The relationship of advertising to business strategy, the social influence of advertising campaigns, costs and the media are studied. Cross-credited with MKT 3331. Only three credit hours will be awarded for COM 3331 or MKT 3331. Fall.

Prerequisite: MKT 2302 or junior standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3333. RHETORICAL CRITICISM.

The course will exam the major genres of rhetorical criticism by examining the impact of rhetoric throughout history. This will be achieved by studying outstanding public speeches and speakers as well as other forms of rhetoric. Careful attention will be given to style, technique, types of appeals, modes of proof, and societal effect. Fall, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3339. DIGITAL IMAGE MANIPULATION.

An introductory course that will cover the fundamentals of digital manipulation. Photo retouching, scanning, image capture, and image creation will be emphasized as well as coverage of layers, filters, masking, and channels. This class will culminate with the rendering of a professional portfolio component. Cross-credited with ART 3339 and CIS 3338. Only three credit hours will be awarded for ART 3339, CIS 3338 or COM 3339. Fall.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 3341. ARGUMENTATION AND DEBATE.

This course will examine the theory and practical applications of reasoned discourse. Attention is given to logical analysis, evidence, and reasoning. Includes processes and strategies of scholastic debate as well as employment of argumentation in business and education. Fall, odd years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3350. INTERCULTURAL COMMUNICATION.

This course will examine major perspectives and theories of cross-cultural communication. Includes a comprehensive examination of how communication elements are shaped by social and cultural forces. Cross-credited with CCS 3350. Only three credit hours will be awarded for COM 3350 or CCS 3350. Spring.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3353. PUBLIC RELATIONS STRATEGIES.

An introduction to the principles and fundamental skills of the public relations practitioner including: history, current trends, writing for public relations, presentational skills, visual communication, research, and media knowledge/relations. Fall.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

Communication

COMMUNICATION STUDIES 3360. CONFLICT MANAGEMENT.

This course examines effective behavior in conflict situations that require an ability to analyze the situation and choose behavior that is appropriate, without sacrificing one's own values and beliefs. Includes the current trends of communication in the criminal justice area of Restorative Justice. Skills will be developed through an interaction of theory and analysis. Cross-credited with CRJ 3359 and SOC 3359. Only three semester hours will be awarded for COM 3360, CRJ 3359 or SOC 3359. Fall.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3370. FAMILY COMMUNICATION.

This course examines the family from a communication perspective. The course will study dominant theories and methodologies that illuminate communication about and within the contemporary family. Emphasis on the central role communication plays in determining expectations and realities in a diversity of situations (e.g., nuclear, extended, single-parent, blended, voluntarily childless, and cross-cultural). Spring, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hour

COMMUNICATION STUDIES 4300-4600. COMMUNICATION INTERNSHIP.

Supervised professional level experience in an approved communication related position.

Prerequisite: Junior standing or consent of instructor.

Three to six semester hours

COMMUNICATION STUDIES 4310. COMMUNICATION THEORIES.

This course is a comprehensive treatment of contemporary communication theory. A survey of major theories is designed to provide a core of foundational concepts and a theoretical framework for studying the nature and the process of human communication. Spring, odd years.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 4339. DIGITAL ILLUSTRATION.

Students will receive specialized training in the creation of computer-generated compositions through the use of a vector-based computer illustration application. Attention will be placed on corporate branding and logo design for the use in both print and screen print. This class will culminate with the rendering of a professional portfolio component. Cross-credited with ART 4339 and CIS 4339. Only three credit hours will be awarded for CIS 4339, COM 4339 or ART 4339. Spring.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 4343. PERSUASION.

This course will examine the nature of persuasion in its many forms as it occurs in our society. The generation and consumption of persuasive messages in a variety of communication settings will be investigated. Spring, even years.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 4353. PUBLIC RELATIONS CAMPAIGNS.

Students will use knowledge and skills developed in previous course work to design an integrated public relations campaign for a community business/organization. A public relations problem/opportunity will be identified, researched, and recommendations will be offered to the client. Spring.

Prerequisite: COM 2302, 3353, and senior standing.

Three semester hours

Journalism

JOURNALISM 1101-4609. SPECIAL STUDIES.

Courses designed to further knowledge in a specific area of journalism. Not part of the regular schedule.
Prerequisite: Consent of instructor. One to six semester hours

JOURNALISM 2140. RADIO ACTIVITY.

Students will be assigned selected on-air shifts. Fall, Spring
Prerequisite: None. One semester hour

JOURNALISM 2141. RADIO ACTIVITY.

Students will produce sweepers and public service announcements and other tasks as assigned. Fall, Spring.
Prerequisite: JOU 2140. One semester hour

JOURNALISM 2142. RADIO ACTIVITY.

Students will be required to use all aspects of a complete audio project, including script writing, directing, recording and editing. Students will utilize their skills to produce radio projects for non-profit community and University organizations. Fall, Spring.
Prerequisite: JOU 2141. One semester hour

JOURNALISM 2151 (COM 1130), 3151, 4151. NEWSPAPER PRODUCTION.

Students (with adviser/instructor assistance) produce *The Yellow Jacket*. These classes may be taken two times each for a total of six semester hour credits. Fall, Spring.
Prerequisite: Consent of instructor. One semester hour each

JOURNALISM 2161, 3161, 4161. YEARBOOK PRODUCTION.

Students (with advisor/instructor assistance) will produce the yearbook. These classes may be taken two times each for a total of six semester hours credit. Fall, Spring.
Prerequisite: Consent of instructor. One semester hour

JOURNALISM 2312. FUNDAMENTALS OF JOURNALISM. (COMM 2311)

A study of the journalist's sources, news values, news writing and style. Fall, Spring.
Prerequisite: Keyboarding. Three semester hours

JOURNALISM 3304. ADVANCED GRAMMAR.

A survey of traditional grammar, punctuation and mechanics. Includes an introduction to the history of the English language. Recommended for teachers of English. Cross-credited with ENG 3304. Only three credit hours will be awarded for ENG 3304 or JOU 3304. Fall, Spring.
Prerequisite: ENG 1311, 1312 and three semester hours from 2000-level English courses. Three semester hours

JOURNALISM 3331. ADVERTISING.

A study of advertising as a part of the promotional mix in the marketing system. The relationship of advertising to business strategy, the social influence of advertising campaigns, costs and the media are studied. Cross-credited with COM 3331 and MKT 3331. Only three credit hours will be awarded for COM 3331, JOU 3331 or MKT 3331. Fall.
Prerequisite: MKT 2302 or junior standing or consent of instructor. Three semester hours

JOURNALISM 3334. FUNDAMENTALS OF LAYOUT AND DESIGN.

A preliminary course for designing with the computer. A study of layout and design techniques including typography, copy fitting, picture editing, color reproduction and the production of camera-ready art. Emphasis will be given to the use of design elements in advertising, magazines and newspapers. Cross-credited with ART 3334 and CIS 3334. Only three credit hours will be awarded for ART 3334, CIS 3334 or JOU 3334. Spring.
Prerequisite: None. Three semester hours

Journalism / Theatre

JOURNALISM 4100-4600. NEWSPAPER INTERNSHIP.

Supervised professional level experience in an approved newspaper position. Fall, Spring, Summer.

Prerequisite: COM 3353 or consent of instructor.

One to six semester hours

Theatre

Within the department of communication and theatre, the theatre area encourages critical thinking, creative endeavor and the development of the multiple crafts of theatre through experiences explored in rehearsal, performance and in the classroom.

The theatre program introduces the student to the history, literature and production/performance philosophies, styles and techniques of theatre from the ancient Greeks to the present. Students receive a balance of theory and opportunities for performance/production work through an annual series of main-stage productions. This prepares students for careers in teaching, further study in graduate school, or careers in theatre or allied fields.

Theatre majors are required to work in a performance and/or production role on each main-stage production. Their progress is charted on a production planning sheet which is kept in their file and monitored by their advisor. All majors must successfully perform on-stage in at least two roles and have worked successfully on at least five different crews, three of these as crew head, during their academic stay. Students who choose theatre as their second teaching field must perform successfully on stage in at least two roles and successfully serve as crew head on at least three different crews during their academic stay.

THEATRE 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

THEATRE 1118. THEATRE ACTIVITY. (DRAM 1120)

Structured for all students who have any interest in the actual production of a play other than acting and directing. The students will be involved with set construction, painting, lighting, makeup, and costume construction, as well as all other aspects of play production. This course may be taken pass/fail. Two semester hours required for the theatre major. Two additional hours may be taken as electives. Fall, Spring.

Prerequisite: None.

One semester hour

THEATRE 1196. MUSIC THEATRE CHOREOGRAPHY.

This course introduces the students to the basic choreography used in musical theatre. A lecture-demonstration and performance format will be observed. May be repeated for credit. Cross-credited with MUS 1196. Only one credit hour will be awarded for MUS 1196 and THR 1196. Fall.

Prerequisite: None.

One semester hour

THEATRE 1311. INTRODUCTION TO THE THEATRE. (DRAM 1310)

Required for the theatre major. A study that includes theatre history, theatre architecture, stage terminology, play analysis and theatre genres and literature. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

THEATRE 2344. VOICE AND DICTION. (DRAM 2336)

Acquaints and equips the individual with the means of learning proper pronunciation and articulation of the language and sounds of the standard American dialect. Cross-credited with COM 2344. Only three credit hours will be awarded for both THR 2344 or COM 2344. Spring.

Prerequisite: None.

Three semester hours

THEATRE 2371. FUNDAMENTALS OF ACTING. (DRAM 1351)

Basic technique of acting with emphasis on motivation for movement and emotion. Study of the theory and history of acting. Required for theatre majors. Fall.

Prerequisite: None.

Three semester hours

THEATRE 2431. STAGECRAFT.

Acquaints the student with the fundamental knowledge of technical theatre. Emphasis on scene construction and design. This course includes practical experiences, exercises and projects in design and construction. Required for the theatre major. Spring, even years.

Prerequisite: None.

Four semester hours

THEATRE 3311. STAGE MOVEMENT.

Stage movement will include units on pantomime, stage combat and basic choreography. The course is principally a practicum class and involves strenuous physical activity and exercises. Students will be required to perform several projects. Fall, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

THEATRE 3312. ORAL INTERPRETATION.

Development of the skills of communication through reading prose, poetry and dramatic works. Cross-credited with COM 3312. Only three credit hours will be awarded for THR 3312 or COM 3312. Spring, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

THEATRE 3321. STAGE MAKE-UP.

A study of stage make-up ranging from types of make-up available and application of make-up to the use of specific make-up techniques toward the creation of a number of specific styles of make-up. Fall, odd years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

THEATRE 3331. STAGE LIGHTING.

Acquaints the student with the fundamental knowledge of stage lighting. This course includes practical exercises and projects in design, maintenance and rigging. Required for the theatre major. Spring, odd years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

THEATRE 3351. ADVANCED STAGE ACTING.

Emphasis on the major styles and techniques of the actor's craft from the ancient Greek plays through contemporary theatre. Required for theatre majors. Spring, odd years.

Prerequisite: THR 2371 and Sophomore standing or consent of instructor.

Three semester hours

THEATRE 4108-4608. INSTITUTE WORKSHOP.

One to six hours credit designed for a special short-term concentrated course offered for a specific need.

Prerequisite: Junior standing or consent of instructor.

One to six semester hours

THEATRE 4131-4631. THEATRE INTERNSHIP.

Actual professional theatre experience for students under the personal supervision of a staff at a professional theatre company. This internship may be done in acting, management or technical production. Fall, Spring, Summer.

Prerequisite: Junior standing and consent of instructor.

One to six semester hours

THEATRE 4321. CREATIVE DRAMATICS.

A study of specialized approaches to theatre education including story as a telling, improvisation, readers' theatre, etc. Children's literature will be used as a medium in the application of these techniques. Fall, Spring.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

THEATRE 4341. STAGE DIRECTING.

Emphasis on the director's media, use of the stage, movement, stage picture, imposed business, characterization, cast and rehearsals. Students will be required to direct a one-act play to be presented to the public. Required for the theatre major. Spring.

Prerequisite: THR 1311, 2371, 2431, 3331 and Junior standing or consent of instructor.

Three semester hours

Theatre

THEATRE 4361. HISTORY OF THE THEATRE I.

A study of the historical development of the theatre from the Greeks through Shakespeare. Plays from each period will be discussed. Required for the theatre major. Fall, odd years.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

THEATRE 4362. HISTORY OF THE THEATRE II.

A study of the historical development of the theatre from the restoration to the present time. Plays from each period will be discussed. Fall, even years.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

School of Science and Mathematics

Dean

The purpose of the School of Science and Mathematics is to provide courses that contribute to the liberal arts and sciences general education foundation of all Howard Payne University graduates and to provide professional programs in the various departments.

The programs in the School of Science and Mathematics seek to provide students with the scientific background needed to function in an increasingly technical world. Emphasis is given to training students to become scientists, to enter professional schools of medicine and related fields, and to teach the sciences.

Students may earn a Bachelor of Arts degree in biology, chemistry, or mathematics, or a Bachelor of Science degree in biology, chemistry, or mathematics.

Pre-professional Studies

The School of Science and Mathematics offers a wide range of courses designed to meet pre-professional requirements for entrance to professional schools and programs in medicine, dentistry, veterinary medicine, nursing, pharmacy, physical therapy, dental hygiene, and other allied health sciences. Students should consult with their academic advisor as to selection of courses for their area of interest. Because entrance requirements to professional schools change from time to time, Howard Payne University cannot guarantee that it offers every course required for entrance into all professional school programs at all universities. Students should consult course Catalogs of universities that they may wish to attend to determine specific courses required for admission.

Pre-professional studies are not majors. To obtain a BS or BA degree from Howard Payne University through the School of Science and Mathematics, students must major in biology, chemistry, or mathematics and complete all general education requirements, plus all the course requirements for their major.

Pre-engineering

Students desiring an engineering degree can obtain a thorough background at Howard Payne University in math, physics, chemistry, computer information systems, English, and other basic courses prior to transfer to an engineering school. Students should consult with their academic advisor as to selection of courses for their area of interest. Because entrance requirements to engineering programs change from time to time, Howard Payne University cannot guarantee that it offers every course required for entrance into all engineering programs at all universities. Students should consult course Catalogs of universities that they may wish to attend to determine specific courses required for admission.

ASSOCIATE IN HEALTH SCIENCE

The Associate in Health Science degree program is designed to allow a student to complete prerequisites for entrance into a baccalaureate program at another university. Examples would include programs in nursing, dental hygiene or clinical laboratory science. Students should acquaint themselves with the admission requirements for their chosen professional program at the universities that they may wish to attend. Three semesters of Chapel are required.

GENERAL EDUCATION32 hours
English6 hours
ENG 1311 English Composition I3 hours
ENG 1312 English Composition II3 hours
Bible3 hours
BIB 1303 Introduction to the Old Testament OR	
BIB 1304 Introduction to the New Testament3 hours
Speech3 hours
COM 1310 Fundamentals of Human Communication3 hours
Computer Information Systems3 hours
CIS 1339 Introduction to Information Technology3 hours
Social Science15 hours
POS 2311 American Government3 hours
HIS 1310 U.S. History to 1877 or HIS 1320 U.S. History since 1877	.3 hours
SOC 1311 Introduction to Sociology3 hours
PSY 1311 Introduction to Psychology3 hours
PSY 3355 Lifespan Development3 hours
Exercise and Sports Science2 hours
2 hours ESS Activity Courses - Two Class A or One Class A and one Class B	
or ESS 1100 and one hour Class A	
 SCIENCE - MATHEMATICS CONCENTRATION25 hours
Science19 hours
CHE 1429 Fundamentals of Chemistry or	
CHE 1479 General Chemistry I4 hours
BIO 2409 Fundamentals of Microbiology4 hours
BIO 2489 Human Anatomy and Physiology I4 hours
BIO 2499 Human Anatomy and Physiology II4 hours
BIO 2371 Nutrition3 hours
Mathematics6 hours
MAT 1351 College Algebra3 hours
MAT 2342 Introduction to Probabilities and Statistics3 hours
 ELECTIVES6-7 hours
Choose two or three of the following:	
HIS 1310 U.S. History to 1877 or HIS 1320 U.S. History since 1877	.3 hours
POS 2340 Social Studies of Texas3 hours
One ESS Activity Course - Class A or Class B1 hour
One sophomore level literature course3 hours
One Fine Arts course from the approved list3 hours
One Foreign Language course3 hours
Total Hours in Degree Program	64 hours

Teacher Certification

Students desiring to enter public school teaching in science or mathematics should check requirements listed in the School of Education in this Catalog.

Minors

In the School of Science and Mathematics, minors are offered in the following departments: Biology, Mathematics, Chemistry, and Forensic Science.

Science (Interdisciplinary Studies)

SCIENCE 2104, 2204, 2304. SCIENCE/MEDICAL INTERNSHIP.

Supervised work outside of the academic environment, but under the guidance of an instructor. Forty-five (45) clock hours of service per credit hour is required. The purpose is to provide students with scientific/medical experience in industrial, medical and governmental settings. May be repeated for credit. Fall and Spring.

Prerequisite: Consent of head of biology or head of physical sciences departments.

One, two, or three semester hours

SCIENCE 2318. INTRODUCTORY BIostatISTICS.

An introduction to basic statistical concepts and methods as applied to data taken from a wide variety of biological and health sciences. Includes descriptive techniques such as measures of central tendency, variability, hypothesis testing, analysis of variance, and simple linear regression. Three hours lecture. Fall. *Prerequisite: Concurrent enrollment with or credit for CIS 1339 and MAT 1351. Three semester hours*

SCIENCE 2351. SCIENCE AND THEOLOGY: INTEGRATING CHRISTIANITY AND CONTEMPORARY SCIENCE.

This course is designed to promote critical thinking concerning the relationship between theology and science and how they impact our thinking about various issues. Cross-credited with PTH 2351. Only three credit hours will be awarded for PTH 2351 or SCI 2351. Spring, even years.

Prerequisite: BIB 1303 and 1304 and one university natural science course.

Three semester hours

SCIENCE 4109. CHEMISTRY RESEARCH PROPOSAL.

A course emphasizing library research, independent investigation, hypothesis formation and scientific proposal writing.

Prerequisite: Junior/Senior standing and consent of Instructor:

One semester hour

SCIENCE 4209. RESEARCH PROBLEMS IN CHEMISTRY.

A course emphasizing independent investigation using the scientific method to collect and analyze data in order to test the validity of a hypothesis. The conclusions determined will be presented and discussed in both a written and oral format. Fall, Spring.

Prerequisite: SCI 4109.

Two semester hours

Department of Biological Sciences

Harlan Scott, Ph.D. - Head

FACULTY: **Kristen Hutchins, Ph.D.; Amy Kresta, M.S.; Marilyn Mathis, Ph.D.**

The department of biological sciences offers a challenging curriculum leading to the degree of Bachelor of Science or Bachelor of Arts. The purpose of the department is to prepare well-educated biologists who will be competitive in their particular discipline: medicine, health professions, and graduate school. Also, the department offers courses to meet the general education requirements for the natural sciences.

Students majoring in biology will be able to recall and use the basic concepts of the life sciences. Students will be able to analyze scientific data and produce their own scientific communication. Students will also demonstrate the laboratory skills needed in the biological sciences and make use of safety information.

Students seeking a major in biology should take 35-36 semester hours to include BIO 1459, 1479, 1489, 2429, 2439, 4439, plus one course from 3469, 4459 or 4479. As the capstone experience, all biology majors are required to complete BIO 4109, 4119, and 4211. Students must also take an additional 3-4 hours of upper-level biology, not including BIO 3114 or 4114.

Biology majors will be required to take CIS 1339, MAT 1351, SCI 2318, CHE 1479, 1489, 2331, 2139, 2341 and 2149. For a biology major considering post-baccalaureate study, ENG 3306, MAT 2345, 2351, PHY 1419 and 1429 are recommended.

Students must have a grade of "C" or better in all required courses (BIO, CHE, CIS, MAT, and SCI) for a biology major.

All graduating biology majors will be required to take the Major Field Test (MFT) in biology as a condition for graduation. Results of this test will be used as an assessment tool for the biology curriculum and will not have a direct bearing on graduation, but is part of the student's grade in BIO 4211.

Biology Minor - The Biology minor is for students who are interested in biology or who need to fulfill requirements for health profession schools, such as medical school, but who want to major in some other area. The minor will consist of 18 to 24 hours, including BIO 1459, 1479, and 1489, with additional hours chosen in consultation with the head of the biological sciences department. Courses that will not count towards a minor include BIO 1409, 1419, 2371, 2409, 2489, and 2499.

Health Science Minor - The Health Science minor will help to prepare students to enter certain health profession fields, such as nursing. The minor will consist of 25 hours from BIO 2489, 2499, 2371, and 2409, CHE 1429 or 1479, PSY 1311 and 3355. **Students cannot use the same courses for two different minors.**

Biomedical Sciences Minor - The Biomedical Sciences minor gives students extra preparation for graduate and health profession schools, such as medical and dental schools. The minor will consist of 18 to 24 hours. Students must choose at least 10 hours from BIO 3419, 4340, 4419, 4372 and no more than 3 hours from SCI 2104, 2204, or 2304. Special studies biology courses may be used with the approval of the head of the department. Students may include in the minor up to 8 hours chosen from CHE 4439, CHE 4449, PHY 1419, PHY 1429, PHY 2439, or PHY 2449. Students may also include in the minor up to 6 hours chosen from PSY 3306, PSY 3355, PSY 4300, PSY 4302, or SOC 3361. **Students cannot use the same courses for two different minors.** All prerequisites for these courses must still be met and with a grade of "C" or better.

Students majoring in biology and seeking teacher certification should refer to the School of Education section in this catalog.

All students seeking teacher certification in biology must be advised by both the biology faculty and the faculty of the School of Education.

All prerequisites must carry a grade of “C” or better.

BIOLOGY 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

BIOLOGY 1409. BIOLOGICAL SCIENCE. (BIOL 1408)

A study of the development of the principle concepts of biology and how they have influenced civilized man; a study of fundamental structure and function of biological systems. Contemporary problems will be discussed. **This course is designed for non-science majors.** Students will not be allowed credit for BIO 1409 and BIO 1419 or BIO 1459 for the general education laboratory science requirement. Lecture and laboratory. Fall, Spring, Summer.

Prerequisite: None.

Four semester hours

BIOLOGY 1419. LIFE SCIENCE FOR ELEMENTARY EDUCATION.

Activity based course for elementary education majors only. Concepts covered are those recommended by Texas Essential Knowledge and Skills in Life Science. Course to meet 2 hours, 3 times per week. Students will not be allowed credit for BIO 1419 and BIO 1409 or BIO 1459 for the general education laboratory science requirement. Fall, Spring.

Prerequisite: Consent of instructor or teacher certification officer.

Four semester hours

BIOLOGY 1459. GENERAL BIOLOGY (BIOL 1406)

An in-depth study of the principles and concepts of biology which apply to all organisms. General Biology will cover cell biology, genetics, evolution, and ecology. **This course is designed for science majors.** Students will not be allowed credit for BIO 1459 and BIO 1419 or BIO 1409 for the general education laboratory science requirement. Three hours lecture, three hours laboratory per week. Fall.

Prerequisite: None.

Four semester hours

BIOLOGY 1479. GENERAL ANIMAL BIOLOGY. (BIOL 1413)

A study of the principles of classification, molecular biology, and ecology of viruses and protists, invertebrate animals, and vertebrate animals as related to animal form and function, diversity, behavior, and evolution. Three hours lecture, three hours laboratory per week. Weekend and day field trips may be required. Fall, odd years; Spring.

Prerequisite: BIO 1459 with a grade of "C" or better.

Four semester hours

BIOLOGY 1489. GENERAL PLANT BIOLOGY. (BIOL 1411)

An in-depth study of the principles and concepts of plant biology. Topics covered will include structure and function of major plant organs, field and laboratory studies of native nonvascular and vascular plants with emphasis on identification, classification, and life history. An introduction to prokaryotes and fungi will also be included. Three hours lecture and three hours laboratory per week. Weekend and day field trips required. Fall even years; Spring.

Prerequisite: BIO 1459 with a grade of "C" or better.

Four semester hours

BIOLOGY 2114, 3114, 4114. BIOLOGY TEACHING ASSISTANT INTERNSHIP.

A course designed to give Biology majors teaching experience in a classroom setting under the supervision of a participating instructor. Forty-five (45) hours of service is required and may include time in, preparation before, and clean up after class. Fall, Spring, Summer.

Prerequisite: BIO 1459, 1479, 1489 and consent of instructor and participating instructor.

One semester hour

BIOLOGY 2371. NUTRITION.

A thorough study of human nutrition covering digestion and utilization of the basic nutrient groups. The adequacy of the typical diet of various age groups will be studied. Diet planning will be examined, and current topics on nutrition will be discussed. Spring.

Prerequisite: None.

Three semester hours

Biology

BIOLOGY 2409. FUNDAMENTALS OF MICROBIOLOGY. (BIOL 2420)

Fundamental concepts of the biology of microorganisms will be taught. Emphasis will be principally on bacteria, fungi, and viruses causing human disease and impacting human health through their effects on the environment. Three hours of lecture and two 2-hour laboratories per week. Spring.

Prerequisite: BIO 1409 or 1419 or 1459 or 2489 and

PSC 1429 or CHE 1429 or 1479.

Four semester hours

BIOLOGY 2429. COMPARATIVE VERTEBRATE ANATOMY. (BIOL 2428)

A comparative study of the origin and development of vertebrate organ systems. Three hours lecture, and one three-hour laboratory. Fall.

Prerequisite: BIO 1459, 1479.

Four semester hours

BIOLOGY 2439. CELL BIOLOGY.

A detailed study of the structure and function of cells and cell structures. Regulation and mechanisms will be stressed. Three hours of lecture and three hours of laboratory per week. Spring.

Prerequisites: BIO 1459, CHE 2331, 2139, 2341, 2149 or

concurrent enrollment in CHE 2341 and 2149.

Four semester hours

BIOLOGY 2489, 2499. HUMAN ANATOMY AND PHYSIOLOGY I and II. (BIOL 2401, 2402)

BIO 2489 emphasizes the structure and function of cells, tissues, organs, and organ systems, including the integumentary, skeletal, muscular, nervous, and endocrine systems. Offered Fall and Summer I. BIO 2499 is a continuation of BIO 2489, including the cardiovascular, lymphatic, respiratory, digestive, and reproductive systems. Offered Spring and Summer II. Three lecture hours and two lab hours per week.

Prerequisite: BIO 2489 (with a grade of "C" or better)

is a prerequisite to BIO 2499.

Four semester hours each

BIOLOGY 3419. MICROBIOLOGY.

An introduction to the structure, function and economic relationship of bacteria, fungi, and viruses. Three hours lecture and two two-hour laboratories per week. Spring.

Prerequisite: BIO 1459, 1479, 1489, 2439, and CHE 2331.

Four semester hours

BIOLOGY 3469. GENERAL ECOLOGY.

A study of the basic principles of ecology (organisms in relation to environment) and relating these principles to many of the Earth's ecological challenges, using modern and classical ecological studies. Three hours lecture and three hours laboratory per week. Weekend field trips required. Fall

Prerequisite: BIO 1459 and SCI 2318 or concurrent enrollment in SCI 2318.

Four semester hours

BIOLOGY 4000. TExES REVIEW FOR SECONDARY TEACHERS.

This course is designed to help students pass the biology section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail. Fall, Spring.

Prerequisite: Concurrent enrollment in EDU 4000.

No credit hours

BIOLOGY 4109. RESEARCH PROPOSAL.

A course emphasizing hypothesis formation, writing the research proposal and searching the scientific literature. Spring.

Prerequisite: BIO 1459, 1479, and 1489.

One semester hour

BIOLOGY 4119. RESEARCH.

A course emphasizing independent investigation, experimental design, collecting and analyzing data and drawing logical conclusions based on the data. Fall, Spring.

Prerequisite: BIO 4109.

One semester hour

BIOLOGY 4211. SENIOR THESIS AND ASSESSMENT.

This is the culmination of the educational experience for biology majors. Students will demonstrate the ability to communicate about biology by writing a scientific paper, preparing a scientific poster, and giving a scientific presentation. By attending and participating in presentations, students will develop skills in listening and questioning. Students will also be assessed on their knowledge about biology and general laboratory skills and competencies. Students will prepare a resume and cover letter. This course will be team-taught by biology faculty members. Spring.

Prerequisite: BIO 4109 and 4119.

Two semester hours

BIOLOGY 4340. NEUROBIOLOGY.

A study of the anatomy and physiology of the human nervous system. Topics include neuroradiology, memory, and emotion. Clinical cases are used throughout the semester to apply understanding. Spring, odd years.

Prerequisites: BIO 1459, 1479, and 2439.

Three semester hours

BIOLOGY 4372. IMMUNOLOGY.

An introduction to the basic principles of immunity including the molecules, cells, and organs of the immune system, their interactions, and their regulation. Fall, even years.

Prerequisite: 2439 and 4439 or concurrent enrollment in 4439.

Three semester hours

BIOLOGY 4419. ADVANCED PHYSIOLOGY.

An advanced study of the function of human systems. Labs include a broader study of animal physiology. Three lecture hours and three lab hours per week. Spring, even years.

Prerequisite: BIO 1459, 1479, and 2439.

Four semester hours

BIOLOGY 4439. GENETICS.

A study of the theories, principles and mechanics of inheritance, including the latest molecular knowledge of DNA and RNA. Three hours of lecture and three hours of laboratory per week. Fall.

Prerequisite: BIO 1459, 2439; CHE 2331, 2139, 2341, 2149.

Four semester hours

BIOLOGY 4459. BIOGEOGRAPHY.

A study of the factors determining the natural distribution of plants and animals in space and time. Three hours lecture and three hours laboratory per week. Weekend and day field trips may be required. Spring, odd years.

Prerequisite: BIO 1459 and 1479.

Four semester hours

BIOLOGY 4479. ANIMAL BEHAVIOR.

The study of animal behavior from an evolutionary perspective. This course will examine how behaviors enhance survival and reproductive success, and how neurological development and ecological pressures shape behaviors involved in communication, foraging, territoriality, predator avoidance, parental investment, altruism, and sociality, among other topics. Three hours lecture, three hours laboratory per week. Weekend and day field trips may be required. Spring, even years.

Prerequisite: BIO 1459, 1479.

Four semester hours

Department of Mathematics

Kenneth Word, Ph.D. - Head

FACULTY: **Brett Coulter, Ph.D.; Wendy Grooms, M.S.; Tonya Horner, M.S.T.; Tom Johnson, M.S.; José Romero, Ph.D.**

PART-TIME/ADJUNCT FACULTY: **Mickey Sargent, M.S.**

The mathematics department serves the university in two major capacities. The department prepares mathematicians to serve in education and industry and/or enter advanced study in mathematics. In addition, the department meets the needs of the general student body by giving special attention to the areas of business, computer information systems, and the natural sciences.

Courses are taught with the intent of increasing the understanding of the basic concepts of mathematics and improving competency in the application of these concepts to mathematical problem solving.

The Bachelor of Arts and the Bachelor of Science degrees are available from the department of mathematics.

A major in mathematics requires a minimum of 30 semester hours including: MAT 2451, 2461, 3302, 3311, 3361, 4311, and either 4351 or 4361 and nine semester hours chosen from MAT 3322, 3381, 4341, 4471 and either 4351 or 4361 if not chosen as one of the required courses or other junior/senior level courses as approved by the head of the mathematics department.

Some students will need to take MAT 1351 and 2345 as prerequisites for MAT 2451. Mathematics majors must complete six semester hours in programming courses (CIS 1359 and MAT 4471 may count as programming courses). It is recommended that the laboratory science requirement be met by taking the major's classes in biology, chemistry or physics.

All secondary teacher certificate programs with a major or teaching field in mathematics must include MAT 3322, 3381, 4000 and 4341.

A minor in mathematics will consist of eighteen to twenty-four semester hours chosen in consultation with the head of the mathematics department and must include: MAT 2451, 2461 and six advanced semester hours of mathematics.

MAT 1303 is required of students who score 16 or below on the mathematics section of the ACT test (12 or below on the pre-1989 ACT), 340 or below on the SAT (390 or below on the SAT I) and may be required of students who do not successfully pass the mathematics proficiency test or whose past performance indicates a need for improved mathematics skills. MAT 1303 may count only as an elective and does not satisfy the general education requirement for mathematics.

No credit will be given for either MAT 1303 or 1321 on the basis of ACT or SAT scores.

All mathematics majors will be required by the end of their senior year to have taken a national area test in mathematics.

See the School of Education for additional information concerning teacher certification in mathematics.

All prerequisites must carry a grade of "C" or better.

MATHEMATICS 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MATHEMATICS 1303. DEVELOPMENTAL MATHEMATICS.

A study of the basic computational functions, including factors, decimal notations, percentages, and elementary algebra. This course requires two one-hour mathematics labs per week. Does not satisfy the mathematics requirement for any degree. Fall, Spring.

Prerequisite: Appropriate ACT/SAT or placement test score.

Three semester hours

MATHEMATICS 1321. INTERMEDIATE ALGEBRA.

Intermediate algebra reviews many of the topics covered in high school algebra such as real numbers, linear equations, polynomials, rational expressions, exponents, radicals, graphing functions, quadratic equations, systems of equations and inequalities which prepare the student for college algebra. (developmental course - elective credit only; does not satisfy the mathematics requirement on any degree) Fall, Spring.

Prerequisite: Appropriate ACT/SAT or placement test score.

Three semester hours

MATHEMATICS 1351. COLLEGE ALGEBRA. (MATH 1314)

A course designed to meet the general education mathematics requirement. Topics studied include data analysis, modeling, complex numbers, special equations and inequalities, functions, polynomial and rational functions, exponential and logarithmic functions, matrices, and determinants. Fall, Spring, Summer.

Prerequisite: Two years of high school algebra and

a satisfactory ACT score, an approved placement score, or MAT 1321.

Three semester hours

MATHEMATICS 1365. FINITE MATHEMATICS I.

A course designed to meet the general education mathematics requirement. Topics studied include linear programming, matrices, the simplex method, mathematics of finance, functions, probability and statistics, and contains applications for business, management and the social sciences. Fall, Spring.

Prerequisite: Two years of high school algebra and a satisfactory

ACT score, an approved placement score, or MAT 1321.

Three semester hours

MATHEMATICS 1371. MATHEMATICS FOR ELEMENTARY TEACHERS I. (MATH 1350)

Problem solving, sets, number systems, mathematical systems, natural numbers, real and complex numbers are studied. This course requires two hours per week of mathematical laboratory. Required for elementary teacher certification. Fall.

Prerequisite: MAT 1351.

Three semester hours

MATHEMATICS 2342. INTRODUCTION TO PROBABILITY AND STATISTICS.

A beginning course studying frequency distributions, probability, binomial and normal distributions, random sampling, testing hypothesis, confidence intervals, and the Chi-Square distribution. Fall, Spring, Summer.

Prerequisite: MAT 1351.

Three semester hours

MATHEMATICS 2345. PRECALCULUS MATHEMATICS.

Topics discussed include trigonometric functions, solutions of right and oblique triangles, logarithms, identities, trigonometric equations, polar coordinates, graphical interpretation of the equations of plane curves, straight lines, conic sections, parametric equations, introduction to analytical geometry, sequences series, mathematical induction, and the binomial theorem will be discussed in this course. Fall, Spring, Summer.

Prerequisite: MAT 1351 or equivalent.

Three semester hours

MATHEMATICS 2365. FINITE MATHEMATICS II.

A second of two courses designed for business majors and minors. Topics include limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, anti-derivatives, integration, applications to management, economics, and business. (The content level of MAT 2365 is expected to be below the content level of Calculus I, MATH 2451).

Prerequisite: MAT 1365 or equivalent

Four semester hours

Mathematics

MATHEMATICS 2451. CALCULUS I.

Topics covered include limits, differentiation, applications of differentiation, basic integration, and the Fundamental Theorem of Calculus, and applications of integration. Utilizes an online homework, quiz, and practice program including a study plan to improve student learning. Fall, Spring.

Prerequisite: MAT 2345 or equivalent.

Four semester hours

MATHEMATICS 2461. CALCULUS II.

Topics covered include exponential, logarithmic and other transcendental functions, integration techniques, improper intervals, infinite sequences and series, power series, and parametric and polar equations. Utilizes an online homework, quiz, and practice program including a study plan to improve student learning. Spring.

Prerequisite: MAT 2451 or equivalent.

Four semester hours

MATHEMATICS 3302. MATRIX AND LINEAR ALGEBRA.

An introduction to matrices and vectors, applications of matrices including solutions of systems of linear equations. Also an introduction to vector spaces, algebraic structures, linear transformations and characteristic values. Spring.

Prerequisite: Credit or concurrent enrollment in MAT 2451.

Three semester hours

MATHEMATICS 3311. ABSTRACT ALGEBRA.

Introduction to number theory, groups, rings, integral domains, fields, isomorphisms, and the characterization of the integers and real numbers. Fall.

Prerequisite: MAT 2451 and 3302 or consent of instructor.

Three semester hours

MATHEMATICS 3321. MATHEMATICS FOR ELEMENTARY TEACHERS II.

Basic concepts of geometry including the metric system and measurement, logic, probability and statistics. This course requires two hours per week of mathematics laboratory. Required for elementary teacher certification. Spring.

Prerequisite: MAT 1371.

Three semester hours

MATHEMATICS 3322. GEOMETRY.

Development of Euclidean and non-Euclidean geometry by theoretical and intuitive methods. Recommended for all prospective secondary teachers. Fall.

Prerequisite: MAT 2451 and MAT 3302 or consent of instructor.

Three semester hours

MATHEMATICS 3361. CALCULUS III.

Topics covered include parametric equations, polar coordinates, vectors, surfaces in space, multivariable calculus, multiple integrations, and other topics as time permits. Fall.

Prerequisite: MAT 2361 and MAT 3451.

Three semester hours

MATHEMATICS 3381. MATHEMATICS FOR SECONDARY TEACHERS.

An examination of the major topics of secondary mathematics curriculum in light of the National Council of Teachers of Mathematics Standards. Techniques to implement the standards through the use of manipulatives, graphing calculators, computer technology, and projects will be explored. This course is open only to those who will be student teaching in secondary mathematics during the following spring or fall semester and is required for the secondary teaching field in mathematics. Two hours per week of mathematics laboratory are required for this course. Fall.

Prerequisite: Consent of instructor.

Three semester hours

MATHEMATICS 3451. DIFFERENTIAL EQUATIONS.

Differential Equations is a course covering solutions to the more common types of ordinary differential equations, especially those of first and second order, with emphasis on geometrical and physical interpretations. Other topics include Laplace Transforms, Initial Value Problems, Eigen Values, Eigen Vectors, and Solutions of Systems of Differential Equations. Utilizes Maple software to teach students how to use technology to solve application problems from science, business, and engineering. Spring.

Prerequisite: MAT 2461 and MAT 3302.

Four semester hours

MATHEMATICS 4000. TExES REVIEW FOR SECONDARY TEACHERS.

This course must be taken and passed just prior to student teaching. It is designed to help students pass the secondary mathematics section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: Junior standing.

No credit hours

MATHEMATICS 4100. MATH INTERNSHIP.

A course designed to give math majors seeking teacher certification experience in the classroom before student teaching.

Prerequisite: Consent of department head.

One semester hour

MATHEMATICS 4200. FOUNDATIONS REVIEW AND ASSESSMENT.

Topics included are overviews of the three foundational topics (Calculus; Algebra and Geometry; Differential Equations and Analysis) for graduates in mathematics. Required assessments include unit exams for each of the foundational units, an essay articulating the importance of a chosen foundational course, and a standardized assessment of all foundational topics. Spring.

Prerequisite: Minimum of 24 hours in mathematics.

Two semester hours

MATHEMATICS 4312. ADVANCED DIFFERENTIAL EQUATIONS.

Advanced solution methods for differential equations; partial differential equations; series approximations, Fourier Series; boundary value problems typical of scientific applications. Fall, odd years.

Prerequisite: MAT 3451 and MAT 3361.

Three semester hours

MATHEMATICS 4341. PROBABILITY AND STATISTICS.

Descriptive statistics, derivation and application of formulas used in data analysis, discrete and continuous probability distributions, central limit theorem, and confidence intervals. Spring.

Prerequisite: MAT 2451.

Three semester hours

MATHEMATICS 4351. REAL ANALYSIS.

An axiomatic approach to the real numbers, sequences, functions, continuity, derivatives, integrals, series, and uniform convergence. Spring, even years.

Prerequisite: MAT 3361 or equivalent.

Three semester hours

MATHEMATICS 4361. COMPLEX ANALYSIS.

A study of complex numbers, analytic functions, exponential, trigonometric, and logarithmic functions of a complex variable, complex integration, Laurent Series, and residue theory. Fall, even years.

Prerequisite: Concurrent enrollment or credit in MAT 3361 or equivalent.

Three semester hours

MATHEMATICS 4471. INTRODUCTION TO NUMERICAL ANALYSIS.

Error propagation, algorithms for solutions of equations in one variable, interpolation, numerical integration, and algorithms for solutions of differential equations (as time permits). Three hours of lecture and two hours of laboratory per week. Spring, odd years.

Prerequisite: CIS 1359, MAT 3361 and credit or

concurrent enrollment in MAT 3302.

Four semester hours

Department of Physical Sciences

Pam Bryant, Ph.D. - Head

FACULTY: Gerry Clarkson, Ph.D.; Shane Kendell, Ph.D.

PART-TIME/ADJUNCT FACULTY: Gerald Maxwell, Ph.D., Denny Megarity, Ph.D.

Purpose

1. To enable students, science majors and non-majors alike, to develop a scientific literacy, through: (1) appreciation of the contributions of science to modern life; (2) development of an awareness of measures necessary for personal safety and ecological responsibility in this scientific era; and (3) development of a background of information in the physical science discipline studied.

2. The department of physical sciences offers a curriculum such that graduates with a major in Chemistry will 1) understand, effectively communicate, and practice the basic theories of Chemistry, 2) obtain positions as scientist, educators, and/or obtain admission to a graduate or professional school of their choice, 3) will be prepared to compete in their chosen field.

3. The Department of Physical Sciences offers a curriculum such that graduates with a major in Forensic Science will 1) understand, communicate effectively and engage thoughtfully in the practice of forensic science; 2) obtain positions as laboratory scientists or investigators or procure admission to a graduate program and 3) compete ably in either of these avenues.

All students seeking middle school (4-8) and/or high school (8-12) teacher certification in the physical sciences should consult the requirements listed in the School of Education in this catalog. In addition, students must be advised by the physical sciences faculty and the faculty of the School of Education.

All prerequisites must carry a grade of “C” or better, or consent of instructor.

Chemistry

Students majoring in chemistry must complete 30 to 36 hours in chemistry chosen in consultation with the head of the physical science department and may choose between a standard chemistry degree and a chemistry with a biochemistry concentration as outlined below.

Standard Chemistry Major: CHE 1479, 1489, 2331, 2139, 2341, 2149, 3311, 3119, 3321, 3129, 3469, and two of the following: 4381, 4439, 4449, or 4469. This major is highly recommended as a preparation for further related studies in graduate school, professional schools and work in industry. Students planning to teach may substitute electives for CHE 4381, 4439, 4449, or 4469 as approved by the head of the physical sciences department.

Chemistry Major with Biochemistry Concentration: In addition to the 35-36 hours listed above, which must include CHE 4439 and 4449, students must take the following biology courses: BIO 1459, 1479, 1489, 3419, and 3429. One course from BIO 4439, 4372 or 4429 is also recommended but not required.

Chemistry majors should take ENG 3306, MAT 2451 and 2461, SCI 3318, SCI 4109, SCI 4209, and eight hours of general or university physics as part of their general education and/or electives.

Chemistry/Academy of Freedom Double Major: Students interested in executive positions in science-related governmental agencies or industries are advised to consider this program, detailed further in the catalog's Academy of Freedom section.

Student interested in attending pharmacy school should consider Biochemistry as a major as it is an excellent preparatory curriculum for pharmacy school, as well as graduate studies in pharmacology research or work in the pharmaceutical industry. If you are considering attending pharmacy school after graduation it is highly recommended that you take MAT 2351, SCI 3318 or MAT 2342, SCI 4109, SCI

4209, ECO 2311 or ECO 2321, POS 2321, PSY 1311, SOC 1311, HIS 1310, HIS 1320 and four hours of general or university physics as part of your general education and/or electives. These requirements satisfy the prerequisites for many pharmacy schools. However, students should check the current admissions requirements for the pharmacy schools of their choice to make sure they meet any additional prerequisites for admission.

A minor in chemistry shall consist of 18-24 semester hours of chemistry approved by the head of the physical sciences department. The minor must include two of the following courses: CHE 3311, 3321, 3469, 4381, 4439, 4449, or 4469. CHE 1429 will not count toward a minor.

CHEMISTRY 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

CHEMISTRY 1105. CHEMICAL CALCULATIONS I.

Problem-solving techniques for CHE 1479 General Chemistry I. One-hour lecture per week. Fall.

Prerequisite: Concurrent enrollment in CHE 1479 or consent of department head. One semester hour

CHEMISTRY 1106. CHEMICAL CALCULATIONS II.

Problem-solving techniques for CHE 1489 General Chemistry II. One-hour lecture per week. Spring.

Prerequisite: Concurrent enrollment in CHE 1489 or consent of department head. One semester hour

CHEMISTRY 1429, 1430. FUNDAMENTALS OF CHEMISTRY I, II. (CHEM 1406, 1408)

A beginning chemistry course for students in applied sciences or nursing. The courses include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Does not meet prerequisite for CHE 1489 or 2331. Three hours lecture and two hours of laboratory per week. Fall - CHE 1429; Spring - CHE 1430.

Prerequisite: CHE 1429 is prerequisite to 1430, or consent of department head. Four semester hours each

CHEMISTRY 1479, 1489. GENERAL CHEMISTRY I, II. (CHEM 1411, 1412)

A study of the fundamentals of chemistry with emphasis on atomic structure, chemical bonding, the periodic system, descriptive inorganic chemistry, equilibria and elementary thermodynamics of chemical systems. Three hours lecture and three hours laboratory per week. Concurrent enrollment in CHE 1105 and CHE 1106 respectively is highly recommended. CHE 1479, Fall, Spring; CHE 1489, Spring, Summer.

Prerequisite: Credit or concurrent enrollment in MAT 1351.

CHE 1479 is prerequisite to 1489, or consent of department head.

Four semester hours each

CHEMISTRY 2331, 2341. ORGANIC CHEMISTRY I, II. (CHEM 2323, 2325)

A study of organic chemistry emphasizing nomenclature, bonding, structural relationships to reactions; reaction types and mechanisms and synthetic methods. CHE 2331, Fall; CHE 2341, Spring.

Prerequisite: CHE 1489, 2331 is prerequisite to 2341.

Three semester hours each

CHEMISTRY 2139, 2149. ORGANIC CHEMISTRY LABORATORY I, II. (CHEM 2123, 2125)

A two-semester study of the laboratory techniques and methods used in modern organic chemistry. Four hours of laboratory per week. CHE 2139, Fall, Summer; CHE 2149, Spring, Summer.

Prerequisite: Credit or concurrent enrollment in CHE 2331 or 2341.

One semester hour each

CHEMISTRY 3001. LABORATORY ASSISTANT INTERNSHIP.

Students will gain experience in preparing, conducting, and evaluating laboratory studies.

Prerequisite: Consent of department head.

No credit hours

CHEMISTRY 3311, 3321. PHYSICAL CHEMISTRY I, II.

A two-semester study of the physical properties and structure of matter together with chemical interactions from the perspectives of thermodynamics, quantum mechanics, chemical kinetics and symmetry. Three hours lecture per week. CHE 3311, Fall, odd years; CHE 3321, Spring, even years.

Prerequisite: CHE 1489, MAT 2451, PHY 1419.

Three semester hours each

Chemistry / Forensic Science

CHEMISTRY 3119, 3129. PHYSICAL CHEMISTRY LABORATORY I, II.

An introduction to the equipment, methods and laboratory skills needed in modern physical chemistry. Four hours of laboratory per week. CHE 3119, Fall, odd years; CHE 3129, Spring, even years.

Prerequisite: Credit or concurrent enrollment in CHE 3311 or 3321. One semester hour each

CHEMISTRY 3469. QUANTITATIVE CHEMISTRY.

The theory and practice relating to the major analytical techniques in chemistry will be studied. These include gravimetric, volumetric, electrochemical and colorimetric methods of analysis. Two hours of lecture and eight hours of laboratory weekly. Fall, even years.

Prerequisite: CHE 1489. Four semester hours

CHEMISTRY 4000. TExES REVIEW FOR SECONDARY TEACHERS.

This course is designed to help students pass the chemistry section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: Concurrent enrollment in EDU 4000. No credit hours

CHEMISTRY 4381. ADVANCED INORGANIC CHEMISTRY.

A study of the chemistry of the main group elements including bonding, symmetry, periodic properties, and the chemistry of the transition elements. Three hours of lecture weekly. Spring, even years.

Prerequisite: CHE 2331. Three semester hours

CHEMISTRY 4391. POLYMER CHEMISTRY.

Basic chemistry and synthesis reactions of polymers. Effect of polymer structure and composition on mechanical properties. Viscoelastic behavior of amorphous polymers and response of crystalline polymers to stress. Electrical and optical properties.

Prerequisite: CHE 2341. Three semester hours

CHEMISTRY 4439, 4449. BIOCHEMISTRY I, II.

Chemical studies of biological processes emphasizing conformation, metabolism, biosynthesis, genetic information and molecular physiology. Three hours lecture and four hours laboratory per week. CHE 4439, Fall, even years; CHE 4449, Spring, odd years.

Prerequisite: CHE 2341. Four semester hours each

CHEMISTRY 4469. INSTRUMENTAL ANALYSIS.

The study of the principles upon which instrumentation is based along with the practical application of spectral interpretation. Two hours of lecture and six hours of laboratory per week. Spring, odd years.

Prerequisite: CHE 3469. Four semester hours

Forensic Science

Students majoring in Forensic Science must complete 36 semester hours in Chemistry, Forensic Science and Criminal Justice courses as specified below. Forensic Science majors may also choose to add a concentration in Chemistry or Criminal Justice.

Standard Forensic Science major: CHE 1479, 1489, 3469, 4469; FRS 2479, 2489, 3479, 4279, CRJ 1310 and 1320.

Forensic Science majors considering post-baccalaureate study should consider completing the following courses as part of their general education requirements and/or electives.

SCI 2318, MAT 2342 or CRJ 2351 (choose one)

BIO 1459, ENG 3306, CRJ 3330, MAT 2451, MAT 2461

Eight hours of general or university physics

Additional concentration in Chemistry or Criminal Justice

Concentrations available with the Forensic Science major:

In addition to the 36 hours listed above for the major, students wishing to add a concentration must also take the following courses in their chosen concentration:

Criminal Justice concentration: CRJ 3330, CRJ 4361 and six (6) additional hours chosen in consultation with the criminal justice faculty.

Chemistry concentration: CHE 2331, 2139, 2341, 2149, and either (CHE 4439, and 4449) or (CHE 3311, 3119, 3321, and 3129).

A minor in Forensic Science requires 24 semester hours, consisting of CHE 1479, 1489 and 3469; FRS 2479, 2489, and 3479.

Forensic Science-Academy of Freedom double major: Students interested in executive positions in law enforcement agencies are advised to consider this program, detailed further in the catalog's Academy of Freedom section.

FORENSIC SCIENCE 2479. INTRODUCTION TO FORENSIC SCIENCE.

This course provides an overview of forensic science field training for the science and non-science major alike. The scientific method is applied to forensics with an emphasis on evidence and crime scene reconstruction. Laboratory sessions provide hands-on experience with field samples, such as print and spatter analysis. Cross-credited with CRJ 2479. Only four credit hours will be awarded for CRJ 2479 and FRS 2479. Three hours lecture and two hours laboratory per week. Fall, odd years.

Prerequisite: Credit or concurrent enrollment in MAT 1351.

Four semester hours

FORENSIC SCIENCE 2489. SCIENTIFIC CRIMINAL INVESTIGATION.

This course focuses on the techniques, abilities and limitations of the modern crime laboratory and emphasizes current scientific technologies, techniques, practices and procedures employed in criminal investigation. Cross-credited with CRJ 2489. Only four credit hours will be awarded for CRJ 2489 and FRS 2489. Three hours lecture and two hours laboratory per week. Spring, even years.

Prerequisite: FRS 2479, CRJ 1310 and CRJ 1320.

Four semester hours

FORENSIC SCIENCE 3479. CRIME SCENE ANALYSIS.

This course continues the analytical study of the latest methods of crime scene investigation and analysis and specifically addresses how to, when to and in what order to collect forensic data. Students will investigate old case studies of crime scenes and devise viable alternatives for the investigations using scientific reasoning and current methodologies. Cross-credited with CRJ 3479. Only four credit hours will be awarded for CRJ 3479 and FRS 3479. Three hours lecture and three hours laboratory per week. Fall, even years.

Prerequisite: FRS 2489.

Four semester hours

FORENSIC SCIENCE 4279 FORENSIC FILES ANALYSIS.

This course is designed as a multi-disciplinary capstone to the forensic science curriculum. Students will study unsolved or hypothetical criminal cases and propose suitable procedures and techniques for scientifically investigating these cases. They will present their data in a mock trial with cross-examination before a judge and jury of faculty members and students. Cross-credited with CRJ 4279. Only two credit hours will be awarded for CRJ 4279 and FRS 4279. One hour lecture and two hours laboratory per week. Spring, odd years.

Prerequisite: FRS 2489. CHE 3469.

Two semester hours

Geology

GEOLOGY 1419. PHYSICAL GEOLOGY. (GEOL 1403)

The study of the materials of the earth's crust. The physical processes by which the crust is formed and the resulting landscape. Three hours of lecture and one two-hour laboratory per week. Fall, odd years, Summer, even years.

Prerequisite: None.

Four semester hours

GEOLOGY 1429. HISTORICAL GEOLOGY. (GEOL 1404)

The history of the earth's surface and of the various life forms which inhabit it. Three hours of lecture and one two hour laboratory per week.

Prerequisite: None.

Four semester hours

GEOLOGY 1449. ENVIRONMENTAL GEOLOGY.

An introduction to geology and its role in shaping the environment. Topics covered include natural hazards: earthquakes, volcanoes, floods, erosion; water, soil, mineral and energy resources; waste disposal and pollution as well as environmental law; land use planning and engineering. Three hours lecture and two hours laboratory per week. Fall, even years, Summer, odd years.

Prerequisite: None.

Four semester hours

Physical Science

These courses do not count toward a major in any of the sciences.

PHYSICAL SCIENCE 1409. PRINCIPLES OF ASTRONOMY.

An introduction to the basic concepts and principles from astronomy and physics with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors.** Three hours lecture and two hours laboratory per week. Fall, Summer.

Prerequisite: None.

Four semester hours

PHYSICAL SCIENCE 1419. PHYSICAL SCIENCE FOR ELEMENTARY EDUCATION.

An introduction to the basic concepts and principles of physics and astronomy with an emphasis on the way scientific theories are developed. This course is activity based. Topics discussed address some of the key subject matter in the Texas Essential Knowledge and Skills for physical science. Spring.

Prerequisite: MAT 1321 or above.

Four semester hours

PHYSICAL SCIENCE 1429. EARTH SCIENCE, CHEMISTRY AND THE WEATHER.

An introduction to the basic concepts and principles from meteorology, earth science and chemistry with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors and required for 4-8 Middle School Science certification.** Three hours lecture and two hours laboratory per week. Spring.

Prerequisite: None.

Four semester hours

PHYSICAL SCIENCE 1439. THE SCIENCE OF MUSIC.

An introduction to classical mechanics, oscillating systems and acoustics. The course will emphasize physical principles which provide a firm foundation in acoustical phenomena, room acoustics and the physics of musical instruments. This course will be especially useful to the music student. Three hours lecture and two hours laboratory per week. **Designed for non-science majors.** May-Term.

Prerequisite: None.

Four semester hours

PHYSICAL SCIENCE 1449. METEOROLOGY: WEATHER AND CLIMATE.

An introduction to the basic concepts and principles of the weather and climate with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors.** Three hours lecture and two hours laboratory per week. Spring, Summer.

Prerequisite: None.

Four semester hours

Physics

PHYSICS 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

PHYSICS 1105. GENERAL PHYSICS CALCULATIONS I.

A problem-oriented course designed to assist students in mastering calculations for general physics.

Co-requisite: PHY 1419.

One semester hour

PHYSICS 1106. GENERAL PHYSICS CALCULATIONS II.

A problem-oriented course designed to assist students in mastering calculations for general physics.

Co-requisite: PHY 1429.

One semester hour

PHYSICS 1419. GENERAL PHYSICS I. (PHYS 1401)

The first semester of a two-semester, algebra-based sequence in classical physics, covering topics in mechanics, heat, and fluid flow. Three hours of lecture and one two-hour laboratory period per week. Fall, even years.

Prerequisite: MAT 1351 and high school trigonometry.

Four semester hours

PHYSICS 1429. GENERAL PHYSICS II. (PHYS 1402)

Continuation of PHY 1419, covering topics in electricity and magnetism, wave motion, and physical and geometric optics. Three hours of lecture and one two-hour laboratory period per week. Spring, odd years.

Prerequisite: PHY 1419.

Four semester hours

PHYSICS 2105. UNIVERSITY PHYSICS CALCULATIONS I.

A problem-oriented course designed to assist students in mastering calculations for university physics.

Co-requisite: PHY 2439.

One semester hour

PHYSICS 2106. UNIVERSITY PHYSICS CALCULATIONS II.

A problem-oriented course designed to assist students in mastering calculations for university physics.

Co-requisite: PHY 2449.

One semester hour

PHYSICS 2439. UNIVERSITY PHYSICS I. (PHYS 2425)

The first semester of a two-semester, calculus-based sequence in classical physics for mathematics, physical science, or pre-engineering students. Topics include vector mechanics, kinematics, thermodynamics, and fluid dynamics. PHY 1419 and 2439 may not both be counted. Three hours of lecture and one two-hour laboratory period per week. Fall, odd years.

Co-requisite: MAT 2451.

Four semester hours

PHYSICS 2449. UNIVERSITY PHYSICS II. (PHYS 2426)

Continuation of PHY 2439, with emphasis on a calculus-based treatment of electricity and magnetism, Maxwell's equations, acoustics, and physical and geometric optics. PHY 1429 and 2449 may not both be counted. Three hours of lecture and one two-hour laboratory period per week. Spring, even years.

Prerequisites: PHY 2439 and MAT 2451.

Four semester hours

HOWARD PAYNE UNIVERSITY

GRADUATE STUDIES

MASTER OF ARTS

MASTER OF BUSINESS
ADMINISTRATION

and

MASTER OF EDUCATION

Master of Arts in Youth Ministry

MAYM Degree Program

GARY GRAMLING, Ph.D., DIRECTOR

FACULTY: Art Allen, Th.D.; Donnie Auvenshine, Ph.D.; Bill Fowler, Ph.D.; Rusty Wheelington, Ed.D.

PART-TIME/ADJUNCT FACULTY: Donna Bowman, D.Ed.Min.; Adlin Cotto, Ph.D.; Allen Jackson, Ph.D.; Brent Marsh, Ph.D.; Jimmy Myers, Ph.D.; Scott Stevens, Ph.D.; Vicki Vaughn, D.Min.

Since 1889, Howard Payne University has been training men and women who have sensed God's calling to vocational Christian ministry. The Master of Arts in Youth Ministry is designed to provide preparation for those who will minister to teenagers and their families through the local church and other related ministries. The curriculum contains a combination of courses that emphasize biblical, theological, and practical application.

- 42-hour non-thesis degree
- Traditional residency **not** required
- 6 hours of supervised internship in lieu of thesis

**Applications are available at hputx.edu/maym
or from the School of Christian Studies offices.**

Program Goals

The educational goals for the Master of Arts in Youth Ministry are:

1. Students will learn the processes, functions, and networks of an effective local church youth minister.
2. Students will develop familiarity with the primary issues along with skills and tools needed to give effective leadership to local church youth ministry.
3. Students will assess youth ministry from biblical and theological perspectives.

Student Learning Outcomes

The expected student learning outcomes for the Master of Arts in Youth Ministry are:

1. Graduates will be able to articulate a biblically-based, theologically sound, relationship-focused strategy of youth ministry in the local church.
2. Graduates will have developed proficiency in the skills needed for the study and appropriate interpretation of the biblical materials.
3. Graduates will have developed a proper theological framework through which to view youth ministry.
4. Graduates will have developed appropriate skills for researching factors related to teenagers, their leaders, and their families.
5. Graduates will have had successful experiences working with youth in various settings by participating in internships.

Categories of Admission

Enrollment in the Master of Arts in Youth Ministry degree program falls under the following categories:

Full Admission

1. **Applicants to the MA in Youth Ministry Program must hold a baccalaureate degree** from a regionally-accredited college or university. The baccalaureate degree does not have to be in Christian Studies. Prospective graduate students should contact the School of Christian Studies office to obtain an application packet or complete the application on-line at www.hpuchristianstudies.org.
2. **Applicants for admission to the Master of Arts in Youth Ministry program must submit the following:**
 - a. **Application Form** (available on-line) - Applicants should possess proven ability in both oral and written communication. The application form is included in the application packet.
 - b. **Autobiographical Essay** - An autobiographical history of the applicant, reflecting family background, spiritual development, call to ministry, local church commitment, ministry experience, and future goals. The essay should be type-written, double-spaced, and no more than 3 pages in length.
 - c. **Three Reference Forms** - These forms should be completed by persons who have known the applicant for a minimum of two years. The letters should affirm the applicant's moral character, Christian commitment, and academic readiness for graduate work. The forms should be completed by the applicant's pastor, a former professor, and a person who has observed the applicant in a ministry setting. We cannot accept recommendations from spouses or relatives. Reference forms are included in the application packet (also available on-line).
 - d. **Official Transcripts** - Students may transfer up to nine hours of equivalent graduate coursework from an accredited graduate institution. The transcripts must be sent directly from each institution attended by the applicant as an undergraduate, post-baccalaureate, or graduate student. The student's prior academic performance will be an important criterion in admission to the program.
 - e. **Church Endorsement Form** - The Church Endorsement form must be completed by a church of which the student has been a member. The Church Endorsement form is included in the application packet (also available on-line).
3. **Each applicant to the graduate program will have a personal interview** with the Director of the Youth Ministry Graduate Program and/or another faculty member from the School of Christian Studies. The interview may be conducted in person or by telephone.
4. **Applications for admission to the graduate program must be submitted between March 15 and July 1 for the fall semesters and between August 15 and December 1 for the spring semesters.**

Provisional Admission

An undergraduate student may be considered for admission to the graduate program provided that he/she:

1. The student is within 12 semester hours of graduation.
2. The student has attained a minimum GPA of 3.0.

3. The student has received approval from the Director of the Youth Ministry Graduate Program and the Dean of Graduate Studies.

No provisionally admitted student will be allowed to take more than 6 graduate hours until he/she has been fully admitted to the graduate program at Howard Payne University. Normal maximum load policies will apply.

NOTE: A course cannot count for both undergraduate and graduate credit.

Special Student Admission

A non-degree seeking student may be considered for special admission to the graduate program and allowed to take graduate courses on a case-by-case basis. Approval must be received from both the Director of the Youth Ministry Graduate Program and the Dean of Graduate Studies.

Please send ALL application materials to Howard Payne University:

Youth Ministry Graduate Program
Howard Payne University
1000 Fisk Street
Brownwood, TX 76801

Admission Policies

Open Enrollment

Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious theological study and who show promise of success in such an endeavor.

Leveling

Applicants who have not had undergraduate courses in Old and New Testament may choose to take either leveling courses or departmental challenge examinations. Departmental challenge examinations must be passed with a score of 80% or better.

Applicants who have not taken undergraduate courses in Youth Ministry must take the leveling course YMN 3380 Introduction to Youth Ministry.

Notification

Official notification of the action of the Graduate Admission Screening Committee regarding admission or non-admission is communicated solely by the Director of the Youth Ministry Graduate Program and/or the Dean of Graduate Studies.

Appeals

Students wishing to appeal an admission decision should first consult with the Director of the Youth Ministry Graduate Program. If the student is not satisfied, an appeal may be made to the Dean of Graduate Studies. If the student is not satisfied, a final appeal may be made to the provost.

Financial Information / Scholarship Funds

Graduate Tuition

Graduate course tuition rate: \$490.00 per credit hour. Graduate courses may be audited for \$75.00 per audit hour.

Refunds

Refunds of tuition will be considered in cases where students officially withdraw from the university prior to the third day of modular graduate classes.

First full day	100%
Second full day	25%
Third full day and after	No refund

HPU Church Match Scholarship

HPU will match designated church gifts for HPU graduate students up to, but not exceeding \$100.00 per semester hour. This scholarship applies to all graduate courses and is not limited to Baptist churches.

BGCT Ministerial Grant/Scholarships

For students who are members of Baptist churches, the Baptist General Convention of Texas offers aid of \$100.00 per semester hour.

- Students may qualify for both Church Match and BGCT scholarships
- Additional financial aid information is available at www.hpuchristianstudies.org.

Students who receive Ministerial Financial Aid from the BGCT, and who have not taken a substantial undergraduate course emphasizing Baptist distinctives and polity, must take PTH 5311. In addition, students who receive Ministerial Financial Aid from the BGCT, and who have not taken an upper level undergraduate course in Christian history, must take PTH 5331.

Student Services and Student Life

The University provides a number of services to students. Since graduate students will be on campus some of the time, they will have access to all student services while on campus. Among these are the various student activities, library privileges, health services, and student publications. For additional information regarding student services, please see the student handbook.

Identification Card

The student's identification card is his/her official university identification and should be carried at all times. The card provides access to library services, wellness center, athletic events, and other university events and services.

Insurance

The University does not provide a health insurance policy for students. However, HPU graduate students are eligible to apply for the seminarian insurance policy through Guidestone Financial. Details are available at www.guidestone.org.

Academic and Personal Integrity

Students are expected to maintain academic honesty and personal integrity at all times. Cheating is defined as giving or receiving academic assistance not approved by the professor. Plagiarism presents the ideas and/or writings of others without proper and explicit acknowledgment of the source(s). This applies to on-line sources as well as printed materials. It is the policy of Howard Payne University that all instances of academic dishonesty are to be reported in writing by instructors to the Dean of Students. Academic dishonesty may be considered grounds for dismissal from the course and/or the University.

Academic Information

Orientation

At the beginning of each fall and spring semester, as a part of the admission process, the Director of the Youth Ministry Graduate Program will provide orientation information for new graduate students. The orientation will include information regarding Curriculum, Student Services, Financial Aid, the Business Office, the Library, and other related areas.

Advisory Committee

Each graduate student must assemble an advisory committee that will serve to provide guidance and feedback throughout the program. This committee will be in place from the first semester that a student enters the program until the final oral interview prior to graduation. The committee will consist of the Director of the Youth Ministry Graduate Program, a faculty member chosen by the student, and an experienced youth minister (at least five years full-time experience) chosen by the student. The advisory committee will meet annually until the student completes the degree requirements.

Internships

In lieu of a thesis, the Master of Arts in Youth Ministry will require students to complete three separate internships as a practical expression of what they are learning. The internships will be supervised, focusing on skill-based and affective learning.

Portfolio

The student will assemble a portfolio while enrolled in the graduate program. The portfolio will include designated written assignments from all completed courses. These assignments will be assembled in both electronic and hard copy formats. A copy of the materials will be presented to the student's advisory committee prior to the final oral interview. The portfolio will serve as a comprehensive assessment tool, providing insight to the student's advisory committee as to whether the intended learning outcomes have been achieved. Upon graduation, a copy of the portfolio will be kept in the student's permanent file in the office of the Dean of Graduate Studies.

Library

Because of Howard Payne University's long-standing Youth Ministry undergraduate program, Walker Memorial Library has an extensive collection of print and on-line resources for this field of study. Approximately 15% of the total print collection of the library will be found in the religion subject areas. Over 5% of the collection relates specifically to ministry and is heavily weighted toward youth ministry. As a part of the Abilene Library Consortium, our students can utilize the collections of the Abilene Public Library, Abilene Christian University, Hardin-Simmons University, and McMurry University. These resources are particularly valuable since all three of the universities are private church-related schools. Since the four universities (including HPU) cooperate in making acquisitions of print materials, graduate students will have access to over 830,000 print volumes. Students may request materials from these libraries on-line by using their student ID and PIN.

Graduate Student Performance

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

Academic Policies

Enrollment Status

To be considered full-time, a master's level student must be enrolled in a minimum of nine (9) hours of graduate level (5000-6000) courses.

For the purpose of reporting enrollment status for graduate students, 9 or more semester hours is considered full-time during the long semesters (Fall and Spring) and less than 9 semester hours is considered part-time. During short terms (May-term, Summer I, Summer II), full-time enrollment is 6 or more semester hours and part-time enrollment is less than 6 semester hours.

For the purpose of financial aid (loans, etc.), enrollment status during the long semesters (Fall and Spring) is determined as follows: Full-time - 9 or more semester hours; 3/4 time - 7-8 semester hours; 1/2 time - 6 semester hours; Less than 1/2 time - 4-5 semester hours; 1/4 time - 3 semester hours. Enrollment status during short terms (Summer I, Summer II) is as follows: Full-time - 6 or more semester hours; 3/4 time - 4-5 semester hours; 1/2 time - 3 semester hours; Less than 1/2 time - 2 semester hours; 1/4 time - 1 semester hour.

Grades and Grade Points

Grades in graduate courses indicate performance with respect to the quality of work at the graduate level. Accordingly, graduate students should be aware that grades are based on more stringent criteria than those for undergraduate courses. Students must earn a grade of C or higher in all graduate courses. A grade below 70 will be considered a failing grade. Failure to achieve good academic standing will result in dismissal from the program. Possible grades include:

Grade	Explanation	Grade Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Not Passing for graduate coursework	1
F	Failing	0
I	Incomplete	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
NG	No Grade	0

In order to maintain acceptable academic progress, graduate students must maintain a 3.0 grade point average in all graduate work (when courses are repeated, only the most recent grade will be used to calculate grade points and semester hours).

A student who earns a grade of D, F, or WF will be placed on Academic Probation.

Academic Probation

When placed on academic probation, the student's graduate advisory committee must consider the student's potential for successful completion of the program and make a recommendation to the Dean of Graduate Studies. A student may not be graduated while on academic probation. To return to good aca-

demic standing, the student must satisfy the dictates of their graduate advisory committee and possess a grade point average of 3.0 or better.

Grade Appeal Process

A student who believes that the grading policy for a class has been unfairly administered, resulting in a course grade lower than expected, has the right to appeal the professor's decision on the grade. The following process is for appealing a course grade only, not for grades on individual projects or tests. For an appeal to be considered valid, each of the following steps must be taken in the order listed.

1. Discuss the matter with the professor. If at all possible, the matter is reconciled at this point.
2. If dissatisfied with this discussion, the student voices the concern to the Director of the Youth Ministry Graduate Program in a conference scheduled by the student. The program director discusses the matter with the professor; another attempt is made to reconcile the matter. (If the professor is the program director, proceed to step three.)
3. If the issue is not resolved to the student's satisfaction, the student submits a formal, written appeal to the Dean of Graduate Studies. The following must be included in the graduate student's appeal:
 - a. A cover letter requesting reconsideration of the grade.
 - b. A straightforward narrative (1-3 pages) detailing the circumstances surrounding the contested grades, with special emphasis given to reasons why the student believes the grade is unwarranted.
 - c. All graded materials in the class - tests, essays, projects, etc. - that are in the student's possession, and
 - d. The student's personal record of attendance in the class.
4. The Director of the Youth Ministry Graduate Program forwards a recommendation on the matter to the Dean of Graduate Studies upon notification that the student has filed a grievance.
5. In writing, the Dean of Graduate Studies formally apprises the professor of the student's grievance and gives a summary of the points of concern.
6. The professor submits a written response to the Dean of Graduate Studies, which includes the projects in the professor's possession, grades on all work done in the course, and a copy of the class syllabus with the contested policy highlighted.
7. The Dean of Graduate Studies will meet with each party separately and may schedule a joint appointment with the two parties in order to attempt a solution.
8. If the student feels that additional appeal is necessary, then the last line of appeal is to the provost.

Transfer Credit

Work completed before the student applies for admission at HPU, or completed at another institution after admission to HPU may transfer if:

1. it is graduate work from a regionally accredited institution of higher education
2. an official transcript of the work is on file in the Office of the Registrar
3. the work was completed during the last 10 years
4. it is approved by the Director of the Youth Ministry Graduate Program.

A maximum of 9 semester hours of approved graduate work may be transferred provided the student did not complete the previous degree. A maximum of 6 semester hours may be transferred from a previously completed degree.

Correspondence Credit

No correspondence course credit may be applied to a graduate degree; however, courses taken through a distance-learning format such as on-line or interactive video may be considered.

Time Limitations for Degree Completion

A candidate may obtain a graduate degree according to the requirements of the catalog under which he/she enters the university or under the catalog for any subsequent year in which he/she is registered, provided all requirements are completed within five years from the beginning date of the selected catalog.

Degree Requirements

CORE **.24 hours**

General **.6 hours**

YMN 5300 Research and Writing3 hours

YMN 6320 Youth Ministry and Leadership3 hours

Biblical and Theological **.9 hours**

Biblical **.6 hours**

BIB 5391 Biblical Interpretation3 hours

OR

Advanced Bible (Old Testament)3 hours

Chosen from:

BIB 5311 Old Testament Poetry3 hours

BIB 5321 Interbiblical Period3 hours

BIB 5331 Hebrew Prophets3 hours

BIB 5381 The Pentateuch3 hours

OR

Advanced Bible (New Testament)3 hours

Chosen from:

BIB 5341 General Epistles3 hours

BIB 5342 Life and Teachings of Jesus3 hours

BIB 5351 John and His Writings3 hours

BIB 5352 Life and Letters of Paul3 hours

BIB 5361 Revelation3 hours

Students should choose BIB 5391 and 3 additional hours of BIB at the 5000 level or students who have taken Biblical Interpretation [or an equivalent hermeneutics course] at the undergraduate level should choose 3 hours of Old Testament and 3 hours of New Testament).

Theological **.3 hours**

YMN 6380 Youth Ministry and Theology3 hours

Practical **.9 hours**

YMN 5370 Church and Personal Financial Management3 hours

YMN 6340 Ministering to Youth and Their Families3 hours

YMN 6390 Advanced Youth Ministry3 hours

INTERNSHIP **.6 hours**

Chosen from:

YMN 6261 Youth Ministry in Multicultural Settings2 hours

YMN 6262 Crisis Management/Intervention2 hours

YMN 6263 Local Church Youth Ministry2 hours

YMN 6264 Youth Ministry in Urban Settings2 hours

Master of Arts in Youth Ministry Degree Program

YMN 6265 Youth Ministry in Camp/Retreat/Recreation Settings2 hours
YMN 6266 Youth Ministry in Suburban Settings2 hours
YMN 6267 Youth Ministry in Rural Settings2 hours
YMN 6268 Youth Ministry in Parachurch Settings2 hours

ELECTIVES12 hours

Chosen from:

YMN 5310 Philosophical Foundations for Youth Ministry3 hours
YMN 5350 Survey of Youth Education3 hours
YMN 6305 Evangelizing/Discipling the 21st Century Teen3 hours
YMN 6330 Adolescent Development3 hours
YMN 6335 Counseling Youth and Their Families3 hours
YMN 6370 Youth Ministry Institute3 hours
YMN 6375 Researching Youth Culture3 hours
YMN 6385 Communicating with Youth Audiences3 hours
YMN 6395 The Youth Minister's Personal World3 hours
PTH 5311 Baptist Identity3 hours
PTH 5331 History of Christianity3 hours

Students who receive Ministerial Financial Aid from the BGCT, and who have not taken a substantial Undergraduate course emphasizing Baptist distinctives and polity, must take PTH 5311. In addition, students who receive Ministerial Financial Aid from the BGCT, and who have not taken an upper level undergraduate course in Christian history, must take PTH 5331.

Specific Requirements for a Master of Arts in Youth Ministry Degree

1. File a signed degree audit with the Office of the Registrar no later than the completion of twenty-one graduate hours.
2. Have an overall grade point average of 3.00 or better.
3. Complete a minimum of 42 semester hours.
4. Take a minimum of thirty-three graduate hours from Howard Payne University.
5. Order diploma by October 1 for December graduates, February 1 for May graduates, and April 1 for August graduates.
6. Have student account paid in full before graduating or participating in graduation ceremonies, including all applicable fees.
7. Student must attend commencement unless officially excused by the provost.

Course Descriptions

Leveling Courses

BIBLE 1303. INTRODUCTION TO THE OLD TESTAMENT.

An introductory survey of the Old Testament with special attention to the institutions, religious and national life of the Hebrews. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

BIBLE 1304. INTRODUCTION TO THE NEW TESTAMENT.

An introductory survey of the New Testament, including its background, the Gospels, the Acts and Epistles and the Apocalypse. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

Master of Arts in Youth Ministry Degree Program

YOUTH MINISTRY 3380. INTRODUCTION TO YOUTH MINISTRY.

A study of the basic purposes and principles effective in ministering to contemporary teenagers. Attention will be given to youth ministry and education through the local church. YMN 3380 is a leveling course for graduate students only. Offered on demand.

Prerequisite: None.

Three semester hours

Graduate Courses

Bible

Bible courses are offered in full semester format during the semesters listed. In addition, one Old Testament course will be offered in Spring, even years, and one New Testament class will be offered in Spring, odd years, in modular format.

BIBLE 5311. OLD TESTAMENT POETRY.

A study of the poetical portions of the Old Testament with emphasis on Job, the Psalms, and Proverbs. Attention will be given to the literary aspects, the message and the interpretation of these books. Spring, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5321. INTERBIBLICAL PERIOD.

A study of the background and texts of the Apocryphal/Deuterocanonical books of the Interbiblical period. Attention will be given to their relationship to the canonical texts. Fall, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5331. HEBREW PROPHETS.

An intensive study of the Old Testament Prophetic Books: Isaiah, Jeremiah, Ezekiel and the twelve minor prophets. Attention is given to the historical and literary contexts, the message, and the interpretation of these books. Fall, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5341. GENERAL EPISTLES.

A careful study of the epistles of James, Peter, Jude and the Epistle to the Hebrews. Special attention will be given to the historical background of each epistle. Spring, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5342. LIFE AND TEACHINGS OF JESUS.

A careful study of the life and teachings of Jesus based on the gospels. Special attention will be given to the philosophical, historical, and literary background to the first century A.D. Fall, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5351. JOHN AND HIS WRITINGS.

An intensive study of the background, content, purpose, and theology of the Fourth Gospel and the Johannine epistles. Emphasis will be given to the historical context of these writings. Fall, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5352. LIFE AND LETTERS OF PAUL.

A careful study of the life and letters of the Apostle Paul including the philosophical, historical and theological background to first century Christianity. Spring, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5361. REVELATION.

An intensive study of the content and doctrinal teachings of the book of Revelation. Special attention will be given to its historical background and relationship to Jewish apocalyptic literature. Spring, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5381. THE PENTATEUCH.

An intensive study of the first five books of the Bible. Attention is given to the historical and literary contexts, the message, and the interpretation of these books. Spring, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

BIBLE 5391. BIBLICAL INTERPRETATION.

A study of the principles of biblical interpretation and the application of these principles to selected portions of the Bible. Spring, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

Practical Theology

PRACTICAL THEOLOGY 5311. BAPTIST IDENTITY.

A study of the nature, mission, and organizations of the local Baptist church, Baptist associations, the Baptist General Convention of Texas, the Southern Baptist Convention, and other statewide, nationwide, and worldwide Baptist entities. Required of all students who receive ministerial financial aid from the BGCT. Spring, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

PRACTICAL THEOLOGY 5331. HISTORY OF CHRISTIANITY.

A general survey of the Christian movement from its beginning to the present time. Special attention will be given to significant individuals, selected ideas, movements and institutions, which have influenced Christian theology.

Prerequisite: Admission to the graduate program.

Three semester hours

Youth Ministry

YOUTH MINISTRY 5300. RESEARCH AND WRITING.

A course designed to prepare the student for research and writing at a graduate level, essential for success in graduate course work, particularly YMN 6305, 6340, 6375, and 6390. Emphasis will be given to identifying, evaluating, and utilizing appropriate resources in research, and to developing good form and style in writing research documents. Fall.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 5310. PHILOSOPHICAL FOUNDATIONS FOR YOUTH MINISTRY.

An examination of the models and philosophies which generate and undergird youth ministry in contemporary society. Emphasis will be given to the development of a personal philosophy based upon biblical principles. This course is offered only in full semester format. Fall, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 5350. SURVEY OF YOUTH EDUCATION.

A study of the historical background and development of youth education in the local church. Emphasis will be given to program organizations, literature, and methods of religious education for youth. This course is offered only in full semester format. Spring.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 5370. CHURCH AND PERSONAL FINANCIAL MANAGEMENT.

A course of study relating to building and maintaining a budget for a local church youth ministry, with emphasis given to managing the money entrusted to the youth minister. Additional emphases include budgeting and managing personal finances, including an emphasis on insurance, investments, real estate, and retirement. Spring, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

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YOUTH MINISTRY 6261 - 6268. INTERNSHIPS. (Choose three 2-hour courses)

Opportunities will be provided for students to receive practical on-the-job training and supervision from a leader who has expertise in the field. Students will choose 3 from the following list of internships. Additional internships may be proposed, but must be approved by the dean. Evaluation and assessment will be performed at the conclusion of each internship.

YMN 6261	Youth Ministry in Multicultural settings
YMN 6262	Crisis Management/Intervention
YMN 6263	Local Church Youth Ministry
YMN 6264	Youth Ministry in Urban Settings
YMN 6265	Youth Ministry in Camp/Retreat/ Recreation Settings
YMN 6266	Youth Ministry in Suburban Settings
YMN 6267	Youth Ministry in Rural Settings
YMN 6268	Youth Ministry in Parachurch Settings

Prerequisite: Admission to the graduate program.

Two semester hours each

YOUTH MINISTRY 6305. EVANGELIZING/DISCIPLING THE 21ST CENTURY TEEN.

A thorough examination of the evangelism/discipleship continuum from the time a person is first introduced to the idea of God until that person becomes a mature, discipling Christian. There will be an in-depth study of the various models of evangelism and discipleship to discern their validity and/or effectiveness in guiding the 21st century teenager toward spiritual maturity. Fall, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6320. YOUTH MINISTRY AND LEADERSHIP.

A study of the meaning and value of effective youth ministry leadership, especially as it relates to the local church, including the basic functions along with additional principles of organization and management. Emphasis will be given not only to leadership styles and how these relate to efficiency in group situations, but also to the development of personal leadership skills and how to equip adult youth leaders and parents in the development as leaders. Fall, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6330. ADOLESCENT DEVELOPMENT.

An intensive study of the developmental process from youth to adulthood in order to determine their characteristics and needs. Emphasis will be given to principles for designing a ministry that will address the individual needs of teens at their various developmental stages. Fall, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6335. COUNSELING YOUTH AND THEIR FAMILIES.

An in-depth study of the field of counseling as it relates to ministering to youth and their families with specific focus being given to the theological, practical, and philosophical distinctives of counseling from the Christian world view. Particular attention will be given to the scope and limitations of the non-certified, non-credentialed counselor, especially as it relates to the legal ramifications of caring for the 21st century teen and his/her family, including when, and to whom, to refer. Spring, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6340. MINISTERING TO YOUTH AND THEIR FAMILIES.

Statistically, parents spend more time with their youth than any other single category of adults. Students will research family models in the 21st century and receive instruction on relating to families as well as to the youth in those families. Principles for constructing a thorough and efficient ministry to families will be shared. Fall, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6370. YOUTH MINISTRY INSTITUTE.

Week-long classes offered each January at New Orleans Baptist Theological Seminary. Each day, guest speakers will address a topic within the discipline of youth ministry. Time for questions, debriefing, discussion, and suggestions for implementation in the local church will follow presentations. Topics will rotate annually. May be repeated once for credit. Spring.

Prerequisite: Admission to the graduate program.

Three semester hours

Master of Arts in Youth Ministry Degree Program

YOUTH MINISTRY 6375. RESEARCHING YOUTH CULTURE.

A course designed to cultivate the student's ability to research and present finding on various aspects of contemporary youth culture. Attention will be given to the development of such skills for lifelong learning. Fall, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6380. YOUTH MINISTRY AND THEOLOGY.

A course designed to explore the importance of a solid theological base as a foundation for effective youth ministry. Emphasis will be given to the examination of biblical/theological themes and their application in the life and work of a minister. Fall, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6385. COMMUNICATING WITH YOUTH AUDIENCES.

A course designed to equip the student to communicate effectively with youth audiences. Emphasis will be given to the preparation and delivery of biblical and relevant messages to teenagers. Spring, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6390. ADVANCED YOUTH MINISTRY.

An advanced examination of the various models of youth ministry with additional emphasis placed on the ministry to parents of youth, the development of adult youth leaders, the development of relationships with teenagers, the development of an administration manual to help govern local church youth ministry, and a particular emphasis on emerging legal issues that affect ministry with teens in the 21st century. Spring, even years.

Prerequisite: Admission to the graduate program.

Three semester hours

YOUTH MINISTRY 6395. THE YOUTH MINISTER'S PERSONAL WORLD.

A careful look at all the relationships that impact a youth minister and his/her life, including relationships with God, with family, with a network of professional colleagues, and with groups within the church. Emphasis will be placed on moving toward spiritual, physical, emotional, mental, and professional health. Spring, odd years.

Prerequisite: Admission to the graduate program.

Three semester hours

For further information, contact:

Director, Youth Ministry Graduate Program
Howard Payne University
1000 Fisk Street
Brownwood, TX 76801
Phone: (325) 649-8403
Toll Free: (800) 880-4478
E-mail: ggramling@hputx.edu

Master of Business Administration

MBA Degree Program

H. LOIS PATTON, Ph.D., DIRECTOR

FACULTY: Pamela Bryant, Ph.D.; Trissa Cox, Ph.D.; Brad Lemier, Ph.D.; Keith Mask, Ph.D.; Larry Meadows, J.D.; Lois Patton, Ph.D.; Mark Patton, D.B.A.; Leslie Plagens, Ed.D.; Lester Towell, Ed.D.; Julie Welker, Ph.D.

Shortly after its founding in 1889, Howard Payne University has been training men and women who sense God's calling to become professionals in business, government and the not-for-profit sector. With HPU's excellent undergraduate business program as a foundation, the Master of Business Administration degree is designed to provide preparation for those who desire to further their career goals as managers or area specialists. The curriculum is designed to provide students with an appropriate balance of theory with practical application centered in a Christian servant leadership model.

- 30-hour non-thesis degree
- Traditional residency **not** required
- 3 hours of supervised project-internship in lieu of thesis

Program Goals

The educational goals for the Master of Business Administration are:

1. Students will learn to reason critically and analytically and solve problems faced by managers and entrepreneurs.
2. Students will develop an advanced understanding of applied business communications.
3. Students will be able to demonstrate knowledge in the functional areas of business and apply it to a specific discipline.
4. Students will develop career goals and understand how to leverage professional opportunities.

Student Learning Outcomes

The expected student learning outcomes for the Master of Business Administration are:

1. Graduates will be able to articulate a sound tactical-strategic plan for an organization in their chosen field.
2. Graduates will have developed proficiency in business communication skills needed for their profession.
3. Graduates will have developed an appropriate understanding of basic theory in marketing, management, and financial areas for organizational enhancement.
4. Graduates will have developed a working understanding of the ethical challenges in their given fields and be able to integrate their personal world-life view and accountability plan to manage these ever-present personal temptations in their careers and with their family lives.
5. Graduates will have had successful experiences working with organizations in various settings by participating in project-internships.

Categories of Admission

Enrollment in the Master of Business Administration degree program falls under the following categories:

Full Admission

1. **Applicants to the MBA Program must hold a baccalaureate degree** from a regionally-accredited college or university. If the applicant does not hold a business major, foundational classes (BUS 5300 and 5310) will be offered to allow such students exposure to the basic concepts and skills found in the common business core curriculum. These applicants may commence with the regularly scheduled classes in the MBA program but must enroll in the foundational courses within their first fifteen credit hours. Prospective graduate students should contact the School of Business office to obtain an application packet or complete the application on-line at www.hputx.edu.
2. **Applicants to the MBA Program must hold a cumulative 3.0 GPA in their undergraduate studies.** Applicants that do not meet the GPA requirement may appeal to the Graduate Admissions Screening Committee for provisional-probation admission status.
3. **Applicants for admission to the MBA program must submit the following:**
 - a. **Application Form** (available on-line) - Applicants must complete all required information. The essay portion should demonstrate competence in the applicant's writing ability.
 - b. **Official Transcripts** - Transcripts must be sent directly from each institution attended by the applicant as an undergraduate, post-baccalaureate or graduate student. Students may transfer up to six hours of equivalent graduate coursework from an accredited graduate institution. The student's prior academic performance will be an important criterion in admission to the program.
 - c. **Participation in a nationally recognized assessment.** Satisfactory achievement on a nationally recognized assessment test such as the GMAT, GRE, or LSAT must be on record before completion of 12 credit hours.
4. **Applications for admission to the graduate program should be submitted between March 15 and July 1 for the fall semesters and between August 15 and December 1 for the spring semesters.**
5. The Graduate Admission Screening Committee will review the application, transcripts, and assessment data to determine the admission status for each applicant.

Provisional Admission

An undergraduate student may be considered for admission to the graduate program provided:

1. The student is within 12 semester hours of graduation,
2. The student has attained a minimum GPA of 3.0, and,
3. The student has received approval from the Director of the MBA Program and the Dean of the School of Business.

No provisionally admitted student will be allowed to take more than 6 graduate hours until he/she has been fully admitted to the graduate program at Howard Payne University. Normal maximum load policies will apply.

Master of Business Administration Degree Program

Special Student Admission

A non-degree seeking student may be considered for special admission to the graduate program and allowed to take graduate courses on a case-by-case basis. Approval must be received from both the Director of the MBA Program and the Dean of the School of Business.

Please send ALL application materials to Howard Payne University:

MBA Graduate Program
Howard Payne University
1000 Fisk Street
Brownwood, TX 76801

Admission Policies

Open Enrollment

Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious business study and who show promise of success in such an endeavor.

Leveling

Applicants who have not had undergraduate courses in management, marketing, accounting, business law, and finance may choose to take foundational courses (BUS 5300, 5310), prescribed undergraduate courses, or departmental challenge examinations. Departmental challenge examinations must be passed with a score of 80% or better.

Notification

Official notification of the action of the Graduate Admission Screening Committee regarding admission or non-admission is communicated solely by the Director of the MBA Graduate Program and/or the Dean of the Business School.

Appeals

Students wishing to appeal an admission decision should first consult with the Director of the MBA Program. If the student is not satisfied, an appeal may be made to the Dean of the Business School. If the student is not satisfied, a final appeal may be made to the Provost.

Financial Information

Graduate Tuition

Graduate course tuition rate: \$490.00 per credit hour. Graduate courses may be audited for \$75.00 per audit hour.

Refunds

Refunds of tuition will be considered in cases where students officially withdraw from the university prior to the third day of modular graduate classes.

First full day	100%
Second full day	25%
Third full day and after	No refund

Student Services and Student Life

The University provides a number of services to students. Since graduate students will be on campus some of the time, they will have access to all student services while on campus. Among these are the various student activities, library privileges, health services, and student publications. For additional information regarding student services, please see the student handbook.

Identification Card

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The University does not provide a health insurance policy for students. However, HPU graduate students are eligible to apply for the seminarian insurance policy through Guidestone Financial. Details are available at www.guidestone.org.

Academic and Personal Integrity

Students are expected to maintain academic honesty and personal integrity at all times. Cheating is defined as giving or receiving academic assistance not approved by the professor. Plagiarism presents the ideas and/or writings of others without proper and explicit acknowledgment of the source(s). This applies to on-line sources as well as printed materials. It is the policy of Howard Payne University that all instances of academic dishonesty are to be reported in writing by instructors to the Dean of Students. Academic dishonesty may be considered grounds for dismissal from the course and/or the University.

Academic Information

Orientation

At the beginning of each fall and spring semester, as a part of the admission process, the Director of the MBA will provide orientation information for new graduate students. The orientation will include information regarding Curriculum, Student Services, Financial Aid, the Business Office, the Library, and other related areas.

Internships

In lieu of a thesis, the MBA will require students to complete a project-internship as a practical expression of what they are learning. The project-internships will be supervised, focusing on skill-based and affective learning.

Library

Walker Memorial Library has an extensive collection of print and on-line resources. As a part of the Abilene Library Consortium, our students can utilize the collections of the Abilene Public Library,

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Abilene Christian University, Hardin-Simmons University, and McMurry University. Since the four universities (including HPU) cooperate in making acquisitions of print materials, graduate students will have access to over 830,000 print volumes. Students may request materials from these libraries on-line by using their student ID and PIN.

Graduate Student Performance

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

Academic Policies

Enrollment Status

At master's level student may choose to take only one course at a time but in order to be considered full-time, s/he must be enrolled in a minimum of nine (9) hours of graduate level (5000-6000) courses.

For the purpose of reporting enrollment status for graduate students, 9 or more semester hours is considered full-time during the long semesters (Fall and Spring) and less than 9 semester hours is considered part-time. During short terms (May-term, Summer I, Summer II), full-time enrollment is 6 or more semester hours and part-time enrollment is less than 6 semester hours.

For the purpose of financial aid (loans, etc.), enrollment status during the long semesters (Fall and Spring) is determined as follows: Full-time - 9 or more semester hours; 3/4 time - 7-8 semester hours; 1/2 time - 6 semester hours; Less than 1/2 time - 4-5 semester hours; 1/4 time - 3 semester hours. Enrollment status during short terms (Summer I, Summer II) is as follows: Full-time - 6 or more semester hours; 3/4 time - 4-5 semester hours; 1/2 time - 3 semester hours; Less than 1/2 time - 2 semester hours; 1/4 time - 1 semester hour.

Grades and Grade Points

Grades in graduate courses indicate performance with respect to the quality of work at the graduate level. Accordingly, graduate students should be aware that grades are based on more stringent criteria than those for undergraduate courses. Students must earn a grade of C or higher in all graduate courses. A grade below 70 will be considered a failing grade. Failure to achieve good academic standing will result in dismissal from the program. Possible grades include:

Grade	Explanation	Grade Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Not Passing for graduate coursework	1
F	Failing	0
I	Incomplete	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
NG	No Grade	0

In order to maintain acceptable academic progress, graduate students must maintain a 3.0 grade point average in all graduate work (when courses are repeated, only the most recent grade will be used to calculate grade points and semester hours).

A student who earns a grade of D, F, or WF will be placed on Academic Probation.

Academic Probation

When placed on academic probation, the Director of the MBA Program and the Dean of the School of Business will review the student's potential for successful completion of the program. A recommendation will be given to the student on how to return to good academic standing. A student may not graduate while on academic probation.

Grade Appeal Process

A student who believes that the grading policy for a class has been unfairly administered, resulting in a course grade lower than expected, has the right to appeal the professor's decision on the grade. The following process is for appealing a course grade only, not for grades on individual projects or tests. For an appeal to be considered valid, each of the following steps must be taken in the order listed.

1. Discuss the matter with the professor. If at all possible, the matter is reconciled at this point.
2. If dissatisfied with this discussion, the student voices the concern to the Director of the MBA Program in a conference scheduled by the student. The program director discusses the matter with the professor; another attempt is made to reconcile the matter. (If the professor is the program director, proceed to step three.)
3. If the issue is not resolved to the student's satisfaction, the student submits a formal, written appeal to the Dean of the School of Business. The following must be included in the graduate student's appeal:
 - a. A cover letter requesting reconsideration of the grade.
 - b. A straightforward narrative (1-3 pages) detailing the circumstances surrounding the contested grades, with special emphasis given to reasons why the student believes the grade is unwarranted.
 - c. All graded materials in the class - tests, essays, projects, etc. - that are in the student's possession, and
 - d. The student's personal record of attendance in the class.
4. The Director of the MBA Program forwards a recommendation on the matter to the Dean of the Business School upon notification that the student has filed a grievance.
5. In writing, the Dean of School of Business formally apprises the professor of the student's grievance and gives a summary of the points of concern.
6. The professor submits a written response to the Dean of the Business School, which includes the projects in the professor's possession, grades on all work done in the course, and a copy of the class syllabus with the contested policy highlighted.
7. The Dean of the Business School will meet with each party separately and may schedule a joint appointment with the two parties in order to attempt a solution.
8. If the student feels that additional appeal is necessary, then the last line of appeal is to the provost.

Transfer Credit

Work completed before the student applies for admission at HPU, or completed at another institution after admission to HPU may transfer if:

- 1) it is graduate work from a regionally accredited institution of higher education
- 2) an official transcript of the work is on file in the Office of the Registrar
- 3) the work was completed during the last 10 years

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4) it is approved by the Director of the MBA Program.

A maximum of 6 semester hours of approved graduate work may be transferred provided the student did not complete the previous degree. A maximum of 6 semester hours may be transferred from a previously completed degree.

Program Curriculum

Total Hours in Degree Program

BUSINESS MAJORS30 semester hours

NON-BUSINESS MAJORS36 semester hours

Foundational Core (Non-business majors)6 hours

Prerequisite courses for students who have not completed a business major at the undergraduate level

BUS MBA 5300 - Foundational Business Concepts3 hours

BUS MBA 5310 - Foundational Business Tools3 hours

MBA Core21 hours

Chosen from:

MGT / MKT 5311 - Marketing Management3 hours

MGT 5312 - Management Theory, Thought & Practice3 hours

FIN / MGT 5313 - Financial Issues in Management3 hours

MGT 5314 - Ethics in Practice3 hours

MGT 5315 - Leadership3 hours

CIS 5316 - Current Issues in IT/Technology3 hours

MGT 5317 - Entrepreneurship3 hours

MGT 5318 - Legal Issues for Managers3 hours

MBA Qualitative Core6 hours

Chosen from:

MGT 5321 - Organizational Communication3 hours

MGT 5322 - International Business3 hours

MGT / MKT 5323 - Sales and Sales Management3 hours

MGT / MKT 5324 - Psychological & Sociological Applications3 hours

MGT 5325 - Scientific Issues for Management3 hours

MGT / MKT 5326 - Managing and Marketing for Services3 hours

CIS / MGT 5327 - Developing Training Programs with Technology . . .3 hours

Capstone Project - Practicum3 hours

BUS 5341 - Research & Applied Project I3 hours

Elective Capstone Project - Practicum (continuation of BUS 5341)

BUS 5342 - Research & Applied Project II3 hours

BBA Accounting and MBA Integrated Program

Accounting students with an interest in public accounting may choose the BBA Accounting and MBA Integrated Program. This program requires the completion of 150 credit hours and meets all requirements for the CPA examination. Students will receive a BBA degree with a major in accounting and an MBA degree.

BBA Accounting - MBA Curriculum150 hours
BBA General Education53 hours
BBA Business Core36 hours
BBA Accounting Major30 hours
BBA Elective1 hour
MBA Business Core21 hours
MBA Qualitative Core6 hours
MBA-ACC 5391 Accounting Research*3 hours

*The ACC 5391 Accounting Research course satisfies the requirements for ACC 4391 Accounting Research at the undergraduate level and satisfies the requirements for BUS 5341 Research and Applied Project I. The course is taken as a capstone course in the last semester of the total program.

Course Descriptions

Accounting

ACCOUNTING 5391. ACCOUNTING RESEARCH.

A capstone course involving research in accounting, auditing, and taxation. Research papers and presentations on current topics will be required. This course will also meet Texas State Board of Public Accountancy guidelines for eligibility to take the CPA Exam. The course is taken as a capstone course in the last semester of the BBA Accounting and MBA Integrated Program.

Prerequisite: None.

Three semester hours

Business

BUSINESS 5300. FOUNDATIONAL BUSINESS CONCEPTS.

A survey of foundational business concepts in management, marketing and economics. The course is designed for the student who has not completed a business major at the under-graduate level. The competency based course is self-paced and involves some online interaction.

Prerequisite: None.

Three semester hours

BUSINESS 5310. FOUNDATIONAL BUSINESS TOOLS.

A survey of foundational business tools in accounting, finance and business law. The course is designed for the student who has not completed a business major at the undergraduate level. The competency based course is self-paced and involves some online interaction.

Prerequisite: None.

Three semester hours

BUSINESS 5341. RESEARCH & APPLIED PROJECT I.

Three credit hour course for research and application of business theory from the MBA foundational and qualitative core to a specific business application to improve an organizational position. This is the capstone course for the MBA program and must be taken within the last nine credit hours in the program.

Prerequisite: Completion of 21 MBA graduate hours.

Three semester hours

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BUSINESS 5342. RESEARCH & APPLIED PROJECT II.

Three credit hour course for research and application of business theory from the MBA foundational and qualitative core to a specific business application to improve an organizational position. This course is available to students as a continuation of the capstone project-practicum.

Prerequisite: BUS 5341.

Three semester hours

Computer Information Systems

COMPUTER INFORMATION SYSTEMS 5316. CURRENT ISSUES IN IT/TECHNOLOGY.

An application of current issues in information technology and general technology and how they will influence general management practice today. The focus will be on how non-IT managers can best manage their IT function and avoid potential IT pitfalls.

Prerequisite: None.

Three semester hours

COMPUTER INFORMATION SYSTEMS 5327. DEVELOPING TRAINING PROGRAMS WITH TECHNOLOGY.

This course explores the use of current technologies used in the education, training, communication, and career development of successful businesses. Through collaborative learning, hands-on demonstrations, and research, students will learn about and experience various technologies as well as evaluate the latest in hardware, software, and instructional design theories. Cross-credited with MGT 5327. Only three hours credit will be awarded for MGT 5327 or CIS 5327.

Prerequisite: None.

Three semester hours

Finance

FINANCE 5313. FINANCIAL ISSUES IN MANAGEMENT.

Provides managers with a working knowledge of basic accounting and financial applications that managers utilize. Students will gain an understanding of how the financial reporting system can influence managerial outcomes. Cross-credited with MGT 5313. Only three hours credit will be awarded for MGT 5313 or FIN 5313.

Prerequisite: None.

Three semester hours

Management

MANAGEMENT 5311. MARKETING MANAGEMENT.

A study of the revenue generation theory and application function of organizations including student application to their respective organizations of marketing research, product development, pricing, consumer behavior, channel strategies and promotional mix options. Cross-credited with MKT 5311. Only three hours credit will be awarded for MKT 5311 or MGT 5311.

Prerequisite: None.

Three semester hours

MANAGEMENT 5312. MANAGEMENT THEORY, THOUGHT & PRACTICE.

Examines the philosophy and practice of managing organizations and their sub-units in the context of a rapidly changing environment. Course focus will be upon management and leadership philosophies, the structure, design, and operation of organizations, and the management of individuals within organizations, to include the human resource process.

Prerequisite: None.

Three semester hours

MANAGEMENT 5313. FINANCIAL ISSUES IN MANAGEMENT.

Provides managers with a working knowledge of basic accounting and financial applications that managers utilize. Students will gain an understanding of how the financial reporting system can influence managerial outcomes. Cross-credited with MGT 5313. Only three hours credit will be awarded for MGT 5313 or FIN 5313.

Prerequisite: None.

Three semester hours

MANAGEMENT 5314. ETHICS IN PRACTICE.

A study and review of the theory and challenges in maintaining an ethical stand and organizational integrity as a manager or entrepreneur today. Personal world-life view profiles will be developed and their application to individual career goals will be investigated.

Prerequisite: None.

Three semester hours

MANAGEMENT 5315. LEADERSHIP.

The study of leadership theory and the review of current practices in the field. Special attention will be given to successful leadership models in the region and the interpersonal challenges that leaders face. Executive development will also be covered.

Prerequisite: None.

Three semester hours

MANAGEMENT 5317. ENTREPRENEURSHIP.

A review and study of the key variables found in successful entrepreneurial developments. Organizational development strategies from the senior decision maker will be covered including new product pricing, low to mid-sized organizational promotional tactics and product growth strategies.

Prerequisite: None.

Three semester hours

MANAGEMENT 5318. LEGAL ISSUES FOR MANAGERS.

This course surveys legal issues that managers will face and their application to business and management decision making. The course will focus on common legal issues faced by organizations and the process of knowing when and how to select the right legal assistance

Prerequisite: None.

Three semester hours

MANAGEMENT 5321. ORGANIZATIONAL COMMUNICATIONS.

A review of current organizational communication theory and practice as it applies to organizational managers. Both personal and organizational perspectives will be addressed.

Prerequisite: None.

Three semester hours

MANAGEMENT 5322. INTERNATIONAL BUSINESS.

A study of the theory and practice involved in maximizing international business issues for the organizational manager and entrepreneur. Issues covered include the cultural influences and theoretical predictive models, exchange rate influences, unique HRM international concerns and specific international marketing strategies.

Prerequisite: None.

Three semester hours

MANAGEMENT 5323. SALES AND SALES MANAGEMENT.

A study of the theory and practice of direct revenue generation through direct person-to-person communication. Topics include the direct management of the sales function, business building-prospecting, presentations for differing client types, methods to close a deal and follow-up strategies, theories of motivation for teams and recruiting and retention strategies. Cross-credited with MKT 5323. Only three hours credit will be awarded for MKT 5323 or MGT 5323.

Prerequisite: None.

Three semester hours

MANAGEMENT 5324. PSYCHOLOGICAL & SOCIOLOGICAL APPLICATIONS.

A review of the traditional and new challenges from psychology and sociological theory and practice focusing on business and managerial issues. Workforce relationships and critical employee concerns will be discussed. Cross-credited with MKT 5324. Only three hours credit will be awarded for MKT 5324 or MGT 5324.

Prerequisite: None.

Three semester hours

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MANAGEMENT 5325. SCIENTIFIC ISSUES FOR MANAGEMENT.

The study of current research, theory and proposals in the scientific and environmental fields which will have an influence on business, employees and management practice. The focus will be on how managers can apply the latest findings from the world of science.

Prerequisite: None.

Three semester hours

MANAGEMENT 5326. MANAGING AND MARKETING FOR SERVICES.

Theoretical and practical application of services marketing knowledge for managerial application. Topics reviewed include the management of intangibles, marketing services and growth tactics in the service industry. Cross-credited with MKT 5326. Only three hours credit will be awarded for MKT 5326 or MGT 5326.

Prerequisite: None.

Three semester hours

MANAGEMENT 5327. DEVELOPING TRAINING PROGRAMS WITH TECHNOLOGY.

This course explores the use of current technologies used in the education, training, communication, and career development of successful businesses. Through collaborative learning, hands-on demonstrations, and research, students will learn about and experience various technologies as well as evaluate the latest in hardware, software, and instructional design theories. Cross-credited with CIS 5327. Only three hours credit will be awarded for CIS 5327 or MGT 5327.

Prerequisite: None.

Three semester hours

Marketing

MARKETING 5311. MARKETING MANAGEMENT.

A study of the revenue generation theory and application function of organizations including student application to their respective organizations of marketing research, product development, pricing, consumer behavior, channel strategies and promotional mix options. Cross-credited with MGT 5311. Only three hours credit will be awarded for MGT 5311 or MKT 5311.

Prerequisite: None.

Three semester hours

MARKETING 5323. SALES AND SALES MANAGEMENT.

A study of the theory and practice of direct revenue generation through direct person-to-person communication. Topics include the direct management of the sales function, business building-prospecting, presentations for differing client types, methods to close a deal and follow-up strategies, theories of motivation for teams and recruiting and retention strategies. Cross-credited with MGT 5323. Only three hours credit will be awarded for MGT 5323 or MKT 5323.

Prerequisite: None.

Three semester hours

MARKETING 5324. PSYCHOLOGICAL & SOCIOLOGICAL APPLICATIONS.

A review of the traditional and new challenges from psychology and sociological theory and practice focusing on business and managerial issues. Workforce relationships and critical employee concerns will be discussed. Cross-credited with MGT 5324. Only three hours credit will be awarded for MGT 5324 or MKT 5324.

Prerequisite: None.

Three semester hours

MARKETING 5326. MANAGING AND MARKETING FOR SERVICES.

Theoretical and practical application of services marketing knowledge for managerial application. Topics reviewed include the management of intangibles, marketing services and growth tactics in the service industry. Cross-credited with MGT 5326. Only three hours credit will be awarded for MGT 5326 or MKT 5326.

Prerequisite: None.

Three semester hours

Master of Business Administration Degree Program

For further information, contact:

Director of Master of Business Administration Graduate Program

Howard Payne University

1000 Fisk Street

Brownwood, TX 76801

Phone: (325) 649-8146

Toll Free: (800) 880-4478

E-mail: lpatton@hputx.edu

Master of Education in Instructional Leadership Degree Program

JOE E ROBINSON, Ph.D., DIRECTOR

FACULTY: **Michael Rosato, Ed.D.**

PART-TIME/ADJUNCT FACULTY: **Robb Decker, J.D.; Brenda Emanuel, Ed.D.; Douglas Karr, Ed.D.; Kevin Spiller, Ed.D.; Max Thompson, Ph.D.**

Shortly after its founding in 1889, Howard Payne University has been training men and women who sense God's calling to become teachers in public and private schools. With HPU's excellent teacher education program as a foundation, the Master of Education in Instructional Leadership is designed to provide preparation for those who desire to become a certified principal in the State of Texas. The curriculum is aligned with the State standards for principals and provides students with an appropriate balance of theory with practical application.

- 30-hour non-thesis degree
- 100% on-line delivery; 8-week terms
- Traditional residency **not** required
- 3 hours of supervised internship in lieu of thesis
- Action research component concurrent with internship

**On-line applications can be found at www.hputx.edu
by clicking on the "Apply to HPU Online" button.**

Program Goals

The educational goals for the Master of Education in Instructional Leadership are:

1. The curriculum of the program will maintain the highest quality, aligned with the State of Texas standards for principals (TEC §21.046(b)(1)-(6), identified in §241.15 relating to Standards for the Principal Certificate) emphasizing instructional leadership; administration, supervision, and communication skills; curriculum and instruction management; performance evaluation; organization; and fiscal management.
2. Students will pass the Texas Examination for Educator Certification (TExES) for principals (TExES #068) on their first attempt.
3. Graduates of the program will possess the knowledge and skills necessary to perform successfully as a first-year principal.
4. Students will exhibit the highest caliber of moral and ethical character providing a Christian "value added" dimension to the educational community in which they will serve as principals.

Student Learning Outcomes

The expected student learning outcomes for the Master of Education in Instructional Leadership are:

1. Graduates of the program will be able to shape campus culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community ("school community" includes students, staff, parents/caregivers, and community members).
2. Graduates of the program will be able to communicate and collaborate with all members of the school community, respond to diverse interests and needs, and mobilize resources to promote student success.
3. Graduates of the program will be able to act with integrity, fairness, and in an ethical and legal manner.
4. Graduates of the program will be able to facilitate the design and implementation of curricula and strategic plans that enhance teaching and learning; ensure alignment of curriculum, instruction, resources, and assessment; and promote the use of varied assessments to measure student performance.
5. Graduates of the program will be able to advocate, nurture, and sustain an instructional program and a campus culture that are conducive to student learning and staff professional growth.
6. Graduates of the program will be able to implement a staff evaluation and development system to improve the performance of all staff members, select and implement appropriate models for supervision and staff development, and apply the legal requirements for personnel management.
7. Graduates of the program will be able to apply organizational, decision-making, and problem solving skills to ensure an effective learning environment.
8. Graduates of the program will be able to apply principles of effective leadership and management in relation to campus budgeting, personnel, resource utilization, financial management, and technology use.
9. Graduates of the program will be able to apply principles of leadership and management to the campus physical plant and support systems to ensure a safe and effective learning environment.

Categories of Admission

Enrollment in the Master of Education in Instructional Leadership degree program falls under the following categories:

Full Admission

1. **Applicants to the MEd in Instructional Leadership Program must hold a baccalaureate degree** from a regionally-accredited college or university. Applicants must also hold a valid State of Texas teaching certification. Applicants holding valid teaching certification from another state may also be considered for the program. Prospective graduate students should contact the School of Education office to obtain an application packet or complete the application on-line at www.hputx.edu and clicking on the "Apply to HPU Online" button.

Master of Education in Instructional Leadership Degree Program

2. **Applicants for admission to the Master of Education in Instructional Leadership program must submit the following:**
 - a. **Application Form** (available on-line) - Applicants should possess proven ability in both oral and written communication. The application form is included in the application packet.
 - b. **Application Fee** (\$25.00, non-refundable).
 - c. **Essay** - An essay clearly articulating why the applicant is interested in pursuing this particular degree at this point in his/her educational career. The essay should be type-written, double-spaced, and 1 to 3 pages in length.
 - d. **Three Reference Forms** - These forms should be completed by persons who have known the applicant in a professional capacity for a minimum of two years. The forms should affirm the applicant's moral character, and academic readiness for graduate work. Recommendations are not to come from spouses or relatives. Reference forms are included in the application packet (also available on-line).
 - e. **Official Transcripts** - Official transcripts must be sent directly from each institution attended by the applicant as an undergraduate, post-baccalaureate, or graduate student. The student's prior academic performance will be an important criterion in admission to the program.
 - f. **School District Endorsement Form** - The School District Endorsement form must be completed by the applicant and signed by the applicant's superintendant (or his/her designee). Applicants teaching at private schools can secure the signature of the Headmaster/Principal of their school. The School District Endorsement form is included in the application packet (also available on-line).
 - g. **Texas Examination of Educator Standards (TExES) Pedagogy and Professional Responsibilities (PPR) Results** - Applicants who have performed at or above a scale score of 256 on their TExES PPR will be accepted into the program without condition. Applicants without TExES PPR results can contact the Director of the Instructional Leadership Program to provide verification of alternate test results.
3. **Each applicant to the graduate program will have a personal interview** with the Director of the Instructional Leadership Graduate Program and/or another faculty member from the School of Education. Because this program is delivered on-line, the interview will most likely be conducted by telephone.
4. Students can begin the Instructional Leadership program during any 8-week term; however, **complete applications for admission to this graduate program must be submitted six weeks prior to the start date of the term in which the applicant desires to begin enrolling in courses.**

Provisional Admission

Texas Examination of Educator Standards (TExES) Pedagogy and Professional Responsibilities (PPR) Results - Applicants who performed at a level lower than a scale score of 256, but not lower than a scale score of 250 on their TExES PPR may request provisional admission to the program. Applicants without TExES PPR results can contact the Director of the Instructional Leadership Program to provide verification of alternate test results.

Master of Education in Instructional Leadership Degree Program

Special Student Admission

A non-degree seeking student may be considered for special admission to the graduate program and allowed to take graduate courses on a case-by-case basis. Approval must be received from both the Director of the Instructional Leadership Graduate Program and the Dean of Graduate Studies.

Please send ALL application materials to Howard Payne University:

Instructional Leadership Graduate Program
Howard Payne University
1000 Fisk Street
Brownwood, TX 76801

Admission Policies

Open Enrollment

Enrollment is open to all qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious study in instructional leadership and who show promise of success in such an endeavor.

Notification

Official notification of the action of the Graduate Admission Screening Committee regarding admission or non-admission is communicated solely by the Director of the Instructional Leadership Graduate Program and/or the Dean of Graduate Studies.

Appeals

Students wishing to appeal an admission decision should first consult with the Director of the Instructional Graduate Program. If the student is not satisfied, an appeal may be made to the Dean of Graduate Studies. If the student is not satisfied, a final appeal may be made to the provost.

Financial Information/Scholarship Funds

Graduate Tuition

Graduate course tuition rate is \$490.00 per credit hour. Graduate courses may be audited for \$75.00 per audit hour. Howard Payne University is currently offering scholarships of up to \$240 per semester hour for all Master's Degree coursework in Instructional leadership. Students must complete a Scholarship Application Form to receive the scholarship benefits.

Fee

Online course fee: \$50.00 per online class (EDU 5301 through EDU 5309)

Master of Education in Instructional Leadership Degree Program

Refunds

Refunds of tuition will be considered in cases where students officially withdraw from the university prior to the third day of modular graduate classes.

First full day	100%
Second full day	25%
Third full day and after	No refund

Student Services

Student services which support on-line students include orientation, advisement, registration, and the provision of textbooks. Advising and academic counseling will be provided by the Director of the Instructional Leadership Graduate Program via telephone and email. Major assistance is provided directly by personnel from the Brownwood campus in areas such as enrollment services, admissions, financial aid, and library orientation. See Orientation under the Academic Information section below.

Identification Card

The student's identification card is his/her official university identification and should be carried at all times. The card provides access to library services, as well as wellness center, athletic events, and other university events and services.

Insurance

The University does not provide a health insurance policy for students. However, HPU graduate students are eligible to apply for the seminarian insurance policy through Guidestone Financial. Details are available at www.guidestone.org.

Academic and Personal Integrity

Students are expected to maintain academic honesty and personal integrity at all times. Cheating is defined as giving or receiving academic assistance not approved by the professor. Plagiarism presents the ideas and/or writings of others without proper and explicit acknowledgment of the source(s). This applies to on-line sources as well as printed materials. It is the policy of Howard Payne University that all instances of academic dishonesty are to be reported in writing by instructors to the Dean of Students. Academic dishonesty may be considered grounds for dismissal from the course and/or the University.

Academic Information

Orientation

In keeping the integrity of an all on-line delivery, the Instructional Leadership Graduate Program requires students to successfully complete EDU 5000 - Distance Education Learning Module before enrolling in any other courses in the program. EDU 5000 is an orientation to the required technology for students to be successful as well as an orientation to Howard Payne University.

Internship

In lieu of a thesis, the Master of Education in Instructional Leadership will require students to complete an internship concurrently with an approved Action Research project as a practical expression of what they have learned.

ePortfolio

The student will assemble an ePortfolio while enrolled in the graduate program. The ePortfolio will include designated written assignments from every class taken in the program and will be copied to a CD, DVD, or flash drive. A copy of the materials will be presented to the Program Director prior to graduation. The portfolio will serve as a comprehensive assessment tool and practical resource for the student in his/her first administrative position.

Library

Howard Payne University is committed to providing learning resources to our students, whether they are physically within the library building or are remotely accessing our materials. On-line students will be able to access the library catalog and databases from any internet capable computer. Their student ID has a library barcode and associative ID number which allows them access to the many databases through our proxy. Since we are a member of the Abilene Library Consortium, the catalog includes holdings from all five libraries in the consortium. Students can request circulating items from the three Abilene universities, Abilene Christian University, Hardin-Simmons University, and McMurry University, with a simple click on the request button using their ID number and PIN. Since both Abilene Christian and Hardin-Simmons have graduate programs in Education, there are many appropriate resources in our catalog. Students in good standing with the HPU Library will be issued a TexShare card which will allow them to use participating libraries in their local area. Professional librarians are available through email or the toll free number to help students with their research. Many questions can be answered through the library web page "Off-campus Library Services."

Graduate Student Performance

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

Academic Policies

Enrollment Status

To be considered full-time, a master's level student must be enrolled in a minimum of nine (9) hours of graduate level (5000-6000) courses.

For the purpose of reporting enrollment status for graduate students, 9 or more semester hours is considered full-time during the long semesters (Fall and Spring) and less than 9 semester hours is considered part-time. During short terms (May-term, Summer I, Summer II), full-time enrollment is 6 or more semester hours and part-time enrollment is less than 6 semester hours.

For the purpose of financial aid (loans, etc.), enrollment status during the long semesters (Fall and Spring) is determined as follows: Full-time - 9 or more semester hours; 3/4 time - 7-8 semester hours; 1/2 time - 6 semester hours; Less than 1/2 time - 4-5 semester hours; 1/4 time - 3 semester hours.

Enrollment status during short terms (Summer I, Summer II) is as follows: Full-time - 6 or more semester hours; 3/4 time - 4-5 semester hours; 1/2 time - 3 semester hours; Less than 1/2 time - 2 semester hours; 1/4 time - 1 semester hour.

Grades and Grade Points

Grades in graduate courses indicate performance with respect to the quality of work at the graduate level. Accordingly, graduate students should be aware that grades are based on more stringent criteria than those for undergraduate courses. Students must earn a grade of C or higher in all graduate courses. A grade below 70 will be considered a failing grade. Failure to achieve good academic standing will result in dismissal from the program. Possible grades include:

Grade	Explanation	Grade Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Not Passing for graduate coursework	1
F	Failing	0
I	Incomplete	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
NG	No Grade	0

In order to maintain acceptable academic progress, graduate students must maintain a 3.0 grade point average in all graduate work (when courses are repeated, only the most recent grade will be used to calculate grade points and semester hours).

A student who earns a grade of D, F, or WF will be placed on Academic Probation.

Academic Probation

When placed on academic probation, the student's graduate advisory committee must consider the student's potential for successful completion of the program and make a recommendation to the Dean of Graduate Studies. A student may not be graduated while on academic probation. To return to good academic standing, the student must satisfy the dictates of their graduate advisory committee and possess a grade point average of 3.0 or better.

Grade Appeal Process

A student, who believes that the grading policy for a class has been unfairly administered, resulting in a course grade lower than expected, has the right to appeal the professor's decision on the grade. The following process is for appealing a course grade only, not for grades on individual projects or tests. For an appeal to be considered valid, each of the following steps must be taken in the order listed.

1. Discuss the matter with the professor. If at all possible, the matter is reconciled at this point.
2. If dissatisfied with this discussion, the student voices the concern to the Director of the Instructional Leadership Graduate Program in a conference scheduled by the student. The program director discusses the matter with the professor; another attempt is made to reconcile the matter. (If the professor is the program director, proceed to step three.)
3. If the issue is not resolved to the student's satisfaction, the student submits a formal, written appeal to the Dean of Graduate Studies. The following must be included in the graduate student's appeal:
 - a. A cover letter requesting reconsideration of the grade.
 - b. A straightforward narrative (1-3 pages) detailing the circumstances surrounding the contested grades, with special emphasis given to reasons why the student believes the grade is unwarranted.

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- c. All graded materials in the class – tests, essays, projects, etc. – that are in the student's possession, and
 - d. The student's personal record of attendance in the class.
4. The Director of the Instructional Leadership Graduate Program forwards a recommendation on the matter to the Dean of Graduate Studies upon notification that the student has filed a grievance.
 5. In writing, the Dean of graduate Studies formally apprises the professor of the student's grievance and gives a summary of the points of concern.
 6. The professor submits a written response to the Dean of Graduate Studies, which includes the projects in the professor's possession, grades on all work done in the course, and a copy of the class syllabus with the contested policy highlighted.
 7. The Dean of Graduate Studies will meet with each party separately and may schedule a joint appointment with the two parties in order to attempt a solution.
 8. If the student feels that additional appeal is necessary, then the last line of appeal is to the provost.

Transfer Credit

Work completed before the student applies for admission at HPU, or completed at another institution after admission to HPU may transfer if: 1) it is graduate work from a regionally accredited institution of higher education; 2) an official transcript of the work is on file in the Office of the Registrar; 3) the work was completed during the last 10 years; and 4) it is approved by the Director of the Instructional Leadership Graduate Program. A maximum of 9 semester hours of approved graduate work may be transferred provided the student did not complete the previous degree. A maximum of 6 semester hours may be transferred from a previous completed degree.

Correspondence Credit

No correspondence course credit may be applied to a graduate degree; however, courses taken through a distance-learning format such as on-line or interactive video may be considered.

Time Limitations for Degree Completion

A candidate may obtain a graduate degree according to the requirements of the catalog under which he/she enters the university or under the catalog for any subsequent year in which he/she is registered, provided all requirements are completed within five years from the beginning date of the selected catalog.

Program Curriculum

Administrative Core24 Hours

EDU 5000 - Distance Education Learning Module	0 hours
EDU 5302 - Student Success through Communication and Collaboration	3 hours
EDU 5303 - School Law and Ethics	3 hours
EDU 5304 - Curriculum Alignment and Management Procedures	3 hours
EDU 5305 - Data Driven Decision Making Processes	3 hours
EDU 5306 - Learning Communities and Professional Development	3 hours
EDU 5307 - Instructional Leadership	3 hours
EDU 5308 - Budget and Fiscal Management	3 hours
EDU 5309 - Building Management and Design	3 hours

Administrative Research3 Hours

EDU 5310 - Contemporary Research and Implementation	3 hours
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Administrative Practicum3 Hours

EDU 5311 - Practicum/Internship	3 hours
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Specific Requirements for a Master of Education in Instructional Leadership Degree

1. File a signed degree audit with the Office of the Registrar no later than the completion of twenty graduate hours.
2. Have an overall grade point average of 3.00 or better.
3. Complete a minimum of 36 semester hours.
4. Take a minimum of twenty-seven graduate hours from Howard Payne University.
5. Order diploma by October 1 for December graduates, February 1 for May graduates, and April 1 for August graduates.
6. Have student account paid in full before graduating or participating in graduation ceremonies, including all applicable fees.
7. Student must attend commencement unless officially excused by the Office of the provost.

Course Descriptions

EDUCATION 5000. DISTANCE EDUCATION LEARNING MODULE.

This no-credit, required course is an orientation to the requisite technology for students to be successful in an on-line learning program. An orientation to Howard Payne University, Walker Memorial Library, and instruction on how to electronically access learning resources is included.

Prerequisite: Admission to the graduate program.

No credit hours

EDUCATION 5302. STUDENT SUCCESS THROUGH COMMUNICATION AND COLLABORATION.

The course is a study of instructional leadership principles regarding dynamic communication between the principal and learning community which promotes students success.

Prerequisite: Admission to the graduate program and EDU 5000.

Three semester hours

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EDUCATION 5303. SCHOOL LAW AND ETHICS.

The course is a study of instructional leadership principles focusing on significant constitutional, legislative, administrative and case law in addition to ethical standards and dilemmas as they relate to daily operations of Texas schools. Students gain knowledge of the legal structure in which education occurs and how administrators' decisions affect encompassing entities within. Students will understand TEA rules, the Texas Education Code, and state and federal laws.

Prerequisite: Admission to the graduate program and EDU 5000.

Three semester hours

EDUCATION 5304. CURRICULUM ALIGNMENT AND MANAGEMENT PROCEDURES.

The course is a study of instructional leadership principles which foster an aligned written, taught and tested curriculum.

Prerequisite: Admission to the graduate program and EDU 5000.

Three semester hours

EDUCATION 5305. DATA DRIVEN DECISION MAKING PROCESSES.

The course is a study of instructional leadership principles which insure continued student academic improvement through a staff that is continually growing professionally.

Prerequisite: Admission to the graduate program and EDU 5000.

Three semester hours

EDUCATION 5306. LEARNING COMMUNITIES AND PROFESSIONAL DEVELOPMENT.

The course examines the cultural characteristics of effective learning communities, focusing on Continuous School Improvement and the essential knowledge and interpersonal skills required to support teachers and provide effective, job-related, appraisal and professional development. Successful completion of Texas Professional Development Appraisal (PDAS) training is required for this course.

Prerequisite: Admission to the graduate program and EDU 5000.

Three semester hours

EDUCATION 5307. INSTRUCTIONAL LEADERSHIP.

This course is a study of leadership principles resulting in understanding dynamic decision-making and problem solving skills. Topics will include professional learning communities and neurogenesis related to high quality schools. Successful completion of Texas Instructional Leadership Development (ILD) training is required as part of this course.

Prerequisite: Admission to the graduate program and EDU 5000.

Three semester hours

EDUCATION 5308. BUDGET AND FISCAL MANAGEMENT.

The course is a study of instructional leadership principles focusing on school funds linked to local, state, and federal levels, budgeting, data processing, methods of accounting, conveying information, and supply management as related to school efficiency, fiscal management, grounds, and equipment, with the goal of creating continual educational improvement.

Prerequisite: Admission to the graduate program and EDU 5000.

Three semester hours

EDUCATION 5309. BUILDING MANAGEMENT AND DESIGN.

The course is a study of instructional leadership and management principles which ensure a safe, well maintained physical plant as demonstrated by day-to-day operations and physical design of future construction which reflects research principles for student academic success.

Prerequisite: Admission to the graduate program and EDU 5000.

Three semester hours

EDUCATION 5310. CONTEMPORARY RESEARCH AND IMPLEMENTATION.

The course is a study of pertinent contemporary research addressing a specific problem within the student's building and/or district. As such, the student will work closely with his/her mentor/supervisor to select a specific problem using action research methodology. This course is to be taken concurrently with EDU 5311 and EDU 5312.

Prerequisite: EDU 5000 through EDU 5309.

Three semester hours

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EDUCATION 5311. PRACTICUM/INTERNSHIP.

The course is a study of day-to-day operations, through observation of and involvement with instructional leadership duties and responsibilities. The students will develop and submit a detailed log of all instructional leadership observations and involvement activities. The student must log 160 hours of observations and demonstrate administrative skills and knowledge through three Field Observations conducted by an HPU Instructor or an approved Field Observation specialist. The student assumes the cost of any fees associated with the Field Observations.

Prerequisite: EDU 5000 through EDU 5309.

Three semester hours

For further information, contact:

Director of Instructional Leadership Graduate Program

Howard Payne University

1000 Fisk Street

Brownwood, TX 76801

Phone: (325) 649-8205

Toll Free: (800) 880-4478

E-mail: jrobinson@hputx.edu

ILD and PDAS Training Fees

ILD and PDAS Training Fees - State approved ILD (Instructional Leadership Development) and PDAS (Professional Development and Appraisal System) training is required by the State of Texas for principal certification. Both ILD and PDAS training are offered through Regional Education Service Centers; the cost for ILD training and certificate is \$400.00 and the cost for PDAS training and certificate is \$350.00. ILD certification and PDAS certification must be secured prior to the completion of the Instructional Leadership Program.

TExES Examination Fee

TExES Examination Fee* - Upon completion of the program the student is responsible for paying the \$120.00 examination fee.

SBEC Certification Application Fees

SBEC Certification Application Fees* - Upon acceptance to the program, the student is responsible for paying the Probationary Principal certification application fee of \$52.00. Upon successful completion of the program, the student is responsible for paying the \$77.00 fee for the Standard Principal certification.

***SBEC sets the examination fee and the principal application fees; these fees are subject by SBEC to change without notice.**

Campus Information

Howard Payne University Campus: The main campus is located adjacent to downtown Brownwood, between Main Street (U.S. 377) and Carnegie Street, just west of Austin Avenue.

Daniel Baker College Campus. Daniel Baker College merged with Howard Payne in 1953. HPU's Douglas MacArthur Academy of Freedom building, the Guy D. Newman Hall of American Ideals, and the Bettie and Robert Girling Center for Social Justice are located on the DBC campus, at the corner of Austin Avenue and Coggin Avenue, a few blocks southeast of the main campus.

Facilities

Office of Admission. Remodeled in 2008, this facility is the first stop on campus for many prospective students and their families, who meet with admission counselors and other personnel. (Fisk Street)

Smith Bell Student Duplexes. Named for the late Smith Bell, a longtime Brownwood civic leader, these eight duplex apartments are residences for junior and senior students. (Center Avenue and Lipscomb Street)

Citizens National Bank Soccer Field. Dedicated in 2007 and named for one of Brownwood's oldest financial institutions, this soccer field is used for men's and women's soccer matches. (Center Avenue)

Communication & Theatre. This building houses the communication and theatre offices as well as a classroom. (Austin Avenue and Clark Street)

Davidson Music Complex. Named for the C.J. Davidson Family Charitable Foundation, this music facility, dedicated in 1998, is comprised of the renovated Fleming Building and the J.D. Nabers Band Hall, which have been connected by a three-story addition. Included in this complex are classrooms, computer labs, faculty studios and instrumental and choral rehearsal halls. (Center Avenue and Whaley Street)

Campus Information

Doakie Day Art Center. Named in memory of the late Doakie Day, an artist, homemaker and lifetime resident of Brown County, this renovated facility – originally a 1920s-era Coca-Cola bottling plant – houses the university's art program. The Doakie Day Art Center was dedicated in 2009. (Center Avenue)

Elliston-Cassle Wellness Center. This building opened in 1939 as Jacket Gym. Renamed for the families of James V. and Lavonne Elliston and James and Mickey Cassle, HPU renovated this on-campus gymnasium in 2001 to provide students, faculty and staff with a fitness facility containing a full line of exercise equipment, volleyball and intramural basketball court and walking/jogging track. This facility contains offices and classrooms used by the Department of Exercise and Sport Science. (Fisk Street)

English Building. Built circa 1915 and purchased by Howard Payne University in 1991, this building contains classrooms, a writing lab and faculty offices for the Department of English. (Main Street and Whaley Street)

Bettie and Robert Girling Center for Social Justice. Named for Bettie J. and Robert G. W. Girling III, this historic building houses an undergraduate multidisciplinary initiative involving the departments of social work, sociology, psychology, political science and criminal justice. The facility includes a courtroom, seminar rooms and faculty offices. Opened in 1876, the building has served as a public elementary school and high school, as well as a Daniel Baker College dormitory, science hall and library. The building is recognized by the State Historical Survey Committee as the oldest educational building in constant use in Texas. Restoration of the building, formerly known as the Coggin Academy-McClelland Library Building, was completed in 2006. (DBC campus, Austin Avenue)

Greenhouse. Completed in 1999, this greenhouse is used as a lab by the Department of Biological Sciences. (Center Avenue)

Harrison House. Purchased and renovated in 1991, this building houses the Office of Institutional Advancement, which includes alumni relations and development. Originally built in 1894, the building is named for the late Gilbert Harrison, a Brownwood civic leader. (Center Avenue)

J. Howard Hodge Memorial Bell Towers. Dedicated in 1978 and named for Dr. J. Howard Hodge by his wife, Dr. Veda Hodge, the three towers represent the Trinity, each one encircled and connected by a walkway symbolizing the oneness of the Father, the Son and the Holy Spirit. The bell towers are used for university events including Chime In, Chime Out and Homecoming events. (Center Avenue/Wilson Walkway)

Veda Hodge Hall. Built in 1955, this women's residence hall was named for Dr. Veda Hodge, former chair of the HPU Board of Trustees. Renovations in 1995 provided several new suites, laundry facilities and a remodeled lobby. This facility also includes the campus nurse's office, the Student Government Association office and the Eva Ramey Guest Suite. (Center Avenue/Wilson Walkway)

HPU Theatre. This facility was constructed in 2001 for theatre classroom instruction and student productions. (Clark Street and Whaley Street)

The Hub at the Quinn House. Once the family residence of former Bible professor Dr. A.J. Quinn and his wife, Mrs. Berta Quinn, this renovated building is the home of the university's Davis-Thompson Baptist Student Ministry. (Center Avenue)

Jennings Hall. Dedicated in 1963 and named for the family of Rev. Osborn Jennings, this building provides men's residential facilities on its four floors. Portions of the building were remodeled in 1995 creating several suites, a laundry room and a renovated lobby. (Center Avenue)

Lady Jacket Softball Park. This updated sports facility is home to HPU's softball team. (U.S. 377 and 9th Street)

Mabee University Center. Dedicated in 1993, this student center was made possible by a matching grant from the J.E. and L.E. Mabee Foundation, Inc. Housed in the 40,000-square-foot facility are the student life offices, student bookstore, campus post office, study areas, as well as the dining area, banquet facilities and Fambrough's grill. (Between Fisk Street and Center Avenue at Lipscomb Street)

Douglas MacArthur Academy of Freedom Building. This facility, originally the Daniel Baker College administration building, was renovated in 1969 to accommodate HPU's Douglas MacArthur Academy of Freedom museum, classrooms and offices. (DBC campus, Austin Avenue and Coggin Avenue)

Mamie D. McCullough Athletic Center. Built in 1994 and named for noted alumna Dr. Mamie D. McCullough, this facility was constructed to provide facilities for student athletics including fitness and weight rooms, training equipment and offices for the coaching staff. (2nd Street and Hawkins Street)

Paul and Jane Meyer Faith and Life Leadership Center. Named in recognition of the Paul and Jane Meyer Family Foundation of Waco, this facility serves as the location for a variety of special seminars and workshops, as well as the School of Christian Studies' classrooms and faculty offices. Other major components include Grace Chapel (named for Dr. E. Grace Pilot), the Richard and Wanda Jackson Conference Room and more. Dedicated in 2010, the Paul and Jane Meyer Faith and Life Leadership Center was the result of a major renovation of HPU's Phelps Bible building and the university chapel. (Center Avenue/Wilson Walkway)

L.J. Mims Auditorium. HPU's main auditorium, built in 1922, is named for former Howard Payne president Dr. L.J. Mims and has been referred to as the spiritual center of campus. This HPU landmark hosts chapel services, concerts and recitals. The facility was the focus of a major renovation, completed in 2010. (Center Avenue/Wilson Walkway)

Muse Plaza and Mall. Dedicated in 2001 and named in recognition of the late McGillivray Muse by his wife, Leona Muse, the plaza features a bronze statue of the servant Christ and a seating area. The mall extends through the center of the main campus, creating a park-like student corridor with tree-lined sidewalks and an antique-styled clock. (Between Fisk Street and Center Avenue/Wilson Walkway)

Lynn and Mary Scott Nabers Tennis Center. Named for noted alumni Drs. Lynn and Mary Scott Nabers, this facility opened in 2000 for use by the HPU men's and women's tennis teams for practice and competition. This complex of lighted courts is located on the west end of campus. (Fisk Avenue and 2nd Street)

Newbury Place Student Apartments. Built in 1996 and 1999, these three buildings each contain eight two-bedroom apartment units for junior and senior level students. Each apartment unit houses up to four students. These apartments were named for former HPU president and first lady Dr. Don and Mrs. Brenda Newbury. (Fisk Street)

Campus Information

Guy D. Newman Hall of American Ideals. Named for former Howard Payne president Dr. Guy D. Newman and completed in 1974, this facility houses classrooms as well as faculty offices for the School of Education, the School of Business and some of the School of Humanities. Some Douglas MacArthur Academy of Freedom classes and seminars are also held in Newman Hall. (DBC campus, Austin Avenue and Coggin Avenue)

Old Main Park. Old Main Park is used for many university events. This was the site of the first building on the Howard Payne campus, Old Main, erected in 1890. Over the years the building was used for classes, chapel, the library and several administrative offices. It was destroyed by fire in 1984. Also located in Old Main Park is the "H" Pond, another cherished HPU landmark. (Austin Avenue and Center Avenue)

Old Main Tower and Plaza. Old Main Tower provides an opportunity for current students to gain a better understanding of the university's heritage. The tower, which incorporates stone from Old Main and is modeled after the legendary building's front entrance, is surrounded by a plaza featuring bricks engraved with names and class years of alumni. The tower was made possible by the late Tom and Evelyn Linebery and The Scarborough-Linebery Foundation. (Fisk Street and Center Avenue/Wilson Walkway)

Outdoor Recreation Complex. Opened in 2005, this complex provides students an opportunity to participate in healthful physical activities such as in-line skating, skateboarding and rock wall climbing. (Fisk Street and Austin Avenue)

Packer Administration Building. Opened in 1984, this building is used for administrative offices including those of the president, academic affairs, financial aid, the registrar, the business office, university marketing and communications and others. The building is named for siblings Mary Lou Packer and Rev. Ruben Packer. (Fisk Street)

Physical Plant. Built in 2001, this facility is the control center for the central power plant, which provides climate-controlled heating and air conditioning for several buildings on the main campus. The central power plant was made possible through donations from the late Tom and Evelyn Linebery and The Scarborough-Linebery Foundation. (Fisk Street)

Don Shepard Park. Dedicated in 1996, Don Shepard Park is located near the main campus and used by the Yellow Jacket baseball team. A building adjacent to the baseball field was renovated in 1998 and serves as the clubhouse and coaches' offices. (Center Avenue and U.S. 377)

Student Lab Center. This building houses the computer lab and offices for the student newspaper and yearbook staffs.

Thomas Taylor Hall. Named for former Howard Payne president Dr. Thomas Taylor, this men's residence hall was opened in 1947. After several upgrades through the years, the building was remodeled in 1998 to create several suites, a laundry room and a renovated lobby. (Fisk Street)

Thompson Academic Complex. This 16,072 square-foot classroom building, named for Dr. James Cleo Sr. and Mrs. Christine Chandler Thompson and completed in 1996, contains classrooms, offices, computer labs and a language lab. This complex is also the home for the Weidner Development Center. (Between Clark Street and Main Street)

Walker House. This house was built in 1925 as the residence of John Allen and Elizabeth Peacock Walker. John Walker was a long-time member of the HPU Board of Trustees and owner of the Walker Grocery Warehouse. The university purchased the building in 1988 as the president's residence. (Center Avenue)

Walker Memorial Library. Named for John Allen and Elizabeth Peacock Walker, this historic facility opened in 1952. Containing more than 100,000 volumes of printed and electronic books, documents, periodicals and audiovisual materials, the library also features the Heart of Texas Children's Literature Review Center, the Al Tucker Historical Research Room, an electronic classroom, the Grove Music Library and the Burrell Genealogy Library. (Fisk Street)

Wilson Gate and Walkway. Dedicated in 2001 and named for Dr. Walter C. "Dub" and Mrs. Debra Wilson, the gates and landscaped walkway formally completed the closing of Center Avenue through the campus. This area, complete with benches made of stone from Old Main, is a popular gathering place for students. (Center Avenue/Wilson Walkway)

Winebrenner Memorial Hall of Science. This building, dedicated in 1962, contains classrooms, labs and offices for the School of Science and Mathematics as well as the Department of Computer Information Systems. This facility is named for Dr. O.E. Winebrenner, former science department head. (Center Avenue/Wilson Walkway).

University Calendar of Events 2012-2013

The following calendar provides dates applicable to the main campus in Brownwood. The off-campus centers follow a somewhat different calendar; therefore, accurate dates may be obtained by contacting the off-campus learning centers listed in this catalog.

Summer, 2012

June - 29	Summer I Term
June 4, 8 - 9:30 a.m.	Advisement in faculty offices
June 4, 10 a.m. - 12 noon	Registration
June 4	All classes begin
June 5, 5 p.m.	Last day to register for Summer I classes
June 18	Day 1
June 28	Final examinations for evening classes
June 29	Final examinations for day classes
June 30	Day 1
July 2, 10 a.m.	Grades due for Summer I
July 4	Independence Day holiday (offices will be closed)
July 9 - August 3	Summer II Term
July 9, 8 - 9:30 a.m.	Advisement in faculty offices
July 9, 10 a.m. - 12 noon	Registration
July 9	All classes begin
July 10, 5 p.m.	Last day to register for Summer II classes
August 2	Final examinations for evening classes
August 3	Final examinations for day classes
August 6, 10 a.m.	Grades due for Summer II

Fall, 2012

August 11, 1 p.m. - 5 p.m.	Apartment leases begin/apartment move-in
August 14, 9 a.m. - 2 p.m.	New students move into residence halls
August 14 - 19	Jacket Journey (New Student Orientation)
August 17	Convening of Faculty
August 17, 10 a.m.	Residence halls open for returning students
August 17, 5:30 p.m. - 7 p.m.	Personnel Family Picnic
August 20	Academic advising and registration
August 20	All classes begin
	Add/drop period begins (no fees charged this day and the following day)
August 22	Late registration fee begins
August 29	Last day to register or change classes
August 30, 5:30 p.m. - 6:30 p.m.	HPU Woman's Club Salad Supper and Business Meeting, Mabee University Center Balcony
August 31 - September 1	IMPACT
September 3	Labor Day holiday (offices closed; only evening classes meet)

University Calendar of Events

September 3 - 8	.Daze of Payne
September 7 - 9	.Family Weekend
September 8	.Sting 'Em Saturday
September 14 - 16	.Brownwood Reunion Celebration
September 17 - 19	.Encounter Week
September 24	.Fall Rush
September 26	.Deadline for December 2012 Graduation Candidates to order diplomas
October 2	.Fall Pledging begins
October 8	.Yellow Jacket Monday
October 12 - 14	.Homecoming
October 18, 3 p.m.	.Mid-semester grades due
October 19	.Fall Break (offices will be closed; residence halls remain open)
October 24 - November 7	.Academic advising
October 25, 10:30 a.m. - 12:30 p.m.	.HPU Woman's Club Fall Brunch, President's Home
October 30	.The Great Pumpkin Chase
November 13	.Fall Pledging concludes
November 19	.Yellow Jacket Monday
November 21, 10 a.m.	.Residence halls close
November 21 - 23	.Thanksgiving holidays
November 25, 1 p.m.	.Residence halls open
November 26	.Offices open and classes resume
November 27, 8 p.m.	.Christmas on the Plaza/Campus Lighting Ceremony
December 3, 9 p.m.	.Pancake Supper
December 3 - 6	.Final examinations
December 7, 10 a.m.	.Grades due
December 7, 6 p.m.	.Chime Out and Reception
December 8, 10 a.m.	.December Commencement
December 8, 2 p.m.	.Residence halls close
December 8, 5 p.m. - 7:30 p.m.	.Personnel Christmas Reception
December 19 - January 1	.Christmas/New Year's Day holidays

Spring, 2013

January 2	.Offices open
January 13, 1 p.m.	.Residence halls open
January 14	.Academic advisement and registration
January 14, 3 p.m. - 6 p.m.	.January Jacket Journey (Orientation)
January 15	.Classes begin
	Add/drop period begins (no fees charged this day and the next day)
January 17	.Late registration fee begins
January 21	.No day classes will be held; offices will be open
January 21, 4 p.m.	.Evening classes will be held
January 21	.Yellow Jacket Monday
January 24	.Last day to register or change classes
January 24 - 26	.CASL Conference at HPU
January 28	.Deadline for May 2013 Graduation Candidates to order diplomas

University Calendar of Events

February	.Cultural Awareness Month
February 4	.Spring Rush
February 12	.Spring Pledging begins
February 18	.Yellow Jacket Monday
March 1 - 2	.Spring Sing
March 8, 3 p.m.	.Mid-semester grades due
March 8, 6 p.m.	.Residence halls close
March 11 - 15	.Spring Break
March 17, 1 p.m.	.Residence halls open
March 18	.Offices open and classes resume
March 18	.Yellow Jacket Monday
March 20 - April 3	.Academic advising
March 23	.Easter Egg Hunt for Children/Grandchildren of Faculty and Staff
March 25 - 27	.Resurrection Week
March 29	.Easter holiday (offices closed on Friday; residence halls remain open)
April 2	.Spring Pledging concludes
April 13	.HPU Fest
April 13	.Day 1
April 29	.Yellow Jacket Monday
May 6, 9 p.m.	.Pancake Supper
May 6 - 9	.Final examinations
May 10, 10 a.m.	.Grades due
May 10, 6 p.m.	.Chime Out and Reception
May 11, 10 a.m.	.Commencement
May 11, 2 p.m.	.Residence halls close/apartment leases end
May 13 - 31	.May Term
May 13, 5 p.m.	.Last day to add/drop classes
May 18	.Day 1
May 27	.Memorial Day (offices will be closed; classes will meet)
June 3, 10 a.m.	.Grades due for May Term

APPENDIX

- The Family Education Rights and Privacy Act (FERPA)
- Veteran's Education Benefit Program
- *CampusConnect* - Getting Started
- Texas Common Course Numbering (TCCN)
- College-Level Examination Program (CLEP) Evaluation
- Advanced Placement Program (APP) Evaluation
- Glossary of Common Terms

The Family Educational Rights and Privacy Act (FERPA) RIGHT OF STUDENT PRIVACY

The Family Educational Rights and Privacy Act Informational Guidelines

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:

- The right to inspect and review their education records within 45 days of the day the university receives a request for access.

Students should submit written requests to the Office of the Registrar and identify the record(s) they wish to inspect. The staff of the office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained in the Office of the Registrar, the student will be notified of the correct official to whom the request should be addressed.

- The right to request an amendment to the student's education records that the student believes are inaccurate or misleading.

Students who wish to ask the University to amend a record should write the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, 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 will be provided to the student when notified of the hearing.

- The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school's annual notification states that it intends to forward records on request.

- The right to file a complaint with the U.S. Department of Education concerning alleged

failures by the college 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 Ave., SW
Washington, D.C. 20202-5920

FERPA allows institutions to disclose information designated as "directory information" without a student's consent. At Howard Payne University directory information includes a student's: name, address, telephone number, parent's or guardian's name, spouse's name, marital status, major field of study, dates of attendance, current enrollment status (full-time/part-time), classification, receipt or non-receipt of a degree, and academic awards received (dean's list, honor roll), past and present participation in official recognized sports and activities, physical factors (height, weight for athletics, date and place of birth.)

Under FERPA, disclosure of information without a student's consent is permitted in the following situations:

- to school officials who have a legitimate educational interest,
- to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs,
- in connection with financial aid; including Veterans' benefits,
- to organizations conducting studies for or on behalf of educational institutions,
- to accrediting organizations,
- to parents of an eligible student if the student is a dependent for IRS tax purposes,
- to comply with a judicial order or lawfully issued subpoena,
- in a health or safety emergency,
- information the university has designated as directory information,
- to an alleged victim the final results of a disciplinary proceedings with respect to an alleged crime of violence or a non-forcible sex offense.
- to the general public, the final results of a disciplinary proceeding, subject to the requirements, if the school 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 school's rules or policies with respect to the allegation made against him or her.
- to parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

FERPA protects students who are currently enrolled or formerly enrolled regardless of their

Appendix - FERPA

age or status with regard to parental dependency. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines.

Parents of students termed as "dependent" for income tax purposes may have access to the student's education records. A copy of the parent's most recent Federal Income Tax return, where the parents declared the student as a dependent, must be submitted to the Office of Student Records to document "dependency."

With certain exceptions, an education record is any record (1) from which a student can be personally identified and (2) maintained by the university. A student has the right of access to these records.

Education records include records in any medium (handwritten, print, magnetic tape, film, diskette, etc.) that are in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

Records that are not defined as "education records" include the following:

- sole possession records or private notes held by school officials that are not accessible or released to other personnel,
- law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit,
- records relating to individuals who are employed by the institution (unless contingent upon attendance),
- records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment,
- records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, i.e., alumni records.

To authorize the release of a transcript, students must submit, by mail or fax, a signed written request or by completing and signing a transcript request form available in the Office of the Registrar. Due to the signature requirement, transcript requests cannot be accepted by email; however, printed, signed, and scanned request forms attached to an email is acceptable.

The increasing technology will have an impact on FERPA. The use of computerized record-keeping systems is increasing at a fast pace. We can anticipate that the distribution of electronic data will eventually replace most paper documents and provide much information about students to school officials through desktop terminals. It is the responsibility of each school official to understand their legal responsibilities under FERPA. The same principles of confidentiality that apply to paper records also apply to electronic data.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records - including a student's Social Security Number, grades, or other private information - may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educa-

tion authorities ("Federal and State Authorities") may allow access to student's records and PII without their 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 education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when students 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 the student's 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 a student's consent PII from their education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student 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.

For more information about FERPA, see the Family Compliance Office Web site at www.ed.gov/fpc.

VETERAN'S EDUCATION BENEFIT PROGRAM

Students eligible for educational benefits from the Veteran's Administration may contact the VA Certifying Official in the Office of the Registrar, Packer Administration Building - Room 209 or at 325-649-8011. Howard Payne University's programs are approved for those who wish to attend and receive benefits under Chapter 30 - Montgomery G.I. Bill - Active Duty, Chapter 31 - Vocational Rehabilitation and Employment, Chapter 33 - Post 9/11 G.I. Bill, Chapter 35 - Survivors/Dependents Education Benefits, Chapter 1606 - Montgomery G.I. Bill - Selected Reserve, and Chapter 1607 - Reserve Education Assistance Program.

Veterans applying for admission to HPU follow the same procedures as other applicants, but they should also contact, as early as possible, the VA Certifying Official in the Registrar's Office to expedite handling of VA forms needed to qualify for benefits.

Official Degree Audit

In order to receive VA benefits, recipients of VA educational benefits must choose a degree and major in addition to submitting an official degree audit, signed and dated by the student, their advisor, department head of their chosen major, and the dean of the school of their major. The official degree audit must be on file in the Office of the Registrar before certification of their initial semester of enrollment. The degree audit is used by the university to track the progress of VA educational benefit recipients toward their stated degree. All changes to the degree audit must be officially approved and documented. No payments may be authorized for courses that do not appear on the degree audit. When required coursework for their degree objective is complete, students may no longer receive payments for the degree objective.

Credit for Prior Training

Howard Payne University is required to provide college credit for any prior college hours earned by the student if they apply to their current program. It is the responsibility of the student who has attended another college or university to request official transcripts be sent from each school attended to HPU. The official transcripts must be evaluated and the transfer credit posted to the student's current degree audit. If a student's enrollment is certified before the evaluation is complete and payment is received for courses that transfer to HPU, the VA will determine that an overpayment has been received. It is the student's responsibility to repay the VA the overpaid amount. It is also the student's responsibility to notify the Office of the Registrar if they are repeating a course that may have transferred to HPU. All new veteran students must furnish a copy of their DD214.

Credit for Military Experience

Students may receive credit for successful completion of college-level military service schools if they have been evaluated by the American Council on Education (ACE). HPU will accept credit recommendations made by ACE as specified in The Guide to the Evaluation of Educational Experiences in the Armed Services. Additionally, military transcript, which must be submitted, may be requested through the following sources:

Army (AARTS) - <http://aarts.army.mil>;

Navy and Marines (SMART) - <http://smart.navy.mil/smart/welcome.do>;

Air Force (CCAF) - <http://www.maxwell.af.mil/au/ccaf/transcripts.asp>.

Certification of Enrollment

A VA student may not receive payment for courses previously completed, for courses that are in excess of degree requirements, for courses **not REQUIRED** for the student's approved degree, course repeats in which a grade of "D" or better was earned, unless a higher grade is required for a particular course of study (example, a "C" required for all courses in a major), or courses from which the student withdraws without mitigating circumstances. The fact that a "D" will not transfer to an upper-level school is **NOT** a consideration. Written justification for developmental courses required by HPU must be included in the student's file.

The enrollment of students receiving VA Education Benefits will be certified when their registration is "finalized" unless the courses were completed in the previous semester. Howard Payne University does not participate in "Advance Payment". Benefits take 4 to 8 weeks after the certification has been submitted to begin arriving at the student's home or banking institution.

Students must notify the certifying official in the Office of the Registrar of any changes in their status caused by their failure to enroll, any increase or decrease in their training time, or if they stop attending class.

Progress Policy Guidelines

The academic standards for a student who is receiving VA educational benefits will be governed by the Academic Probation and Suspension policy for all students as stated in this catalog. Students who fail to make satisfactory progress, who are placed on academic suspension, or whose cumulative grade point average does not meet the required level for two consecutive semesters will be reported to the Veterans Affairs Regional Office.

Tutorial Assistance

Tutoring is provided at no cost to students through The Collegium which is a campus resource that provides a variety of academic and personal growth support services to all students using methods such as content tutoring, workshops, personal and career assessments, and academic advising.

Documents by Program for Students Who Have Never Received Benefits

Chapter 30 - Montgomery G.I. Bill - Active Duty

- VA Form 22-1990 - Application for VA Educational Assistance
- Copy of your DD-214

Chapter 31 - Vocational Rehabilitation and Employment

- VA Form 28-1900. Disabled Veterans Application for Vocational Rehabilitation
- VA Form 28-1905 - Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status).

Chapter 33 - Post-9/11 GI Bill

- Certificate of Eligibility - May be applied for using the DD 22-1990 beginning June 1, 2009 or online using the VA VON-APP system
NOTE: A Certificate of Eligibility MUST be on file with the VA Certifying Official in order to use the Post-9/11 GI Bill.
- Copy of your DD-214

Appendix - Veteran Education Benefits Program

Chapter 35 - Survivors/Dependents Education Benefits

- VA Form 22-5490 - Application for VA Education Benefits

Chapter 1606 - Montgomery G.I. Bill - Selected Reserve

- VA Form 22-1990 - Application for VA Educational Assistance
- Copy of your DD-2384 Notice of Basic Eligibility (NOBE) - this form is provided by your reserve unit

Documents Needed for Transfer Students Who Have Received VA Benefits at Another College or University

- **Veteran** - VA Form 22-1995 - Request For Change of Program or Place of Training
- **Dependent** - VA Form 22-5495 - Request for Change of Program or Place of Training Survivors' and Dependents'

Other Links and Information

- **GI Bill Website** - www.gibill.va.gov/
- **Veterans Administration** - Muskogee Regional Office - Phone: 1-888-442-4551
- **VA Contact Information** - Monthly Verification of Attendance: 1-877-823-2378
- **VA Certifying Official at HPU: 325-649-8011 - Fax - 325-649-8909**

The Hazlewood Act - What is it?

The Hazlewood Act provides qualified veterans, spouses, and children with an education benefit of up to 150 hours of *tuition and fee exemptions at state supported colleges or universities*.

The waivers are available only for use at a Texas public college or university.

Note: The schools listed under Independent Institutions do NOT qualify for this exemption.

Howard Payne University is a private institution - independent institution; therefore, Hazlewood Act benefits are not available to students enrolled at HPU.

CAMPUSCONNECT®

CampusConnect is a web-enabled interface to the Howard Payne University student records system. This interface offers access to a number of information services. The *CampusConnect* Student Information System allows students to access a portion of their academic record. The system allows you to perform the following tasks online:

- Check Student Account Status - Allows a student to view their financial account status
- Current Class Schedule - Allows a student to view and print their current course schedule.
- Course Availability - Allows a student to view a list of offered courses for a specific department and semester to determine if there are open seats available
- Financial Aid Information - Allows a student to view and print their current Financial Aid information
- Unofficial Transcripts - Allows a student to view and print a copy of their unofficial transcript
- Degree Audits - Allows a student to view and print their degree audit. The degree audit allows a student to track their progress toward their chosen degree and major.
- Demographic Information - Allows a student to view their personal demographic information: name, address, classification, and major. Incorrect information should be reported to the Registrar's Office.

**To Print Any of the Items Noted, Student's Should Use the
Grayed Out Printer on the Menu Bar.**

Getting Started on *CampusConnect*

To enter *CampusConnect*, go to HPU's website at www.hputx.edu. Scroll down the page, click on "*CampusConnect*/Campus Resources", and select the "Student Login" button. *CampusConnect* is available to current students as well as alumni enrolled 1990 forward.

For their initial Student login, students may use their Social Security Number as their Student ID (SID). For all subsequent logins, the assigned Student ID (SID) should be used. The SID is found on the blue bar at the top of each *CampusConnect* page, along with the student's name, address, and other demographic information.

Secure Your Records-Change Your PIN

After a student's initial entry into *CampusConnect*, the original default PIN number should be changed to ensure the privacy of their academic records, as protected under the Family Educational Rights and Privacy Act (FERPA). To make the change, the Change PIN option under Student Information should be selected. The PIN must be numeric and cannot exceed 8 digits. Students should record their PIN in a secure location. Once a student has changed their PIN, it is their responsibility to keep up with the number PIN.

***CampusConnect* Holds**

If there is a "hold" on a student's records such as a past due student account balance or other uncompleted business, they may be prevented from viewing their grades and could be pre-

Appendix - CAMPUSCONNECT

vented from scheduling classes. Contact the office indicated by the hold to determine what action is needed to clear the "hold."

Some holds are information only and will not stop a student from accessing their record. In this case, the student should "**acknowledge**" the hold which should then allow access to the desired information.

Additional Information

Once a student has entered *CampusConnect*, their session will terminate after being idle for 10 minutes. It is the student's responsibility to protect their access to *CampusConnect*. Students should take care not to reveal information that would help someone access their Student ID (SID) or Personal Identification Number (PIN).

TEXAS COMMON COURSE NUMBERING SYSTEM

The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic coursework. Through SPEEDE, a technology used in administrative areas of education, student academic records may be moved electronically between colleges and universities. Howard Payne has the ability to send and receive electronic transcripts.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

The Texas Common Course Numbering System (TCCNS) is a set of four-character abbreviations for academic disciplines and four-digit course numbers. The first digit of the number reflects the academic level of the course (1 for freshman, 2 for sophomore, etc.) and the second digit reflects the semester-credit-hour value of the course. Howard Payne University courses and their TCCNS equivalent are identified within each discipline by following Howard Payne's course number with the TCCNS number in parenthesis. Many other courses taken at a regionally accredited junior college may be accepted on individual approval by the appropriate department.

The university cannot guarantee the continued accuracy of these equivalencies if the content is revised or if a junior college assigns a TCCNS number to a course that the university considers substantially different in content from courses carrying the same designation at other participating junior colleges.

Lower-division transfer courses (1000-2000 level or taken at a junior or community college), equivalent in content and learning outcome to upper-division HPU courses, will not fulfill upper-division hour requirements. These transfer courses may be substituted to fulfill a specific course requirement in a student's chosen degree, major, and/or minor but will not be counted as upper-division hours.

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
ACC 2311	Principles of Accounting I	ACCT 2301
ACC 2321	Principles of Accounting II	ACCT 2302
ART 1311	Drawing I	ARTS 1316
ART 1321	Drawing II	ARTS 1317
ART 1351	Basic Design	ARTS 1311
ART 1361	Art Appreciation	ARTS 1301
ART 2311	Art for Elementary Teachers	ARTS 1313
ART 2321	Painting and Composition I	ARTS 2316
ART 2331	Painting and Composition II	ARTS 2317
ATR 1352	Care & Prevention of Athletic Injuries	PHED 2356

Appendix - Texas Common Course Numbering System

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
BIO 1409	Biological Science	BIOL 1408
BIO 1459	General Biology I	BIOL 1406
BIO 1469	General Biology II	BIOL 1407
BIO 2409	Fundamentals of Microbiology	BIOL 2420
BIO 2429	Comparative Vertebrate Anatomy	BIOL 2428
BIO 2489	Human Anatomy and Physiology I	BIOL 2401
BIO 2499	Human Anatomy and Physiology II	BIOL 2402
BUS 1311	Introduction to Business	BUSI 1301
BUS 2332	Business Communication	SPCH 1321
CHE 1105	Chemical Calculations I	CHEM 1104
CHE 1106	Chemical Calculations II	CHEM 1204
CHE 1429	Fundamentals of Chemistry	CHEM 1405
CHE 1479	General Chemistry I	CHEM 1411
CHE 1489	General Chemistry II	CHEM 1412
CHE 2331	Organic Chemistry I	CHEM 2323
CHE 2139	Organic Chemistry Laboratory I	CHEM 2123
CHE 2341	Organic Chemistry II	CHEM 2325
CHE 2149	Organic Chemistry Laboratory II	CHEM 2125
CIS 1339	Introduction to Information Technology	BCIS 1305
CIS 1359	Programming Logic	COSC 1309
CIS 2339	Microapplications	BCIS 1301
CIS 2339	Microapplications	COSC 1301
CRJ 1310	Introduction to Criminal Justice	CRIJ 1301
CRJ 1320	Crime in America	CRIJ 1307
CRJ 2325	Correctional Systems	CRIJ 2313
CRJ 2351	Statistics for the Social Sciences	PSYC 2317
COM 1111	Forensic Activity	SPCH 1144
COM 1310	Fundamentals of Human Communication	SPCH 1311
COM 1311	Survey of Mass Communication	COMM 1307
COM 2320	Interpersonal Communication	SPCH 1318
COM 2330	Small Group Communication	SPCH 2333
COM 2344	Voice and Diction	SPCH 1342
ECO 1311	Survey of Economics	ECON 1301
ECO 2301	Principles of Macroeconomics	ECON 2301
ECO 2302	Principles of Microeconomics	ECON 2302
ENG 1311	English Composition I	ENGL 1301
ENG 1312	English Composition II	ENGL 1302
ENG 2351	Literature of Britain	ENGL 2321
ENG 2353	Masterpieces of World Literature	ENGL 2331
ENG 2373	Literature of America	ENGL 2326

Appendix - Texas Common Course Numbering System

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
ESS 1102	Beginning Scuba (Class B ESS Activity)	PHED 1151
ESS 1104	Advanced Scuba (Class B ESS Activity)	PHED 1152
ESS 1301	Foundations of Physical Education	PHED 1301
FIN 2312	Personal Finance	BUSI 1307
FIN 2312	Personal Finance	ECON 1303
FRE 1411	College French I	FREN 1411
FRE 1412	College French II	FREN 1412
FRS 2479	Introduction to Forensic Science	FORS 2440
GEG 2310	Introduction to World Geography	GEOG 1303
GEO 1419	Physical Geology	GEOL 1403
GEO 1429	Historical Geology	GEOL 1404
GEO 1449	Environmental Geology	GEOL 1405
HIS 1310	United States History to 1877	HIST 1301
HIS 1320	United States History Since 1877	HIST 1302
HIS 2310	Western Civilization I	HIST 2311
HIS 2320	Western Civilization II	HIST 2312
HIS 2330	Non-Western Civilizations	HIST 2322
JOU 2151	Newspaper Production	COMM 1130
JOU 2312	Fundamentals of Journalism	COMM 2311
MAT 1351	College Algebra	MATH 1314
MAT 1365	Finite Mathematics	MATH 1324
MAT 1371	Mathematics for Elementary Teachers I	MATH 1350
MAT 2345	Precalculus	MATH 1316
MAT 2345	Precalculus	MATH 2312
MAT 2342	Introduction to Probability and Statistics	MATH 2342
MAT 2451	Calculus I	MATH 2413
MAT 2461	Calculus II	MATH 2414
MUS 1126	Class Piano I Proficiency-Secondary Track	MUSI 1114
MUS 1126	Class Piano I	MUSI 1181
MUS 1127	Class Piano II Proficiency-Secondary Track	MUSI 1115
MUS 1127	Class Piano II	MUSI 1182
MUS 1128	Class Piano III Proficiency-Secondary Track	MUSI 2114
MUS 1128	Class Piano III. Proficiency Track	MUSI 2181
MUS 1129	Class Piano IV Proficiency-Secondary Track	MUSI 2115
MUS 1129	Class Piano IV. Proficiency Track	MUSI 2182
MUS 1130	Class Piano V, Secondary Track	MUSI 2183
MUS 1136	Class Voice I	MUSI 1183
MUS 1137	Class Voice II	MUSI 1184
MUS 2160	Vocal Diction I	MUSI 1162

Appendix - Texas Common Course Numbering System

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
MUS 2163	Vocal Diction II	MUSI 1165
MUS 2177	Class Guitar	MUSI 1192
MUS 1195	Music Theatre/Opera Workshop	MUSI 1157
MUS 1195	Music Theatre/Opera Workshop	MUSI 1158
MUS 1195	Music Theatre/Opera Workshop	MUSI 2157
MUS 1195	Music Theatre/Opera Workshop	MUSI 2158
MUS 1213	Music Theory I	MUSI 1211
MUS 1214	Music Theory II	MUSI 1212
MUS 2213	Music Theory III	MUSI 2211
MUS 2214	Music Theory IV	MUSI 2212
MUS 1233	Sight Singing and Ear Training I	MUSI 1216
MUS 1234	Sight Singing and Ear Training II	MUSI 1217
MUS 2233	Sight Singing and Ear Training III	MUSI 2216
MUS 2234	Sight Singing and Ear Training IV	MUSI 2217
MUS 1301	Fundamentals of Music	MUSI 1301
MUS 1301	Fundamentals of Music	MUSI 1303
MUS 1301	Fundamentals of Music	MUSI 1304
MUS 1353	Music Appreciation	MUSI 1306
MUS 2147	String Techniques	MUSI 1190
MUS 2167	Woodwind Techniques	MUSI 1166
MUS 2167	Woodwind Techniques	MUSI 2166
MUS 2187	Brass Techniques	MUSI 1168
MUS 2187	Brass Techniques	MUSI 2168
MUSI 2188	Percussion Techniques	MUSI 1188
MUS 2188	Percussion Techniques	MUSI 2188
MUS 2353	Introduction to Music History	MUSI 1308
MUS 2254	History of Music and Literature II	MUSI 1309
CMP 1111	Composition	MUSI 1186
CMP 1211	Composition	MUSI 1286
CMP 1311	Composition	MUSI 1386
PHI 1311	Logic	PHIL 2303
PHI 2311	Introduction to Philosophy: Method	PHIL 1301
PHI 2321	Introduction to Philosophy: Problems	PHIL 2316
PHY 1419	General Physics I	PHYS 1401
PHY 1429	General Physics II	PHYS 1402
PHY 2439	University Physics I	PHYS 2425
PHY 2449	University Physics II	PHYS 2426
POS 2311	American Government	GOVT 2305
POS 2322	Comparative State and Local Government	GOVT 2302

Appendix - Texas Common Course Numbering System

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
PSC 1409	Astronomy & Physics	ASTR 1403
PSC 1409	Astronomy & Physics	ASTR 1404
PSC 1409	Principles of Astronomy	PHYS 1403
PSC 1409	Principles of Astronomy	PHYS 1404
PSC 1419	Physical Science for Elementary Education	PHYS 1417
PSC 1429	Earth Science - Chemistry and Weather	PHYS 1415
PSC 1449	Meteorology Weather and Climate	GEOL 1447
PSY 1311	Introduction to Psychology	PSYC 2301
PSY 2311	Marriage and the Family	SOCI 2301
PSY 2351	Statistics for the Social Sciences	PSYC 2317
SOC 1311	Introduction to Sociology	SOCI 1301
SOC 1315	Introduction to Social Work	SOCW 2361 *
* May be used as sociology elective only		
SOC 2311	Marriage and the Family	SOCI 2301
SOC 2351	Statistics for the Social Sciences	PSYC 2317
SPA 1311	Elementary Spanish I	SPAN 1311
SPA 1312	Elementary Spanish II	SPAN 1312
SPA 2311	Intermediate Spanish I	SPAN 2311
SPA 2312	Intermediate Spanish II	SPAN 2312
SPA 1411	College Spanish I	SPAN 1411
SPA 1412	College Spanish II	SPAN 1412
SPA 1413	Spanish for Native Speakers	SPAN 2313
THR 1118	Theatre Activity	DRAM 1120
THR 1311	Introduction to the Theatre	DRAM 1310
THR 2344	Voice and Diction	DRAM 2336
THR 2371	Fundamentals of Acting	DRAM 1351
THR 2431	Stagecraft	DRAM 1330

**COLLEGE-LEVEL EXAMINATION PROGRAM
(CLEP) Evaluation**

General Examinations are not accepted by Howard Payne University

HPU COURSE	CLEP SUBJECT TEST	MIN. SCORE
ACC 2311	Financial Accounting	50
BUS 3311	Introduction to Business Law	50
ECO 2301	Principles of Macroeconomics	50
ECO 2302	Principles of Microeconomics	50
ENG 1311	Freshman College Composition with essay section	50
ENG 1312	Analyzing and Interpreting Literature	50
ENG 2351	English Literature	50
ENG 2373	American Literature	50
FRE 1411	French I	47
FRE 1412	French II	52
FRE 2411	French III	66
HIS 1310	American History I	50
HIS 1320	American History II	50
HIS 2310	Western Civilization I	50
HIS 2320	Western Civilization II	50
MAT 1351	College Algebra	62
MAT 2345	Trigonometry	62
MAT 2451	Calculus & Elementary Functions	62
MGT 3303	Principles of Management	50
MKT 2302	Principles of Marketing	50
POS 2311	American Government	50
PSY 1311	Introduction to Psychology	50
PSY 3352	Human Growth & Development	50
SOC 1311	Introduction to Sociology	50
SPA 1311	Beginning Spanish I	47
SPA 1312	Beginning Spanish I and II	52
SPA 2311	Beg. Spanish I and II, Interm. Spanish I	57
SPA 2312	Beg. Spanish I and II, Interm. Spanish I and II	66

**ADVANCED PLACEMENT PROGRAM
(APP) Evaluation**

HPU COURSE	APP SUBJECT TEST	MIN. SCORE
ART 3312	History of Art I	3
ART 3312, 3322	History of Art I and II	4
BIO 1409	Biology	3
CHE 1479	Chemistry I	3
CHE 1479, 1489	Chemistry I and II	4
CIS 1339	Computer Science A	3
CIS 1339	Computer Science AB	3
ECO 2301	Economics: Macro	3
ECO 2302	Economics: Micro	3
ENG 1311	English Language and Composition	3
ENG 1312	English Literature and Composition	4
FRE 1411	French I	3
FRE 1411, 1412	French I and II	4
FRE 3341	French Literature	3
3 hrs. World Geography	Human Geography	4
HIS 1310	History: United States to 1877	3
HIS 1310, 1320	History: United State to 1877 / since 1877	4
HIS 2310	World History	4
HIS 2320	European History	3 or higher
MAT 2342	Mathematics: Intro to Probability and Statistics	3 or higher
MAT 2451	Mathematics: Calculus AB	3
MAT 2451, 2461	Mathematics: Calculus BC	3
MUS 1413	Music Theory	3
PHY 1419	Physics B	4
POS 2311	Government & Politics: U.S.	3
POS 3321	Government & Politics: Comparative	3
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GLOSSARY

ACADEMIC DEAN

An academic dean is the head of a school within the university. At Howard Payne there are six school deans, Business, Christian Studies, Education, Humanities, Music and Fine Arts, and Science and Mathematics, and the dean of Advising and General Education. The dean reports to the university's chief academic officer and is responsible for academic decisions in his/her program.

ACADEMIC PLAN

See "Financial Aid; Satisfactory Progress; FA Suspension Appeal"

ACADEMIC PROBATION

Probation is a warning period. Students are placed on academic probation at the end of any semester that their cumulative GPA (grade point average) does not meet the published level for their classification. The Academic Information section of the catalog contains these levels in relation to semester hours attempted. Academic probation is only imposed **after** a student has attempted a minimum of twelve semester hours.

ACADEMIC SUSPENSION

Students are suspended (not allowed to attend the university) for one long semester following failure to raise GPA to posted levels and to be removed from academic probation. In other words, grades must go up acceptably during the probation semester to avoid suspension.

Students academically suspended may enroll in summer school at Howard Payne or another college/university, and have their transfer work accepted. However, if academically suspended students enroll at another university during the next long semester, their transfer work will not be accepted.

If students fail all academic courses in a semester, excluding skills courses such as exercise and sports science, private applied music lessons, etc., they will be immediately suspended for one long semester.

Students may apply for readmission after the period of suspension has been completed. If readmitted, students must improve the cumulative GPA sufficiently that they are not on probation...or the process begins again.

ACADEMIC YEAR

Howard Payne University defines an academic year as consisting of two long semesters (Fall and Spring) with a full-time undergraduate student required to enroll in and complete a minimum of 12 credit hours per semester for a total of no less than 24 credit hours over 30 weeks (15 weeks per long semester). HPU offers three summer terms (May-Term, Summer I, and Summer II). A full-time undergraduate student in a summer terms must enroll in no less than 6 credit hours. The academic year begins on June 1 (Summer I) and ends on May 31 (May-Term). This definition will apply to all eligible programs, including graduate programs, and will be used when administering all Title IV financial aid programs.

ACADEMY OF FREEDOM

The Academy of Freedom is a multidisciplinary honors program that seeks to provide students with a broad-based liberal arts education which emphasizes Christian values, American tradition and free enterprise as an economic philosophy. The Academy prepares students to read critically, think analytically and communicate ideas effectively.

The Academy program is designed for academically gifted students who aspire to leadership roles in a variety of careers. With its emphasis upon the American way of life, the meaning and significance of American values are explored in depth. Current issues are analyzed in the context of the various disciplines of the School of Humanities and related academic areas of the university.

ADD/DROP

Students may add and/or drop classes from their schedules after the close of registration on the first day of each semester until the official close of registration (7-8 days into a semester). At any time, charges are assessed for each change. Changes made during the add/drop period do not reflect on students' transcripts. After the add/drop period, students may withdraw from classes with either a WP (withdraw passing) or WF (withdraw failing); these withdrawals do appear on transcripts.

ADVISOR

Students are assigned academic advisors from the ranks of full-time instructors in their chosen fields of study. These advisors help students plan their academic schedules, complete their degree audits, help with academic difficulties, and aid their student advisees until graduation. An advisor's office should be a student's first stop for any academic advice or problem solving.

AP CREDIT

Advanced Placement (AP) classes are offered in many Texas high schools. Students who score well on the end of course AP tests as high school seniors may be granted college credit in introductory level courses. Acceptable scores vary from test to test and university to university.

ASSOCIATE DEGREE

An associate's degree is the informal name for a two-year college degree. At Howard Payne University, associate's degrees include ASSOCIATE IN HEALTH SCIENCE and ASSOCIATE IN MINISTRY.

AUDITING

Students desiring to learn from a course without receiving academic credit may audit a class, if space is available. No credit or grade is given. The instructor determines the amount of participation required, and is not required to review student work. The decision to audit a course must be done at registration time and cannot be changed after the registration period.

NOTE: Applied music classes (private lessons) may not be audited.

ATTENDANCE POLICY

There is no system of free absences at Howard Payne University. **Students are expected and urged to attend all class sessions.** Students must attend a minimum of 75% of class sessions to receive credit for a course. Absences are counted from the first day class meets, not from the day a student registers. Excessive absences result in an automatic "F" for the class, even though class work may show that students are passing. All absences, excused or unexcused, count as absences. Work for an excused absence may be made up, but the absence still counts. **Each instructor may establish a more stringent absence policy if it is outlined in the course syllabus.**

ONLINE ATTENDANCE

Initial Online Course Participation - In order to meet this requirement, Howard Payne University requires that all instructors report *by the eighth class day (official census day) of Fall and Spring classes* and by the *second day (official census day) of Summer classes* the participation (= attendance) of each student. Class participation or class attendance can be based on participation in a discussion board; finding, reading and taking a quiz based on the syllabus of the course; on having submitted an assignment, or having taken a quiz.

Online Course Attendance Policy - Online courses follow the University's attendance policy. Professors count attendance based on submission of assignments by specific due dates, by discussion board participation, or other academic-related activities (quiz, homework, sign-in sheet, etc.). Additional attendance monitors include logging on to a course on a regular basis (a minimum of once a week) and completing assignments on time. Deadlines for submitting assignments are treated like attendance in regular classes. A student's failure to complete a task will be considered an absence and will be treated in accord with University policies.

BACHELOR'S DEGREE

A bachelor's degree is the informal name for a four-year college degree. At Howard Payne University, bachelor's degrees include BACHELOR OF ARTS (BA), BACHELOR OF SCIENCE (BS), BACHELOR OF BUSINESS ADMINISTRATION (BBA), BACHELOR OF MUSIC (BM), and BACHELOR OF APPLIED ARTS AND SCIENCES (BAAS).

CLASSIFICATION

The word "classification" expresses students' academic level or class. First-year students are freshmen; second-year students are sophomores, and so on informally. But actual classification is determined by number of credit hours earned: 0-29 is freshman, 30-59 is sophomore, 60-89 is junior, and 90+ is senior.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

Students may earn credit hours through examination. CLEP tests are administered in a variety of courses by HPU's Office of Academic Testing. Students must score the equivalent of "C" or better to be granted credit. CLEP examinations may not be taken when students have already registered for a course. Further reference: "Earned Credit by Examination" in the Academic Information section of the catalog.

CO-CURRICULAR ACTIVITIES

Activities in which participation is required by enrollment in a course that counts toward graduation requirements.

COLLEGE/SCHOOL

A major division of the university is called a "college" or a "school." Each college or school is headed by a dean, and may be subdivided into departments with department heads.

COMPREHENSIVE

"Comprehensive" is a term generally referring to an exam that will cover all material taught during a semester.

CONCURRENT ENROLLMENT

Students enrolled both at Howard Payne and at another college during the same semester are "concurrently enrolled." Only students with individual hardship situations are allowed such enrollment. Permission must be obtained from the academic advisor, from the appropriate academic dean, and from the provost. Permission forms are available from the registrar. Concurrent enrollment includes distance learning and/or in-residence coursework taken for credit at another college or university while enrolled at Howard Payne University.

COURSE NUMBERING

Courses at Howard Payne University have four-digit numbers. The first number is the level of the course: 1 and 2 are lower division, and 3 and 4 are upper division. The second number indicates the hours of credit the course receives. The third and fourth numbers distinguish the course within a department.

All courses passed, including those with "D" grades, are included in the cumulative total number of hours attempted and earned.

COURSE SEQUENCE

Some courses must be taken in a specific order since each serves as a prerequisite for the next course in line. Students should begin any sequence of courses early enough in their academic careers to ensure the timely completion of those sequences.

CREDIT HOUR OR SEMESTER HOUR

The semester (or credit) hour is the standard unit of measurement for university-level course work. One hour credit is equal to fifty minutes per week per semester. Thus, the usual three-hour credit course is based on meeting 50 minutes per session, three times each week (often Monday, Wednesday, and Friday) or 75 minutes per session, two times each week (often Tuesday and Thursday) for a semester.

DEGREE AUDIT

A degree audit spells out the individual course requirements for each student to complete his/her degree. Degree audits must be filed when students have completed 60 credit hours. Students request a degree audit (an automated degree audit) in the Registrar's Office. Although a degree audit is required when a student has completed 60 credit hours, students may request a degree audit at any time after their enrollment begins.

DEGREE REQUIREMENTS

See "Specific Requirements for Degrees" in the Academic Information section of the catalog.

DEPARTMENTAL CHALLENGE TESTS

In areas of study where the CLEP test is unavailable, students may request a departmental challenge test. The material for the test in each course and the appropriate passing grade will be determined by each department. See also "Earned Credit by Examination" in the Academic Information section of the catalog.

DROPPING A COURSE

Students may withdraw from a class at any time during the semester up to (but not including) final exam week. Students fill out a withdrawal card in the registrar's office. A withdrawal grade request is sent to the instructor for a grade of WP (Withdraw Passing) or WF (Withdraw Failing).

A grade of WP does not affect grade point average. A WF, however, carries the same value as an "F" grade. If students have already failed courses because of absences, grades of WP and WF do not apply; the "F" grade will be applied.

In summer school, students may withdraw until five days prior to the final exam. A WP or WF will be recorded, just as in the long semester.

DUAL COUNTING OF COURSES

Courses taken to fulfill general education requirements may be used to satisfy requirements for a major or minor. When courses are used to fulfill two requirements, the hours **may not** be counted twice; therefore, additional hours must be planned to bring the total to the 128 hours needed to graduate.

ELECTIVES

Courses not specifically required for general education, majors, or minors are called electives. Students select electives that interest them with the help of their advisors. Elective courses help complete the total number of hours in a degree.

EXTRA-CURRICULAR ACTIVITIES

Activities and clubs beyond formal academic courses are called extra-curricular.

FINANCIAL AID; SATISFACTORY PROGRESS; FA SUSPENSION APPEAL

Financial Aid Warning - If a student is not making satisfactory progress at the end of a payment period (i.e. fall semester), the student will receive a "warning" and will continue to be eligible for federal and state financial aid for one payment period.

Financial Aid Suspension - If at the end of the payment period for which the student was on "warning", the student has not achieved Satisfactory Progress the student will be placed on Financial Aid Suspension. The student may also be placed on suspension if the student has failed all classes (except skill classes) in a semester or if the student is placed on Academic Suspension.

Financial Aid Appeal

In some instances, students who are placed on Financial Aid Suspension may be permitted to submit a formal appeal. Extenuating circumstances which may warrant an appeal may include:

- Personal injury or illness of the student
- Death of a relative of the student

- Family difficulties, such as divorce or illness
- Interpersonal problems with friends, roommates, significant others
- Work pressures/work over-load

If the student has extenuating circumstances and would like to submit an appeal for reconsideration of eligibility for federal and state financial aid, the student must follow the Appeal Process out-lined in the Financial Aid section of the catalog under Satisfactory Academic Progress Policy.

Academic Plan (*To meet satisfactory progress requirements*)

Students who are granted an appeal, and need longer than one payment period to meet the satisfactory progress requirements, must be placed on an Academic Plan. The Academic Plan is a formal outline of classes needed for the student's degree program and scheduled in a manner to enable the student to meet the satisfactory progress requirements within a specified time frame. The Academic Plan will be developed by the Dean of Advising and General Education in close consultation with the student's advisor and the Registrar's Office. A copy of the Academic Plan will be given to the student and kept on file in the Registrar's Office and the Financial Aid Office.

The Academic Plan will be reviewed at the end of each payment period (semester) during which the student is on probation. If the student is not successful with the Academic Plan, the student will be placed on Financial Aid Suspension.

Financial Aid Probation

Financial aid probation is a status assigned to a student who fails to make satisfactory progress and who has appealed and has had eligibility for aid reinstated. At the end of the payment period for which the student was on probation, the student must be making satisfactory progress or be successfully following an academic plan.

FOREIGN LANGUAGE REQUIREMENT

Twelve hours of foreign language are required for the Bachelor of Arts degree. The twelve hours of foreign language must be completed in one language. Biblical Languages, French, and Spanish are offered by HPU. Sign Language, completed at an accredited institution, is approved as a foreign language under the Bachelor of Arts and Bachelor of Science degrees.

FREQUENCY

Classes are offered on a rotating basis, some every semester, some once a year, and some less frequently. Rotation in the catalog appears at the end of a course description and may look like this: FALL, EVEN YEARS. Students should pay careful attention in making degree audits so that all necessary courses will be offered before they plan to graduate.

GPA

GPA is the abbreviation for "grade point average." Each "A" is worth 4 grade points, each "B" is 3, "C" is 2, and "D" is 1. Total points are added together and divided by the number of hours attempted to compute a cumulative grade point average.

GENERAL EDUCATION REQUIREMENTS

All students must take a core of courses called general education requirements. This core is a broad range of courses in many disciplines that gives students a sound liberal arts background, regardless of their majors. Lists of these required courses appear in the Academic Information section of the catalog.

Appendix - Glossary

HONORS

See "Academy of Freedom"

HOUR

See "Credit Hour or Semester Hour"

HUMAN MOVEMENT STUDIES

Studies where knowledge of and psychomotor skill development in human movement is essential for success in a particular discipline or area of study. Human movement studies cross the spectrum of professional work and include those areas of study that may prepare the student physically for careers in such diverse areas as physical education, sports and athletics, dance, recreation, health, emergency or disaster response, police, firefighting, and military work.

INTERNSHIPS

An internship is supervised practical experience that earns academic credit. For example, a business internship is an approved training experience in an occupational setting that includes specific learning objectives coordinated between an employer and a faculty member.

LAB/LAB FEE

Labs, regardless of discipline, are hands-on experiences supervised by an instructor. Time spent in a lab class is usually in addition to time spent in lecture. Typically, there is a special fee charged for particular labs.

LAST DATE OF ATTENDANCE

The last date of attendance, as verified by the instructor of a course, is a student's last attendance at an "academically related activity" such as an exam or quiz, tutorial, computer-assisted instruction, academic advising or counseling, academic conference, completion of an academic assignment, paper or project; or attendance at a required study group.

LIBERAL ARTS

A course of study intended to provide broad, general knowledge that helps develop the intellectual capacity of an individual.

LIBERAL ARTS STUDIES

Students in the early part of their college careers who are undecided on majors are assigned to liberal arts studies, where advisors will help them plan their academic goals and schedules.

LOWER DIVISION / LOWER-LEVEL

Courses numbered 1000 or 2000 are generally referred to as "lower-division" courses. Often, lower-division courses in a field are prerequisites for upper-division courses.

MAJOR

A subject or academic field chosen as a primary field of study is a major. Some majors have concentrations or specializations within a major field. Majors can be interdisciplinary. Students may add any number of majors to degree audits as long as all requirements for each major are met.

MINOR

A secondary field of study within a single department is called a minor. Minors usually range from 18 to 24 credit hours. Traditional minors are noted on a student's transcript along with the major.

MINOR AREA

Minor areas are interdisciplinary groupings of courses that augment or complement the major field of study. As with traditional minors, minor areas require 18-24 credit hours. Students choose these courses in consultation with their advisors. Minor areas **are not noted** on a student's transcript.

NON-TRADITIONAL STUDENTS

The Admissions Office uses the following definitions for classification and reporting purposes and are intended to assist the admissions staff in determining the profile of new HPU students. BNT (Beginning Freshman, Non-Traditional Student) is used to classify those students who have been out of high school for at least one year and have no college or university experience/hours. Students in this category may have a GED and may be 19 years of age or older. TNT (Transfer, Non-Traditional Student) is used to classify those students who have enrolled previously at other colleges or universities but are transferring less than twelve semester hours to HPU. Students in this category may be 18 years of age or older.

PASS/FAIL GRADING OPTION

Students may elect to have some courses graded Pass or Fail rather than the traditional letter grade. The option may be exercised for elective courses and for up to six hours of major or minor courses (if the course description permits). General education courses may not be taken pass/fail, nor can classes be repeated pass/fail when they have already been taken for a grade. Once chosen, the decision to take a class pass/fail may not be changed.

PLAGIARISM

Plagiarism is any failure, intentional or not, to acknowledge adequately the original source's words or ideas. Even summaries require correct footnotes and citations.

PREREQUISITE

A "prerequisite" course is a course that must be completed prior to enrolling in the next higher level course in a sequence. Course descriptions in the catalog indicate if a prerequisite is required, and provide the course number for the prerequisite. In some instances, the prerequisite course must be completed with a specific grade; such as a grade of "C" or better. If the prerequisite course grade does not meet the required level, it must be repeated. The appropriate grade must be attained prior to enrolling in the next higher level course.

REFUND POLICY

When students officially withdraw from the university or officially withdraw from a course prior to the end of the fourth week of the semester, tuition refunds will be considered by the administration. For information about amounts and procedures, students should read the Financial Information section of the catalog.

REPEATED COURSES

Grades from earlier attempts of a class remain on a students' transcripts. Only the best grade, however, will be used to compute the cumulative grade point average. A course repeated at another institution must be at the same level and be approved by that course's department head before students take the course.

SPECIAL STUDIES

Academic departments may offer special studies courses for independent or group study. These courses are assigned department designations, course numbers, and prerequisites by the appropriate school dean. **No more than six credit hours of special studies may be taken in a major, and no more than twelve hours of special studies may be applied to a bachelor's degree.**

STUDENT TEACHING

One semester of supervised teaching experience in a public school classroom is required for students seeking teacher certification.

SYLLABUS

Course instructors usually provide a written description of a course and its requirements at the beginning of a semester.

TRANSFER WORK

Transfer courses are those courses taken at another accredited university and then transferred to Howard Payne to complete degree requirements. Transfer students must provide official transcripts from each university they have attended. The HPU registrar will evaluate these transcripts and assess HPU credit for those classes. Students should keep copies of these evaluation forms to use in writing their degree audits. Upper-division courses must have grades of "C" or better to be fully transferred.

UPPER DIVISION / UPPER-LEVEL

Courses numbered 3000 to 4000 are generally referred to as "upper-division" courses.

WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to withdraw from the university during a semester should complete or arrange for official withdrawal forms. Failure to complete this official withdrawal procedure results in grades of "F" for all courses. Such failure can result in academic suspension and can block continuing college work. Refunds (see Financial Information in the catalog) are possible only when official withdrawal is complete.

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