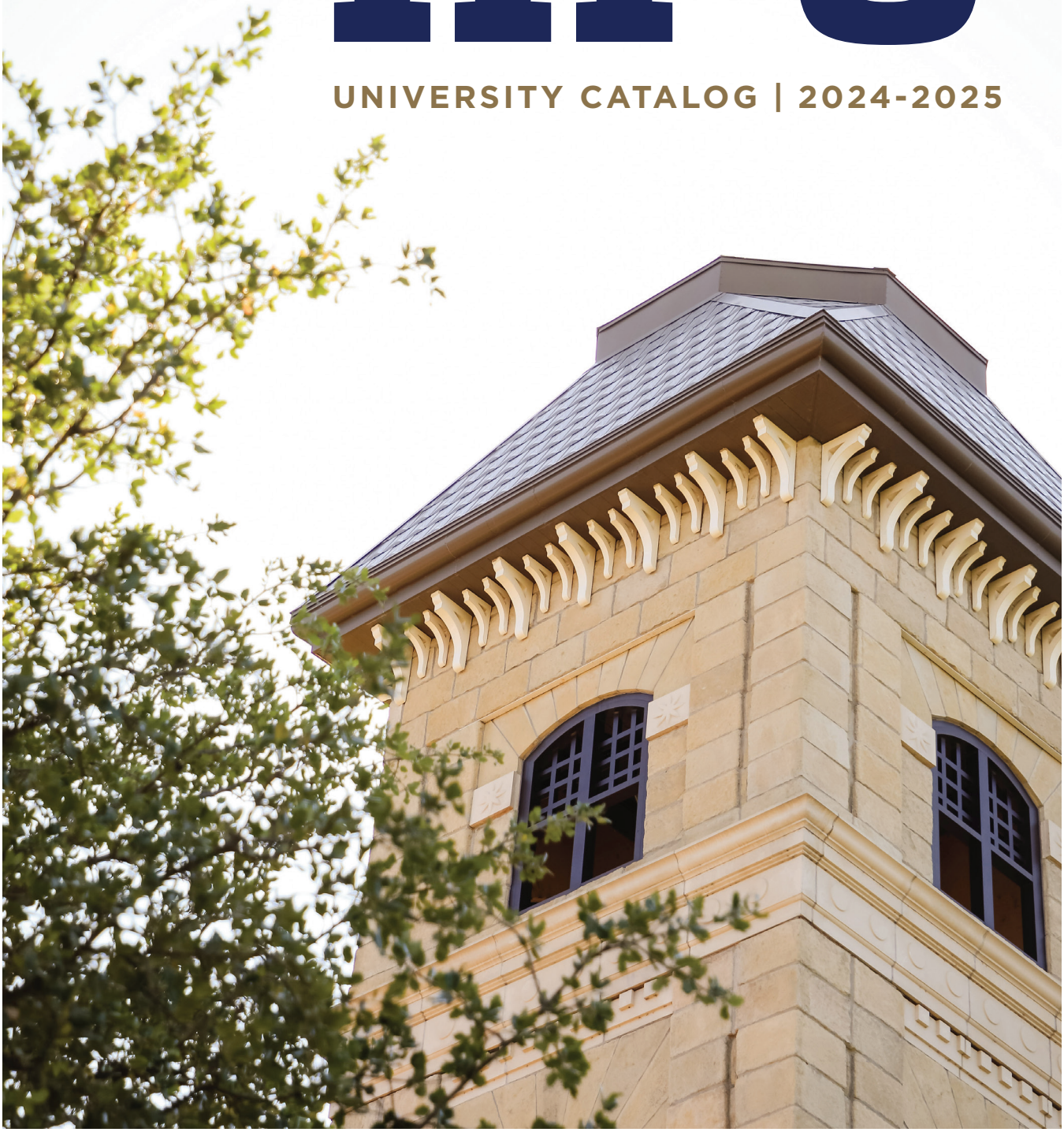
HPU

UNIVERSITY CATALOG | 2024-2025



CATALOG

OF

HOWARD PAYNE UNIVERSITY

Undergraduate and Graduate Catalog

2024-2025

One Hundred and Thirty Fourth Session

Brownwood, Texas

76801

325-646-2502

HOWARD PAYNE UNIVERSITY

VOLUME CXXXIV JUNE 1, 2024

PUBLISHED ANNUALLY BY HOWARD PAYNE UNIVERSITY

THIS CATALOG BECOMES EFFECTIVE ON JUNE 1, 2024

CONTRACT

A candidate may obtain a 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 six years from the beginning date of the catalog chosen. Degree requirements must be completed under one catalog in effect during the student's enrollment at Howard Payne University.

Howard Payne University reserves the right to change degree requirements for all students if it is needed to improve the degree programs and/or to make a curriculum program consistent for all students. Changes in the academic program may be necessary to improve the effectiveness of the educational program. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but to those who already are enrolled in the university. All policies concerning non-curriculum requirements are effective for all students as of June 1, 2024. This version of the catalog will govern the 2024-2025 academic year from June 1, 2024 through May 31, 2025.

While every effort has been made to make this publication as complete and accurate as possible, changes and typographical errors may occur which might require correction.

Nondiscrimination Statement

Howard Payne University is committed to the principle of equal opportunity in education and employment. Howard Payne University's policy is to prohibit discrimination and harassment of any type and to afford equal opportunities to students and prospective students, without regard to race, color, sex (including pregnancy), national origin, age, disability, genetic information, or veteran status. The university will conform to the spirit as well as the letter of all applicable laws and regulations. The university does, however, reserve the right to discriminate on the basis of religion in its employment, admissions, student policies, activities and programs, as it has been exempted by the Department of Education from certain provisions of Title IX in accordance with the university's sincere religious beliefs.

The Howard Payne University policies and processes regarding non-discrimination, including but not limited to Title IX, the Violence Against Women Act, The Clery Act, and Texas legislation, are located in the HPU Administrative Policies and the HPU Student Handbook. Information is also available on the HPU website and HPU myGateway. For additional information, please contact the Office of Human Resources and/or the Office of Student Experience.

Howard Payne University reserves the right to adjust policies, processes, and plans in order to address the health and safety concerns involving the HPU campuses and local communities. This includes, but is not limited to, the university calendar, teaching delivery systems, and/or housing arrangements.

Any adjustments will be communicated through HPU email and/or the HPU Emergency Alert System, University social media channels (Facebook and Twitter), and the HPU website, depending on the nature of the adjustments.

Grounded in our faith and Christ-like love and care for each other, we are committed to remaining flexible to address the current and emerging needs of our campuses and communities.

DIRECTORY FOR CORRESPONDENCE

Information about Howard Payne University may be obtained by contacting the following:

Academic matters, faculty employment ..... Vice President of Academic Affairs
325-649-8002

Academic Accommodations ..... The Center for Student Suceess
325-649-8616

Accreditation ..... Accreditation Liaison
325-649-8081

Admissions ..... Associate Vice President for Enrollment Management
325-649-8020

Athletics ..... Director of Athletics
325-649-8830

Campus visits ..... Campus Visit Coordinator
325-649-8020

Class schedules, transcripts, withdrawals, grades ..... Registrar
325-649-8011

Counseling ..... University Counselor
325-649-8810

Finances, bill payment ..... Controller
325-649-8013

Financial aid information ..... Director, Financial Aid
325-649-8015

Gifts, endowments, alumni services ..... University Advancement
325-649-8006

International programs ..... Director, International Study and Academic Travel
325-649-8179

News items, communications ..... Director of Media Relations
325-649-8046

Student experience, residence halls ..... Vice President for Student Experience
325-649-8017

Switchboard..... **325-646-2502**

Off-campus Learning Centers:

El Paso Learning Center 805 Montana Ave. El Paso, TX 79902 Phone number: (915) 533-8500 Fax number: (915) 533-8520 www.hputx.edu/ep	Howard Payne University New Braunfels 2164 Oak Run Parkway, Suite 103 New Braunfels, TX 78132 Phone: (830) 629-2366 www.hputx.edu/nb

Table of Contents

Administration 5
Administrative Staff 5
Faculty 6
General Information 12
Admission 17
Financial Information 21
Financial Aid 26
Student Experience 32
Academic Information 36
Academic Programs:
- School of Business 70
- School of Christian Studies 79
- School of Education 92
- School of Humanities 121
- Guy D. Newman Honors Academy 135
- School of Music and Fine Arts 137
- School of Nursing 148
- School of Science and Mathematics 152
- Division of Engineering 167

Course Descriptions – Undergraduate 174
- Master of Arts in Youth Ministry Degree Program 244
- Master of Arts in Theology and Ministry 249
- Master of Business Administration Program 251
- Master of Education in Sport and Wellness Leadership Graduate Degree Program 254

Course Descriptions – Graduate 257
Campus Information 264
University Calendar of Events 267
Appendix 269
- The Family Education Rights and Privacy Act (FERPA) 270
- Personal and Professional Integrity Policy 272
- Grade Appeal Policy 272
- Academic and Financial Aid Appeals Process 273
- Copyright Infringement Policy 275
- Transfer Credit Evaluation Policy and Procedures 277
- Veterans Education Benefit Program 279
- HPU myGateway 282
- Texas Common Course Numbering System 282
- College-level Examination Program 286
- Advanced Placement Program 287
- Texas Commission on Law Enforcement 288
- Full Credit Hour Policy 288
- Glossary 290

Index 296

Family Education Rights and Privacy Act of 1974

Howard Payne University complies with the Family Education Rights and Privacy Act of 1974. University policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Additional information regarding FERPA is available in the appendix of this catalog and copies of the policy can be found in the Office of the Registrar.

The release of information to the public without the written consent of the student will be limited to categories of information designated as directory information. The student may request that any of this information be withheld from the public by making written request to the Office of the Registrar prior to the 8th class day of a fall or spring semester, or the 4th class day of a summer term. Directory information includes name, address (local and home), telephone number, email address (campus and personal), parent's or guardian's name, spouse's name, marital status, dates of attendance, classification, previous institution(s) attended, degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight for athletics), date and place of birth, and photographs (still photo, video, etc.).

Administration and Administrative Staff (2024-2025)

Administration

Cory Hines, Ph.D. ..... President
Donnie Auvenshine, Ph.D. ..... Vice President for Academic Affairs
Chris Liebrum, D. Hum. ..... Vice President for External Affairs
Benjamin Martin, Ed.D. ..... Associate Vice President for Enrollment Management
Dale Meinecke, Ph.D. ..... Vice President for Development
Nathan Penland, Ed.D. ..... Vice President for Student Experience
Michael Rodgers, CPA ..... Chief Financial Officer, Vice President for Finance and Administration

Academic Deans

Wade Ashby, Ph.D. ..... Dean, Online Education
Kristen Hutchins, Ph.D. ..... Dean, School of Science and Mathematics
Richard Fiese, Ph.D. ..... Dean, School of Music and Fine Arts
Gary Gramling, Ph.D. ..... Dean, School of Christian Studies
Millard Kimery, Ph.D. ..... Dean, School of Humanities
Brad Lemler, Ph.D. ..... Dean, School of Business
Michael Rosato, Ed.D. ..... Dean, School of Education
Laci Sutton, DNP ..... Dean, School of Nursing

Administrative Staff

Mary Agboola, Ph.D. ..... Coordinator of Graduate Studies
Anthony Arreola, B.S. ..... Enterprise Systems Administrator
Tammy Arreola, M.S. ..... Dean of Students and Title IX Coordinator
Emily Attaway, CPA, M.S. ..... Director of Financial Reporting
Laura Benoit, A.A.S. ..... Special Assistant to the President
Lindsay Badgeley, B.A.A.S. ..... Director of Alumni Relations and Career Services
Stephannie Bogle, M.S. ..... Director of Athletic Training Services
Caleb Callaway, B.A. ..... Resident Director, Jennings Hall
Wes Carroll, B.A. ..... Director, University Events
Abram Choate, M.Ed. ..... Assistant Director of Athletics for Communications
Kaye Cummings, LPA, M.S. ..... University Counselor
Roger Dewell ..... Director of Facilities
Deborah Dill, M.L.S. ..... Director of Libraries
Marcie Drew, M.B.A. ..... Controller
Troy Drummond M.Ed. ..... Associate Director of Athletics
Nicholas Ewen, Ph.D. ..... Director, Theatre
Kristen Faullkner, B.A. ..... Resident Director, Veda Hodge Hall
Cynthia Ferguson, Ed.D. ..... Assistant Vice President, New Braunfels Center
Adrian Gil, Ph.D. ..... Assistant Vice President, El Paso Center
Jodi Goode, Ph.D. ..... Assistant Vice President, Information Technology Services
Gary Gramling, Ph.D. ..... Director, Christian Studies Graduate Programs
P. J. Gramling, B.B.A. ..... Director, Admission
Jill Heupel, Ed.D. ..... Associate Vice President for Academic Affairs
Brenden Hough, B.A. ..... Assistant Director, Admission
Karen LaQuey, B.S. ..... Director, Financial Aid
R.C. Lehman, M.S. ..... University Counselor Intern
Jacob Lehrer, B.A. ..... Resident Director, Taylor Hall and Campus Apartments
Kalie Lowrie, Ed.D. ..... Associate Vice President for Communications and Alumni Engagement
Katrina Lynn, B.A.A.S. ..... Director, Human Resources
Cheryl Mangrum, B.G.E. ..... Associate Director, Admission
Robert Mangrum, Ph.D. ..... University Historian
Wendy McNeeley, Ph.D. ..... Assistant Vice President, Academic Success
Jennifer McNiece, Ph.D. ..... Academic Coach
Matthew McNiece, Ph.D. ..... Director, Guy D. Newman Honors Academy
Kyle Mize, M.P.W. ..... Assistant Vice President for Communications and Senior Editor
Jonathan Kraemer, Ph.D. ..... Director, Bands
Scott Owen, M.A. ..... Director, Wellness Center
Diane Owens, M.Ed. ..... Director, Pre-collegiate Music Program

Bob Pacatte..... Director, Department of Public Safety
Brian Pate, M.A..... Director, Baptist Student Ministry
Kristina Penland, M.Ed. ..... Registrar
Lonn Reisman M.S. ..... Assistant to the President for Special Projects
Hunter Sims, Ed.D. ..... Director of Athletics
Shannon Sims, D.P.T. ..... Director, SWELL Graduate Program
Mark Sisemore, M.A. ..... Assistant to the President
Martha Treviño-Brunette, A.A.S ..... University Nurse
Kailee Torgerson, B.S. ..... Director, Student Leadership and Engagement
John Wilson, Ed.D. ..... Assistant Athletic Director for Compliance
Bobby Womack, M.B.A. ..... Director of Network and Infrastructure Services
Jonathan Young, B.A. ..... Director, Technology Support Services

Faculty and Administration (2024-2025)

MICHAEL WADE ASHBY, *Associate Professor of Computer Information Systems; Dean, Online Education (2024)*
B.S., Angelo State University, 2003; M.Div., Hardin-Simmons University, 2010; M.S., Georgia Institute of Technology, 2017; Ph.D., National University, 2024.

PHILIPS AGBOOLA, *Professor of Engineering (2023)*
B. Tech, Ladoke Akintola University of Tech, Nigeria, 2003; M.S./Ph.D., Eastern Mediterranean University, North Cyprus, 2010.

DONNIE G. AUVENSHINE, *Vice President of Academic Affairs* (1993)
B.A., Howard Payne University, 1975; M.Div., Southwestern Baptist Theological Seminary, 1980; Ph.D., ibid, 1987.

KELSA BLAIR, Assistant *Professor of Education* (2023)
B.S., Howard Payne University, 2000; ; M.Ed., Taleton State University, 2008.

CHARLES W. BOLAND, CPA, *Professor of Accounting; Chair, Department of Accounting* (1981) Tenured
B.B.A., University of Mississippi, 1975; M.B.A., ibid, 1976.

KENAN BOLAND, Assistant Professor of Government (2022)
B.S., Howard Payne University, 2002; J.D., Baylor School of Law, 2005; M.A., Pace University, 2021.

DANNY BRUNETTE-LÓPEZ, *Professor of Spanish; Chair, Department of Spanish and Hispanic Studies* (2011)
B.A., Michigan State University, 1994; M.A., ibid, 1996; Ph.D., University of Arizona, 2003.

TERESA CAVITT, *Assistant Professor of Kinesiology* (1999)
B.A., University of Texas at Arlington, 1986; M.Ed., Howard Payne University, 2017.

DAVID (DAVE) CLABORN, *Professor of Government* (2017)
B.A., University of North Texas, 1995; Ph.D., University of Massachusetts Amherst, 2008.

MICHAEL R. DAUB, CPA, *Associate Professor of Accounting* (1989)
B.B.A., Howard Payne University, 1990; M.B.A., Tarleton State University, 1991.

DEBORAH DILL, *Assistant Professor of Library Science; Director of Libraries* (1992-2001; 2014)
B.A., Howard Payne University, 1992; M.L.S., University of North Texas, 1996.

MICHAEL DILLARD, *Assistant Professor of Business Administration* (2001)
B.S., University of Texas at Austin, 1978, M.B.A., St. Edward's University, 1987.

SCOTT EDDY, *Assistant Professor of Mathematics* (2014)
B.S., Youngstown State University, 2009; M.S., ibid, 2011.

NICHOLAS EWEN, *Associate Professor of Theatre; Director of Theater; Chair, Theater Department* (2007)
B.S., Howard Payne University, 2002; M.A., University of Texas Pan-American, 2005; Ph.D., Texas Tech University, 2017.

CYNTHIA RUTLEDGE FERGUSON, *Assistant Vice President for the New Braunfels Center* (2023)
B.S., Texas Tech University, 1983; M.S., Texas A&M University, 1987; Ed.D., University of Northern Colorado, 1990.

RICHARD FIESE, *Dean, School of Music and Fine Arts; Professor of Music* (2014)
B.S., University of Wisconsin, 1980; M.M., University of Miami, 1986; Ph.D., ibid, 1989.

JAMES E. FINCH, *Professor of Business Administration* (2015)
B.S., Canisius College, 1980; M.B.A, The Ohio State University, 1984; Ph.D., ibid, 1987.

CHARLES (CHUCK) GARTMAN, *Assistant Professor of Christian Studies; Director of Ministry Guidance* (2002)
B.S., Howard Payne University, 1972; M.Div., Southwestern Baptist Theological Seminary, 1974.

DENNIS GIBSON, II, *Associate Professor of Chemistry; Chair, Department of Physical Sciences* (2017-2019; 2020)
B.S., Northwestern State University of Louisiana, 2012; Ph.D., South Dakota State University, 2017.

ADRIAN GIL, *Assistant Vice President for the El Paso Center* (2014)
B.S.M.E., University of Texas at El Paso, 1996; M.B.A., ibid, 2000; Ph.D., ibid, 2009.

STEPHEN GOACHER, *Professor of Music* (1999)
B.M., University of California at Los Angeles, 1968; M.M., Texas Christian University, 1970.

GARY L. GRAMLING, *Dean, School of Christian Studies; Director, Christian Studies Graduate Programs ; James A. "Buddy" Davidson Chair of Christian Studies; Professor of Christian Studies* (1990)
B.A., Howard Payne University, 1981; M.Div., Southwestern Baptist Theological Seminary, 1985; Ph.D., Golden Gate Baptist Theological Seminary, 1993.

WENDY GROOMS, *Associate Professor of Mathematics* (1995)
B.S., Texas A & M University, 1988; M.S., Tarleton State University, 1996.

KATHLEEN P. HAGOOD, *Associate Professor of English* (1998)
B.A., Tarleton State University, 1996; M.A., ibid, 1998.

GREGORY HATLESTAD, *Associate Professor of Biology* (2016)
B.S., University of Minnesota, 2003; Ph.D., University of Texas at Austin, 2010.

LAJEANA HAYES-LONG, Assistant Professor of Nursing (2024)
B.S., Texas Lutheran University, 1991; B.S.N., University of Texas at Arlington, 1997; M.S.N., ibid, 2000.

JILL DEANN HEUPEL, *Associate Vice President for Academic Affairs* (2017)
B.S., Tarleton State University, 1995; M.Ed., ibid, 2004; Ed.D., ibid, 2017.

CODY HUTCHESON, *Instructor of Music* (2024)
B.M.A., Hardin-Simmons University, 2019; M.M., ibd, 2022.

KRISTEN HUTCHINS, *Dean, School of Science and Mathematics; Professor of Biology* (2008)
B.A., Ouachita Baptist University, 2000; M.S., University of Arkansas, 2002.; Ph.D., University of Missouri, 2009.

MILLARD J. KIMERY, JR., *Dean, School of Humanities; Professor of English* (1997)
B.A., Hardin-Simmons University, 1990; M.A., University of North Carolina at Chapel Hill, 1993; Ph.D., Baylor University, 2012.

SAMUEL WADE KINNIN, *Assistant Professor of Library Science; Instruction and Outreach Services Librarian* (1992)
B.S., Lee College, 1986; M.S., North Texas University, 2000.

LAUREN KIRK, *Associate Professor of Education* (2010)
B.S., Baylor University, 1991; M.S., ibid, 1994; Ed.D., Liberty University, 2019.

STEPHEN KOVACH, *Associate Professor of Christian Studies and Criminal Justice, El Paso Center* (2009)
B.A., University of Michigan, 1979; J.D., Drake University Law School, 1982; M.Div., Southwestern Baptist Theological Seminary, 1993; Ph.D., Trinity Evangelical Divinity School, 1999.

JONATHAN KRAEMER, *Assistant Professor of Music* (2023)
B.M., East Texas Baptist University, 2002; M.M., Texas Tech University, 2004; Ph.D. ibid, 2009.

SARAH LANGFORD, Assistant Professor of Mathematics (2016)
B.S., Howard Payne University, 2012; M.S., University of Texas at Arlington, 2015.

BRAD LEMLER, *Dean, School of Business; Professor of Accounting* (2012)
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.

CHRIS LIEBRUM, *Vice President for External Affairs* (2020)
B.S., Howard Payne University, 1973; M.A.C.E., Southwestern Baptist Theological Seminary, 1976; D. Hum., Howard Payne University, 2006.

ROBERT G. MANGRUM, *Professor of History and Government; University Historian* (1980)
B.A., Hardin-Simmons University, 1970; M.A., University of North Texas, 1975; Ph.D., ibid, 1978.

BENJAMIN MARTIN, *Associate Vice President of Enrollment Management* (2018)
B.A., Howard Payne University, 2004; M.Ed., Dallas Baptist University, 2007; Ed.D., Texas Tech University, 2016.

WENDY McNEELEY, *Assistant Vice President for Academic Success* (1994)
B.A., Baylor University, 1992; M.A., Tarleton State University, 1994; Ph.D., Capella University, 2008.

JENNIFER McNIECE, *Academic Coach; Brand Chair of Free Enterprise and Public Policy* (2007)
B.A., Howard Payne University, 2002; M.A. and M.P.A., Texas Tech University, 2006; Ph.D., Northcentral University, 2018

MATTHEW McNIECE, *Professor of History; Chair, Department of History and Government; Burress Chair of Genealogy and American History; Director, Guy D. Newman Honors Academy* (2004-05; 2007)
B.A., Howard Payne University, 2003; M.A., University of Chicago, 2004; Ph.D., Texas Christian University, 2008.

LISA MEDLIN, *Assistant Professor of Criminal Justice; Chair, Department of Criminal Justice* (2024)
B.S., Texas A & M University, 1996; J.D., St. Mary's University School of Law, 2000.

DALE MEINECKE, *Vice President for Development* (2005-06; 2012-17; 2019)
B.S., Howard Payne University, 1998; M.A.Th., Southwestern Baptist Theological Seminary, 2005; Ph.D., Dallas Baptist University, 2014.

DENNIS MEGARITY, *Assistant Professor of Chemistry* (2012)
B.A., Texas Christian University, 1962; M.A., ibid, 1964; Ph.D., Florida State University, 1969.

MARTIN MINTCHEV, *Professor of Engineering; Chair, Department of Engineering* (2020)
B.S./M.S., Technical University-Sofia, Bulgaria, 1987; Ph.D., University of Alberta, Canada, 1994.

CHELSEA MIRANDA, *Assistant Professor of Biology* (2023)
B.S., Texas A&M University, 2011; M.S., Tarleton State University, 2014; Ph.D., Texas A&M University, 2019.

SHANTEL OPLOTNIK, *Assistant Professor of Social Work; Director of the Social Work Program* (2022)
B.S.W., Howard Payne University 2019; M.S.W., Angelo State University, 2021.

SCOTT H. OWEN, *Assistant Professor of Kinesiology; Chair, Department of Kinesiology; Director, Wellness Center* (1998)
B.S., Howard Payne University, 1994; M.A., Western Michigan University, 1995.

NATHAN PENLAND, *Vice President for Student Experience* (2021)
B.A., Southwest Baptist University, 2006; M.A., Southwestern Baptist Theological Seminary, 2009; Ed.D., Liberty University, 2017.

DEBRA POWELL, *Associate Professor of Business Administration* (2007; 2013)
B.B.A., McMurry University, 1987; M.B.A., Hardin-Simmons University, 1990; D.B.A., Argosy University, 2013.

CIERA RAY, *Assistant Professor of Social Work; Director of Field Education in Social Work* (2024)
B.A., Howard Payne University, 20212; M.S., University of Texas at Austin, 2014.

MICHAEL W. RODGERS, CPA, *Chief Financial Officer; Vice President for Finance and Administration* (2016)
B.B.A., University of Texas at San Antonio, 1979; M.A.C.E., Dallas Theological Seminary, 1996; M.Hum., University of Dallas, 2005.

JOSÉ A. ROMERO, *Professor of Mathematics; Chair, Department of Mathematics* (1996)
B.S., University of Arizona, 1987; M.S., ibid, 1989; Ph.D., Purdue University, 1996.

NANCY ROMIG, *Associate Professor of English* (2008-2009; 2014)
B.A., Howard Payne University, 2004; M.A., Texas State University, 2008; Ph.D., University of Arkansas, 2013.

MICHAEL ROSATO, *Dean, School of Education; Professor of Education* (2006-2016; 2023)
B.A., Carson Newman College, 1982; M.S., Texas Wesleyan University, 1985; Ed.D., Indiana University, 1992.

CHRISTOPHER ROSBOROUGH, *Associate Professor of Music; Chair, Department of Music* (2016)
B.M.E. and B.M., Howard Payne University, 2008; M.M., Mercer University, 2012; D.M.A., Louisiana State University, 2016.

SHANNON SIMS, *Assistant Professor or Kinesiology; Director, Graduate Program in Sport and Wellness Leadership (2020)*
B.S., McMurry University, 2009; D.P.T., Hardin-Simmons University, 2011.

LACI SUTTON, *Dean, School of Nursing*; *Assistant Professor of Nursing* (2016)
B.S., Howard Payne University, 2009; M.S.N., Lubbock Christian University, 2014, DNP, Grand Canyon University, 2018.

JORDAN VILLANUEVA, *instructor of Christian Studies* (2021)
B.A., Howard Payne University, 2013; M.Div., Southwestern Baptist Theological Seminary, 2019.

JULIE WELKER, *Professor of Communication; Chair, Department of Communication Studies* (1997-2001; 2004)
B.S., Howard Payne University, 1994; M.A., Southwest Texas State University, 1996; Ph.D., Regent University, 2005.

RUSSELL WHEELINGTON, *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

JOHN WILSON, *Assistant Professor of Kinesiology* (2019)
B.S., University of Texas, 1991; M.Ed., Texas Tech University, 1993; Ed.D., The United States Sports Academy, 2024.

JAMES WUNDERLE, JR., *Assistant Professor of Psychology* (2017)
B.S., Old Dominion University, 1988; M.A.R.E., Southwestern Baptist Theological Seminary, 1996; M.A., ibid, 1996; Ph.D., B. H. Carroll Thological Seminary, 2023.

*Year in parenthesis indicates first year at Howard Payne.

Emeritus Faculty (2024-2025)

ARTHUR L. ALLEN, *Professor Emeritus of Christian Studies; James A. "Buddy" Davidson Chair of Christian Studies* (1988) Tenured
B.A., Howard Payne University, 1967; M.Div., Southwestern Baptist Theological Seminary, 1970; Th.D., New Orleans Baptist Theological Seminary, 1979.

NANCY ANDERSON, *Dean of Libraries; Professor Emeritus of Library Science* (1987)
B.S., University of Colorado, 1969; M.A., University of Denver, 1984.

PATRICIA BANKS, *Associate Professor Emeritus of Music* (1993)
B.S., North Texas State University, 1966; M.M., Southwestern Baptist Theological Seminary, 1976.

ATHENA BEAN, *Assistant Professor Emeritus of Psychology; University Counselor* (2001)
B.A., Baylor University, 1970; M.Ed., Tarleton State University, 1990; Ed.D., Baylor University, 1999.

FREDERICK L. (RICK) BEELBY, *Professor of Kinesiology; Director, Outdoor Recreation Center and Physical Activities Courses* (2001)
B.S., California State University, 1973; M.Ed., Texas A&M University, 1986; Ed.D., Texas Tech University, 2000.

PATRICIA A. BICKNELL, *Associate Professor Emeritus of Psychology* (1989)
B.S.O.E., Wayland Baptist University, 1985; M.Ed., ibid, 1987.

MARJORIE BIRD, *Associate Professor Emeritus of Chemistry and Mathematics* (1995)
B.S., Sam Houston State University, 1961; M.S., University of Missouri, 1963.

GERRY CLARKSON, *Associate Professor of Physical Science; Dean, School of Science and Mathematics* (1990)
A.A., Potomac State College, 1976; B.A., Oberlin College, 1978; M.S., New Mexico Institute of Mining and Technology, 1980; Ph.D., ibid, 1984.

KIM BRYANT, *Associate Professor Emeritus of Communication* (1998)
B.S., University of Texas at Austin, 1978; M.A., Abilene Christian University, 2003.

PAUL BUTLER, *Professor Emeritus of Education* (1987)
B.A., Howard Payne University, 1962; M.Ed., Texas Tech University, 1967; Ed.D., ibid, 1977.

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.

CLOYCE D. (CURLY) COX, *Associate Professor Emeritus of Kinesiology* (1997)
B.S., Abilene Christian University, 1987; M.S., Baylor University, 1993.

TRISSA COX, *Professor Emeritus of Computer Information Systems; Chair, Department of Computer Information Systems* (1999-2019; 2021)
B.B.A., Abilene Christian University, 1991; M.S., Tarleton State University, 2001; Ph.D., University of North Texas, 2012.

HOWARD O. DAVIS, *Assistant Professor Emeritus of Agriculture* (1966)
B.S., Texas A&M University, 1959, M.S., ibid, 1969.

MARY DUNHAM, *Assistant Professor Emeritus of Library Science; Collection Organization and Management Librarian* (1971-76, 1985)
B.A., Howard Payne University, 1969; M.L.S., Texas Woman's University, 1971.

TONYA HORNER, *Associate Professor Emeritus of Mathematics* (2000)
B.A., Howard Payne University, 1968; M.S.T., Tarleton State University, 1980.

DANIEL HUMENIUK, *Assistant Professor Emeritus of Social Work; Chair, Department of Criminal Justice, Social Work and Sociology* (2006)
B.A., Baylor University, 1977; M.S.S.W., University of Texas at Austin, 1985.

LYNN HUMENIUK, *Assistant Professor Emeritus of Sociology; Director of Criminal Justice Program; Director of Criminal Justice Graduate Program (2001)*
B.S., Southwest Texas State University, 1975; M.A., Corpus Christi State University, 1982.

NANCY JO HUMFELD, *Professor Emeritus of Theatre; Director of Theatre; Chair, Department of Theatre (1986)*
B.M Ed., East Texas State University, 1978; M.M. ibid, 1980; M.S. ibid; Ph.D., Southern Illinois University, 1987.

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.

MITZI W. LEHRER, *Associate Professor Emeritus of Education* (1996)
B.S., Baylor University, 1962; M.Ed., Abilene Christian University, 1986; Ed.D., Baylor University, 1997.

MARILYN MATHIS, *Associate Professor Emeritus of Biology* (1999)
B.S., University of Illinois, 1966; M.S., Southern Illinois University, 1996; Ph.D., ibid, 2001.

JOHN NICKOLS, *Assistant Professor Emeritus of History and Government* (1995)
B.A., Baylor University, 1960; M.A., ibid, 1965.

LESLIE PLAGENS, *Professor Emeritus of Business Administration; Dean, School of Business; Groner Pitts Chair of Business; Chair, Department of Business Administration* (1986-91; 1997)
B.S., Angelo State University, 1977; M.A.T., ibid, 1979; Ed.D., Texas A&M University, 1986.

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.

EVELYN ROMIG, *Distinguished Professor Emeritus of Literature* (1978-84, 1986)
B.A., Rice University, 1973; M. A., Texas A&M University, 1975; Ph.D., Rice University, 1978.

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.

ANN SMITH, *Professor Emeritus of Art* (1977-82; 1987)
B.F.A., University of Texas at Austin, 1970; M.F.A., Institute Allende, Mexico, 1977.

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.

ELIZABETH WALLACE, *Professor Emeritus of Music; Chair, Department of Music* (1991) Tenured
B.M.E., Howard Payne University, 1971; M.M., Southwestern Baptist Theological Seminary, 1977; Ph.D., Texas Tech University, 1990.

Others With Emeritus Status (2024-2025)

SANDRA ALEXANDER, *Data Specialist, Financial Aid* (1990-2000; 2006)

JERRY BARNUM, *Groundskeeper* (2000)

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

DARLA COLLIER, *Cashier* (1995)

BILL FISHBACK, *Associate Vice President for Business and Human Resources* (1992)
B.B.A., Texas Tech University, 1975.

CLARENCE FOTHERGILL, *Computer Network Administrator* (1999)

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

EYDIE HENDERSON, *Administrative Assistant, School of Christian Studies* (1993)

GLENDA HUFF, *Director, Financial Aid* (1976),
B.S., Howard Payne University, 1976.

GEORGE HUSEMAN, *Custodial Supervisor* (1984)

MIKE JONES, *Director, Athletics* (1997-2000; 2004)

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.

SHARON RIKER, *Administrative Assistant, Department of Athletics* (1987)

KIM SCHUSTER, *Executive Assistant to the Senior Vice President for Finance and Administration* (2003)
B.S., Tarleton State University, 2001.

LOUISE SHARP, *Associate Vice President for University Marketing and Communications; Special Assistant to the President* (1994)

BARBARA SMITH, *Admissions Assistant* (1991)

BOBBIE JO STEWART, *Circulation Services and Music Library Supervisor* (2003)

LANA WAGNER, *Registrar* (1972-1976; 1978)
B.B.A., Howard Payne University, 1997; M.B.A., Tarleton State University, 2000.

RANDY WEEHUNT, *Public Safety Officer* (1991-2012; 2013)

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.

History of Howard Payne 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 become 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 Guy D. Newman Honors Academy, 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.

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 2009-2018
Paul Armes (Interim President) 2018-2019
Cory Hines 2019-present

Howard Payne University Mission, Vision & Curriculum

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.*

Vision Statement

Howard Payne University aspires to be a premier Christian university, intentionally engaging the life of the mind and the life of the Spirit.

Curriculum

The educational program of the university is presented to residential and commuting students at its main campus in Brownwood, Texas, and to commuting students in New Braunfels and El Paso, Texas. The instructional programs are presented through a variety of media, including traditional face to face lectures, laboratory experiences, and electronic delivery.

The university operates distance learning programs in the following fields of study: Master of Business Administration and Master of Education – Sports Wellness and Leadership. Various academic programs engage in service learning that includes a public outreach component. These are addressed in the learning outcomes of individual programs.

Howard Payne University is not a research institution and does not include research in its Mission Statement.

University Profile

Accreditation and Membership

Howard Payne University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the associate, baccalaureate, and masters levels. Howard Payne University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Howard Payne University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Howard Payne University is an accredited institutional member of the National Association of Schools of Music.

The Commission on Accreditation of the Council on Social Work Education has granted Howard Payne University accreditation for the baccalaureate Social Work Program.

APPROVED FOR TEACHER CERTIFICATION BY The State Board for Educator Certification.

The baccalaureate degree program in nursing at Howard Payne University Schools of Nursing is accredited by the Commission on Collegiate Nursing Education.

MEMBER OF
American Association of University Women
Association of Texas Colleges and Universities
Center for Research, Evaluation, and Advancement of Teacher Education (CREATE)
Council for Christian Colleges and Universities
Independent Colleges and Universities of Texas
International Association of Baptist Colleges and Universities
National Association of Schools of Music (NASM)
Texas Association of Colleges for Teacher Education
Texas Association of Music Schools
Texas Association of Schools of Art
Texas Council of the Arts in Education

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.

Governance, Programs, and Support

The University. The University is affiliated with the Baptist General Convention of Texas (BGCT), which elects a portion of the University's Trustees. The University and the BGCT work together in a spirit of voluntary cooperation. The history of the BGCT's influence at the University has been to support, enhance, and facilitate the University's work and mission while leaving the governance of the University to the Board of Trustees. The Board of Trustees employs the president who is responsible for the operation of the University.

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

Student Experience. The student experience program of the university is administered by the Vice President for Student Experience with the Dean of Students, program directors, residence life staff, and faculty. Areas of student experience include student activities, student organizations, residence life, student government association, athletics, intramurals, chapel, Baptist Student Ministry, and health and wellness resources.

The Standard 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 eleven degrees offered by the university. Each spring standard session concludes with commencement.

Winter and Summer Sessions. Winter and Summer sessions are administered by the officers of the university and consist of a two-week session in January, three-week session in May, a standard eight-week term in the summer, and two four-week terms in June and July. Regular faculty members teach in these sessions 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. 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.

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.

Off-campus Centers. Howard Payne University provides coursework at El Paso and New Braunfels. The extension centers meet the needs of both traditional and non-traditional students who desire to further their education but are unable to attend classes at the main campus. The university is proud to extend its commitment of providing quality, Christ-centered academic communities in the El Paso and New Braunfels areas.

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 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 Guy D. Newman Honors Academy 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 provide resources on genealogy.

The Groner Pitts Chair of Business. Friends of Groner Pitts, a member of the Guy D. Newman Honors Academy 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 Guy D. Newman Honors Academy 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 Guy D. Newman Honors Academy.

The James A. "Buddy" Davidson Chair of Christian Studies. This endowed chair was established by the James A. "Buddy" Davidson Charitable Foundation to support the School of Christian Studies by providing scholarship to attract and retain students who major in one of the curricular areas in the School of Christian Studies.

Program Endowments

Bill and Diana Ellis President's Endowment Fund. This endowment established by Charles L. and Cindy Fuller provides support for the operation of the president's office.

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.

Mary Walker Edwards Library Endowment. This endowment was created in May, 1979 from the Estate of Mary Walker Edwards for the purpose of acquiring books and literary materials for additions to the Walker Memorial Library at HPU.

Mary Walker Edwards Athletic Endowment. This endowment was created in May, 1979 from the Estate of Mary Walker Edwards for the purpose of supporting the HPU athletic program.

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.

Faculty/Staff Enrichment Endowment. This endowment was established in 2012 by Guy Ben Garner for the purpose of continuing education, sabbaticals, conferences and help with professional development for HPU faculty/staff.

Greer School of Education Program Endowment. This endowment was established in 2010 by Ray and Nancy Ellis for the purpose of to providing program support for the School of Education.

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.

Michael L. Morgan Endowment. This endowment was established by Gary Price in April of 1981 for the Christian Studies Department to use to purchase books and educational material.

Dr. Grace Pilot Endowment for Piano Maintenance. This endowment was established by Dr. Grace Pilot in 2010 to maintain the piano in the Grace Chapel.

The Don L. Smith Barristers Society. This endowment was created in 2006 to honor Dr. Don L. Smith, and to provide support for the operation and maintenance of the Bettie and Robert Girling Center for Social Justice.

Thompson Maintenance Fund-TAC Building. This endowment created in 2006 by James Cleo Thompson Jr. from his mother's estate, to provide support for the operation and maintenance of the Thompson Academic Complex.

Trustee Special Endowment. This endowment was created by the Board of Trustees of Howard Payne University to provide financial support for board meetings and events.

Turner Family Student Loan Fund. This endowment was created in July, 1997 for the purpose of granting institutional loans to full time students who demonstrate a financial emergency that has the potential to interrupt their progress toward their degree.

The Leonard Underwood Quality Enhancement Program of the Guy D. Newman Honors Academy. This endowment was established in 2007 by Dr. Leonard Underwood to provide support to various Academy initiatives.

Weidner Family Professional Development Fund for the School of Education. This endowment was established in April, 2012 By John and Shirley Weidner to support professional development for faculty in the School of Education.

Yoes-Faith Faculty Benefit Fund. This endowment was created to support continuing education, sabbaticals, conferences and help with professional development for HPU faculty.

Admission

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

Unconditional Admission for Beginning, First-Year Students

Unconditional admission is typically offered to students who have maintained a "B" average or better throughout high school, whose ACT composite score is 19 or above, whose SAT score (EBRW plus Math) is 990, or above or whose CLT composite score is 64 or above**,** and who meet all other admission requirements. **Students whose GPA and Class Rank (top 50%) qualify them for unconditional admission may not be required to submit ACT/SAT/CLT scores.**

In addition to submitting an application for admission, 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 follow the Foundation High School Program as outlined by the Texas State Graduation Requirements of the Texas Education Agency. Within a minimum 15 academic units, it is recommended that four credits be taken in English (to include English I, II, III, and an advanced English course), three credits in mathematics (to include Algebra I, Geometry, and an advanced math course), three credits in science (to include Biology, IPC or an advanced science course, and an additional advanced science course), three credits in social sciences (to include U.S. History, U.S. Government, Economics, and World History or World Geography), and two credits in a language other than English (must be two credits in the same language) and may consist of Computer Science I, II, or III (or other approved substitutions).

Graduates of high schools or home school programs that are not accredited by a regional or state accrediting agency will have their work reviewed 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 for review of an application for admission include:

High school transcript

Results of the ACT, SAT, or CLT test may be required if GPA and Class Rank do not meet unconditional admission requirements. Non-traditional students may be required to take a computerized skills assessment in place of the ACT, SAT, or CLT.

In order to ensure timely processing of application materials, students are encouraged to apply by the **Priority Application Date** of March 15th for the fall and December 1st for the spring semester.

Provisional Admission for Beginning, First-Year Students

The provisional program is a specialized program designed to accommodate the student who requires additional assistance. Enrollment in this program is limited to those students on the Brownwood campus. The provisional program provides 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 a "B" and/or who have an ACT composite score of 18 or below, an SAT (EBRW plus Math) score of 980 or below, or a CLT composite score of 63 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 must be enrolled with the following conditions:

- Complete computerized skills assessment in English and mathematics prior to academic advisement.
- Enroll in a minimum of 12, but no more than 16, 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 (GEN 1301) as a part of the 12-15 semester hour load.
- Agree to see academic advisor at least once per month to evaluate progress throughout the first semester.
- Achieve a minimum semester grade point average of 1.75 to be eligible to continue at HPU after their first semester.
- If the required GPA of 1.75 is not earned following the first semester in attendance, then the student may be allowed to continue for a subsequent semester in the program.

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.

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 may also be required for transfer applicants who are transferring less than 30 semester hours of credit. 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 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 non-activity 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 meet specific 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/Early Admission

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.

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 Center for Student Success 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 score results.
- Complete a computerized skills assessment in English, math, and reading and score into college level courses.
- Students may enroll in no more than seven (7) hours of coursework. Special provisions may be made on occasion to enroll students in more than seven hours based on performance in previous coursework; however, students cannot enroll in more than eleven (11) hours per semester

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

For those students who do not need high school credit, the early admission program is available. Through the Early Admission Program, students will only earn university credit. There will not be simultaneous credit awarded for both completion of a high school degree and university credit.

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 and/or an approved skills assessment test may be admitted to Howard Payne University. Students submitting GED scores may be considered on a provisional admission basis.

Transient and Non-degree Admission

A Transient or Non-degree admission is designed for individuals who do not intend to complete a degree program but wish to take courses for credit. Verification of required pre-requisite courses may be satisfied by submitting unofficial or official college transcripts. A student admitted in this manner may be allowed to enroll for credit one semester only without submitting official academic documentation. Transient and non-degree students are not eligible to apply for financial aid.

Transient and non-degree students who wish to continue enrollment beyond the first semester, must reinitiate application procedures, submit all required academic documentation, and be approved through the normal patterns for admission. Transient and non-degree students who wish to attain degree-seeking status must complete all requirements for degree seeking admission.

Readmission

Undergraduate and Graduate 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 undergraduate readmission process involves input from the following offices: Office of Admission, Office of Student Experience, 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.

The graduate readmission process involves the director of the program in which the student was enrolled as well as the Business 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 program director.

Specific information regarding "Readmission Under an Academic Recovery Plan" is available in the Academic Information or the Appendix.

How to Apply for Admission

Students may apply online at www.hputx.edu/apply.

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
- 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), or equivalent test,-- if English is not the first language. 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: 877/553-4285 Web: http://foreigncredentials.org Global Credential Evaluators 3515-B Longmire Dr PMB 323 College Station, TX 77845 Phone: 800/707-0979 Web: http://www.gceus.com International Academic Credential Evaluators, Inc. P. O. Box 2465 Denton, Texas 76202-2465 Phone: 940/383-7498 Web: http://www.iacei.net International Education Research Foundation P. O. Box 3665 Culver City, California 90231-3665 Phone: 310/258-9451 Web: http://www.ierf.org	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 SpanTran: The Evaluation Company 2400 Augusta Drive, Suite 451 Houston, TX 77057 Phone: 713/266-8805 Web: http://www.spantran.com World Education Services P. O. Box 5087 Bowling Green Station New York, New York 10274-5087 Phone: 212/966-6311 Web: http://www.wes.org

- 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 student, 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, and 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 to 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.

HPU Price Promise Tuition Program

Beginning in Fall 2021 all new students' tuition, who are full time at the Brownwood Campus, will be locked in at their starting rate until they graduate, as long as they meet the following criteria:

- Remain enrolled full time in consecutive fall and spring semesters at HPU
- Continue to make satisfactory progress toward a degree.
- Make satisfactory progress towards a degree per the financial aid definition, including a progress rate of 75% or greater and GPA minimum requirement

Students may use this guarantee for more than four years, if all other criteria are met. All versions of probation and suspension disqualify students from this guarantee.

Once a student becomes ineligible, they may not return to the price promise plan. If a student leaves HPU for a semester, they must reapply for admission. Upon doing so, they may enter the price promise plan for the new admit year.

Price Promise Tuition Rates:

Start HPU - Fall 2021 (12-18 hours)..... $13,389 per semester
Start HPU - Fall 2022 (12-18 hours) ..... $13,925 per semester
Start HPU - Fall 2023 (12-18 hours) ..... $14,761 per semester
Start HPU - Fall 2024 (12-18 hours)..... $15,351 per semester

Fall 2024 (19 plus hours) $1,048/per hour plus $15,351, $14,761, $13,389 or $13,925

Part-time students are not eligible for HPU Price Promise 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.

Other Tuition Rates

Brownwood campus overload rate
(students enrolled in 19+ credit hours) $1,048 per credit hour + $15,351, $14,761, $13,389 or $13,925
Part-time tuition rate for regular semesters
(students enrolled in less than 12 credit hours) ..... $1,023 per credit hour
Summer sessions I and II 2024, and May term 2025..... $580 per credit hour
Audit classes (no credit) ..... $105 per audit hour
Discounted Summer 2024 rate - undergrad only ..... $290 per credit hour
Early admissions tuition for High School Students ..... $100 per credit hour

El Paso Center Undergraduate Tuition Rates and Fees

Classroom courses..... $494 per credit hour
Online courses..... $494 per credit hour
Discounted Summer 2024 rate - undergrad only ..... $247 per credit hour
Early Admission courses for High School students ..... $100 per credit hour
Audit courses..... $105 per audit hour

Student Service Fee (students enrolled in 12 or more hours)..... $75

New Braunfels Center Undergraduate Tuition Rates and Fees

Classroom courses..... $494 per credit hour
Online courses..... $494 per credit hour

Discounted Summer 2024 rate - undergrad only ..... $247 per credit hour
Early Admission courses for high school students..... $100 per credit hour
Audit courses..... $105 per audit hour

Student Service Fee (students enrolled in 12 or more hours)..... $75

Graduate Tuition

All Graduate Programs..... $634 per credit hour
Graduate Program Audit classes (no credit) ..... $105 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 2024-2025

Student Services fee (full-time students) $2,100
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, internet connectivity in campus housing, technology in student labs, library and building usage, expanded online library resources, laundry and more.
Security and transportation fee (per semester) $25
Fees for laboratory or activity courses (per course) ..... $5 - $150
Online course fee (per online class-all locations, undergraduates only) .. $50
Student records fee (applies to ALL students every term)..... $15
Student service fee-Part-time students (Bwd only - per semester)..... $250
Student service fee-Full-time students (EP and NB only - per semester) . $75

Fees for new students only:
Application fee .....No Charge
Tuition deposit - required before scheduling classes (non-refundable).. $100

Other fees:
Student services fee - part-time student (Bwd only - per semester) $250
Residence Hall maintenance fee $200
Testing fee for non-HPU students .....$15-$40
Academic services fee $25
Registration fee $50
Deferred payment fee (TransAct payment plan) $40
Financial Aid cash advance fee - no exceptions..... $15
Replace lost ID $15
Returned check fee..... $25
Graduation Fee (cap, gown, diploma, and other costs)..... $100
Diploma Re-order Fee..... $35
Tuition Deposit $100
Online course fee..... $50

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, in the Business Office. 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, to live in one of the three residence halls, 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.

A housing deposit of $400 is required, to live in the Newbury Place Apartments 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 regular semester)

Veda Hodge Hall (women) $2,250
Taylor Hall (men) $2,250
Jennings Hall (men) $2,250
Private room charge ..... $2,250 plus $800

Campus apartment rates - 6 month leases (per regular semester)

Newbury Place Apartments (per room) 7/1/2024 - 12/31/2024 ..... $5,200
Newbury Place Apartments (per room) 1/1/2025 - 6/30/2025 ..... $5,200

The rate per room is regardless of occupancy. Students can choose from single or double occupancy in each room. All apartments require a $1,600 on-time deposit regardless of occupany.

Summer 2024 housing rates

Residence Halls - Summer I $500
6/3/2024-6/28/2024, includes $300 in Jacket Bucks
Residence Halls - Summer II $500
7/8/2024-8/2/2024, includes $300 in Jacket Bucks
Residence Halls - May $150
5/13/2024-5/31/2024

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 21 meals per week:
includes $100 in Jacket Bucks/$125 in Stinger Bucks $2,950
#2 15 meals per week:
includes $150 in Jacket Bucks/$125 in Stinger Bucks $2,850
#3 12 meals per week:
includes $200 in Jacket Bucks/$125 in Stinger Bucks $2,700

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

Stinger Bucks may be used to purchase food and beverages in Fambrough's or meals at approved off-campus vendors. Additional Stinger Bucks may be purchased at the HPU Business office in the Packer Building 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 $1,8275
#5 55 meals per semester plan, includes $150 in Stinger Bucks $750
#6 33 meals per semester plan, includes $100 in Stinger Bucks $450

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. The last day to change a meal plan for any semester is the 8th class day (census date).

Applied Music and Special Courses

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

Instructions for Military Benefit Recipients

Veterans, dependents, or military active-duty students intending to use military education benefits should notify the Veterans Administration and/or their Active-Duty Unit Administrative Personnel of their intention to enroll at the university in order to obtain a current Certificate of Eligibility or any required documents (catalog page 264). Military benefits are processed by the HPU School Certifying Official (SCO). Military benefit recipients should contact the SCO prior to enrolling and each term immediately after registration. Any change in course load or class attendance is to be reported to the SCO. All military benefit recipients are required to have an Academic Plan on file upon initial enrollment. The Academic Plan is created and available on the HPU myGateway when the student initially enrolls and declares a major and/or minor. A copy of the Academic Plan is placed in the student's VA file for future monitoring. Detailed information regarding Military Education Benefit programs is available in the appendix of this catalog.

Students eligible to receive Veterans Education benefits through the GI Bill® and VR&E (Chapter 33 and Chapter 31) may attend a course of education prior to the receipt of payment due from the VA. This *VA Anticipated Credit*, after approval from the HPU SCO, will be noted on the student's HPU Financial Statement. While VA payment is in progress, the student may attend courses up to 90 days from the date the student provides a Certificate of Eligibility or valid VAF 28-1905 to the SCO. This allows the VA beneficiary/student to attend a course of education while payment from the VA is in progress. The beneficiary must comply with all VA policies, procedures and requests for information regarding their course of education at HPU. This will ensure payment in a timely manner from the VA and relieve the beneficiary of any financial penalty due to late payment (90 days or more) from the VA.

Students eligible to receive any military education benefit, whose benefit payments are sent directly to the student (not HPU) are expected to pay any balance owed after grants, scholarships, and loans. If the student does not settle the balance in full at the time of registration, the deferred payment plan through CashNet is required to be set up and payments made in a timely manner, based on the plan chosen. When the student begins receiving the military benefits, they can then reimburse themselves for any payments made from their personal funds.

Effective September 1, 2024, HPU will accept the Department of Defense tuition and fees allowance for complete cost coverage for Active Duty Military (TA) students.

The office of the VA School Certifying Official (SCO) is located at 1005 Clark Street, Thompson Academic Complex, Room 310, Brownwood, Texas, 76801.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Payment of Accounts

All accounts are due and payable when classes are scheduled. Registration is not complete until satisfactory arrangements are made with the Business office for settling the student account balance. This includes May term, as well as Summer I, II, and standard sessions.

Howard Payne University accepts cash, checks, 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.

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 HPU myGateway offers a payment gateway to give students the ability to pay their account in full online 24 hours a day, seven days a week. Payment may be made with eCheck (no fee) or credit/debit card (3% fee will apply).

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 the balance up front, Howard Payne University has partnered with Transact (A Blackbaud Company) to offer a full-service payment plan that is fully integrated with the student's account. The plan offers:

- Enrollment online via an electronic signature
- The ability to spread the payments out over 5 or 4 payments each long semester
- Different payment methods, including credit card, ACH, debit card
- Emailed or texted messages to phones regarding bills, reminders, and receipts
- Options for full participation by parents or other approved payers
- Automated recurring payments
- Expedited customer support with a dedicated call center ready to help solve issues
- Integration with HPU myGateway for up-to-date adjustment if student account balance changes

There is a $40 per semester enrollment fee for the plan. Further information may be obtained by visiting the HPU myGateway, or by calling HPU's student account coordinator at 325-649-8053. See details below.

The deferred payment plan with Transact 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.

Student's Responsibility to Secure Student Financial Aid and Pay Balances:
University financial aid 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 Howard Payne University is considered a contract binding the student for charges incurred during the entire academic semester. However, a student who finds 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 grant refunds. Students who participate in athletic, band, and/or cheer programs prior to New Student Move In and choose to withdraw from HPU will forfeit $500 from the refund amount for the fall semester.

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

Prior to the end of the .....*Fall / Spring*
(The number of days listed below includes both weekdays and weekends)
Semester day one and two 100%
Semester day three through nine 90%
Semester day ten through sixteen 80%
Semester day seventeen through twenty-three 70%
Semester day twenty-four through thirty 25%
Semester day thirty-one and after ..... No refund

Prior to the end of the: ..... *Fall/Spring - Module Courses*
First full day of classes offered 100%
Second and third full day of classes offered.....80%
Fourth & fifth full day of classes offered 50%
After fifth day ..... No refund

Prior to the end of the:..... January, May and All Summer Sessions
First full day of classes offered 100%
Second and third full day of classes offered.....80%
Fourth & fifth full day of classes offered 50%
After fifth day ..... No refund

No **refund of housing charges** is 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 Business office.

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

Individual Courses Dropped - Part-Time Students

Refunds of part-time tuition will be made on individual courses dropped before the last day to register or change classes (8th class day) each semester, based on the HPU refund policy. If a course is dropped **after** the census date for the appropriate session, the student will be refunded for the tuition and fees associated with that course, based on HPU's refund policy.

Additional Information on Dropping Individual Courses

No refunds will be made for a student beginning the semester as a full-time student (12 or more hours), then dropping to part time (11 or fewer hours) after the drop/add date (8th class day). A student who must drop a course because of excessive absences, poor work or other causes, withdraws without notice, is expelled, or is 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, residence hall, and prepaid board.

Title IV Aid: includes (but is not limited to) Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study, and Federal Direct Student 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 Howard Payne University Office of Financial Aid 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 in a nondiscriminatory manner to those students who meet established eligibility requirements.

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.studentaid.org. Documentation may be required as the evaluation of an application progresses. Awards are not final until all required documentation is on file in the Office of Financial Aid. Additional documentation requirements will be communicated to the student through email.

To be eligible 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 could take up to four weeks depending on additional documentation requirements and the promptness of our office receiving those documents. Students are notified of the status of their eligibility through email from the Office of Financial Aid. Where funding permits, each student will receive an amount equal to, but not greater than, the financial need. The definition of financial "need" is the estimated cost of education less what the expected family, including the student, contribution (EFC) can reasonably expect to contribute. Financial assistance from the university is a supplement to the efforts of the family. Please note the expected family contribution (EFC) is calculated by FAFSA and estimates the ability of the family's contribution to the cost of education, not the willingness of the family.

Financial assistance may consist of scholarships, grants, loans, and student employment. Institutional scholarships are applied to the student's account; they are not paid in cash.

When a financial aid offer is 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 should 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. Students/parents can begin filing the FAFSA on October 1. 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 that 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.***

The following definition of "academic year" will apply to all eligible programs, including graduate programs, and is used when administering all Title IV financial aid programs. The academic year is 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.

Enrollment requirements for graduate students are provided in the Graduate Studies section of this catalog.

General Information

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.
4. Dual/Concurrent High School Enrollment

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 $7,395 to students based on the family's expected family contribution as determined by FAFSA.

Federal Supplemental Educational Opportunity Grants (SEOG): This program, formerly known as Educational Opportunity Grants, was 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**, but are not promised, receive up to $1,500 per academic year, depending upon the availability of funds. Grants are made on an annual basis.

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 awarded based on financial need. Students awarded TEG 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. Award amount is determined by the Texas Legislature each year.

Endowed Scholarships

Thanks to the generosity of alumni and friends, Howard Payne University has a number of endowed scholarships that support students based on the criteria set by donors.

Most scholarship recipients are selected by the Financial Aid Office while some academic areas have their own scholarships. Students should contact their area of academic study to determine if endowed scholarships are available. Endowed scholarship awards may require a thank you note. The Financial Aid Office will communicate this specifically to the students who are required to write a thank you note.

Merit-Based Scholarship Information for First-Year/Transfer Students 2024-2025 (Brownwood campus / Tuition Only)

Only one Merit-Based Scholarship (Freshmen or Transfer) will be awarded to any one student. Students **may not** receive a combination of Merit-Based 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. Merit-based scholarships are for **tuition only**, and when combined with other "tuition specific" scholarships, cannot exceed the amount of tuition charged for the semester in which the scholarship(s) is received. **Full-time** enrollment is required at the Brownwood campus to be considered for these scholarships. Merit-based 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 Advanced Placement 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 2024: For information on Academic/Merit Scholarships, please refer to the applicable catalog based upon your entry date to Howard Payne University.

MERIT-BASED SCHOLARSHIPS - These scholarships apply to students entering HPU during the 2024-2025 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.

Achievement Awards	HPU'S Investment In You	Annual Amount	Semester Amount	Eligibility Criteria / Renewal
Presidential Scholar	$66,000 over 4 years	$16,500	$8,250	Top 10% at an accredited high school OR 3.80 GPA OR an ACT of 29 OR an SAT of 1350 (Mathematics & Critical Reading Score Combined) OR a CLT of 90. Must have at least two of the criteria. Students eligible to apply for the Honors Academy.
Dean's Scholar	$64,000 over 4 years	$16,250	$8,125	Top 25% at an accredited high school OR 3.40 GPA AND ACT of 24 OR an SAT of 1160 (Mathematics & Critical Reading Score Combined) OR a CLT of 76. Must have at least two of the criteria. Students eligible to apply for the Honors Academy.

Achievement Awards	HPU'S Investment In You	Annual Amount	Semester Amount	Eligibility Criteria / Renewal
Yellow Jacket Scholar	$56,000 over 4 years	$14,000	$7,000	Top 50% at an Accredited High School OR 2.50 GPA AND ACT of 19 OR an SAT of 990 (Mathematics & Critical Reading Score Combined) OR CLT of 64. Must have at least two of the criteria.
Academic Incentive Grant	$28,000 over4 years	$7,000	$3,500	Awarded to students who demonstrate strong academic promise. Determination is made following admission to Howard Payne University.
Heart of Texas Scholarship Program for First-Year Students	$60,000 over 4 years	$15,000	$7,500	Awarded to 2024 high school students who graduate 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.**
Central Texas Scholarship Program for First-Year Students	$500 per semester	$1,000	$500	Awarded to 2023 high school students in addition to mertis above who graduate high school from one of the following counties: Bell, Blanco, Bosque, Burnet, Coke, Concho, Coryell, Erath, Fisher, Gillespie, Hamilton, Hill, Hood, Johnson, Jones, Kendall, Kerr, Kimble, Lampasas, Llano, Mason, McLennan, Menard, Nolan, Palo Pinto, Runnels, Schleicher, Shackelford, Somervell, Stephens, Sutton, Taylor, and Tom Green or Williamson. This scholarship is for tuition only. Student may receive either the Central Texas Scholarship or the Legacy Scholarship. **Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters.**
Legacy Scholarship Program for First-Year Students	$500 per semester	$1,000	$500	Awarded to 2024 high school graduates in addition to the merits above who have a parent or grandparent who graduated from Howard Payne University. This scholarship is for tuition only. Student may receive either the Central Texas Scholarship or the Legacy Scholarship. **Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters.**

Merit Based Scholarships for Transfer Students	Annual Amount	Semester Amount	Eligibility Criteria/Renewal
Presidential Transfer Scholarship	$16,500	$8,250	3.80 cumulative GPA based upon transferable credit from a regionally accredited institution or membership in the Phi Theta Kappa honor society; transfers with a 3.80 GPA are eligible to apply for the Honors Academy.
Dean's Transfer Scholar	$16,000	$8,000	3.40 cumulative GPA based upon transferable credit from a regionally accredited institution; transfers with a 3.40 GPA are eligible to apply for the Honors Academy.
Yellow Jacket Transfer Scholar	$14,000	$7,000	2.00 cumulative GPA based upon transferable credit from a regionally accredited institution.
Academic Incentive Transfer Grant	$7,000	$3,500	Awarded to transfer students who demonstrate strong academic promise.
Heart of Texas Scholarship Program for Transfer Students	$15,000	$7,500	Awarded to 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.**
Central Texas Scholarship Program for Transfer Students	$1,000	$500	Awarded to first-time transfer students in addition to the merits above who graduated high school from one of the following counties: Bell, Blanco, Bosque, Burnet, Coke, Concho, Coryell, Erath, Fisher, Gillespie, Hamilton, Hill, Hood, Johnson, Jones, Kendall, Kerr, Kimble, Lampasas, Llano, Mason, McLennan, Menard, Palo Pinto, Runnels, Schleicher, Shackelford, Somervell, Stephens, Sutton, Taylor, and Tom Green or Williamson. This scholarship is for tuition only. Student may receive either the Central Texas Scholarship or the Legacy Scholarship **Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters.**
Legacy Scholarship Program for Transfer Students	$1,000	$500	Awarded to first-time transfer students in addition to the merits above who have a parent or grandparent who graduated from Howard Payne University. This scholarship is for tuition only. Student may receive either the Central Texas Scholarship or the Legacy Scholarship. **Students must meet unconditional admission requirements at the university and enroll full-time in fall and spring semesters.**

Scholarships

Scholarships awarded from the university endowment and general funds are not payable in cash. The scholarship funds are credited to the student's business office account. If the award produces a credit balance on the account, it is carried forward to the next semester, or the award is adjusted to the 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 general-funded scholarships.

HONORS PROGRAM: Students interested in the Guy D. Newman Honors Academy should contact Dr. McNiece at 325-649-8708 for more details. The Sumners Scholar program is a four-semester commitment. As an investment in the Scholar's promising academic and professional future, the Sumners Foundation provides Scholars with a $7,500 per semester stipend for four semesters. Within the terms of the Foundation's award and the HPU Financial Aid policies, stipends are in addition to existing aid up to the total cost of tuition, fees, room and board. Awards will not exceed the estimated cost of attendance. Funds will not be disbursed from the Sumners Foundation until each semester ends.

ALUMNI ASSOCIATION SCHOLARSHIP: Students who have at least one relative who graduated from Howard Payne University 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 is available by calling 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 obtained from and 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 funded by the Baptist General Convention of Texas. https://www.hputx.edu/campus-offices/financial-aid/scholarships/

BAPTIST MINISTER'S DEPENDENT SCHOLARSHIP: This scholarship is available to unmarried dependent children (age 23 or less) and spouses of active full-time Baptist ministers serving in a Baptist church or Baptist ministers who are inactive due to age or health. The scholarship is $750.00 per long semester. It requires fulltime enrollment (12 credit hours or more) each semester and is applied to tuition only. The application is obtained from and approved by the dean of the School of Christian Studies prior to each registration period and cannot be made retroactive during a semester. This scholarship is funded by Howard Payne University. Decisions regarding eligibility for this scholarship are made by the dean of the School of Christian Studies. https://www.hputx.edu/campus-offices/financial-aid/scholarships/

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

Instructions

The Office of Financial Aid is located in Room 109 of the Packer Administration Building. Additional information and applications are available 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 *financial-aid@hputx.edu*.

Student Employment

Howard Payne offers two types of student employment for students desiring to work while attending school--Institutional Employment and Federal College Work-study. Employment is offered on a part-time basis, usually no more than 12-15 hours per week, and students can earn a portion of their educational costs by working. Earnings from the work study program area paid directly to the student via direct deposit. One of the objectives of the employment program is to provide job opportunities to help students develop useful skills and responsibility and, at the same time, perform worthwhile services.

Students record their hours worked in BambooHR and are paid the current minimum wage. Students are paid using direct deposit for hours worked. Institutional employment is a non-need-based form of employment. Earning from the institutional work study must be included when completing the FAFSA. The *Federal Work-Study Program* is a need-based program funded in part by the Department of Education.

The *Federal Work-Study Program* offers off-campus employment opportunities to qualified students. Off-campus employment is "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 available are Latch Key Program, Boys and Girls Club, or Brownwood Public Library. Students working at off-campus locations are paid in the same manner as the students employed on campus.

Federal Loan Programs

The Federal Direct Loan provides both subsidized and unsubsidized student loans. For detailed information regarding the difference between the subsidized and unsubsidized loans, visit www.studentaid.gov/sub-unsub.

For federal student loan eligibility, a student must be enrolled for a minimum of six (6) credit hours each term to be eligible for a federal student loan disbursement.

Direct Loans: First Time Borrower at HPU:

Entering freshman or a first-time borrower will be required to complete Loan Entrance Counseling, the Annual Student Loan Acknowledgment, and the Master Promissory Note (MPN) are an online process located at www.studentaid.org. A link is provided on the student's myGateway homepage under financial aid documents.

Direct Loans: Previous Borrower:

FEDERAL DIRECT LOAN CONFIRMATION PROCESS: The Master Promissory Note (MPN) is a very important contract between the borrower (student) and the lender. The MPN allows borrowers to receive multiple subsidized and/or unsubsidized Federal Direct Loan disbursements 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 is a "previous borrower" if all of the following conditions are met:

- **Previously borrowed from the Federal Direct Loan**
- **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 HPU myGateway. The student must also complete the Annual Student Loan Acknowledgment at www.studentaid.org.

FEDERAL DIRECT PARENT LOAN (PLUS) CONFIRMATION PROCESS

The parent can begin the Parent Loan process by completing the pre-approval step at www.studentaid.org. Parents must use their information and FSA ID to complete this step. Do not use the student information or student FSA ID log in.

If the Parent Loan is approved by the lender, the approved parent will complete the Master Promissory Note (MPN). The MPN is a very important contract between the parent borrower and the Department of Education (lender). The MPN allows borrowers to receive multiple Federal Direct Parent Loan (PLUS) disbursements over a ten (10) year period. After an MPN is submitted to the Department of Education, the parent is not required to complete a new MPN unless the MPN has expired or the parents elect to complete a new MPN. If the parent needs a Parent Loan (PLUS) to finance another dependent student's education, the parent must complete a separate MPN for each student.

Other Types of Financial Aid

Outside Scholarships: These are scholarships from outside organizations that the student brings to HPU.
Other Loan Opportunities: These are loans available outside the Federal Direct Loan Program that are credit worthy and may require a co-signer. HPU does not recommend one private loan program over any other; however, the student or parent may view and explore the historical private lender list at www.elmselect.com.

Enrollment Status

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

1 - 5 credit hours = less than half-time enrollment
6 - 8 credit hours = half-time enrollment
9 - 11 credit hours = three-quarter time enrollment
12 + credit hours = full time enrollment

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

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 is based on the original enrollment status and requirements. For any student with loans and enrollment drops below half-time enrollment, the lender is 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.

TOTAL WITHDRAWAL FROM THE UNIVERSITY

If a student who is receiving federal financial aid withdraws from the university, the amount of student aid that may be refunded is determined in accordance to the Return to Title IV (R2T4) formula provided by the Department of Education. A copy of this formula is available from the Office of Financial Aid upon request. Additional details regarding R2T4 are found in the appendix.

Student Loan Deferment/Forbearance Information

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.

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 is available by contacting the Office of Financial Aid or the federal loan servicer.

Contact Information for FSA Student Loan Ombudsman

If you have been unable to solve a problem with your federal student loan, you can ask the Federal Student Aid Ombudsman Group for help. The Federal Student Aid Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Guaranteed Student Loans, and Perkins Loans. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans.

Please use the following information to contact the FSA Student Loan Ombudsman Group.

Via online assistance: http://studentaid.gov/repay-loans/disputes/prepare

Via telephone: 877-557-2575

Via Fax: 202-275-0549

Via Mail: U.S. Department of Education
FSA Ombudsman Group
830 First Street, N.E., Mail Stop 5144
Washington, D.C. 20202-5144

Contact the Ombudsman Group as a last resort. Make every effort to resolve your student loan problems before contacting the Ombudsman Group.

Satisfactory Academic Progress (SAP) Policy

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

Academic progress is checked at the end of each semester, including summer. A student who does not meet the requirements is placed on warning for one semester. A student on warning who fails to meet criteria will be moved from financial aid warning to suspension. The student is ineligible for financial aid consideration until he/she earns sufficient hours and/or 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 email (at the student's HPU and personal email address on file) after grades are released at the end of each semester. SAP applies to all financial aid not just Federal.

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

Graduate Student: cumulative GPA of 3.00 or above.

Quantitative "Pace" Component

The pace of completion must be specified and aligned with the maximum timeframe permitted by federal regulations. Regulations state that the school's policy must specify the "Pace" of progression required to ensure the student completes a degree program within the maximum timeframe. Pace is measured each semester and 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.

Maximum Timeframe

For undergraduate programs of study, the maximum time that a student is eligible to receive financial aid must be no longer than 150% of the published length of the educational program. An example is 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, federal and state financial aid are no longer available.

Attempted Hours:

All hours are included in the attempted hours unless the hours are dropped prior to the census date. Repeated courses are counted in attempted hours

for the purpose of determining Pace percentage. Credit hours (including repeats) transferred from other school(s) accepted toward the student's program are counted as both attempted and completed hours. Courses with a grade of "F", "I", "NG", "WF" and "W" will count in hours attempted.

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

Failure to receive notice of warning or suspension does not exempt the student from the consequences of this policy.
Details regarding Satisfactory Academic Progress (SAP) and the appeals process are available in the appendix.

Student Experience

The mission of Howard Payne University Office of Student Experience is to provide an engaging, Christ-centered environment in which students experience holistic growth and personal development. The Office of Student Experience is comprised of the following offices and services for students: student activities, student organizations, residence life, student government association, athletics, intramurals, chapel, Baptist Student Ministry, student conduct, safety and security, mail services, and health and wellness resources.

Chapel

Chapel is an important part of the student experience at Howard Payne University. Undergraduate students are required to complete six semesters of Chapel to graduate from Howard Payne University. The mission of Chapel is to provide a community worship experience that promotes personal relationships with Jesus Christ. Chapel services may feature a variety of formats including speakers, music, and programs that present the gospel, encourage spiritual development, promote cultural awareness, explore world events, and recognize academic excellence, service, and leadership in a context that prompts a greater understanding of the Christian faith.

Additional information about Chapel is located in the HPU *Student Handbook*, HPU myGateway, and HPU website.

Student Conduct

As a university centered on Christ, focused on community, called to service, committed to excellence, and dedicated to stewardship, Howard Payne University integrates biblical principles and expects students to conduct themselves to fulfill the Christian mission and core values of the institution. The campus community strives to be God-honoring and humanity-serving through life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

Student Conduct policies apply to all students, both on and off campus, throughout their enrollment at Howard Payne University. The university exercises authority over all student groups, organizations, and activities to ensure a safe environment for all students, faculty, and staff. The Dean of Students is responsible for addressing student conduct issues and concerns. Students may appeal disciplinary sanctions, with the appeal process detailed in the HPU *Student Handbook* found on the HPU website and myGateway.

Transcript Notation for Disciplinary Action (related to HB449)

Suspension/Expulsion
The student's academic transcript will include a notation stating the student is ineligible to re-enroll at HPU for a specified period of time for a reason other than an academic or financial reason.

Note: If the student withdraws from HPU pending disciplinary charges which may result in a suspension or expulsion, HPU may not end the disciplinary process until a final determination of responsibility is made, including, if applicable, a determination of whether the student will be ineligible to re-enroll at HPU for a reason other than an academic or financial.

Additional Information Regarding Transcript Notations:

On request by the student, HPU may remove the transcript notation if:

1. the student is eligible to re-enroll in the institution; or
2. the institution determines that good cause exists to remove the notation.

Student Representation

The university expects students to conduct themselves with maturity and invites them to participate in the formulation of policies and procedures. Opportunities exist for students to be selected to serve on several committees as voting members. The campus community needs to recognize that the Board of Trustees is ultimately responsible for the school and for its operation. Therefore, the university is not legally a political democracy operated with the consent of the governed.

Student Complaint/Grievance Procedure

If a student has a complaint, the university encourages resolution through informal communication with the appropriate instructor, school dean, staff member, or administrator. These individuals may be able to help rectify or clarify the situation before a written complaint is initiated. A formal complaint procedure also exists, and the details are outlined in the HPU *Student Handbook*. The complaint form is available on the Student Experience section of the HPU website and HPU myGateway.

Residence Life

Howard Payne University maintains residential communities as a part of the comprehensive educational experience available to students. There are three residence halls: Veda Hodge Hall (women), Jennings Hall (men), and Taylor Hall (men). There are two campus apartment communities: Newbury Place Apartments and Smith Bell Duplexes. Housing information and requirements can be found in the HPU *Student Handbook*.

Students who meet the requirements to live off campus must submit an application for permission to live off campus. The application is located in the Student Experience section of the website under Student Experience Forms. Without approval, students are required to live in the residence halls and purchase resident meal plans.

Dining Services

Dining services are provided by Sodexo Campus Services through the Beadel Dining Hall and Fambrough's. All students living in the residence halls must participate in the dining plan. Information regarding meal plans can be found within the HPU *Student Handbook*.

Requests for special diets or specific foods should be coordinated with the dining services manager.

Parking Policy

The operation of a motor vehicle or bicycle on the Howard Payne University campus is a privilege granted by the university and is not an inherent right of any 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.

The university's Department of Public Safety enforces campus parking and traffic policies. Failure to abide by parking and traffic policies may result in disciplinary action. Consult the HPU *Student Handbook* for additional policies regarding campus parking, traffic, and vehicle registration.

Personal Wellness

Counseling Services

HPU's counselors and nurse are in the health services office in Pod B of Jennings Hall.

Short-term counseling is free to HPU students needing emotional and mental health support. Counseling areas may include family crises, relationship or roommate issues, depression, anxiety, stress, some traumatic situations, drug or alcohol problems, and time management. Additional academic counseling services are available through The Center for Student Success, located in the Library. Career and Internship counseling is available through Student Experience, located in the Mabee University Center.

Health Services

The University Nurse is available for consultation on minor ailments and first aid. Prescription medicine and injections may be given on a physician's orders, but the student must pay for all medicine and physician charges. Allergy shots will not be given on the HPU campus. (Allergy shots must be given in a physician's office or medical facility.)

If a student needs to see a physician, the student is responsible for selecting a physician and payment. 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.

A student 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 Office of Student Experience before returning to the facility. Students desiring academic accommodations due to health conditions, injuries, or illnesses should contact the Office of Learning Assistance.

The Wellness Center

The Elliston-Cassle Wellness Center is a multipurpose facility for recreation, education, and fitness. It is available to students, employees, employee dependents and approved HPU retirees and board members. The university promotes a positive wellness lifestyle as part of the educational experience by providing cardio respiratory fitness equipment, free weights, weight machines, table tennis, a walking track and gymnasium. The Wellness Center provides facilities for individual use, classes, and student activities. An official university identification card is required to access and utilize the Wellness Program Wellness Center.

Campus Involvement

Student engagement in campus life is designed to encourage personal development. Student organizations and activities provide a variety of opportunities to build relationships, develop leadership skills, discover effective communication strategies, grow in relationship to Christ, exhibit personal responsibility, participate in service to the campus and community, and have fun. Reference the HPU *Student Handbook* for eligibility and involvement opportunities.

Intercollegiate Athletics

Statement of Purpose

In order to achieve the mission of Howard Payne University through athletics, we teach Christian values through modeling, program design, and individual relationships. Our goal is for each student-athlete to be engaged in the HPU student experience and equipped to succeed in academic pursuits and athletic competition.

The athletic program is open to full-time, regularly enrolled students in good standing with the University and 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 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. Admission to the University is granted through the Office of Enrollment Management 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 participation.

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. Athletic Department personnel work 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 University's belief that learning is a process that extends beyond the classroom and into every aspect of university life.

Athletic participation is a venue 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 serves the University by promoting school spirit, providing positive activities for the campus community, and facilitating the mission of HPU.

Recruiting

The recruitment of student-athletes emphasizes three areas: 1) The recruit must have the ability and desire to succeed in his/her academic endeavors. 2) The recruit must exhibit character and qualities that will represent HPU in a favorable manner. 3) The recruit must have the required physical ability enabling the university to be competitive within the ASC and NCAA.

All recruiting activities are coordinated through the Athletic Department, and all admissions processes are facilitated by the University's Office of Enrollment Management.

American Southwest Conference

Howard Payne University is a member of the American Southwest Conference (ASC), a non-scholarship athletic conference.

Transfer students wishing to participate in ASC sports should contact the athletic director regarding eligibility requirements.

Athletics—Men

Howard Payne University's ASC athletics for men include football, basketball, tennis, soccer, baseball and golf.

Athletics—Women

Howard Payne University's ASC athletics for women include volleyball, basketball, tennis, soccer, softball and golf.

University Publications

Link. The **Link** is the official magazine of Howard Payne University and is published by the Office of University Marketing and Communications to share feature stories and other HPU-related information with alumni and other HPU constituencies.

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

HPU Update. The **HPU Update** is an official newsletter published by the Office of University Marketing and Communications and distributed to alumni and other HPU constituencies.

Academic Information

Degrees Granted

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

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.*

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 hours
  - BIB 1303 Introduction to the Old Testament ..... 3 hours
  - BIB 1304 Introduction to the New Testament ..... 3 hours
  - KIN 1100 Wellness Course (1 hour, 2 activity) ..... 3 hours
  - GEN 4100 Senior Seminar ..... 1 hours
- 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 English Composition II ..... 3 hours
- Scientific and Mathematical Reasoning
  - College Algebra or higher ..... 3 hours
  - Lab Science ..... 4 hours
- Arts, Culture and Citizenship
  - Literature ..... 3 hours
  - GOV 2311 American Government ..... 3 hours
  - Social Science - PSY, SOC, GOV, HIS, but 3 hours must be from history ..... 6 hours
  - Fine Arts Appreciation course ..... 3 hours

Total General Education Hours 42 hours

Additional Degree Requirements

BACHELOR OF ARTS DEGREE-GENERAL EDUCATION ..... 42 hours
BA - ADDITIONAL DEGREE REQUIREMENTS ..... 12 hours
At least 12 hours of foreign language
OR
6 hours of foreign language and 6 hours from ENG, GEO, HIS, GOV, PSY, SOC, or SPA

BACHELOR OF SCIENCE DEGREE-GENERAL EDUCATION ..... 42 hours
BS - ADDITIONAL DEGREE REQUIREMENTS ..... 12 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 EDUCATION ..... 42 hours
BBA - ADDITIONAL DEGREE REQUIREMENTS ..... 0 hours

BACHELOR OF MUSIC-GENERAL EDUCATION ..... 42 hours
BM - ADDITIONAL DEGREE REQUIREMENTS ..... 0 hours

POST LICENSURE BACHELOR OF SCIENCE IN NURSING-GENERAL EDUCATION ..... 42 hours
BSN – ADDITIONAL DEGREE REQUIREMENTS ..... 0 hours

BACHELOR OF APPLIED ARTS AND SCIENCES-GENERAL EDUCATION ..... 42 hours
BAAS - ADDITIONAL DEGREE REQUIREMENTS ..... 0 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 course in the major that has been designated as technology intensive (For Music majors: MUS 1371 Introduction to Music Technology; for Education majors: EDU 3375 Portfolio and Technology Applications; for Honors Academy, History, and Government majors: GOV 2308/HIS 2308 Research in the Social Sciences; for Nursing majors: NUR 3315 Healthcare Informatics); for Business majors: BUS 3382, ACC 4391 or BUS 4350.

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 74 credit hours. Within the Bachelor of Music, this requirement ranges from 62 to 81 hours. Within the Bachelor of Business Administration, this requirement ranges from 60 to 72 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 or subject area 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 Health Science is a 60 credit-hour program composed of three basic blocks: 24 hours of general education, 16 hours of health science core and 20 hours of electives.

The Associate in Ministry is a 64 credit-hour program composed of three basic blocks: 27 hours of general education, 30 hours of ministry concentration,and 7 hours of electives.

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

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

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.

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.

Chapel/Student Assembly is required of students attending Howard Payne University. For graduation, a Bachelor's Degree requires completion of six semesters, or credits, of chapel/student assembly attendance. For graduation, an Associate's Degree requires two semesters, or credits, of chapel/student assembly attendance.

As a part of the general education curriculum, students are required to complete GEN 1101 University Seminar or GEN 1301 Foundations of University Life during their initial semester of enrollment and GEN 4100 Senior Seminar during their final year of enrollment.

To fulfill the Foreign Language requirement in the Bachelor of Arts degree, all required 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 2 hours Kinesiology activities, students must choose two semester hours from the approved list of Class A, Class B, Class C, or University Band courses found on page 40. PLEASE NOTE: Only four hours KIN activity courses may be counted toward a degree.

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 40.

To fulfill the General Education social science requirement, students must choose three semester hours from the approved list of courses found on page 41.

To fulfill the General Education fine arts appreciation requirement, students must choose three semester hours from the approved list of courses found on page 41.

To fulfill the technology requirement, students must choose three semester hours from the approved list of courses found on page 41.

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

General Graduation Requirements

Students are required to attend commencement unless officially excused. A written request to graduate "in absentia" must be submitted to the Office of the Registrar.

Students must have all financial obligations to the University paid in full before graduating or participating in graduation ceremonies.

Verification of successful completion of transfer credit needed to fulfill final degree requirements must be submitted to the Office of the Registrar by the close of final exams in the semester of graduation. Final grades may be verified in two ways; submission of an official transcript including the final transfer course grade or, if an official transcript is not available by the close of final exams, a letter from the instructor of the transfer course, submitted on the transfer institutions official letterhead, indicating **the final grade** in the course. An official transcript must be submitted before the completed degree will be added to the student's Howard Payne University transcript.

Degree Requirements

1. Complete 124 or more approved semester hours as outlined on an official academic plan for a bachelor's degree; 64 or more approved semester hours as outlined on an academic plan for an associate's degree. Undergraduate students must satisfy all graduation requirements and all requirements of the major.

   Depending on a student's academic background and course load, the bachelor's degree program at Howard Payne takes four (4) years to complete while an associate's degree takes two (2) years to complete.

2. Complete in-residence a minimum of twenty-five percent (31 for the Bachelor or 16 for the Associate) of the credit hours required for the degree.
3. Complete a minimum of eighteen (18) upper-level semester hours for a bachelor's degree. Twelve (12) of the eighteen upper-level hours are required in the major and six (6) in the minor, if chosen.
4. Have an overall cumulative grade point average of 2.00 or better and a minimum cumulative grade point average of 2.50 in the major. A minor, if one is chosen, must have a cumulative grade point average of 2.00.
5. Complete GEN 1101 University Seminar or an equivalent course, six chapel/student assembly credits, and GEN 4100 Senior Seminar.
6. Limit the number of semester hours from credit by examination (including Advanced Placement, CLEP, or other nationally recognized examinations), or credit for military and civilian training to no more than thirty (30) semester hours for a bachelor's degree and no more than fifteen (15) semester hours for an associate's degree.
7. 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.
8. File with the Office of the Registrar an application for graduation the semester the student completes 90 hours, and submit payment of the graduation fee by September 1 for the December Commencement or by February 1 for the May Commencement.

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.

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 Nursing section.

EXTENSION CENTERS

The extension centers meet the needs of both traditional and non-traditional students who desire to further their education but are unable to attend classes at the main campus. The university provides quality, Christ-centered academic communities in the El Paso and New Braunfels areas.

EL PASO CENTER

The El Paso Center offers degrees in business administration, Christian studies, criminal justice and general studies. Students may also choose to pursue a Master of Business Administration, Master of Education in Sports Wellness and Leadership or Master of Arts in Theology and Ministry or in Youth and Family Ministry degrees. Dual credit courses are also available.

NEW BRAUNFELS CENTER

The New Braunfels Center offers degrees in business administration, Christian studies, criminal justice, general studies, health science and psychology. Students may choose to pursue their Master of Business Administration or Master of Education in Sports Wellness and Leadership. Dual-credit courses are also available.

Graduate Studies

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

Academic Plan Required

An academic plan is created at the time the student is initially enrolled at Howard Payne University based on the area of interest expressed on his/her application. The academic plan is available for viewing and monitoring on the HPU myGateway. If a student decides to change his/her major, the student must submit a Change of Major form online via myGateway. **The student is ultimately responsible for the accuracy of the academic plan** as specified in the catalog.

Students must apply for graduation the semester when they will complete ninety (90) hours. At this time, the student's academic plan will be reviewed by the Office of the Registrar to confirm the hours needed for graduation.

The academic plan 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.

Graduate program students are required to apply for graduation after 18 hours.

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.

Kinesiology Activity Requirement

Students are required to complete KIN 1100 Principles of Fitness and Wellness and two hours of KIN activity courses. The two hours of KIN activity courses may be fulfilled through one of the following combination of courses: (1) 2-hours Class A; (2) 1-hour Class A and 1-hour Class B; (3) 1-hour Class A and 1-hour Class C-Varsity Athletics; (4) 1-hour Class A and 1-hour MUS 1192-4192-University Band.

PLEASE NOTE: Only four hours KIN activity courses may be counted towards a degree. However, students pursuing Kinesiology majors or minors are allowed to use more than four hours toward their degree completion.

The following courses will fulfill the kinesiology activity requirement:

CLASS A Activities:

KIN 1101 Beginning Alpine Skiing/ Snowboarding	KIN 1120 Intermediate Alpine Skiing/ Snowboarding
KIN 1103 Basic Canoeing	KIN 1137 Beginning Surfing
KIN 1105 Advanced Alpine Skiing/ Snowboarding	KIN 1143 Strength and Conditioning for Competition
KIN 1107 Stand Up Paddleboarding	KIN 1144 Speed, Agility, and Plyometrics for Competition
KIN 1111 Walking and Jogging	KIN 1149 Adapted Physical Activity
KIN 1112 Group Fitness	KIN 1151 Intermediate Surfing
KIN 1113 Strength Training	KIN 1152 Advanced Surfing
KIN 1114 Aqua Fitness	KIN 1180 Pilates on the Reformer
KIN 1116 Beginning Rock Climbing	KIN 1184 Yoga
KIN 1117 Intermediate Rock Climbing	KIN 1190 Fitness Dance
KIN 1118 Advanced Rock Climbing	KIN 3270 Wilderness Leadership I

CLASS B Activities:

KIN 1115 H-Games	KIN 1131 Beginning Tennis
KIN 1121 Basketball	KIN 1135 Bowling
KIN 1122 Volleyball	KIN 1136 Badminton/Pickleball
KIN 1123 Soccer	KIN 1140 Golf
KIN 1125 Beginning Paintball	KIN 1146 Freshwater Fishing
KIN 1126 Intermediate Paintball	KIN 1160 Archery
KIN 1127 Advanced Paintball	KIN 1165 Shooting Sports

CLASS C Activities:	**UNIVERSITY BAND:**
KIN 1142 Varsity Athletics	MUS 1192 University Band
	MUS 2192 University Band
	MUS 3192 University Band
	MUS 4192 University Band

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	GEO 1419 Physical Geology
BIO 1410 Human Biology	GEO 1449 Environmental Geology
BIO 1459 General Biology	PHY 2439 University Physics I
CHE 1429 Fundamentals of Chemistry	PSC 1409 Principles of Astronomy
CHE 1430 Introduction to General, Organic and Biological Chemistry	PSC 1419 Introduction to Physical Science
CHE 1479 General Chemistry I	PSC 1429 Earth Science, Chemistry and Weather
FRS 1479 Introduction to Forensic Science	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 6 semester hours of which 3 hours must be from history. The remaining 3 hours may be chosen 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
GOV 2390 Legislative Process: Federal, State, & Local
GOV 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

Technology Component

The following courses will fulfill the technology component requirement. Students should choose three semester hours from the following courses:

CIS 1339 Introduction to Information Technology
GOV/HIS 2308 Research & Writing in the Social Sciences
MUS 1371 Music Technology
EDU 3375 Portfolio and Technology Applications
NUR 3315 Healthcare Informatics
ACC 4391 Accounting Research
ACC/BUS 3382 Analytics for Accounting or Analytics for Business
BUS 4350 Business Research

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
KIN 1100 Principles of Personal Fitness & Wellness..... 1 hour
Kinesiology 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 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
GOV 2311 American Government..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list,
but 3 hours must come from history ..... 6 hours
Fine Arts Appreciation 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, Sociology, or Spanish ..... 12 hours

Technology Component..... 3 hours

CIS 1339 or technology course specified within chosen major ..... 3 hours

MAJOR..... 30-36 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (WITH OPTIONAL MINOR) ..... 7-19 hours
ELECTIVES (WITHOUT OPTIONAL MINOR) ..... 31-37 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF ARTS DEGREE

HONORS ACADEMY
with a Second Major
Bible
Christian Education
Criminal Justice
Elementary Education
English
History
Psychology
Social Science
Social Studies
Social Work
Youth Ministry
BIBLE
BIOLOGY
CHEMISTRY - Standard
CHEMISTRY - Biochemistry
CHRISTIAN EDUCATION
with emphasis in:
Ministry Leadership
Cross-Cultural Ministry
CRIMINAL JUSTICE
with emphasis in:
General
Restorative Justice
EDUCATION
ELEMENTARY EDUCATION–EC - GRD 6
MIDDLE SCHOOL - GRD 4–GRD 8
with Teaching Fields in:
English Language Arts & Reading
Mathematics
Science
Social Studies
HIGH SCHOOL – GRD 6, 7, or 8 – GRD 12
with Teaching Fields in:
English Language Arts & Reading GRD 7-12
History GRD 7-12
Life Science GRD 6-12
Mathematics GRD 7-12
Physical Science GRD 6-12
Social Studies Composite GRD 7-12
Speech Communication GRD 7-12
ALL-LEVEL - EC-GRD 12
with Teaching Fields:
Theatre
ENGLISH
GOVERNMENT
with emphasis in:
American Political Studies
Global Studies
Jurisprudence
HISTORY
LIBERAL ARTS AND SCIENCES
MATHEMATICS
MUSIC
with Concentration:
Instrumental
Choral
PRACTICAL THEOLOGY
PSYCHOLOGY
with emphasis in:
Applied/Experimental Psychology
Counseling / Clinical Psychology
General Psychology
Industrial/Organizational Psychology
SOCIAL WORK
STRATEGIC COMMUNICATION
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
- KIN 1100 Principles of Personal Fitness & Wellness..... 1 hours
- Kinesiology 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 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
- GOV 2311 American Government..... 3 hours
- Social Science - PSY, SOC, HIS, or GOV chosen from the approved list, but 3 hours must come from history ..... 6 hours
- Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements ..... 12 hours

- Life Science or Physical Science with lab..... 4 hours
- MAT 2342 Intro to Probability & Statistics or above ..... 3 hours
- *Computer Information Systems, Mathematics, or Science ..... 5 hours

Technology Component..... 3 hours

- CIS 1339 or technology course specified within chosen major ..... 3 hours

MAJOR..... 30-36 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (WITH OPTIONAL MINOR) ..... 7-19 hours
ELECTIVES (WITHOUT OPTIONAL MINOR) ..... 31-37 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

*CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.

MAJORS UNDER THE BACHELOR OF SCIENCE DEGREE

HONORS ACADEMY
with a Second Major
- Criminal Justice
- Elementary Education
- Psychology
- Social Science
- Social Studies
- Social Work

ALLIED HEALTH SCIENCES
BIOLOGY
BIOMEDICAL ENGINEERING
BIOMEDICAL SCIENCE
CHEMISTRY - Standard
CHEMISTRY - Biochemistry
CHEMISTRY - Forensic Science
COMPUTER INFORMATION SYSTEMS
With emphasis in:
- Systems Development

CRIMINAL JUSTICE
with emphasis in:
- General
- Restorative Justice

EDUCATION
ELEMENTARY EDUCATION - EC-GRD 6
MIDDLE SCHOOL - GRD 4-GRD 8
with Teaching Fields in:
- Mathematics
- Science
- Social Studies

HIGH SCHOOL – GRD 6, 7, or 8 – GRD 12
with Teaching Fields in:
- Life Science GRD 7-12
- Mathematics GRD 7-12
- Physical Science GRD 6-12
- Social Studies Composite GRD 7-12
- Speech Communication GRD 7-12

ALL-LEVEL - EC-GRD 12
with Teaching Fields:
- Kinesiology Education
- Technology Applications
- Theatre

ENGINEERING SCIENCE
GOVERNMENT
with emphasis in:
- American Political Studies
- Global Studies
- Jurisprudence

INFORMATION SYSTEMS MANAGEMENT
KINESIOLOGY
with emphasis in:
- General
- Fitness Specialist
- Sport Management

MATHEMATICS
MUSIC
with Concentration:
- Instrumental
- Choral

PSYCHOLOGY
with emphasis in:
- Applied/Experimental Psychology
- Counseling / Clinical Psychology
- General Psychology
- Industrial/Organizational Psychology

SOCIAL WORK
SOFTWARE ENGINEERING
STRATEGIC COMMUNICATION
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 Testament..... 3 hours
BIB 1304 Introduction to the New Testament..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness..... 1 hour
Kinesiology 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 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
GOV 2311 American Government..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list,
but 3 hours must come from history..... 6 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

The advisor must be consulted in choosing the course to fulfill the general education math requirement.

Technology Component located within the major.

MAJOR..... 63-78 hours
ELECTIVES ..... 4-19 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

ACCOUNTING
FINANCE
MANAGEMENT
MARKETING
SPORT MANAGEMENT

BACHELOR OF MUSIC 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
KIN 1100 Principles of Personal Fitness & Wellness..... 1 hour
Kinesiology 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 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
GOV 2311 American Government..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list,
but 3 hours must come from history*..... 6 hours
Fine Arts Appreciation course chosen from the approved list** ..... 3 hours

Total General Education ..... 42 hours

Students pursuing a BM degree must complete MUS 2354 Music History II to fulfill the General Education History requirement

****Students pursuing a BM degree are recommended to take MUS 1353 as the Fine Arts Appreciation course.***

Technology Component located within the major.

MAJOR..... 78-81 hours
ELECTIVES ..... 1-4 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF MUSIC DEGREE

MUSIC EDUCATION - ALL-LEVEL
EC - GRADE 12
with Teaching Fields:
Music: Choral
Music: Instrumental

BACHELOR OF SCIENCE IN NURSING 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
- KIN 1100 Principles of Personal Fitness & Wellness..... 1 hour
- Kinesiology 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
- English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
- MAT 1351 College Algebra ..... 3 hours
- CHE 1430 Introduction to General, Organic and Biochemistry ..... 4 hours
- GOV 2311 American Government..... 3 hours
- Social Science ..... 6 hours
  - HIS 1310 or HIS 1320, History to 1877 or History Since 1877
  - PSY 1311 Introduction to Psychology
- Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Technology Component, NUR 3315 Healthcare Informatics, located with the major

MAJOR..... 83 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES ..... 0 hours
TOTAL HOURS IN DEGREE PROGRAM 125 hours

BACHELOR OF APPLIED ARTS AND SCIENCES 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
- KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hour
- Kinesiology 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 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
- GOV 2311 American Government ..... 3 hours
- Social Science - PSY, SOC, HIS, or GOV chosen from the approved list, but 3 hours must come from history ..... 6 hours
- Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Technology Component ..... 3 hours

- CIS 1339 or technology course specified within chosen major ..... 3 hours

MAJOR ..... 33-40 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (WITH OPTIONAL MINOR) ..... 15-28 hours
ELECTIVES (WITHOUT OPTIONAL MINOR) ..... 39-46 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF APPLIED ARTS AND SCIENCE DEGREE

BUSINESS ADMINISTRATION	**CHRISTIAN STUDIES**
	Bible
CRIMINAL JUSTICE	Biblical Languages
with emphasis in:	Christian Education
General	Composite of Christian Studies Courses
Restorative Justice	Cross Cultural Ministry
	Practical Theology
GENERAL STUDIES	Youth Ministry

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-wo 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 55 for additional information on credit accepted from civilian training programs such as law enforcement training under TCOLE), 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.

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, Christian Education, Cross Cultural Ministry, Practical Theology 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.

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 the Christian Studies major, the Business Administration major, and the Criminal Justice major may be found in that department's section of the catalog.

Bachelor of Applied Arts and Sciences
Semester Hour Requirements

GENERAL EDUCATION	**42 hours**
TECHNOLOGY COMPONENT	**3 hours**
MAJOR	**30-36 hours**
OPTIONAL MINOR	**18-24 hours**
Electives (with optional minor)	**19-31 hours**
Electives (without optional minor)	**43-49 hours**
Total Hours in Degree Program	**124 hours**

Bachelor of Applied Arts and Sciences in General Studies

GENERAL EDUCATION (Bachelor of Applied Arts & Sciences) see page 49	**42 hours**
TECHNOLOGY COMPONENT	**3 hours**
MAJOR - General Studies	**40 hours**
OPTIONAL MINOR	**18-24 hours**
ELECTIVES (with optional minor)	**15-21 hours**
ELECTIVES (without optional minor)	**39 hours**
Total Hours in Degree Program	**124 hours**

General Studies Major ..... 40 hours
3000-4000 level courses* ..... 40 hours
*A maximum of twenty-one junior-senior hours may be earned in any one department.

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 2311 Introduction to Theological Reflection; PTH 4333 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.

BACHELOR OF ARTS IN LIBERAL ARTS AND SCIENCES

GENERAL EDUCATION (Bachelor of Arts) **see page 42** **..... 42 hours**
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Liberal Arts and Sciences majors must choose the 12 hours of language option
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
MAJOR - Liberal Arts and Sciences ..... 36 hours
MINOR RELATED AREA ..... 18 hours
ELECTIVES ..... 13 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

Major ..... 36 hours
Area #1 ..... 12 hours
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
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
12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division.

Minor Related Area ..... 18 hours
PTH 2311 Introduction to Theological Reflections ..... 3 hours
PTH 4333 Theology and Culture ..... 3 hours
Area #4 ..... 12 hours
12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division.

Choosing a Minor

Minors are optional. Choosing a minor must be done in consultation with the academic advisor. 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	**SCHOOL OF HUMANITIES**
Accounting	Criminal Justice
Business	English
International Business	English Writing
Marketing	History
SCHOOL OF CHRISTIAN STUDIES	Psychology
Bible	Social Work
Biblical Languages	Spanish
Children's Ministry	**SCHOOL OF MUSIC & FINE ARTS**
Christian Education	Art
Christian Ministry	Music
Cross-Cultural Ministries	Strategic Communication
Practical Theology	Theatre
Worship Ministry	**SCHOOL OF SCIENCE & MATHEMATICS**
Youth Ministry	Applied Physics
SCHOOL OF EDUCATION	Biology
Kinesiology	Biomedical Sciences
General	Chemistry
Coaching	Computer Information Systems
Fitness Specialist	Health Science
	Mathematics
	DIVISION OF ENGINEERING
	Biomedical Engineering
	Engineering 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.** Howard Payne University will consider credits from a post-secondary institution accredited by one of the six regional accrediting associations and non-collegiate settings, which are recognized by the American Council of Education. All work must parallel courses taught at Howard Payne University. 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 (TCOLE) 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 with a "C" or better at the granting institution.

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 62 junior or community college hours** may be used toward a student's degree completion.
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. Work may be acceptable toward a degree if it meets the minimum requirement of a "C". Any work that does not meet this minimum will not be counted toward a degree at Howard Payne University. A list 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 institutions 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, unless prior approval is given in writing from the Registrar's Office.

Acceptance of vocational/technical credits, transferred from degree-granting institutions recognized by one of the six regional accrediting agencies or 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 will not be awarded from unaccredited technical schools or commercial colleges. Vocational/Technical credit may be applied as elective credit only in the Bachelor of Applied Arts and Sciences degree. The credit is not applicable to any other degree program offered.

Vocational/technical courses are most frequently identified by the course prefix and course number found in the Workforce Education Course Manual (WECM). The WECM is a web-based inventory of current workforce education courses available. A few WECM courses are similar in content to academic courses; however, vocational/technical courses and WECM courses are not awarded transfer credit and are not applicable to any Howard Payne University degree except the Bachelor of Applied Arts and Sciences (BAAS) degree.

Howard Payne University Residence Requirement

To earn a degree at Howard Payne University, transfer students are required to **complete in residence a minimum of twenty-five percent of the credit hours required for the degree. At least eighteen** of the 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.

Detailed information regarding HPU's Transfer Credit Evaluation Policy and Procedure is available in the Appendix.

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. 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 AP scores may be applied toward a degree. A list of CLEP and AP Subject tests and required scores may be found in the appendix of this catalog. CLEP or AP credit awarded by another institution is not automatically accepted in transfer by Howard Payne University. Students wishing to transfer CLEP or AP credit must provide an official score report for evaluation based on HPU's score requirement.

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 course 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 academic plan.
4. Howard Payne University does not accept CLEP general tests.
5. Tests may be 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 course 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 returned to the Registrar's Office.
4. The Registrar's Office will contact the instructor so that the instructor may set up a testing date/time with the student.
5. The test grade is submitted to the Registrar's Office by the department head on the test grade report form within three (3) days after the exam.
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 Baccalaureate Diploma

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. Howard Payne University awards transfer credit (CR) for International Baccalaureate (IB) examinations to students who have met the following criteria: The student completed and was awarded the International Baccalaureate Diploma. The student obtained a score of 5 or higher on higher level (HL) exams. The student must submit an official International Baccalaureate transcript to the Office of the Registrar for evaluation.

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: 877/553-4285 Web: http://foreigncredentials.org	Global Credential Evaluators 3515-B Longmire Dr PMB 323 College Station, TX 77845 Phone: 800/707-0979 Web: http://www.gceus.com
International Academic Credential Evaluators, Inc. P. O. Box 2465 Denton, Texas 76202-2465 Phone: 940/383-7498 Web: http://www.iacei.net	International Education Research Foundation P. O. Box 3665 Culver City, California 90231-3665 Phone: 310/258-9451 Web: http://www.ierf.org
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 5087 Bowling Green Station New York, New York 10274-5087 Phone: 212/966-6311 Web: http://www.wes.org

Assessed Credit
College Credit for Military and Civilian Training

Semester hour credit is awarded by HPU based on learning gained through on-the-job training, military training, or other training programs which have been evaluated by the American Council on Education (ACE). Civilian training programs, such as TCOLE (Texas Commission on Law Enforcement), may be evaluated by the agency to ensure a standardized mechanism for students to receive college credit for successful completion of basic peace officer training programs.

Credit may also be awarded for programs or training which are not ACE evaluated by testing the individual's knowledge through a nationally recognized examination (such as CLEP or DSST) or through a departmental exam prepared by the HPU faculty whose area of expertise is in the area of the program or training. The TCOLE (Texas Commission on Law Enforcement) Basic Peace Officer Training program is an example of a civilian training program that will be reviewed by HPU faculty in the Criminal Justice Program.

Students seeking credit for military training programs are required to submit a **Joint Services Transcript (JST).** 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 required to submit a TCOLE transcript. 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-Kinesiology activity course requirement. A copy of VA Form DD-214 and an official transcript (such as the Joint Services Transcript) 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.

Policy on Prerequisites

Howard Payne University expresses its commitment to excellence in its Mission Statement: "…developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity." To achieve this commitment, the faculty have designed curricula that direct student progress toward success, offering hundreds of individual courses, of which many may have prerequisites or co-requisites. These prerequisite requirements, which were established to ensure that students possess necessary skills and knowledge to achieve success in individual courses, are identified in the Undergraduate and Graduate Course Descriptions sections of the *Howard Payne University Catalog*. Students may not be approved to enroll in a course unless they meet the prerequisites by the time the course begins.

Course prerequisite requirements are monitored and enforced through the student advising process and the University's administrative software; students who attempt to register for a class for which prerequisite requirements have not been met will receive an error message. A waiver for any course prerequisite may be initiated by the student and sent to the instructor responsible for a course for which a prerequisite is in place. If approved, the prerequisite form is electronically sent to the dean of the school in which the course is offered. After approval from the dean, the prerequisite form is electronically routed to the Registrar's office. With the approval of the dean, the Registrar will waive the prerequisite and register the student for the course. At any point, the prerequisite waiver may be denied and the student will automatically be notified by email.

It is only the Registrar who may acknowledge the prerequisite in the system. At the Registrar's sole discretion, the decision of the school dean may be challenged and the counsel of the Vice President of Academic Affairs sought prior to the prerequisite being waived.

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 fail to attend at least 75% of the class sessions may be assigned a grade of F. However, given extenuating circumstances, a student may request an opportunity to rectify the deficiencies created by their absences. In such cases, the faculty member may approve a plan to complete missing assignments.** 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.

When a student's number of absences (excused or unexcused) for any course causes them to be unable to attend at least 75% 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 attendance policy or the more stringent attendance policy outlined in the course syllabus.

The sponsor of an organized group chosen to represent the university off campus shall present to the vice president of academic affairs, 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 vice president of academic affairs 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.

Specific technology requirements will be associated with participation in an online course, including consistent internet access and a computer system with full browser capabilities. (Mobile browsers are not fully compatible with all online course tools.) When enrolling in an online course, students must ensure that they can meet the minimum requirements for hardware, software, and online access.

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.

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. 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

Students are encouraged to take general education courses that will also be appropriate for their major or minor degree requirements. Courses used to meet degree requirements in the major may not be counted in an additional major, the minor(s) or vice-versa. Additional hours will be required if the student's chosen major and minor require the same courses. Contact the Office of the Registrar for specific information concerning this restriction.

The semester hours, for courses used to meet general education and major or general education and minor or related minor requirements, may be counted only once in satisfying the total hours required for degree completion.

Students may complete multiple majors and/or minors but may not use courses required for one major or minor to fulfill requirements of another major or minor. If two majors or minors require the same course, additional courses chosen in consultation with an advisor, will need to be taken. Courses may fulfill only two requirements for a degree: a general education requirement and a major or minor requirement.

Pursuing Additional Degrees

Students may qualify for a second 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 the myGateway 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
P	Passing	0 per semester hour
W	Withdraw	0 per semester hour
WF	Withdraw 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	Withdraw from Audit	0 per semester hour

The lowest passing grade is a **D**. Grades are decided by the instructor. Any change or reevaluation 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.

How to Calculate the Cumulative Grade Point Average (GPA)

Semester and cumulative grade point averages appear on each student's permanent academic record (transcript). The information below illustrates how the Cumulative Grade Point Average is calculated. The same formula may be applied to calculate the GPA in the major or for other purposes.

To calculate the Cumulative GPA, the numerical value of each grade (see table above) is multiplied times the number of credit hours for each course in which a letter grade is received. This gives the total number of GRADE POINTS.

The total GRADE POINTS are divided by the DIVISOR (total attempted credit hours) to calculate the CUMULATIVE GRADE POINT AVERAGE. Below is how the information appears on the transcript.

SEMESTER & YEAR

Course Number	Course Title	Grade	Credit Hours	Grade Points
HIS 1310	U.S. HISTORY TO 1877	A	3.00	12.00

	Attempt	Earned	POINTS	DIVISOR	GPA
Sem Undergrad	3.00	3.00	**12.00**	**3.00**	**4.00**
Cum Undergrad	9.00	9.00	**12.00**	**3.00**	**4.00**

No Grade (NG)

A No Grade (**NG**) is used to identify a course for which a student did not receive a grade at the end of the semester/session. If, for reasons beyond a student's control, he/she is prevented from completing a course within the prescribed time, the student may ask the instructor for a deferred grade. If the instructor agrees to this action, the instructor completes and submits a myGateway form that outlines all remaining required work and deadlines given for required work. The student's grade is reported as a (**NG**) at the end of the semester to delay issuing a grade and to allow the student more time to complete course work.

A student receiving an (**NG**) from an instructor has one regular semester (fall or spring) to complete the course or a deadline given by the professor not to extend beyond the end of the next regular semester and remove the (**NG)** or the grade will be changed to an (**F)**. **IMPORTANT: Students do not re-enroll in the course in order to remove their incomplete.**

Pass/Fail Grading Option

Up to six semester hours, in addition to the required Kinesiology 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 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/Withdrawing from a Course

A student may withdraw from a class at any time during the semester **up to the end of the 10th week of a long semester**. Class withdrawal forms, which must be submitted by the student, are available in the Office of the Registrar. A student who withdraws before this deadline will receive a **W** for the course, and the instructor will be notified of the student's withdrawal. Once the end of the 10th week of class in a long semester has passed, students may no longer withdraw from a course. Instructors may withdraw a student due to absences until the end of the semester with a grade of **WF.** A grade of **W** will not affect the grade point average; however, a **WF** carries the same value as a grade of **F**.

A student may withdraw from a class in an accelerated term such as an 8-week course, May-session, or summer session up to **midpoint of the session** or term. A **W** will be recorded just as it is for a regular semester. Once the midpoint of the session has passed, students may no longer withdraw.

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 Vice President for Academic Affairs or the Vice President for Student Experience when a discipline issue is involved.

Voluntary withdrawal from school will result in a **W** if done prior to the end of the 10th week in a long semester or prior to the mid-point in an accelerated session. 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/she will continue to be enrolled and will receive a grade of **F** for his/her courses. This may result in his/her being suspended and could block his/her way if he/she 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 of this catalog. A comparison of course equivalencies at TCCNS member schools is available on an online matrix at http://www.tccns.org.

Through SPEEDE and Parchment 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.

Credit Hour / Semester Credit Hour

Howard Payne University requires a minimum of 2,250 minutes of academically engaged time for each credit hour that is awarded, unless a specific variance is described in the fuller credit hour policy. The full credit hour policy is available for review in the Appendix.

Academic Year

Howard Payne University defines an academic year as consisting of two long semesters (15 weeks per long semester, fall and spring). The academic year begins on June 1 (Summer I) and ends on May 31 (May-Session). HPU offers three summer terms/sessions; Summer I, Summer II, and Summer Standard. This definition will apply to all eligible programs, undergraduate and graduate, and will be used when administering all Title IV financial aid programs.

Enrollment Status

The following chart shows how undergraduate enrollment status is defined.

In the long semesters - Fall and Spring:
- 12 + credit hours = full time enrollment
- 9-11 credit hours = three-quarter time enrollment
- 6-8 credit hours = half-time enrollment
- 1-5 credit hours = less than half-time enrollment

In the short terms - May-session, Summer I, Summer II, and Summer Standard:
- 6 + credit hours = full time enrollment
- 4-5 credit hours = three-quarter time enrollment
- 3 credit hours = half-time enrollment
- 1-2 credit hours = less than half-time enrollment

In a long semester, a full-time undergraduate student is 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.

In a summer session, a full-time undergraduate student must enroll in no less than 6 credit hours. A maximum of two courses and a kinesiology activity course may be taken during each of the summer session.

Maximum and Minimum Class Load

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. A normal course load for a student enrolled in a four-week summer session is six semester hours. The maximum load for a student enrolled in the three-week January or May session is six semester hours.

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 the student desires and receives approval via the online Course Overload Form from his/her 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.

During the summer sessions, the student's advisor and the dean within the student's major must approve enrollment over six hours. Students must submit the Course Overload Form to their advisor and the dean within the student's major for enrollment exceeding six hours during January or May sessions.

Auditing

A student who desires 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) are not eligible.

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. **Internships and practicums are not considered to be special studies.**

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 vice president of academic affairs must approve all special studies.

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 Vice President of Academic Affairs. The request must be submitted when making application for admission to the University. After consideration of the request, the VPAA 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 shows 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 with no grade of NG or I 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.

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.

Honor Society Garments or Insignia at Commencement

Wearing honor society garments or insignia at commencement is limited to members of honor societies. At Howard Payne University, honor cords for the following honor societies are approved: Guy D. Newman Honors Academy Graduates, Alpha Psi Omega (National Theatre Honor Society), Beta Beta Beta (National Honor Society for Biological Sciences), Gamma Beta Phi (National Honor Society), Kappa Delta Pi (International Education Honor Society), Kappa Kappa Psi (National Honorary Band Fraternity), Pi Gamma Mu (International Honor Society in Social Sciences), Sigma Beta Delta (International Honor Society in Business Management and Administration), and Tau Beta Sigma (National Honorary Band Sorority). The University will provide the approved honor society garment or insignia to be worn at commencement.

ACADEMIC STANDING

Academic Probation

Students will be placed on academic probation at the end of any semester that their cumulative grade point average does not meet the level required based on the number of hours they have attempted. Probation will be imposed only after the student has attempted a minimum of twelve semester hours. Academic probation serves as a warning that poor academic performance may jeopardize future enrollment and graduation from Howard Payne University.

Students placed on academic probation are students in "academic peril". Howard Payne University is committed to assisting these students through a variety of academic support services such as tutoring, workshops, and advising.

Students admitted to the University under a provisional admission contract will be placed on academic probation at the end of their first semester of enrollment if their academic performance fails to meet the level required based on the number of hours they have attempted. During the second semester of their provisional program, these students will continue to meet with their advisor monthly and will be required to maintain at least a 1.75 cumulative GPA over their first two semesters of enrollment.

Minimum Required Cumulative Grade Point Average Based on Hours Attempted

- 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 Suspension

Any student on academic probation who fails to attain the required cumulative grade point average by the end of the next semester of attendance is subject to academic suspension. 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.**

Circumstances under which Academic Suspension is imposed:

- If at the end of the academic 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 KIN 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, W, WF, or NG** will not be used in computing earned hours.
- Any student who has been withdrawn from all of their classes by the faculty due to excessive absences or has chosen to withdraw themselves from classes and receives grades of WF, excluding skill courses such as KIN 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 residence halls, 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 W** for all classes, except in skills courses such as KIN 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, extracurricular activities, or fraternity or sorority organizations. Coursework taken at another institution while on academic suspension may not be accepted as transfer work by Howard Payne University. Acceptance of transfer credit will be determined on an individual basis.

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.**

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 "NG", "WF", and "W" are included in 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.

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", "WF", or "NG" will not be counted as completed hours.

DUAL-CREDIT, ADVANCED PLACEMENT, CLEP CREDIT, MILITARY & CIVILIAN TRAINING CREDIT

Academic credit/hours earned through dual-credit, advanced placement, CLEP credit or credit earned through other nationally recognized testing agency examinations, and academic credit earned in a non-collegiate setting such as military service school or certain civilian employer training programs 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 perform a Satisfactory Progress review at the end of each long semester. Students not making satisfactory progress will receive written notification.

Warning: At the end of the first long semester (fall or spring) that a student's rate of progression is not 75% or higher, the student's academic progress will be considered to be unsatisfactory. The student will receive a "warning" and will continue to be eligible to participate in extracurricular activities for the next long semester.

Unsatisfactory Progress: If the student's rate of progress has not increased to 75% or higher at the end of the semester following the "warning", the student's academic progress will be unsatisfactory and the student will no longer be allowed to participate in extracurricular activities; i.e., varsity sports, intramurals, or student organizations.

Academic Progress Appeals

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.

Process and Checklist

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 the Director of Financial Aid or the 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.

Academic Recovery Plan: In the event that an appeal is granted and the student is placed on probation under an Academic Recovery Plan, the student will work with an advisor in The Center for Student Success. The advisor will monitor and counsel the student while the Academic Recovery 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.

The Academic Recovery Plan will be reviewed at the end of each semester during which the student is on probation. If the student is placed on Academic Suspension at any point during which the student is participating in an Academic Recovery Plan, the plan will be discontinued. If the student's academic standing changes, the resumption of the Academic Recovery Plan will be reviewed.

If the Appeal is Not Approved: A letter will be sent to the student. 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.

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

GRADE APPEAL POLICY

If a student believes a grade has been incorrectly or unfairly assigned, the student has the right to question the faculty member regarding the issue. Grade appeals have two levels, Informal Grade Appeal and Formal Grade Appeal, and should be followed in order. Grade appeals cannot be granted after one year has passed since the course was completed. Detailed information regarding each level is found in the appendix.

PERSONAL AND PROFESSIONAL INTEGRITY POLICY

Howard Payne University expects all members of the University community to behave with honesty, integrity, and to respect the intellectual property of other students and non-students. Students are expected to complete their own work and to comply with the University's Personal and Professional Integrity Policy detailed in the appendix.

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 with the student's electronic request through the HPU website or their signed written request. 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 an official transcript which will be sent electronically, a student may order online via the HPU Website. If a student needs his/her transcript in paper format, the student may come directly to the Registrar's Office for assistance or, if the student is not in the Brownwood area, the form on HPU's website may 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.

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.

Transcripts are electronically sent, or mailed, to the address provided by the student at the time of their request.

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 GlobalEd programs are available at www.cccuglobaled.org which is the portal for the off-campus study programs offered by the Council for Christian Colleges & Universities (CCCU).

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 universities 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 may be available partnerships coordinated by the Director of Study Abroad. For information on available opportunities, students may contact 325-649-8179 or jmcniece@hputx.edu.

Department Abbreviations

Course Prefix	Department Name
ACA	Academy
ACC	Accounting
AHS	Allied Health Science
ART	Art
BIB	Bible
BIO	Biology
BLA	Biblical Languages
BUS	Business
CCM	Cross-Cultural Ministry
CED	Christian Education
CHE	Chemistry
CIS	Computer Information Systems
COM	Strategic Communication
CON	Conducting
CRJ	Criminal Justice
ECO	Economics
EDU	Education
ENG	English
ENS	Engineering Science
FIN	Finance
FRS	Forensic Science
GEG	Geography
GEN	General Education
GEO	Geology
GOV	Government
HIS	History
KIN	Kinesiology
MAT	Mathematics
MGT	Management
MKT	Marketing
MUS	Music
NUR	Nursing
OCH	Orchestral Instruments
PHY	Physics
PIA	Piano
PSC	Physical Science
PSY	Psychology
PTH	Practical Theology
REA	Reading
SCI	Science
SEN	Software Engineering
SOC	Sociology
SPA	Spanish
SWK	Social Work
THR	Theatre
VOI	Voice
YMN	Youth Ministry

GRADUATE STUDIES:

BIB	Bible
BUS	Business
CED	Christian Education
FIN	Finance
KIN	Kinesiology
MGT	Management
MKT	Marketing
PTH	Practical Theology
YMN	Youth Ministry

Academic Support Services

WENDY McNEELEY, Ph.D.

The Center for Student Success

The Center for Student Success is committed to providing comprehensive learning assistance to meet the academic demands of all students. The Center for Student Success 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 and academic advising. The Center for Student Success seeks to help students become more competent learners. The Center for Student Success is dedicated to equipping students for personal success during their university experience and into the future through ongoing learning activities. Information regarding The Center for Student Success may be obtained by contacting 325-649-8200.

The Center for Student Success includes:

Academic Advising

- Planning and Assistance
- University Seminar Program
- Advising Seminars

Academic Support Services

- Academic Testing
- Learning Assistance Services
- Early Alert Program
- Developmental Studies
- Peer Tutoring
- Online Tutoring
- Academic Coaching

Academic Advising

Each student, upon enrolling at Howard Payne University, is assigned a first-year advisor. After the first two semesters of enrollment at HPU, the student will be assigned to an advisor from the school in which that major is offered. If a student decides to change his/her major, the dean of the school in which his new major is offered should be contacted for assignment of the student's new advisor.

Academic Coaching

Students will have access to academic coaches during their time at HPU. These coaches are different than a student's academic advisor and can assist the student in finding academic skills and developing self-regulatory college life skills to be successful as a student. Students can schedule an appointment with an academic coach through the Center for Student Success.

University Seminar

University Seminar (GEN 1101) is a foundational course for first-year students designed to give them the tools necessary to 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. All first-time first-year students are required to take the course, regardless of the number of dual credit hours taken in high school. **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 or who have completed more than 24 hours at another institution are exempted from the HPU course.

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

Academic Testing Services

Through The Center for Student Success, Howard Payne University administers the following tests. Contact The Center for Student Success at 325 649-8200 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 Center for Student Success for additional information regarding scheduling a CLEP exam. The exam fee is established by CLEP and is a minimum of $80, but this price is subject to change. Registration and payment for the exam must be completed online at the College Board website. A $15 proctoring fee will be required of all non-Howard Payne University students. This fee is payable to Howard Payne University at the time the exam is taken. HPU students pay a one-time testing fee that covers the proctoring fee for the CLEP.

SAT Subject Tests (Scholastic Aptitude Test): Offered on national test dates only.

TExES (Texas Examination of Educator Standards): To receive a teaching certificate in Texas, one must pass the appropriate TExES tests. Applications for these tests are available from the HPU School of Education. The tests may be scheduled online and taken in our testing center.

The Center for Student Success 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 Center for Student Success. Times for services vary but are posted around the tutoring center and on The Center for Student Success website accessed through the University home page (www.hputx.edu) under "Current Students". Along with face-to-face peer tutoring, The Center for Student Success also offers the ability to seek help online. Contact The Center for Student Success at tutoring@hputx.edu in order to schedule a tutoring appointment.

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 Office of Learning Assistance will individually determine if a student's condition meets the standard defined by the law. The disability documentation submitted by the student must contain all of the elements detailed below:

- Assessment administered or completed by a licensed or credentialed examiner.
- A diagnostic statement identifying the disability (note: a condition does not automatically qualify as a disability).
- A description of the diagnostic methodology.
- A description of the current functional limitations.
- A description of the expected duration and progression of the condition.
- A rationale and justification for all requested accommodations

Academic accommodations for each student are determined by the Office of Learning Assistance on an individual basis, with input from qualified professionals. Accommodations are intended to level the playing field for students with disabilities, while maintaining the academic integrity and standards set by the University. Admission to the university and accommodations do not guarantee success. Therefore, 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.

In accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990, the Office of Learning Assistance provides equal access to educational programs and safeguards against discrimination for qualified students with disabilities. 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 Center for Student Success.

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 an information sheet, which can be found on The Center for Student Success website, 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 Center for Student Success
Attn: Celeste Justice
Howard Payne University
1000 Fisk Street
Brownwood, Texas 76801
(325) 649-8616

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 Center for Student Success. The university will then work with the student to make arrangements for class accessibility.

Developmental Studies

Wendy McNeeley, Ph.D. - Chair, Department of Developmental Studies

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 on the main campus only.

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, past performance, or department head's approval.

All students entering the university provisionally are required to take GEN 1301, Foundations of University Life; this study skills focused course will satisfy the GEN 1101, University Seminar, requirement of the general education core. The developmental studies program offers leveling courses in English and mathematics. Placement in these courses is determined by a computerized skills assessment and may be taken by students admitted unconditionally, provisionally, conditionally, or as transfer students based on test scores. Courses offered through this program include:

ENG 1304: Fundamentals of Composition and Grammar

Each of the courses must be completed with a grade of C or better to move forward. Once a student has satisfied all provisional stipulations as outlined in his/her admission contract, the student will be moved to unconditional admission.

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. Courses designated as developmental include ENG 1304 Fundamentals of Composition and Grammar and MAT 1431 Foundations of Algebra.

ONLY EIGHT SEMESTER HOURS OF REMEDIAL COURSEWORK 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.

School of Business

Brad Lemler, Ph.D., Dean

FACULTY: **Charles Boland, M.B.A.; Mike Daub, M.B.A.; Mike Dillard, M.B.A.; James Finch, Ph.D.; Debra Powell, D.B.A.**

The School of Business offers the following degree programs:

* Bachelor of Business Administration Degree with majors in Accounting, Finance, Management, Marketing and Sport Management.
* 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.

Minimum Grade Requirement

Following are the minimum grade requirements for courses common to the Bachelor of Applied Arts and Sciences degrees and all majors under the Bachelor of Business Administration degree. These GPA checkpoints help ensure that students satisfy the requirement of a minimum 2.50 GPA in the student's major.

A minimum grade of "C" is required for ACC 2311, ACC 2321,ACC 3382/BUS 3382, BUS 3311, BUS 3335, BUS 3351, BUS 4351, ECO 2301, ECO 2302, FIN 3301, MGT 3303, and MKT 3301.

A minimum GPA of 2.5 is required for ACC 2311, ACC 2321, ECO 2301, and ECO 2302 in order to move on to ACC 3382/BUS 3382, BUS 3311, BUS 3335, BUS 3351, FIN 3301, MGT 3303, and MKT 3301.

A minimum GPA of 2.5 is required for ACC 3382/BUS 3382, BUS 3311, BUS 3335, BUS 3351, FIN 3301, MGT 3303, and MKT 3301 in order to move on to BUS 4351.

Course Sequencing Requirements
Courses Common to All Majors

Following is the specified sequence for courses common to the Bachelor of Applied Arts and Sciences degrees and all majors under the Bachelor of Business Administration degree.

ACC 2311, ACC 2321, ECO 2301, and ECO 2302 introduce, develop and utilize models, concepts and theories that are useful for understanding how organizations function and the larger economic environment within which those organizations function. Courses in this group should be completed before moving on to courses in the next group. Students may start taking courses in the next group in the semester they finish taking courses in this group.

ACC 3382/BUS 3382, BUS 3311, BUS 3335, BUS 3351, FIN 3301, MGT 3303, and MKT 3301 focus on specific business disciplines or functional areas. The courses in the previous group provide an ideal foundation for studying these business disciplines and functional areas. Courses in this group should be completed before moving on to BUS 4351, the capstone course.

BUS 4351 focuses on problem solving and strategy formulation and implementation. In doing so, concepts from multiple business disciplines and functional areas are utilized in an integrative manner. Students may take BUS 4351 in the semester they finish taking courses from the business discipline and functional area group.

In certain situations - such as transfer students with significant transfer hours or students who change majors late in their college careers – students may need to deviate from this specified sequencing of courses. Such deviations are only allowed after consultation with the student's advisor and with the approval of the student's advisor.

Upper-Level Accounting and Finance Courses

ACC 3311, ACC 3321, ACC 3331, and ACC 3351 are offered on a 4-semester (2-year) rotation. ACC/FIN 4351, FIN 3341, FIN 3351, and FIN 3391 are also offered on a 4-semester (2-year) rotation. Courses in each sequence should be completed over the four semesters of a student's junior and senior years. FIN 3301 should be completed during the fall semester of a student's junior year. ACC 4391/BUS 4350 should be completed during the spring semester of a student's senior year.

In certain situations - such as transfer students with significant transfer hours or students who change majors late in their college careers – students may need to deviate from this specified sequencing of courses. Such deviations are only allowed after consultation with the student's advisor and with the approval of the student's advisor.

Upper-Level Management Courses

MGT 3307, MGT 4311, MGT 4341, and MGT 4355 are offered on a 4-semester (2-year) rotation. These courses should be completed over the four semesters of a student's junior and senior years. MGT 3303 should be completed during the fall semester of a student's junior year. BUS 4350 should be completed during the spring semester of a student's senior year.

In certain situations - such as transfer students with significant transfer hours or students who change majors late in their college careers – students may need to deviate from this specified sequencing of courses. Such deviations are only allowed after consultation with the student's advisor and with the approval of the student's advisor.

Upper-Level Marketing Courses

MKT 3305, MKT 3345, MKT 3361, and MKT 4341 are offered on a 4-semester (2-year) rotation. These courses should be completed over the four semesters of a student's junior and senior years. MKT 3301 should be completed during the fall semester of a student's junior year. BUS 4350 should be completed during the spring semester of a student's senior year.

In certain situations - such as transfer students with significant transfer hours or students who change majors late in their college careers – students may need to deviate from this specified sequencing of courses. Such deviations are only allowed after consultation with the student's advisor and with the approval of the student's advisor.

Bachelor of Applied Arts and Sciences Degree with a Major in Business Administration

The Bachelor of Applied Arts and Sciences (BAAS) degrees with a major in business administration prepares students for careers as business professionals. Students may enhance their preparation for careers in specific industries or vocations by using their elective hours to complete an appropriate minor or second major.

GENERAL EDUCATION (Bachelor of Applied Arts & Sciences) see page 49 ..... 42 hours
MAJOR - Business Administration ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 22-28 hours
ELECTIVES (without optional minor) ..... 46 hours
Total Hours in Degree Program 124 hours

BAAS Major in Business Administration ..... 36 hours

- ACC 2311 Introduction to Financial Accounting ..... 3 hours
- ACC 2321 Introduction to Managerial Accounting ..... 3 hours
- BUS 3311 Business Law ..... 3 hours
- BUS 3335 International Business ..... 3 hours
- BUS 3351 Business Ethics ..... 3 hours
- *BUS 3382 Analytics for Business ..... 3 hours
- BUS 4051 Business Concept Mastery ..... 0 hours
- BUS 4351 Business Strategy ..... 3 hours
- ECO 2301 Introduction to Macroeconomics ..... 3 hours
- ECO 2302 Introduction to Microeconomics ..... 3 hours
- FIN 3301 Financial Management ..... 3 hours
- MGT 3303 Management ..... 3 hours
- MKT 3301 Marketing Management ..... 3 hours

*Will meet the technology requirement for the degree.

Bachelor of Business Administration

The Bachelor of Business Administration General Education requirements are found on page 46 of this catalog.

GENERAL EDUCATION ..... 42 hours
MAJOR..... 60-72 hours
ELECTIVES ..... 10-22 hours
Total Hours in Degree Program 124 hours

Bachelor of Business Administration in Accounting

The Bachelor of Business Administration degree with a major in accounting requires sixty-six (66) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 46 ..... 42 hours
MAJOR – Accounting..... 66 hours
ELECTIVES ..... 16 hours
Total Hours in Degree Program 124 hours

BBA Major in Accounting ..... 66 hours
ACC 2311 Introduction to Financial Accounting..... 3 hours
ACC 2321 Introduction to Managerial Accounting..... 3 hours
ACC 3311 Intermediate Accounting I ..... 3 hours
ACC 3321 Intermediate Accounting II ..... 3 hours
ACC 3331 Managerial Accounting ..... 3 hours
ACC 3351 Introduction to Taxation..... 3 hours
ACC 3382 Analytics for Accounting ..... 3 hours
ACC 4301 Accounting Internship..... 3 hours
ACC 4351 Financial Statement Analysis ..... 3 hours
*ACC 4391 Accounting Research..... 3 hours
BUS 3311 Business Law..... 3 hours
BUS 3335 International Business..... 3 hours
BUS 3351 Business Ethics..... 3 hours
BUS 4051 Business Concept Mastery..... 0 hours
BUS 4351 Business Strategy ..... 3 hours
ECO 2301 Introduction to Macroeconomics ..... 3 hours
ECO 2302 Introduction to Microeconomics ..... 3 hours
FIN 3301 Financial Management..... 3 hours
FIN 3341 Financial Risk Management ..... 3 hours
FIN 3351 Investment Analysis ..... 3 hours
FIN 3391 Money and Banking ..... 3 hours
MGT 3303 Management ..... 3 hours
MKT 3301 Marketing Management ..... 3 hours

*Will meet the technology requirement for the degree.

Bachelor of Business Administration in Finance

The Bachelor of Business Administration degree with a major in finance requires sixty-six (66) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 46 ..... 42 hours
MAJOR - Accounting with Finance Emphasis ..... 66 hours
ELECTIVES ..... 16 hours
Total Hours in Degree Program 124 hours

BBA Major in Accounting with Finance Emphasis ..... 66 hours

ACC 2311 Introduction to Financial Accounting ..... 3 hours
ACC 2321 Introduction to Managerial Accounting ..... 3 hours
ACC 3311 Intermediate Accounting I ..... 3 hours
ACC 3321 Intermediate Accounting II ..... 3 hours
ACC 3331 Managerial Accounting ..... 3 hours
ACC 3351 Introduction to Taxation ..... 3 hours
BUS 3311 Business Law ..... 3 hours
BUS 3335 International Business ..... 3 hours
BUS 3351 Business Ethics ..... 3 hours
*BUS 3382 Analytics for Business ..... 3 hours
BUS 4051 Business Concept Mastery ..... 0 hours
BUS 4350 Business Research ..... 3 hours
BUS 4351 Business Strategy ..... 3 hours
ECO 2301 Introduction to Macroeconomics ..... 3 hours
ECO 2302 Introduction to Microeconomics ..... 3 hours
FIN 3301 Financial Management ..... 3 hours
FIN 3341 Financial Risk Management ..... 3 hours
FIN 3351 Investment Analysis ..... 3 hours
FIN 3391 Money and Banking ..... 3 hours
FIN 4301 Finance Internship ..... 3 hours
FIN 4351 Financial Statement Analysis ..... 3 hours
MGT 3303 Management ..... 3 hours
MKT 3301 Marketing Management ..... 3 hours

*Will meet the technology requirement for the degree.

Bachelor of Business Administration in Management

The Bachelor of Business Administration degree with a major in management requires sixty (60) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 46 ..... 42 hours
MAJOR – Management ..... 60 hours
ELECTIVES ..... 22 hours
Total Hours in Degree Program 124 hours

BBA Major in Management ..... 60 hours

- ACC 2311 Introduction to Financial Accounting ..... 3 hours
- ACC 2321 Introduction to Managerial Accounting ..... 3 hours
- BUS 3311 Business Law ..... 3 hours
- BUS 3335 International Business ..... 3 hours
- BUS 3351 Business Ethics ..... 3 hours
- BUS 3382 Analytics for Business ..... 3 hours
- *BUS 4350 Business Research ..... 3 hours
- BUS 4051 Business Concept Mastery ..... 0 hours
- BUS 4351 Business Strategy ..... 3 hours
- ECO 2301 Introduction to Macroeconomics ..... 3 hours
- ECO 2302 Introduction to Microeconomics ..... 3 hours
- FIN 3301 Financial Management ..... 3 hours
- MGT 3303 Management ..... 3 hours
- MGT 3307 Operations Management ..... 3 hours
- MGT 4301 Management Internship ..... 3 hours
- MGT 4311 Human Resource Management ..... 3 hours
- MGT 4341 Entrepreneurship ..... 3 hours
- MGT 4355 Contemporary Management Theory & Practices ..... 3 hours
- MKT 3301 Marketing Management ..... 3 hours
- Choose two courses from the following list: ..... 6 hours
  - ACC 3311 Intermediate Accounting I
  - ACC 3321 Intermediate Accounting II
  - ACC 3331 Managerial Accounting
  - ACC 3351 Introduction to Taxation
  - ACC 4351 Financial Statement Analysis OR FIN 4351 Financial Statement Analysis
  - FIN 3341 Financial Risk Management
  - FIN 3351 Investment Analysis
  - FIN 3391 Money and Banking
  - MKT 3305 Digital Marketing
  - MKT 3345 Promotional Strategies
  - MKT 3361 Retail Management
  - MKT 4341 Marketing Strategy

*Will meet the technology requirement for the degree.

Bachelor of Business Administration in Marketing

The Bachelor of Business Administration degree with a major in marketing requires sixty (60) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 46 ..... 42 hours
MAJOR – Marketing ..... 60 hours
ELECTIVES ..... 22 hours
Total Hours in Degree Program 124 hours

BBA Major in Marketing ..... 60 hours

- ACC 2311 Introduction to Financial Accounting ..... 3 hours
- ACC 2321 Introduction to Managerial Accounting ..... 3 hours
- BUS 3311 Business Law ..... 3 hours
- BUS 3335 International Business ..... 3 hours
- BUS 3351 Business Ethics ..... 3 hours
- BUS 3382 Analytics for Business ..... 3 hours
- *BUS 4350 Business Research ..... 3 hours
- BUS 4051 Business Concept Mastery ..... 0 hours
- BUS 4351 Business Strategy ..... 3 hours
- ECO 2301 Introduction to Macroeconomics ..... 3 hours
- ECO 2302 Introduction to Microeconomics ..... 3 hours
- FIN 3301 Financial Management ..... 3 hours
- MGT 3303 Management ..... 3 hours
- MKT 3301 Marketing Management ..... 3 hours
- MKT 3305 Digital Marketing ..... 3 hours
- MKT 3345 Promotional Strategies ..... 3 hours
- MKT 3361 Retail Management ..... 3 hours
- MKT 4301 Marketing Internship ..... 3 hours
- MKT 4341 Marketing Strategy ..... 3 hours
- Choose two courses from the following list: ..... 6 hours
  - ACC 3311 Intermediate Accounting I
  - ACC 3321 Intermediate Accounting II
  - ACC 3331 Managerial Accounting
  - ACC 3351 Introduction to Taxation
  - ACC 4351 Financial Statement Analysis OR FIN 4351 Financial Statement Analysis
  - FIN 3341 Financial Risk Management
  - FIN 3351 Investment Analysis
  - FIN 3391 Money and Banking
  - MGT 3307 Operations Management
  - MGT 4311 Human Resource Management
  - MGT 4341 Entrepreneurship
  - MGT 4355 Contemporary Management Theory & Practices

*Will meet the technology requirement for the degree.

Bachelor of Business Administration in Sport Management

The Bachelor of Business Administration degree with a major in sport management requires seventy-two (72) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 46 ..... 42 hours
MAJOR – Sport Management ..... 72 hours
ELECTIVES ..... 10 hours
Total Hours in Degree Program 124 hours

BBA Major in Sport Management ..... 72 hours

ACC 2311 Introduction to Financial Accounting ..... 3 hours
ACC 2321 Introduction to Managerial Accounting ..... 3 hours
BUS 3311 Business Law ..... 3 hours
BUS 3335 International Business ..... 3 hours
BUS 3351 Business Ethics ..... 3 hours
*BUS 3382 Analytics for Business ..... 3 hours
BUS 4051 Business Concept Mastery ..... 0 hours
BUS 4351 Business Strategy ..... 3 hours
ECO 2301 Introduction to Macroeconomics ..... 3 hours
ECO 2302 Introduction to Microeconomics ..... 3 hours
FIN 3301 Financial Management ..... 3 hours
MGT 3303 Management ..... 3 hours
MKT 3301 Marketing Management ..... 3 hours

Kinesiology Core (18 hours):
KIN 1301 Foundations of Kinesiology ..... 3 hours
KIN 2110 Fitness Activities ..... 1 hour
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology ..... 3 hours
KIN 3306 Psychology of Exercise ..... 3 hours
KIN 4206 Issues and Research ..... 2 hours
KIN 4331 Program Leadership ..... 3 hours

Sport Management (18 hours):
KIN 1302 Introduction to Sport and Sport Management ..... 3 hours
KIN 3382 Sport Facility and Event Management ..... 3 hours
KIN 4383 Legal and Ethical Topics in Sport ..... 3 hours
KIN 4384 Sport Finance ..... 3 hours
KIN 4180-4680 Internship ..... minimum of 3 hours
One from the following list: ..... 3 hours
- COM 3330 Sport, Media, and Culture ..... 3 hours
- COM 3335 Integrated Sport Communication ..... 3 hours

*Will meet the technology requirement for the degree.

Minors in Business-related Areas

The School of Business also offers minors in the following areas: accounting, business, international business, and marketing.

Minor in Accounting ..... 18 hours
- ACC 2311 Introduction to Financial Accounting ..... 3 hours
- ACC 2321 Introduction to Managerial Accounting ..... 3 hours
- ACC 3311 Intermediate Accounting I ..... 3 hours
- ACC 3321 Intermediate Accounting II ..... 3 hours
- ACC 3331 Managerial Accounting ..... 3 hours
- ACC 3351 Introduction to Taxation ..... 3 hours

Minor in Business ..... 18 hours
- Choose One of the Following: ..... 3 hours
  - ACC 2311 Introduction to Financial Accounting ..... 3 hours
  - OR ACC 2321 Introduction to Managerial Accounting ..... 3 hours
- Choose One of the Following: ..... 3 hours
  - ECO 2301 Introduction to Macroeconomics ..... 3 hours
  - OR ECO 2302 Introduction to Microeconomics ..... 3 hours
- Choose Two of the Following ..... 6 hours
  - FIN 3301 Financial Management ..... 3 hours
  - MGT 3303 Management ..... 3 hours
  - MKT 3301 Marketing Management ..... 3 hours
- Choose Two Upper-Level Business Courses ..... 6 hours
  - Upper-level courses (3000 or 4000 level) can be chosen from ACC, BUS, FIN, MGT or MKT prefixes.

Minor in International Business ..... 18 hours
- BUS 3335 International Business ..... 3 hours
- BUS 3351 Business Ethics ..... 3 hours
- ECO 2301 Introduction to Macroeconomics ..... 3 hours
- ECO 2302 Introduction to Microeconomics ..... 3 hours
- ECO 3320 Fundamentals of Economic Development ..... 3 hours
- MGT 4341 Entrepreneurship ..... 3 hours

Minor in Marketing ..... 21 hours
- BUS 4350 Business Research ..... 3 hours
- MKT 3301 Marketing Management ..... 3 hours
- MKT 3305 Digital Marketing ..... 3 hours
- MKT 3345 Promotional Strategies ..... 3 hours
- MKT 3361 Retail Management ..... 3 hours
- MKT 4301 Marketing Internship ..... 3 hours
- MKT 4341 Marketing Strategy ..... 3 hours

School of Christian Studies

GARY GRAMLING, Ph.D., Dean

FACULTY: **Donnie Auvenshine, Ph.D.; Chuck Gartman, M.Div.; Stephen Kovach, Ph.D.; Jordan Villanueva, M.Div.; Russell Wheelington, Ed.D.**

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 critically examine Christian teachings.
7. Majors will be equipped with the necessary tools to critically interpret the biblical materials.
8. Majors will develop the research skills necessary to continue lifelong learning.

Three degrees are offered by the School of Christian Studies:

Associate in Ministry (AM) ..... 64 hours
Bachelor of Applied Arts and Sciences (BAAS) ..... 124 hours
Bachelor of Arts (BA) ..... 124 hours

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 four majors: Bible, Christian Education, Practical Theology, and Youth Ministry. All four majors build on a core of courses designed to provide a broad-based foundation for all types of Christian ministry.

All Bachelor of Arts degrees in Christian Studies require 12 hours of Foreign Language as part of the Additional Degree Requirements.

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 a Kinesiology minor.

The School of Christian Studies offers minors in the following areas: Bible, Biblical Languages, Christian Education, Christian Ministry, Cross-Cultural Ministry, 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 3391, CED 1100, CED 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.

Learning Centers

Howard Payne University operates learning centers in El Paso and New Braunfels, Texas. The centers offer ministerial education and Christian training on site; therefore, the centers function 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 46 or for the Associate in Ministry degree as described on page 82. In El Paso and New Braunfels general education courses are offered by Howard Payne University or may be taken at local colleges and universities.

El Paso Learning Center	**New Braunfels Center**
805 Montana Ave. El Paso, TX 79902 Phone number: (915) 533-8500 Fax number: (915) 533-8520 www.hputx.edu/elpaso	2164 Oak Run Parkway, Suite 103 New Braunfels, TX 78132 Phone: (830) 629-2366 www.hputx.edu/newbraunfels

Degrees Offered: Associate in Ministry, BA, BAAS, BA/MA

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: 27 hours of general education, 30 hours of ministry concentration, and 8 hours of electives.

The specific courses for the Associate in Ministry degree are listed below:

GENERAL EDUCATION ..... 28 hours
- University Seminar ..... 1 hour
  - GEN 1101 University Seminar
- English ..... 6 hours
  - ENG 1311 English Composition I
  - ENG 1312 English Composition II
- Fine Arts Appreciation course chosen from approved list ..... 3 hours
- Social Science ..... 6 hours
  - 3 hours from Psychology or Sociology/Social Work
  - 3 hours from Social Sciences
- Mathematics ..... 3 hours
  - MAT 1351 College Algebra
- Natural Science with Laboratory (minimum) ..... 4 hours
- Oral Communication ..... 3 hours
  - COM 1310 Fundamentals of Human Communication
- Kinesiology Activity ..... 2 hours
  - KIN 1100
  - KIN 11xx Course to be chosen from an activity class

MINISTRY CONCENTRATION ..... 30 hours
- BIB 1303 Introduction to the Old Testament ..... 3 hours
- BIB 1304 Introduction to the New Testament ..... 3 hours
- BIB 3391 Biblical Interpretation ..... 3 hours
- CED 2321 Survey of Christian Education ..... 3 hours
- CED 1100 Introduction to the Ministry ..... 1 hours
- CED 3200 Supervised Ministry ..... 2 hours
- 3 hours chosen from ..... 3 hours
  - PTH 2331 Communicative Preaching
  - PTH 3310 Introduction to Theological Reflection
- 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 Ministries (CCM); Practical Theology (PTH); Youth Ministry (YMN)

ELECTIVES - Chosen in consultation with advisor ..... **6 hours**

Total Hours in Degree Program 64 hours

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) see page 49..... 42 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Christian Studies..... (36)* 30 hours
Core Courses..... (24)* 18 hours
Concentration ..... 12 hours
OPTIONAL MINOR.....18-24 hours
ELECTIVES (with optional minor) .....25-31 hours
ELECTIVES (without optional minor).....49 hours
Total Hours in Degree Program 124 hours

BAAS - Christian Studies Major - Core Courses..... (24)* 18 hours
BIB 1303 Introduction to the Old Testament.....(3)* 0 hours
BIB 1304 Introduction to the New Testament.....(3)* 0 hours
CED 1100 Introduction to the Ministry .....1 hours
BIB 3391 Biblical Interpretation .....3 hours
CED 2321 Survey of Christian Education .....3 hours
PTH 2331 Communicative Preaching .....3 hours
CED 3200 Supervised Ministry .....2 hours
PTH 4300 Christian Doctrines.....3 hours
PTH 4331 History and Christianity.....3 hours

Concentration chosen from.....12 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 Ministries
12 advanced hours of Practical Theology
12 advanced hours of Youth Ministry
12 advanced hours Composite chosen from Christian Studies courses

*Hours included which are a part of the General Education requirements for the BAAS degree. Completion of these courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.

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.

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Bible ..... (36)*30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

Bible Major ..... (36)*30 hours

Bible Major Core ..... (12)*6 hours
BIB 1303 Introduction to the Old Testament .....(3)*0 hours
BIB 1304 Introduction to the New Testament .....(3)*0 hours
BIB 3391 Biblical Interpretation ..... 3 hours
PTH 4300 Christian Doctrines ..... 3 hours

Bible Major Core Electives (six hours chosen from) ..... 6 hours
CCM 4341 World Religions ..... 3 hours
CED 2321 Survey of Christian Education ..... 3 hours
PTH 3310 Introduction to Theological Reflection ..... 3 hours
PTH 4333 Theology and Culture ..... 3 hours
PTH 4331 History of Christianity ..... 3 hours

Bible Major Specified Courses ..... 18 hours
PTH 2331 Communicative Preaching ..... 3 hours
Old Testament Courses ..... minimum of 3 hours
BIB 4311 Old Testament Poetry .....3 hours
BIB 4321 Interbiblical Period .....3 hours
BIB 4331 Hebrew Prophets .....3 hours
BIB 4381 The Pentateuch .....3 hours
Special Studies in Old Testament ..... 3-6 hours
New Testament Courses ..... minimum of 6 hours
BIB 3311 Life and Teachings of Jesus ..... 3 hours
BIB 3321 Life and Letters of Paul ..... 3 hours
BIB 4341 General Epistles ..... 3 hours
BIB 4351 John and His Writings ..... 3 hours
BIB 4361 Revelation ..... 3 hours
Special Studies in New Testament ..... 3-6 hours
An additional 6 semester hours of advanced Bible ..... 6 hours

The Bachelor of Arts in Bible with an emphasis in Biblical Languages

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.

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Bible ..... (36)*30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

Bible Major ..... (36)*30 hours

Bible Major Core ..... (12)*6 hours
BIB 1303 Introduction to the Old Testament .....(3)*0 hours
BIB 1304 Introduction to the New Testament .....(3)*0 hours
BIB 3391 Biblical Interpretation ..... 3 hours
PTH 4300 Christian Doctrines ..... 3 hours

Choose one: ..... 3 hours
PTH 2331 Communicative Preaching ..... 3 hours
CED 4380 Principles of Teaching ..... 3 hours

Bible Major Specified Courses ..... 6 hours
Old Testament Courses ..... minimum of 3 hours
BIB 4311 Old Testament Poetry .....3 hours
BIB 4321 Interbiblical Period .....3 hours
BIB 4331 Hebrew Prophets .....3 hours
BIB 4381 The Pentateuch .....3 hours
Special Studies in Old Testament ..... 3-6 hours
New Testament Courses ..... minimum of 6 hours
BIB 3311 Life and Teachings of Jesus ..... 3 hours
BIB 3321 Life and Letters of Paul ..... 3 hours
BIB 4341 General Epistles ..... 3 hours
BIB 4351 John and His Writings ..... 3 hours
BIB 4361 Revelation ..... 3 hours
Special Studies in New Testament ..... 3-6 hours
Biblical Languages Emphasis chosen from: .....(21) *9 hours
BLA 2411 Elementary Greek I ..... 4 hours
BLA 2421 Elementary Greek II ..... 4 hours
BLA 2431 Elementary Hebrew I ..... 4 hours
BLA 3421 Elementary Hebrew II ..... 4 hours
BLA 3401 Intermediate Greek..... 4 hours
BLA 4121 Biblical Languages Assistant.....1 hour
BLA 4321 Advanced Greek..... 3 hours

*Note: Hours fulfill part of the General Education requirements but the hours may be counted toward the degree one time only..

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.

Bachelor of Arts in Christian Education with an Emphasis in Ministry Leadership

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Christian Education ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor) ..... 31 hours
Total Hours in Degree Program 124 hours

Christian Education Major ..... 36 hours

Christian Education Major Core ..... 15 hours
BIB 3391 Biblical Interpretation ..... 3 hours
CCM 3360 Foundations for Cross-Cultural Ministry ..... 3 hours
CED 1100 Introduction to the Ministry ..... 1 hours
CED 3200 Supervised Ministry ..... 2 hours
CED 4371 Ministry Leadership ..... 3 hours
PTH 4300 Christian Doctrines ..... 3 hours

Christian Education with Ministry Leadership Emphasis Core Electives ..... minimum 3 hours
CCM 4341 World Religions ..... 3 hours
PTH 3310 Introduction to Theological Reflection ..... 3 hours
PTH 4333 Theology and Culture ..... 3 hours
PTH 4331 History of Christianity ..... 3 hours

Christian Education Specified Courses ..... 18 hours
CED 2321 Survey of Christian Education ..... 3 hours
CED 4380 Principles of Teaching in the Church ..... 3 hours
9 hours chosen from ..... 9 hours
BIB 33** or 43** ..... 3 hours
CCM 3351 Evangelism and Discipleship ..... 3 hours
CED 1101-3399 Special Studies ..... 1-3 hours
CED 2351 Ministry to Children ..... 3 hours
CED 2370 Ministry to Families ..... 3 hours
CED 4331 Christian Care and Counseling ..... 3 hours
**YMN 2350 Ministry to Youth ..... 3 hours
3 hours chosen from ..... 3 hours
**YMN 2350 Ministry to Youth ..... 3 hours
YMN 3310 Philosophical Foundations for Youth Ministry ..... 3 hours
YMN 4311 Youth Ministry Institute ..... 3 hours
YMN 4320 International Student Ministry ..... 3 hours
YMN 4350 Understanding Today's Youth Culture ..... 3 hours

**Note: These courses will not count twice.

Bachelor of Arts in Christian Education with an Emphasis in Cross-Cultural Ministry

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Christian Education with Cross-Cultural Ministry Emphasis ..... 37 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 6-12 hours
ELECTIVES (without optional minor) ..... 30 hours
Total Hours in Degree Program 124 hours

Christian Education Major ..... 37 hours

Christian Education Major Core ..... 15 hours
BIB 3391 Biblical Interpretation ..... 3 hours
CCM 3360 Foundations for Cross-Cultural Ministry ..... 3 hours
CED 1100 Introduction to the Ministry ..... 1 hours
CED 3200 Supervised Ministry ..... 2 hours
CED 4371 Ministry Leadership ..... 3 hours
PTH 4300 Christian Doctrines ..... 3 hours

Christian Education Core Electives ..... minimum 3 hours
CED 2321 Survey of Christian Education ..... 3 hours
PTH 3310 Introduction to Theological Reflection ..... 3 hours
PTH 4333 Theology and Culture ..... 3 hours

Christian Education Major Specified Courses ..... 19 hours
CCM 2189 Cross-Cultural Ministry Workshop ..... 1 hours
CCM 3311 International Practicum ..... 3 hours
CCM 4341 World Religions ..... 3 hours
PTH 4331 History of Christianity ..... 3 hours
9 hours chosen from ..... 9 hours
BIB 33** or 43** ..... 3 hour
CCM 1101-4609 Special Studies ..... 1-6 hours
CCM 3351 Evangelism and Discipleship ..... 3 hours
CCM 4304 Special Topics in Cross-Cultural Studies ... 3 hours
CED 4380 Principles of Teaching ..... 3 hours
COM 3350 Intercultural Communication ..... 3 hours
YMN 4320 International Student Ministry ..... 3 hours

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.

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Practical Theology..... 36 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor)..... 31 hours
Total Hours in Degree Program 124 hours

Practical Theology Major..... 36 hours

Practical Theology Major Core..... 12 hours
BIB 3391 Biblical Interpretation..... 3 hours
PTH 3310 Introduction to Theological Reflection ..... 3 hours
PTH 4300 Christian Doctrines ..... 3 hours
PTH 4331 History of Christianity..... 3 hours

Practical Theology Required Courses ..... 9 hours
CED 1100 Introduction to the Ministry..... 1 hours
PTH 2331 Communicative Preaching..... 3 hours
CED 3200 Supervised Ministry..... 2 hours
*PTH 3311 Baptist Identity ..... 3 hours

Practical Theology Major Courses..... 15 hours
CCM 4341 World Religions ***OR*
**PTH 3323 Christian Ethics ..... 3 hours
3 hours to be selected from..... 3 hours
**PTH 4333 Theology & Culture..... 3 hours
**PTH 4304 Special Topics in Theology ..... 3 hours
Nine (9) additional hours selected from ..... 9 hours
CCM 4341 World Religions .....3 hours
CED 4371 Ministry Leadership.....3 hours
CED 4380 Principles of Teaching.....3 hours
PTH 3314 Spiritual Formation.....3-6 hours
**PTH 3323 Christian Ethics .....3 hours
**PTH 4304 Special Topics in Theology .....3 hours
**PTH 4333 Theology and Culture .....3 hours

*Non-Baptist students may choose another 3000 or 4000 level PTH course instead, determined in consultation with student's advisor.

**Note: These courses will not count twice.

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.

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Youth Ministry ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor) ..... 31 hours
Total Hours in Degree Program 124 hours

Youth Ministry Major ..... 36 hours

Youth Ministry Major Core ..... 15 hours
- BIB 3391 Biblical Interpretation ..... 3 hours
- CED 2321 Survey of Christian Education ..... 3 hours
- PTH 2331 Communicative Preaching ..... 3 hours
- PTH 4300 Christian Doctrines ..... 3 hours
- YMN 3310 Philosophical Foundations for Youth Ministry ..... 3 hours

Youth Ministry Core Electives ..... 3 hours
- BIB 33** or 43** ..... 3 hours
- CCM 3360 Foundations of Cross-Cultural Ministry ..... 3 hours
- PTH 3310 Introduction to Theological Reflection ..... 3 hours
- PTH 4331 History of Christianity ..... 3 hours

Youth Ministry Major Specified Courses ..... 18 hours
- CED 1100 Introduction to the Ministry ..... 1 hours
- CED 3200 Supervised Ministry ..... 2 hours
- CED 4380 Principles of Teaching ..... 3 hours
- YMN 2350 Ministry to Youth ..... 3 hours
- Three (3) hours chosen from ..... 3 hours
  - PSY 3311 Marriage and the Family ..... 3 hours
  - PSY 3360 Parent-Child Relationships ..... 3 hours
  - PSY 3342 Adolescent Psychology ..... 3 hours
- Six (6) hours chosen from ..... 6 hours
  - CED 2380 Legal Issues in the Church ..... 3 hours
  - CED 4331 Christian Care and Counseling ..... 3 hours
  - CRJ 3332 Juvenile Delinquency ..... 3 hours
  - YMN 4311 Youth Ministry Institute ..... 3 hours
  - YMN 4320 International Student Ministry ..... 3 hours
  - YMN 4350 Understanding Today's Youth Culture ..... 3 hours
  - Special Studies in Youth Ministry ..... 3-6 hours

Youth Ministry majors are strongly encouraged to take YMN 4320 International Student Ministry or CCM 3311 International Practicum as preparation for the planning and coordination of international mission trips for students and adults through local churches.

Bible Minor

Bible Minor ..... (21)* 15 hours
- BIB 1303 Introduction to the Old Testament ..... (3)* 0 hours
- BIB 1304 Introduction to the New Testament ..... (3)* 0 hours
- BIB 3391 Biblical Interpretation ..... 3 hours
- Twelve (12) hours Advanced Bible ..... 12 hours
  - BIB 3311 Life and Teachings of Jesus ..... 3 hours
  - BIB 3321 Life and Letters of Paul ..... 3 hours
  - BIB 4311 Old Testament Poetry ..... 3 hours
  - BIB 4321 Interbiblical Period ..... 3 hours
  - BIB 4331 Hebrew Prophets ..... 3 hours
  - BIB 4341 General Epistles ..... 3 hours
  - BIB 4351 John and His Writings ..... 3 hours
  - BIB 4361 Revelation ..... 3 hours
  - BIB 4381 The Pentateuch ..... 3 hours
  - Special Studies in Old Testament or New Testament ..... 3-6 hours

Biblical Languages Minor

Biblical Languages Minor ..... 20 hours
- Chosen from:
  - BLA 2411 Elementary Greek I ..... 4 hours
  - BLA 2421 Elementary Greek II ..... 4 hours
  - BLA 2431 Elementary Hebrew I ..... 4 hours
  - BLA 3401 Intermediate Greek I ..... 4 hours
  - BLA 3421 Elementary Hebrew II ..... 4 hours
  - BLA 4121 Biblical Language Assistant ..... 1 hour
  - BLA 4321 Advanced Greek ..... 3 hours
  - Special Studies in Greek or Hebrew ..... 3-4 hours

Children's Ministry Minor

Children's Ministry Minor ..... 21 hours
- CED 1100 Introduction to the Ministry ..... 1 hours
- CED 2321 Survey of Christian Education ..... 3 hours
- CED 2351 Ministry to Children ..... 3 hours
- CED 3200 Supervised Ministry ..... 2 hours
- CED 3310 Philosophical Foundations for Children's Ministry ..... 3 hours
- CED 3332 Advanced Ministry to Children ..... 3 hours
- Six (6) hours chosen from ..... 9 hours
  - BIB 3391 Biblical Interpretation ..... 3 hours
  - CED 2370 Ministry to Families ..... 3 hours
  - CED 2380 Legal Issues in the Church ..... 3 hours
  - CED 4331 Christian Care and Counseling ..... 3 hours
  - PSY 2355 Lifespan Development ..... 3 hours
  - YMN 2385 SS: Planning Ministry Events ..... 3 hours

Christian Education Minor

Christian Education Minor ..... 21 hours
- CED 1100 Introduction to the Ministry ..... 1 hours
- CED 2321 Survey of Christian Education ..... 3 hours
- CED 3200 Supervised Ministry ..... 2 hours
- CED 4371 Church Leadership ..... 3 hours
- CED 4380 Principles of Teaching in the Church ..... 3 hours
- Nine (9) hours chosen from ..... 9 hours
  - YMN 2350 Ministry to Youth ..... 3 hours
  - CED 2351 Ministry to Children ..... 3 hours
  - CED 2370 Ministry to Families ..... 3 hours
  - CED 2380 Legal Issues in the Church ..... 3 hours
  - CED 4331 Christian Care and Counseling ..... 3 hours
  - PTH 3310 Introduction to Theological Reflection ..... 3 hours
  - PTH 3314 Spiritual Formation ..... 3 hours
  - CED 1101-3399 Special Studies ..... 3 hours

Christian Ministry Minor

Christian Ministry Minor ..... 21 hours
- BIB 3391 Biblical Interpretation ..... 3 hours
- CED 1100 Introduction to the Ministry ..... 1 hours
- CED 2321 Survey of Christian Education ..... 3 hours
- CED 3200 Supervised Ministry ..... 2 hours
- PTH 3311* Baptist Identity ..... 3 hours
- PTH 4300 Christian Doctrines ..... 3 hours
- Six (6) hours chosen from ..... 6 hours
  - BIB 33** or 43** ..... 3 hours
  - CCM 4341 World Religions ..... 3 hours
  - CED 4371 Church Leadership ..... 3 hours
  - CED 4380 Principles of Teaching in the Church ..... 3 hours
  - PTH 2331 Communicative Preaching ..... 3 hours
  - PTH 3331 The Work of the Minister ..... 3 hours
  - PTH 4331 History of Christianity ..... 3 hours

*Non-Baptist students may choose another 3000 or 4000-level PTH course instead, determined in consultation with the student's advisor.

Cross-Cultural Ministry Minor

Cross-Cultural Ministry Minor ..... 21 hours
- CCM 2189 Cross-Cultural Ministry Workshop ..... 1 hours
- CED 3200 Supervised Ministry ..... 2 hours
- CCM 3311 International Practicum ..... 3 hours
- CCM 3360 Foundations for Cross-Cultural Ministry ..... 3 hours
- CCM 4341 World Religions ..... 3 hours
- Nine (9) hours to be selected from ..... 9 hours
  - BIB 33** or 43** ..... 3 hours
  - CCM 1101-4399 Special Studies ..... 1-3 hours
  - CCM 3351 Evangelism and Discipleship ..... 3 hours
  - CCM 4304 Special Topics in Cross-Cultural Ministry ..... 3 hours
  - CED 2321 Survey of Christian Education ..... 3 hours
  - COM 3350 Intercultural Communication ..... 3 hours
  - PTH 4331 History of Christianity ..... 3 hours

Practical Theology Minor

Practical Theology Minor ..... 21 hours
- PTH 3310 Introduction to Theological Reflection..... 3 hours
- PTH 3311* Baptist Identity..... 3 hours
- BIB 3391 Biblical Interpretation ..... 3 hours
- PTH 4300 Christian Doctrines..... 3 hours
- Nine (9) hours chosen from..... 9 hours
  - PTH 1101-4399 Special Studies.....1-3 hours
  - PTH 2331 Communicative Preaching..... 3 hours
  - PTH 3314 Spiritual Formation..... 3 hours
  - PTH 3323 Christian Ethics ..... 3 hours
  - PTH 3331 The Work of the Minister ..... 3 hours
  - PTH 4304 Special Topics in Theology ..... 3 hours
  - PTH 4331 History of Christianity..... 3 hours
  - PTH 4333 Theology & Culture..... 3 hours

*Non-Baptist students may choose another 3000 or 4000-level PTH course instead, determined in consultation with the student's advisor.

Worship Ministry Minor

Worship Ministry Minor .....19-21 hours
- CED 1100 Introduction to the Ministry .....1 hours
- CED 2321 Survey of Christian Education .....3 hours
- CED 3200 Supervised Ministry **OR** MUS 4207 Supervised Ministry Experience 2 hours
- BIB 3391 Biblical Interpretation .....3 hours
- PTH 4300 Christian Doctrines.....3 hours
- Seven to nine (7-9) hours chosen from .....7-9 hours
  - BIB 33xx or 43xx (Advanced Biblical Studies..... 3 hours
  - CCM 4341 World Religions ..... 3 hours
  - CED 4371 Min Leadership or PTH 3331 The Work of the Minister3 hours
  - PTH 3189 Worship Leader Lab.....1 hour
  - PTH 3311 Baptist Identity* ..... 3 hours
  - PTH 3373 SS: Christian Worship..... 3 hours
  - PTH 4331 History of Christianity..... 3 hours
  - MUS 4254 Worship Leadership**..... 2 hours
  - MUS 4291 Service Playing** ..... 2 hours

**Baptist students must take PTH 3311*

***Music majors must take MUS 4254 and 4291.y.*

Youth Ministry Minor

Youth Ministry Minor.....21 hours
- CED 1100 Introduction to the Ministry .....1 hours
- YMN 2350 Ministry to Youth .....3 hours
- CED 3200 Supervised Ministry .....2 hours
- YMN 3310 Philosophical Foundations for Youth Ministry .....3 hours
- Twelve (12) hours chosen from .....12 hours
  - CED 2380 Legal Issues in the Church ..... 3 hours
  - CED 4371 Ministry Leadership..... 3 hours
  - CRJ 3332 Juvenile Delinquency..... 3 hours
  - YMN 4311 Youth Ministry Institute ..... 3 hours
  - YMN 4320 International Student Ministry..... 3 hours
  - YMN 4350 Understanding Today's Youth Culture ..... 3 hours
  - YMN 1101-4399 Special Studies in Youth Ministry.....1-3 hours

**Hours included which are a part of the General Education requirements for the BAAS degree. Completion of these courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Accelerated Bachelor of Arts/Master of Arts Degrees

The School of Christian Studies offers an accelerated Bachelor of Arts/Master of Arts Degree. The concept of accelerated Bachelor of Arts [BA]/Master of Arts [MA] degrees is that students have the opportunity to earn both a bachelor's degree and a master's degree in five years. Students may major in any of the four majors offered for a Bachelor of Arts degree from the School of Christian studies [Bible, Christian Education, Practical Theology, or Youth Ministry], and may choose either the Master of Arts in Youth and Family Ministry or the Master of Arts in Theology and Ministry.

Basically, students who are admitted to the program take graduate and undergraduate courses during their senior (4th) year. 12 credit hours of graduate coursework are used to satisfy 12 hours of the undergraduate bachelor's degree. These 12 hours may be courses in the major, elective hours, or a combination of electives and courses in the major. It is important to note that graduate level credit hours satisfy undergraduate requirements. Under no circumstance will undergraduate level credit hours count toward a graduate degree.

Students must have a minimum 3.00 GPA in their undergraduate major and have completed 80 semester hours before being allowed to apply to the graduate program. A student pursuing a major under the accelerated BA/MA program will be considered an undergraduate until all undergraduate degree requirements are completed. The Bachelor's degree will be conferred at the completion of all undergraduate degree requirements and the completed degree added to the graduate's transcript. Through strict advising practices, students will be enrolled only in sufficient hours to complete, and not exceed, undergraduate degree requirements. A maximum of 12 hours of graduate course credits may be used to fulfill undergraduate degree requirements for students accepted into a master's degree program. Students must complete their undergraduate degree requirements (Bachelor of Arts) and be making satisfactory progress in their graduate degree coursework to continue studies toward the Master of Arts degree, thus an additional application for graduate studies will not be required.

School of Education

Michael Rosato, Ed.D., Dean

FACULTY: **Kelsa Blair, M.Ed.; Lauren Kirk, Ed.D**

Certification Officer and TExES Coordinator: **Susan Sharp, M.Ed.**

Educator Preparation Program

The Educator Preparation Program at Howard Payne University prepares preservice teachers to meet professional standards as prescribed by the State of Texas and by the university. Moreover, the university seeks to prepare teachers to serve as Christian role models in both public and accredited private schools.

The Educator Preparation Program has identified the following as goals whereby the program must strive if this mission is to be attained:

1. To provide a teacher education curriculum which will ensure 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 inspirational 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 high achieving students to consider teaching as a career.
7. To encourage high achieving students to continue professional studies at the graduate level.
8. To develop cognitive and affective understanding and competence in preservice teachers so that all pass the state proficiency TExES in professional development and related endorsements.
9. To continue to refine the preservice preparation of teachers to ensure that all students educated at Howard Payne University for service in Texas achieve or exceed the passing score of the current Texas teacher appraisal system.

In addition, the Educator Preparation 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 instructional design, lesson presentation, and appropriate 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 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 Educator Preparation Program

Admission to the Educator Preparation Program (EPP) requires fulfilling the following three phases:

Phase I

1. Complete thirty semester hours.
2. Complete FERPA document release form.
3. Submit copy of Driver License/State issued picture ID.
4. Complete notice of HB 1508.
5. Schedule an Educator Preparation Program interview prior to March 1 in the spring or prior to October 1 in the fall. Contact the School of Education to obtain additional information about the interview process.

Phase II

1. Completion of forty-five semester hours for EC-6/ certification and sixty (60) hours for all-level and secondary certification areas. Math and Science content areas must have completed at least 15 content hours. All others must have completed at least 12 content hours.
2. Submission of an application for admission to the Educator Preparation Program to the Certification Officer by **February 15** for beginning the professional education course sequence in the summer or fall semesters or by **September 15** for beginning in the spring semester. (Applications may be obtained from the Certification Officer of the School of Education.)
3. A **cumulative** grade point average of *at least* 2.75 and a grade point average of *at least* 2.75 in **each** of the candidate's teaching fields or concentrations and majors. To remain in the program, the student must maintain the 2.75 GPA. If a student falls below the 2.75 GPA, they will enter a probationary period. They must re-establish the 2.75 GPA by the end of the probationary semester.
4. Meet TSI-A standards through acceptable testing measures (per TEA) in reading (351), mathematics (350), and writing (340/4 or ABE diagnostic level of 4/essay 5). No student may take any professional education course without meeting acceptable testing measures OR through meeting the following exemption:

   a. Meeting current cut scores (per TEA) on the Scholastic Achievement Test (SAT) or American College Test (ACT) or State of Texas Assessment of Academic Readiness (STAAR) tests of reading, mathematics, and writing,
5. Departmental endorsements from a faculty member from each of the teaching fields or concentrations. Students will submit names of endorsers and contact information to the Certification Officer who will contact the chosen endorsers. 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.
6. Approval by the Teacher Education Council. Students denied admission to the Educator Preparation Program are entitled to appeal their status to the council.
7. 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.
8. Students must fulfill all requirements outlined in the *School of Education Handbook.*

Phase III

Admission to clinical teaching requires the following:

1. During the semester in which clinical teaching is conducted, prospective clinical teachers must be within 15 semester hours of graduation, including clinical teaching.
2. Submission of an application for admission to clinical teaching in the Office of the Dean of the School of Education by **February 15** if the clinical teaching is to begin in the fall semester or by **September 15** if clinical teaching is to begin in the spring semester.
3. A cumulative grade point average of at least 2.75, a grade point average of at least 2.75 in each teaching field or area of concentration, and a grade point average of at least 2.75 in professional education courses.
4. Completion of the 40 clock-hour field experience requirement associated with EDU 3301 and EDU 3302 prior to the beginning of clinical teaching.
5. Departmental endorsements from a faculty member from each of the teaching fields or concentrations. Students will submit names of endorsers and contact information to the Certification Officer who will contact the chosen endorsers. 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.
6. All education course prerequisites and required grade point averages must be attained **prior to** clinical teaching. This applies *to all* students regardless of which catalog is being followed.
7. Approval by the Teacher Education Council. Students denied entrance to clinical teaching are entitled to appeal their status to the council.
8. Students must fulfill all requirements outlined in the *School of Education Handbook.*
9. Criteria for passing EDU 4310 successfully completed prior to clinical teaching.

Note 1: Clinical teachers are not permitted to take more than 15 semester hours during the clinical teaching semester, 12 of which are part of the clinical teaching experience. Clinical teachers may not leave their regular clinical teaching assignments to return to the Howard Payne campus for another class or to participate in other HPU activities Students must request permission to take any additional coursework beyond 15 hours during the clinical teaching semester.

Note 2: Clinical teaching is available only during the regular fall and spring long semesters. Clinical teaching is not available during the summer semesters.

Note 3: Clinical teaching must be completed in schools in the Brownwood area only, i.e., schools in reasonable proximity to Howard Payne University. Any exception must be put in writing and submitted to the Dean of the School of Education.

If a student does not meet expectations in their clinical teaching placement per 19 TAC &228.5(e)(iii)*, they will be removed from the clinical teaching and graduate non-certified.*

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. Teacher candidates must comply with the latest certification requirements regardless of which catalog was in place when the student's academic plan was filed.

Note: 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 Educator Preparation Program is fully accredited by the Texas Education Agency. For the 2021-2022 academic year, Howard Payne students who completed the education preparation program posted a summary pass rate of approximately 97 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 Educator Preparation Program for early childhood through grade six (EC-6).

Middle School Teaching Fields

The university offers middle school Educator Preparation Programs (grades 4-8) with subject specializations in English language arts and reading, mathematics, science, and social studies.

High School Teaching Fields

The university offers high school Educator Preparation Programs (grades 6-12, 7-12 or 8-12 depending on the teaching field) in English language arts, history, life science, mathematics, physical science, social studies, speech, and technology applications.

All-level Education Teaching Fields

Howard Payne also offers all-level (early childhood - grade 12) academic specializations in Music, Theatre, Technology Applications and Physical Education.

Application for Certificate

All eligible students must file a certificate application online 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.

Minors

A list of minors offered by the School of Education is available in the Kinesiology 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 hours
- BIB 1303 Introduction to the Old Testament ..... 3 hours
- BIB 1304 Introduction to the New Testament ..... 3 hours
- KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
- Kinesiology Activity chosen from approved courses ..... 2 hours
- GEN 4100 Senior Seminar ..... 1 hours
- 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 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
- GOV 2311 American Government ..... 3 hours
- Social Science- PSY, SOC, HIS, or GOV chosen from the approved list
  but 3 hours must come from History ..... 6 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, Sociology, or Spanish ..... 12 hours

Technology Component ..... 3 hours

- EDU 3375 ..... 3 hours

BACHELOR OF ARTS - INTERDISCIPLINARY CORE CURRICULUM ..... 20 hours

Language Arts ..... (15)* 3 hours
- EDU 3307 Language Arts Methods ..... 3 hours
- ENG 1311 English Composition I ..... (3) * 0 hours
- ENG 1312 English Composition II ..... (3) * 0 hours
- ENG 2351, 2353 or 2373 ..... (3) * 0 hours
- COM 1310 Fundamentals of Human Communication ..... (3) * 0 hours

Mathematics ..... (14)* 11 hours
- EDU 4305 Math Methods EC-8 ..... 3 hours
- MAT 1351 College Algebra or higher ..... (3) * 0 hours
- *MAT 1471 Math for Elementary Teachers I ..... 4 hours
- *MAT 3421 Math for Elementary Teachers II ..... 4 hours

Science ..... (10)* 6 hours
- EDU 4304 Teaching Life Science EC-8 ..... 3 hours
- EDU 4314 Teaching Physical, Earth, and Space Science EC-8 ..... 3 hours
- Life Science or Physical Science with Lab chosen from the approved list . (4) * 0 hours

Social Studies ..... (12)* 6 hours
- EDU 4306 Teaching Social Studies I: Government, Eco, Citizenship, Culture ..... 3 hours
- EDU 4316 Teaching Social Studies II: History and Geography ..... 3 hours
- GOV 2311 American Government ..... (3) * 0 hours
- 3 Hours from History ..... (3) * 0 hours

Fine Arts ..... (6)* 3 hours
- EDU 4308 Fine Arts, Physical Education and Health Methods EC-8 ..... 3 hours
- Fine Arts Appreciation course chosen from the approved list ..... (3) * 0 hours

Reading ..... 12 hours
- *REA 3346 Literacy Instruction in the Content Areas ..... 3 hours
- *REA 4345 Literacy Instruction in the Primary Grades ..... 3 hours
- *REA 4347 Literacy Instruction in the Intermediate Grades ..... 3 hours
- *REA 4348 Literacy Assessment and Intervention ..... 3 hours

Total Bachelor of Arts Core Curriculum Not Counted Elsewhere ..... 20 hours

ELEMENTARY EDUCATION - PROFESSIONAL EDUCATION..... (50) *26 hours

EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3305 Survey of Exceptional Learners ..... 3 hours
EDU 3307 Language Arts Methods ..... (3) *0 hours
EDU 3375 Educational Technology Applications ..... 0 hours
EDU 4304 Teaching Life Science EC-8 ..... (3) *0 hours
EDU 4305 Math Methods EC-8 ..... (3) *0 hours
EDU 4306 Teaching Social Studies I: Gov, Eco, Citizenship, Culture ..... (3) *0 hours
EDU 4308 Fine Arts, Physical Education and Health Methods EC-8..... (3) *0 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4314 Teaching Physical, Earth, and Space Science EC-8..... (3) *0 hours
EDU 4316 Teaching Social Studies II History and Geography ..... (3) *0 hours
EDU 4354 Found. of Bilingual and English as a Second Language (ESL) ..... 3 hours
EDU 4870 Clinical Teaching in the Elementary Schools 8 hours

Total Elementary: EC - Grade 6 Professional Education (50) *26 hours

Total Hours in Degree Program 124 hours

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list,
but 3 hours must come from history ..... 6 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements ..... 12 hours

Life Science or Physical Science with lab ..... 4 hours
MAT 1471 Mathematics for Elementary Teachers I ..... 4 hours
MAT 3421 Mathematics for Elementary Teachers II ..... 4 hours

Technology Component ..... 3 hours

EDU 3375 ..... 3 hours

BACHELOR OF SCIENCE - INTERDISCIPLINARY CORE CURRICULUM ..... 15 hours

Language Arts ..... (15)* 3 hours
EDU 3307 Language Arts Methods ..... 3 hours
ENG 1311 English Composition I ..... (3) * 0 hours
ENG 1312 English Composition II ..... (3) * 0 hours
ENG 2351, 2353 or 2373 ..... (3) * 0 hours
COM 1310 Fundamentals of Human Communication ..... (3) * 0 hours
Mathematics ..... (14)* 3 hours
EDU 4305 Math Methods EC-8 ..... 3 hours
MAT 1351 College Algebra ..... (3) * 0 hours
MAT 1471 Math for Elementary Teachers I ..... (4) * 0 hours
MAT 3421 Math for Elementary Teachers II ..... (4) * 0 hours
Science ..... (10)* 6 hours
EDU 4304 Teaching Life Science EC-8 ..... 3 hours
EDU 4314 Teaching Physical, Earth, and Space Science EC-8 ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list (4) * 0 hours
Social Studies ..... (12)* 6 hours
EDU 4306 Teaching Social Studies I: Government, Eco, Citizenship, Culture ..... 3 hours
EDU 4316 Teaching Social Studies II History and Geography ..... 3 hours
3 Hours of History ..... (3) * 0 hours
*GOV 2311 American Government ..... (3) * 0 hours
Fine Arts ..... (6)* 3 hours
EDU 4308 Fine Arts, Physical Education and Health Methods EC-8 ..... 3 hours
Fine Arts Appreciation course chosen from the approved list ..... (3) * 0 hours
Reading ..... 12 hours
*REA 3346 Literacy Instruction in the Content Areas ..... 3 hours
*REA 4345 Literacy Instruction in the Primary Grades ..... 3 hours
*REA 4347 Literacy Instruction in the Intermediate Grades ..... 3 hours
*REA 4348 Literacy Assessment and Intervention ..... 3 hours
Total Bachelor of Science Core Curriculum Not Counted Elsewhere ..... 33 hours

For Bachelor of Science - Professional Education courses see below.

ELEMENTARY EDUCATION - PROFESSIONAL EDUCATION..... (50) *26 hours

EDU 3300 Philosophical and Psychological Foundations .....3 hours
EDU 3301 Teaching & Learning I .....3 hours
EDU 3302 Teaching & Learning II .....3 hours
EDU 3305 Survey of Exceptional Learners .....3 hours
EDU 3307 Language Arts Methods.....(3) *0 hours
EDU 3375 Educational Technology Applications.....0 hours
EDU 4304 Teaching Life Science EC-8 .....(3) *0 hours
EDU 4305 Math Methods EC-8.....(3) *0 hours
EDU 4306 Teaching Social Studies I: Gov, Eco, Citizenship, Culture.....(3) *0 hours
EDU 4308 Fine Arts, Physical Education and Health Methods EC-8.....(3) *0 hours
EDU 4310 Assessment and Readiness .....3 hours
EDU 4314 Teaching Physical, Earth, and Space Science EC-8.....(3) *0 hours
EDU 4316 Teaching Social Studies II History and Geography .....(3) *0 hours
EDU 4354 Foundations of Bilingual and English as a Second Language (ESL).3 hours
EDU 4870 Clinical Teaching in the Elementary Schools .....8 hours

Total Elementary: EC - Grade 6 Professional Education (50) *26 hours

ELECTIVES ..... 8 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

MIDDLE SCHOOL: GRADE 4 – GRADE 8
DEGREE REQUIREMENTS

English Language Arts and Reading
BACHELOR OF ARTS DEGREE

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science- PSY, SOC, HIS, or GOV chosen from the approved list
but 3 hours must come from History ..... 6 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, Sociology, or Spanish ..... 12 hours

Technology Component ..... 3 hours

EDU 3375 ..... 3 hours

MIDDLE SCHOOL PROFESSIONAL EDUCATION ..... (47) *44 hours

EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3305 Survey of Exceptional Learners ..... 3 hours
EDU 3307 Language Arts Methods EC-8 ..... 3 hours
EDU 3375 Educational Technology Applications ..... (3) *0 hours
EDU 4302 Secondary/Middles School Methodology in Teaching and Learning ..... 3 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4354 Foundations of Bilingual and English as Second Language ..... 3 hours
EDU 4880 Clinical Teaching in the Middle School. ..... 8 hours
REA 3346 Literacy in the Content Areas ..... 3 hours
REA 4345 Literacy in the Primary Grades ..... 3 hours
REA 4347 Literacy Instruction in the Intermediate Grades ..... 3 hours
REA 4348 Literacy Assessment and Intervention ..... 3 hours

ADDITIONAL HOURS REQUIRED FOR MIDDLE SCHOOL TEACHING FIELD ..... (30)* 21 hours

COM 1310 Fundamentals of Human Communication ..... (3) *0 hours
ENG 1311 Composition I ..... (3) *0 hours
ENG 1312 Composition II ..... (3) *0 hours
ENG 2351, 2353, or 2373 (additional) ..... 3 hours
REA 4347 Literacy Instruction in the Intermediate Grades ..... 3 hours
REA 4348 Literacy Assessment and Intervention ..... 3 hours
THR 4321 Creative Dramatics ..... 3 hours
Choose four upper-level (3000-4000) English classes ..... 9 hours

ELECTIVES ..... 10 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

Middle School Mathematics
BACHELOR OF ARTS DEGREE

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science- PSY, SOC, HIS, or GOV chosen from the approved list
but 3 hours must come from History ..... 6 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, Sociology, or Spanish ..... 12 hours

Technology Component ..... 3 hours

EDU 3375 ..... 3 hours

MIDDLE SCHOOL EDUCATION PROFESSIONAL EDUCATION

Grade 4 - Grade 8 Professional Education ..... (38) *35 hours

EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3305 Survey of Exceptional Learners ..... 3 hours
EDU 3375 Educational Technology Applications ..... (3) *0 hours
EDU 4302 Sec/Middle School Methodology in Teaching and Learning ..... 3 hours
EDU 4305 Math Methods EC-8 ..... 3 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4354 Foundations of Bilingual and English as a Second Language ..... 3 hours
EDU 4880 Clinical Teaching in the Middle School. ..... 8 hours
REA 3346 Literacy in the Content Areas ..... 3 hours

Mathematics ..... (31-32) *28-29 hours

MAT 1351 College Algebra ..... (3) *0 hours
MAT 1471 Mathematics for Elementary Education I ..... 4 hours
MAT 3421 Mathematics for Elementary Education II ..... 4 hours
MAT 2342 Introduction to Probability and Statistics ..... 3 hours
MAT 2345 Pre-Calculus Mathematics or
MAT 2445 Accelerated Pre-Calculus ..... 3 - 4 hours
MAT 2451 Calculus I ..... 4 hours
MAT 3302 Linear Algebra ..... 3 hours
MAT 3322 Geometry ..... 3 hours
MAT 3381 Mathematics for Secondary Teachers ..... 3 hours
MAT 4181 TExES Review for Secondary Teachers ..... 1 hours

ELECTIVES **3-4 hours**

TOTAL HOURS IN DEGREE PROGRAM **124-125 hours**

Middle School Mathematics
BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list, but 3 hours must come from history ..... 6 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements ..... 12 hours

Life Science or Physical Science with lab ..... 4 hours
MAT 1471 Mathematics for Elementary Teachers I ..... 4 hours
MAT 3421 Mathematics for Elementary Teachers II ..... 4 hours

Technology Component ..... 3 hours

EDU 3375 ..... 3 hours

MIDDLE SCHOOL EDUCATION PROFESSIONAL EDUCATION

Grade 4 - Grade 8 Professional Education ..... (38) *35 hours

EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3305 Survey of Exceptional Learners ..... 3 hours
EDU 3375 Educational Technology Applications ..... (3) *0 hours
EDU 4302 Sec/Middle School Methodology in Teaching and Learning ..... 3 hours
EDU 4305 Math Methods EC-8 ..... 3 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4354 Foundations of Bilingual and English as a Second Language ..... 3 hours
EDU 4880 Clinical Teaching in the Middle School. ..... 8 hours
REA 3346 Literacy in the Content Areas ..... 3 hours

Mathematics ..... (31-32) *20-21 hours

MAT 1351 College Algebra ..... (3) *0 hours
MAT 1471 Mathematics for Elementary Education I ..... (4) *0 hours
MAT 3421 Mathematics for Elementary Education II ..... (4) *0 hours
MAT 2342 Introduction to Probability and Statistics ..... 3 hours
MAT 2345 Pre-Calculus Mathematics or MAT 2445 Accelerated Pre-Calculus ..... 3 - 4 hours
MAT 2451 Calculus I ..... 4 hours
MAT 3302 Linear Algebra ..... 3 hours
MAT 3322 Geometry ..... 3 hours
MAT 3381 Mathematics for Secondary Teachers ..... 3 hours
MAT 4181 TExES Review for Secondary Teachers ..... 1 hours

ELECTIVES ..... 11-12 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

Middle School Science
BACHELOR OF ARTS DEGREE

GENERAL EDUCATION ..... 42 hours
- GEN 1101 University Seminar ..... 1 hours
- BIB 1303 Introduction to the Old Testament ..... 3 hours
- BIB 1304 Introduction to the New Testament ..... 3 hours
- KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
- Kinesiology Activity chosen from approved courses ..... 2 hours
- GEN 4100 Senior Seminar ..... 1 hours
- 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 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
- GOV 2311 American Government ..... 3 hours
- Social Science- PSY, SOC, HIS, or GOV chosen from the approved list but 3 hours must come from History ..... 6 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, Sociology, or Spanish ..... 12 hours

Technology Component ..... 3 hours
- EDU 3375 ..... 3 hours

MIDDLE SCHOOL PROFESSIONAL EDUCATION ..... (41) *38 hours
- EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
- EDU 3301 Teaching & Learning I ..... 3 hours
- EDU 3302 Teaching & Learning II ..... 3 hours
- EDU 3305 Survey of Exceptional Learners ..... 3 hours
- EDU 3375 Educational Technology Applications ..... (3) *0 hours
- EDU 4302 Secondary/Middles School Methodology in Teaching and Learning ..... 3 hours
- EDU 4304 Teaching Life Science EC-8 ..... 3 hours
- EDU 4310 Assessment and Readiness ..... 3 hours
- EDU 4314 Teaching Physical, Earth, and Space Science EC-8 ..... 3 hours
- EDU 4354 Foundations of Bilingual and English as Second Language ..... 3 hours
- EDU 4880 Clinical Teaching in the Middle School. ..... 8 hours
- REA 3346 Literacy in the Content Areas ..... 3 hours

Science ..... (24) *20 hours
- BIO 1409 Biological Sciences ..... (4) *0 hours
- BIO 1410 Human Biology ..... 4 hours
- *Choose 16 hours from the following ..... 16 hours
  - CHE 1430 Intro to General, Organic & Biological Chemistry ..... 4 hours
  - FRS 1479 Introduction to Forensic Science ..... 4 hours
  - PSC 1409 Principles of Astronomy ..... 4 hours
  - PSC 1429 Meteorology, Earth Science, and Chemistry ..... 4 hours
  - PSC 1449 Meteorology: Weather & Climate ..... 4 hours
  - GEO 1419 Physical Geology ..... 4 hours
  - GEO 1449 Environmental Geology ..... 4 hours

ELECTIVES ..... 6 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

Middle School Science
BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list, but 3 hours must come from history ..... 6 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements ..... 12 hours

Life Science or Physical Science with lab ..... 4 hours
MAT 2342 Intro to Probability & Statistics or above ..... 3 hours
*Computer Information Systems, Mathematics, or Science ..... 5 hours

Technology Component ..... 3 hours

EDU 3375 ..... 3 hours

MIDDLE SCHOOL EDUCATION PROFESSIONAL EDUCATION ..... (41) *38 hours

EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3305 Survey of Exceptional Learners ..... 3 hours
EDU 3375 Educational Technology Applications ..... (3) *0 hours
EDU 4302 Secondary/Middles School Methodology in Teaching and Learning 3 hours
EDU 4304 Teaching Life Science EC-8 ..... 3 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4314 Teaching Physical, Earth, and Space Science EC-8 ..... 3 hours
EDU 4354 Foundations of Bilingual and English as a Second Language ..... 3 hours
EDU 4880 Clinical Teaching in the Middle School. ..... 8 hours
REA 3346 Literacy in the Content Areas ..... 3 hours

Science ..... (24) *16 hours

BIO 1409 Biological Sciences ..... (4) *0 hours
BIO 1410 Human Biology ..... (4) *0 hours
*Choose 16 hours from the following ..... 16 hours
- CHE 1430 Intro to General, Organic & Biological Chemistry ..... 4 hours
- FRS 1479 Introduction to Forensic Science ..... 4 hours
- PSC 1409 Principles of Astronomy ..... 4 hours
- PSC 1429 Meteorology, Earth Science, and Chemistry ..... 4 hours
- PSC 1449 Meteorology: Weather & Climate ..... 4 hours
- GEO 1419 Physical Geology ..... 4 hours
- GEO 1449 Environmental Geology ..... 4 hours

ELECTIVES ..... 13 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

Middle School Social Studies
BACHELOR OF ARTS DEGREE

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science- PSY, SOC, HIS, or GOV chosen from the approved list
but 3 hours must come from History ..... 6 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, Sociology, or Spanish ..... 12 hours

Technology Component ..... 3 hours

EDU 3375 ..... 3 hours

MIDDLE SCHOOL PROFESSIONAL EDUCATION ..... (41) 38 hours

EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3305 Survey of Exceptional Learners ..... 3 hours
EDU 3375 Educational Technology Applications ..... (3) *0 hours
EDU 4302 Sec/Middle School Methodology in Teaching and Learning ..... 3 hours
EDU 4306 Teaching Social Studies I: Government, Eco, Citizenship, Culture ... 3 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4316 Teaching Social Studies II History and Geography ..... 3 hours
EDU 4354 Foundations of Bilingual and English as a Second Language ..... 3 hours
EDU 4880 Clinical Teaching in the Middle School. ..... 8 hours
REA 3346 Literacy in the Content Areas ..... 3 hours

Social Studies ..... (30) *14 hours

HIS 1310 U.S. History to 1877 ..... (3) *0 hours
HIS 1320 U.S. History Since 1877 ..... (3) *0 hours
GOV 2340 Social Studies of Texas ..... (3) *0 hours
GOV 2311 American Government ..... (3) *0 hours
GEG 2310 Introduction to World Geography ..... (3) *0 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/GOV/ECO Electives ..... 9 hours

ELECTIVES ..... 15 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

**Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.*

Middle School Social Studies
BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list, but 3 hours must come from history ..... 6 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements ..... 12 hours

Life Science or Physical Science with lab ..... 4 hours
MAT 2342 Intro to Probability & Statistics or above ..... 3 hours
*Computer Information Systems, Mathematics, or Science ..... 5 hours

Technology Component ..... 3 hours

EDU 3375 ..... 3 hours

MIDDLE SCHOOL PROFESSIONAL EDUCATION ..... (41) *38 hours

EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3305 Survey of Exceptional Learners ..... 3 hours
EDU 3375 Educational Technology Applications ..... (3) *0 hours
EDU 4302 Sec/Middle School Methodology in Teaching and Learning ..... 3 hours
EDU 4306 Teaching Social Studies I: Government, Eco, Citizenship, Culture ... 3 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4316 Teaching Social Studies II History and Geography ..... 3 hours
EDU 4354 Foundations of Bilingual and English as a Second Language ..... 3 hours
EDU 4880 Clinical Teaching in the Middle School. ..... 8 hours
REA 3346 Literacy in the Content Areas ..... 3 hours

Social Studies ..... (30) *24 hours

HIS 1310 U.S. History to 1877 ..... (3) *0 hours
HIS 1320 U.S. History Since 1877 ..... 3 hours
GOV 2340 Social Studies of Texas ..... 3 hours
GOV 2311 American Government ..... (3) *0 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/GOV/ECO Electives ..... 9 hours

ELECTIVES ..... 5 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

HIGH SCHOOL: GRADES 6, 7, or 8 – GRADE 12
DEGREE REQUIREMENTS

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list,
but 3 hours must come from history ..... 6 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, Sociology, or Spanish ..... 12 hours

SECONDARY PROFESSIONAL EDUCATION ..... 32 hours
HIGH SCHOOL - TEACHING FIELDS ..... 30-54 hours
ELECTIVES ..... 0-13 hours

TOTAL HOURS IN DEGREE PROGRAM 124-135 hours

For Secondary Professional Education courses see page 107.

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list, but 3 hours must come from history ..... 6 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements ..... 12 hours

Life Science or Physical Science with lab ..... 4 hours
MAT 2342 Intro to Probability & Statistics or above ..... 3 hours
*Computer Information Systems, Mathematics, or Science ..... 5 hours

SECONDARY PROFESSIONAL EDUCATION ..... 32 hours
HIGH SCHOOL - TEACHING FIELDS ..... 36-54 hours
ELECTIVES ..... 0-6 hours
TOTAL HOURS IN DEGREE PROGRAM 124-136 hours

For Secondary Professional Education courses see below.

HIGH SCHOOL: GRADES 6, 7, or 8 - GRADE 12
Secondary Professional Education
(Courses apply to both the Bachelor of Arts and the Bachelor of Science degrees.)

EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3305 Survey of Exceptional Learners ..... 3 hours
EDU 3375 Educational Technology Applications ..... 3 hours
EDU 4302 Secondary/Middle School Methodology in Teaching & Learning ..... 3 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4890 Clinical Teaching in Secondary Schools ..... 8 hours
REA 3346 Literacy Instruction in the Content Areas ..... 3 hours

Total High School: Grade 8-Grade 12 Professional Education 32 hours

Requirements for High School Teaching Fields Offered

English Language Arts and Reading ..... (42)* 30 hours
(GRADE 7 - GRADE 12 FOR ENGLISH LANGUAGE ARTS AND READING ONLY - Only available under the BA degree)

ENG 1311 English Composition I .....(3)* 0 hours
ENG 1312 English Composition II .....(3)* 0 hours
6 hours sophomore survey courses from .....(6)* 0 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 4314 Seventeenth and Eighteenth-Century English Literature..... 3 hours
- ENG 4315 The Romantic Era ..... 3 hours
- ENG 4316 Victorian Literature ..... 3 hours
- ENG 4321 Modern Poetry..... 3 hours
- ENG 4324 Modern American Literature ..... 3 hours
- ENG 4325 Christianity and Literature ..... 3 hours
- ENG 4326 Nineteenth Century American Literature ..... 3 hours

9 hours skills/developmental classes from.....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 4360 Language Arts for Teachers ..... 3 hours
ENG 4000 TExES Review in Secondary English ..... 0 hours
COM 1310 Fundamentals of Human Communication.....(3)* 0 hour

*Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.

History ..... (39)* 27 hours
(GRADE 7 - GRADE 12 FOR HISTORY ONLY - Only available under the BA degree)

HIS 1310 United States History to 1877 .....(3)* 0 hours
HIS 1320 United States History Since 1877 .....(3)* 0 hours
HIS 2308 Research & Writing in the Social Sciences.....(3)* 0 hours
HIS 2310 Western Civilization I.....(3)* 0 hours
HIS 2320 Western Civilization II.....3 hours
HIS 2330 Non-Western Civilization.....3 hours
HIS 4303 Europe Since 1919.....3 hours
HIS 4382 Contemporary U.S. History.....3 hours
HIS 4000 Preparation for the History TExES .....0 hours
Twelve (12) advanced hours selected from.....12 hours
- HIS 3301 The Reformation Era..... 3 hours
- HIS 3310 Colonial America and American Revolution ..... 3 hours
- HIS 3332 The Early Republic, 1783-1848 ..... 3 hours
- HIS 3340 Civil War and Reconstruction..... 3 hours
- HIS 3355 The Gilded Age and Progressive Era, 1877-1920 ..... 3 hours
- HIS 4320 World at War ..... 3 hours
- HIS 4325 The Age of FDR, 1920-1945 ..... 3 hours
- HIS 4381 Postwar America, 1945-1974..... 3 hours

Three (3) advanced hours History chosen in consultation with the advisor .....3 hours

*Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.

Life Science ..... BA 40-41 and BS 36-37 hours

(GRADE 7 - GRADE 12 FOR LIFE SCIENCE ONLY)

BIO 1359 General Biology I.....(3)* 0 hours
BIO 1108 or 1119 General Biology Lab I or S.T.I.N.G.E.R. I Lab..... (1)* 0 hour
BIO 1369 General Biology II..... (BS) (3)* 0 hours
BIO 1109 or 1129 General Biology Lab II or S.T.I.N.G.E.R. II Lab.....(BS) (1)* 0 hour
BIO 2429 Comparative Vertebrate Anatomy.....4 hours
BIO 3429 Cell Biology .....4 hours
BIO 3438 Genetics.....4 hours
BIO 4311 Senior Thesis and Assessment.....2 hours
BIO 4000 TExES Review for Secondary Teachers.....0 hours
BIO 4119 Research .....1 hours
BIO 3469 General Ecology .....4 hours
CHE 1479 General Chemistry I .....4 hours
CHE 1489 General Chemistry II .....4 hours
MAT 2343 Statistics .....3 hours
**CIS 1339 Introduction to Information Technology .....3 hours
Choose additional course from the following .....3-4 hours
BIO 1410 Human Biology.....4 hours
BIO 2489 Human Anatomy and Physiology I .....4 hours
BIO 2369 Plant Biology .....3 hours
BIO 3419 Microbiology .....4 hours

**Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.*
***Hours used to fulfill the Technology Component requirement but the hours may be counted towards the degree one time only.*

Mathematics.....(41-42)* 35-36 hours

(GRADE 7 - GRADE 12 FOR MATHEMATICS ONLY)

MAT 2347 Discrete Mathematics .....(3)* 0 hours
MAT 2451 Calculus I .....4 hours
MAT 2461 Calculus II .....4 hours
MAT 3302 Matrix and Linear Algebra.....(3)* 0 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 4181 TExES Review for Secondary Teachers.....1 hours
MAT 4351 Real Analysis or MAT 4361 Complex Analysis .....3 hours
MAT 4441 Applied Probability and Statistics.....4 hours
CIS 1359 Programming Logic.....3 hours

**Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.*

Physical Science ..... BA 43-44 and BS 39-40 hours
(GRADE 6 - GRADE 12 FOR PHYSICAL SCIENCE ONLY)

CHE 1479 General Chemistry I ..... (4)* 0 hours
CHE 1489 General Chemistry II ..... (BS) (4)* 0 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry Laboratory I ..... 1 hours
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry Laboratory II ..... 1 hours
CHE 3311 Physical Chemistry I ..... 3 hours
CHE 3119 Physical Chemistry Laboratory I ..... 1 hours
CHE 3321 Physical Chemistry II ..... 3 hours
CHE 3129 Physical Chemistry Laboratory II ..... 1 hours
CHE 3469 Quantitative Chemistry ..... 4 hours
CHE 4000 TExES Review for Secondary Teachers ..... 0 hours
8 hours from ..... 8 hours
PHY 1419 Gen Physics I and PHY 1429 Gen Physics II ..... 8 hours
or PHY 2439 Univ Physics I and PHY 2449 Univ Physics II ..... 8 hours
MAT 2451 Calculus I ..... 4 hours
Complete one of the following options ..... 7-8 hours
Option 1 – Choose two courses from:
GEO 1419 Physical Geology ..... 4 hours
GEO 1449 Environmental Geology ..... 4 hours
PSC 1409 Principles of Astronomy ..... 4 hours
PSC 1449 Meteorology: Weather and Climate ..... 4 hours
Option 2 – Choose two courses from:
CHE 4381 Advanced Inorganic Chemistry ..... 3 hours
CHE 4439 Biochemistry I ..... 4 hours
CHE 4449 Biochemistry II ..... 4 hours
CHE 4469 Instrumental Analysis ..... 4 hours
ENS 3331 Thermodynamics ..... 3 hours

Social Studies Composite ..... (66)* 48 hours
History ..... (39)* 27 hours
HIS 1310 United States History to 1877 ..... (3)* 0 hours
HIS 1320 United States History Since 1877 ..... (3)* 0 hours
HIS 2308 Research & Writing in the Social Sciences ..... (3)* 0 hours
HIS 2310 Western Civilization I ..... (3)* 0 hours
HIS 2320 Western Civilization II ..... 3 hours
HIS 2330 Non-Western Civilization ..... 3 hours
HIS 4303 Europe Since 1919 ..... 3 hours
HIS 4382 Contemporary U.S. History ..... 3 hours
HIS 4000 Preparation for the History TExES ..... 0 hours
Twelve (12) advanced hours selected from ..... 12 hours
HIS 3301 The Reformation Era ..... 3 hours
HIS 3310 Colonial America and American Revolution ..... 3 hours
HIS 3332 The Early Republic, 1783-1848 ..... 3 hours
HIS 3340 Civil War and Reconstruction ..... 3 hours
HIS 3355 The Gilded Age and Progressive Era, 1877-1920 ..... 3 hours
HIS 4320 World at War ..... 3 hours
HIS 4325 The Age of FDR, 1920-1945 ..... 3 hours
HIS 4381 Postwar America, 1945-1974 ..... 3 hours
Three (3) advanced hrs History chosen in consultation with the advisor 3 hours
HIS 4001 TExES Review: Social Studies ..... 0 hours
Economics ..... 6 hours
ECO 2301 Introduction to Macroeconomics ..... 3 hours
ECO 2302 Introduction to Microeconomics ..... 3 hours
Geography ..... 3 hours
GEG 2310 Introduction to World Geography ..... 3 hours
Government ..... (12)* 6 hours
GOV 2311 American Government ..... (3)* 0 hours
GOV 2340 Social Studies of Texas ..... (3)* 0 hours
Three hours Advanced Government chosen from ..... 3 hours
GOV 2390 Politics, Process, & Policy: State & Local 3 hours
GOV 3301 American Jurisprudence ..... 3 hours
GOV 4304 American Political Culture ..... 3 hours
Three hours Advanced Government chosen from ..... 3 hours
GOV 3321 Comparative Government ..... 3 hours
GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours
GOV 4391 Politics, Process, & Policy: Federal ..... 3 hours
Sociology or Psychology ..... 3 hours
SOC 1311 Introduction to Sociology ..... 3 hours
OR PSY 1311 Introduction to Psychology ..... 3 hours
Social Studies Elective ..... 3 hours
Any other course from ECO, GEG, SOC, or PSY ..... 3 hours

**Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.*

Speech Communication..... (36)* 33 hours
(GRADE 7 - GRADE 12 FOR SPEECH COMMUNICATION ONLY)

COM 1310 Fundamentals of Human Communication..... (3)* 0 hours
COM 1311 Survey of Mass Communication..... 3 hours
COM 1312 Writing for the Media..... 3 hours
COM 2320 Interpersonal Communication..... 3 hours
COM 2330 Small Group Communication ..... 3 hours
COM 3312 Oral Interpretation ..... 3 hours
COM 3324 Leadership Communication for Organizations ..... 3 hours
COM 3333 Media Criticism ..... 3 hours
COM 3355 Social Media and Digital Communication..... 3 hours
COM 3341 Argumentation and Advocacy ..... 3 hours
COM 3350 Intercultural Communication ..... 3 hours
COM 4000 TExES Review for Secondary Speech Teachers ..... 0 hours
COM 4310 Communication Theories ..... 3 hours

**Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.*

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 42, Bachelor of Science page 44, Bachelor of Music page 47.

ALL-LEVEL: EARLY CHILDHOOD - GRADE 12

All-level Professional Education
(Courses apply to all bachelor degrees.)

EDU 3105 Exceptional Learners Seminar ..... 1 hour
EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
EDU 3301 Teaching & Learning I ..... 3 hours
EDU 3302 Teaching & Learning II ..... 3 hours
EDU 3375 Educational Technology Applications ..... 3 hours
EDU 4310 Assessment and Readiness ..... 3 hours
EDU 4895 Clinical Teaching in All Grades ..... 8 hours
REA 3346 Literacy Instruction in the Content Areas..... 3 hours

Total All-Level: Early Childhood-Grade 12 Professional Education 27 hours

Requirements for All-level Teaching Fields Offered

Music Education - Instrumental Major + Music Common Core - Total Hours ..... 66-67 hours
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..... 13-14 hours
One from the following..... 1 hours
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 hours
MUS 2167 Woodwind Techniques ..... 1 hours
MUS 2187 Brass Techniques ..... 1 hours
MUS 2188 Percussion Techniques ..... 1 hours
MUS 3384 Music for Children ..... 3 hours
MUS 3365 Secondary Instrumental Methods..... 3 hours
(Taken in place of EDU 4302)
MUS 1161 Keyboard Skills Class (Piano majors only) ..... 1 hours
MUS 4014 Senior Recital (half)..... 0 hours
MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
Music Electives ..... 1 hours
Music Common Core ..... (31)* 28 hours
Music Technology
MUS 1371 Introduction to Music Technology..... 3 hours
Music Theory
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

Music History
MUS 2353 Music History I (Music before 1750) ..... 3 hours
MUS 2354 Music History II (Music 1750-1890) ..... (3)* 0 hours
MUS 3253 Music History III (Music 1890 - present] ..... 2 hours
MUS 3254 Music History IV (World Music and Jazz) ..... 2 hours
Conducting
MUS 3266 Elementary Conducting..... 2 hours
Recital Hour
MUS 0070 Recital Hour - 6 semesters required ..... 0 hours
(All-level Music Education – Instrumental available only as a Bachelor of Music degree.)

**Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.*

Music Education - Choral Major + Music Common Core - Total Hours ..... 66 hours
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..... 12 hours
MUS 2160 Vocal Diction I..... 1 hours
MUS 2163 Vocal Diction II..... 1 hours
MUS 2237 Instrumental Techniques..... 2 hours
MUS 3276 Choral Conducting..... 2 hours
MUS 3384 Music for Children..... 3 hours
MUS 3364 Secondary Choral Methods..... 3 hours
(Taken in place of EDU 4302)
MUS 4014 Senior Recital (half).....0 hours
MUS 4000 Capstone Course in Musical Thinking .....0 hours
Music Electives ..... 1 hours
Music Common Core..... (31)* 28 hours
Music Technology
MUS 1371 Introduction to Music Technology..... 3 hours
Music Theory
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
Music History
MUS 2353 Music History I (Music before 1750) ..... 3 hours
MUS 2354 Music History II (Music 1750-1890).....(3)* 0 hours
MUS 3253 Music History III (Music 1890 - present]..... 2 hours
MUS 3254 Music History IV (World Music and Jazz)..... 2 hours
Conducting
MUS 3266 Elementary Conducting ..... 2 hours
Recital Hour
MUS 0070 Recital Hour - 6 semesters required .....0 hours
(All-level Music Education – Choral is available only as a Bachelor of Music degree.)

**Hours used to fulfill part of the General Education requirements but the hours may be counted towards the degree one time only.*

Kinesiology All-Level Certification- Major + KIN Core + KIN Capstone - Total Hours ..... 42 hours

Courses Required for Major ..... 24 hours

KIN 2250 Activities for Physical Education ..... 2 hours
KIN 2359 Nutrition for Sport and Fitness ..... 3 hours
KIN 2300 Intro to Teaching All-Level Physical Education ..... 3 hours
KIN 3325 Lifespan Motor Development ..... 3 hours
KIN 3327 Elementary Physical Education Pedagogy ..... 3 hours
KIN 4180 Internship in Kinesiology ..... 1 hour
KIN 4305 Test and Measurements in Physical Education ..... 3 hours
KIN 4326 Secondary Physical Education Pedagogy ..... 3 hours
KIN 4328 Adaptive Physical Education Pedagogy ..... 3 hours
KIN 4000 TExES Review - Physical Education ..... 0 hours

Kinesiology Core ..... 18 hours

KIN 1301 Foundations of Kinesiology ..... 3 hours
KIN 2110 Fitness Activities ..... 1 hour
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology ..... 3 hours
KIN 3306 Psychology of Exercise ..... 3 hours
KIN 4206 Issues and Research ..... 2 hours
KIN 4331 Program leadership ..... 3 hours

(All-level Physical Education is available only as a Bachelor of Science degree.)

Technology Applications ..... 42 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

Theatre ..... 33 hours

THR 1173 Theatre Production ..... 3 hours
THR 1311 Introduction to the Theatre ..... 3 hours
THR 2371 Fundamentals of Acting ..... 3 hours
THR 2331 Stagecraft ..... 3 hours
THR 3311 Stage Movement ..... 3 hours
THR 3331 Stage Lighting ..... 3 hours
THR 3351 Advanced Stage Acting ..... 3 hours
THR 4000 TExES Review for All-Level Theater Education Teachers ..... 0 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 Education is available as a Bachelor of Arts or Bachelor of Science degree.)

Department of Kinesiology

SCOTT OWEN, M.A. - Chair, Department of Kinesiology

FACULTY: **Teresa Cavitt, M.Ed.; Jill Heupel, Ed.D.; Shannon Sims, D.PT.; John Wilson, Ed.D.**

The mission of the Department of Kinesiology (KIN) is to provide and promote a Christ-centered approach to the field of human movement through study, practice, and service. The department 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: Kinesiology and Allied Health Science.

General Education Physical Activity Program

The general education physical activity program provides opportunity for students to fulfill the general education objective of "understanding the tools for personal and physical wellness." This is met through a one-hour lecture class **(Principles of Personal Fitness and Wellness, KIN 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 **(two class A, or one class A and one class B or one of the combinations listed in Academic Information)**. KIN 1100 is the prerequisite/co-requisite for physical activity classes that are taken to fulfill the general education requirement. 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 or Band. Class A activities emphasize health-related physical fitness. Class B activities emphasize psychomotor skills and experiences that are specific to participation in recreational sport and leisure activities. Class C activities include varsity athletics and University Band and may fulfill one hour of the general education physical activity requirement and may count for credit - one time only.- 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 Kinesiology major, minor, area of interest, or physical education teaching field, more than four hours of physical activity classes may be counted toward a degree. Varsity athletic credit and University Band may be used only once. 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-Kinesiology activity course requirement. A copy of VA Form DD-214 must be on file in the Registrar's Office before credit may be granted.

The Bachelor of Science Degree in Kinesiology requires **31-42 total hours**, a core of 18 hours and an additional 13-24 hours of student-selected area of interest in Kinesiology. Upon completion of the KIN core courses, students will be able to (1) practice/exemplify an active lifestyle, (2) cultivate professional dispositions reflecting Christian values, (3) demonstrate a fundamental understanding of human movement as applied to societal needs, and (4) communicate effectively in written, oral, and technological styles.

Students should consider adding a minor if interested in graduate study (Biology, Chemistry, Mathematics, Psychology) or allied health careers (Biomedical Sciences or Allied Health Sciences). Through courses in kinesiology, 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.

Additional Degree requirements for the KIN major may be met by BIO 1410, BIO 2489, or BIO 2499.

Kinesiology majors and minors are required to successfully complete each KIN course that are part of a Kinesiology major or minor with a grade of "C" or better.

Bachelor of Science in Kinesiology

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Kinesiology ..... 31-42 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 1-18 hours
ELECTIVES (without optional minor) ..... 25-36 hours
Total Hours in Degree Program 124 hours

Kinesiology Major ..... 36-42 hours

Kinesiology Core ..... 18 hours

KIN 1301 Foundations of Kinesiology ..... 3 hours
KIN 2110 Fitness Activities ..... 1 hours
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology ..... 3 hours
KIN 3306 Psychology of Exercise ..... 3 hours
KIN 4206 Issues and Research ..... 2 hours
KIN 4331 Program Leadership ..... 3 hours

Kinesiology Student Selected Area of Interest ..... 18-24 hours

Areas of Interest - Students should choose one of the following areas of interest to supplement the KIN core:

KIN - Generalist ..... 18 hours

KIN Activity Courses ..... 1-4 hours
(Above those required for General Education and the KIN Core)
KIN Courses 2000 level and above ..... 6-16 hours
KIN 4180-4680 Internship in Kinesiology ..... 1-11 hours

KIN - Fitness Specialist Area of Interest ..... 24 hours

KIN 1112 Group Fitness ..... 1 hour
KIN 1113 Strength Training ..... 1 hour
KIN 1180 Pilates on the Reformer ..... 1 hour
KIN 1184 Yoga ..... 1 hour
KIN 2359 Nutrition for Sport and Fitness ..... 3 hours
KIN 3110 Group Fitness Instructor Practicum ..... 1 hour
KIN 3209 Group Fitness Instructor Theory ..... 2 hours
KIN 3325 Lifespan Motor Development ..... 3 hours
KIN 4305 Test and Measurements in Physical Education ..... 3 hours
KIN 4333 Personal Trainer Certification 1 ..... 3 hours
KIN 4334 Personal Trainer Certification 2 ..... 3 hours
KIN 4235 Personal Trainer: Practicum ..... 2 hours

KIN - Sport Management Area of Interest ..... 18-21 hours

KIN 1302 Introduction to Sport and Sport Management ..... 3 hours
KIN 3382 Sport Facility and Event Management ..... 3 hours
KIN 4383 Legal and Ethical Topics in Sport ..... 3 hours
KIN 4384 Sport Finance ..... 3 hours
KIN 4180 - KIN 4680 Internship in Kinesiology ..... 3-6 hours
(minimum of 3 hours from a combination of KIN 4180 - 4680)
One from the following ..... 3 hours
COM 3330 Sport, Media, and Culture ..... 3 hours
COM 3335 Integrated Sport Communication ..... 3 hours

KIN - All-Level Teacher Certification Area of Interest ..... 24 hours

KIN 2250 Activities for Physical Education ..... 2 hours
KIN 2359 Nutrition for Sport and Fitness ..... 3 hours
KIN 2300 Intro to Teaching All-Level Physical Education ..... 3 hours
KIN 3325 Lifespan Motor Development ..... 3 hours
KIN 3327 Elementary Physical Education Pedagogy ..... 3 hours
KIN 4180 Internship in Kinesiology ..... 1 hour
KIN 4305 Test and Measurements in Physical Education ..... 3 hours
KIN 4326 Secondary Physical Education Pedagogy ..... 3 hours
KIN 4328 Adaptive Physical Education Pedagogy ..... 3 hours
KIN 4000 TExES Review - Physical Education ..... 0 hours

Kinesiology 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 Kinesiology to the Education Preparation Program (EPP) and to clinical teaching or internship. Criteria for recommendation are published in this catalog and in the Teacher Education Handbook.

Kinesiology Minors

Kinesiology Minor ..... 18 hours

KIN 1301 Foundations of Kinesiology ..... 3 hours
KIN 3306 Psychology of Exercise ..... 3 hours
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology ..... 3 hours
KIN 3325 Lifespan Motor Development ..... 3 hours
KIN 4305 Test and Measurements in Physical Education ..... 3 hours

Fitness Specialist Minor ..... 18-23 hours

KIN 1301 Foundations of Kinesiology ..... 3 hours
KIN 1112 Group Fitness ..... 1 hour
KIN 1113 Strength Training ..... 1 hour
KIN 1180 Pilates on the Reformer ..... 1 hour
KIN 1184 Yoga ..... 1 hour
KIN 1* Activity Class ..... 1 hour
KIN 2110 Fitness Activities ..... 1 hour
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology ..... 3 hours
Students should choose between:
KIN 3110 Group Fitness Instructor Practicum ..... 1 hour
KIN 3209 Group Fitness Instructor Theory ..... 2 hours
OR
KIN 4333 Personal Trainer Certification I ..... 3 hours
KIN 4334 Personal Trainer Certification II ..... 3 hours
KIN 4235 Personal Trainer: Practicum ..... 2 hours

Coaching Minor ..... 18 hours

KIN 1301 Foundations of Kinesiology ..... 3 hours
KIN 2301 Coaching Fall Sports ..... 3 hours
KIN 2302 Coaching Spring Sports ..... 3 hours
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology ..... 3 hours
KIN 3306 Psychology of Exercise ..... 3 hours

Allied Health Sciences
Bachelor of Science in Allied Health Science

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
CHE 1479 should be used for the general education science requirement.
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 11 hours
BIO 1359 and BIO 1108 or 1119; BIO 1369 and BIO 1109 or 1129; MAT 2342
TECHNOLOGY COMPONENT - CIS 1339 ..... 3 hours
MAJOR - Allied Health Science ..... 43-49 hours
OPTIONAL MINOR..... 19-25 hours
ELECTIVES (without optional minor)..... 19-25 hours
Total Hours in Degree Program 124 hours

Allied Health Science Major .....43-49 hours
Allied Health Core .....42 hours
AHS 1201 Introduction to Allied Health Care..... 2 hours
AHS 1351 Professional First Aid and CPR..... 3 hours
AHS 1352 Care and Prevention of Injuries..... 3 hours
AHS 2251 Orthopedic Assessment: Lower Extremity ..... 2 hours
AHS 2252 Orthopedic Assessment: Upper Extremity..... 2 hours
AHS 3351 Therapeutic Modalities ..... 3 hours
AHS 3354 Rehabilitation Techniques ..... 3 hours
AHS 3355 General Medicine and Pharmacology ..... 3 hours
AHS 4206 Issues and Research ..... 2 hours
AHS 4331 Program Leadership ..... 3 hours
BIO 2489 Human Anatomy and Physiology I ..... 4 hours
BIO 2499 Human Anatomy and Physiology II ..... 4 hours
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology..... 3 hours
SCI 1200 Medical Terminology..... 2 hours
AHS 4180-4680 Internship .....1-6 hours

***Athletic Training Licensure for the State of Texas**

Students who wish to meet all the requirements to qualify to sit for the Texas Athletic Training Licensure exam listed under the Method A - Apprenticeship by the Texas Department of Licensure and Regulation must complete no less than 1800 internship hours under the supervision of a licensed athletic trainer or other allied health care professional in no less than five semesters. These internship hours may be partially fulfilled in the field experience classes listed in the Allied Health Science major for a maximum of three hundred and sixty (360) hours. Students must coordinate with Howard Payne University Athletic Trainers and approved allied health practices to obtain the remainder under the guidelines set forth by the State of Texas. Students must also complete the following class in addition to those listed in the Allied Health Science Major:

AHS 1302 Athletic Training Fundamentals.

School of Humanities

MILLARD J. KIMERY, JR., 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, history, social science, psychology, social work, social studies composite, and the Guy D. Newman Honors Academy (multidisciplinary). School of Humanities departments that offer minors include English, English writing, Spanish, History, Social Science, Psychology, and Criminal Justice. Teacher certification is available in English and language arts, history and social studies composite. (See the School of Education section of the catalog.)

Department of English

Millard Kimery, Ph.D. - Interim Chair, Department of English

FACULTY: **Kathy Hagood, M.A.; Millard Kimery, Ph.D.; Wendy McNeeley, Ph.D.; Nancy Romig, Ph.D.**

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.

Bachelor of Arts in English

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – English ..... (30-36)* 21-27 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 16-28 hours
ELECTIVES (without optional minor) ..... 40-46 hours
Total Hours in Degree Program 124 hours

English Major ..... (30-36)* 21-27 hours
English Major Core ..... (9) 0 hours
ENG 1311 English Composition I ..... (3)* 0 hours
ENG 1312 English Composition II ..... (3)* 0 hours
ENG 2000 level sophomore literature ..... (3)* 0 hours
English Major Electives ..... 21-27 hours
ENG 4000 level courses** ..... 21-27 hours

**ENG 3000 level courses may be included if limited to 6 hours within the first thirty semester hours of the major. Consultation with faculty advisor is recommended.

**Hours may include ENG 1311, ENG 1312 and/or ENG 2000 which are all a part of the General Education requirements for the Bachelor of Arts degree. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Teacher Certification: Students seeking a Bachelor of Arts degree with an English, Language Arts, and Reading secondary teaching certification should see the School of Education section of the catalog for specific courses required.

English Minor ..... 18-24 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
ENG 2000-level sophomore literature ..... 3 hours
ENG 4000-level courses** ..... 9-15 hours

**An additional three (3) hours of ENG 2000-level courses may be included; however, without permission from the head of the English department, ENG 3000-level courses are limited to six (6) hours.

English 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:

English Writing Minor ..... 18-24 hours
- ENG 1311 English Composition I ..... 3 hours
- ENG 1312 English Composition II ..... 3 hours
- ENG 2000-level sophomore literature ..... 3 hours
- Nine to fifteen hours chosen from ..... 9-15 hours
  - ENG 3305 Creative Writing ..... 3 hours
  - ENG 3306 Technical Writing ..... 3 hours
  - ENG 4360 Language Arts for Teachers ..... 3 hours
  - ENG 3000 or 4000-level course (with consent of instructor) ..... 3-6 hours

Department of Spanish and Hispanic Studies

Danny Brunette-Lopez, Ph.D. - Chair

The Department of Spanish and Hispanic Studies offers a minor in Spanish. 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 and grammar, in addition to Spanish and Spanish-American literature and culture. Special features of the department include the utilization of computer software, audio and video resources, and opportunities for study abroad.

Students who have had previous instruction in Spanish (but have not earned college credit) 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 2320. See CLEP information in this catalog for specific scores and credit granted.

Teacher Certification: The Department of Modern Language and Hispanic Studies does not currently offer teacher certification in Spanish.

Spanish Minor

Spanish Minor ..... 18 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
- Advanced Spanish electives ..... 6 hours

Department of History and Government

Matthew McNiece, Ph.D. - Chair, Department of History and Government

FACULTY: **David Claborn, Ph.D.; Kenan Boland, J.D.; Robert G. Mangrum, Ph.D.; Jennifer McNiece, Ph.D.**

Students taking coursework in the Department of History and Government will develop an understanding of and an appreciation for the ideas, events, institutions, actions and interactions that comprise human endeavor. Students will develop the skills required to seek knowledge, analyze complex issues, and present conclusions in a clear and thoughtful manner, demonstrating the ability to read critically, write coherently, and communicate ideas effectively.

The department offers two standard majors with several areas of emphasis allowing a portion of the degree program to be tailored to the student's particular interests. The History Major is available solely as a Bachelor of Arts degree program, while the (interdisciplinary) Social Science Major may be pursued as either a Bachelor of Arts or Bachelor of Science degree program.

The History Major provides students the intellectual and practical tools for inquiring and knowing the Greek and Latin terms which provide our modern term, history. This encompasses an exploration of human development across time and space, including ongoing debates about the causes and consequences of human action and interaction. The History major prepares students for a variety of professional careers where research, analysis, and communication skills are paramount. These include: teaching, research, journalism, law, public service, and others.

Students intending to pursue graduate study in history are strongly encouraged to take HIS 3303 as a part of the major, and 12 hours of Spanish for the "Additional Degree Requirements" beyond the General Education Curriculum.

Students seeking Teacher Certification in History (through the School of Education) must take HIS 4000 as part of the major; students seeking Social Studies certifications must take HIS 4001. Interested students should see the School of Education section of the catalog for a specific list of courses required for this degree program, including the General Education Curriculum requirements.

Bachelor of Arts in History

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
HIS 1310 should be chosen to fulfill the history requirement
HIS 1320 should be chosen to fulfill the social science requirement

ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
GOV/HIS 2308 should be chosen to fulfill the technology component
MAJOR – History ..... (39)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

History Major ..... (39)* 30 hours
History Major Core ..... (21)* 12 hours
HIS 1310 United States History to 1877 ..... (3)* 0 hours
HIS 1320 United States History Since 1877 ..... (3)* 0 hours
HIS 2308 Research & Writing in the Social Sciences ..... (3)* 0 hours
HIS 2310 Western Civilization I ..... 3 hours
HIS 2320 Western Civilization II ..... 3 hours
HIS 2330 Non-Western Civilization ..... 3 hours
HIS 4303 Europe Since 1919 ..... 3 hours
History Capstone Course ..... 3 hours
HIS 4382 Contemporary U.S. History ..... 3 hours
History Advanced Hours ..... 15 hours
Twelve (12) advanced hours selected from ..... 12 hours
HIS 3301 The Reformation Era ..... 3 hours
HIS 3310 Colonial America and American Revolution ..... 3 hours
HIS 3332 The Early Republic, 1783-1848 ..... 3 hours
HIS 3340 Civil War and Reconstruction ..... 3 hours
HIS 3355 The Gilded Age and Progressive Era, 1877-1920 ..... 3 hours
HIS 4320 World at War ..... 3 hours
HIS 4325 The Age of FDR, 1920-1945 ..... 3 hours
HIS 4381, Postwar America, 1945-1974 ..... 3 hours
Three (3) advanced hours History chosen with advisor ..... 3 hours

*Hours may include HIS 1310 and/or HIS 1320 which should be used as part of the General Education requirements. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.

The Department also offers a Bachelor of Arts degree in Social Studies Composite-Teaching for students seeking Teacher Certification in Social Studies. (See description on page 109.)

The Bachelor of Arts degree in Social Studies Composite-Teaching requires 66 hours (48 beyond the General Education Curriculum; with the GEC and EDU Professional Core, the degree totals 126 hours) distributed as follows:

Bachelor of Arts in Social Studies Composite Teaching

GENERAL EDUCATION (Bachelor of Arts page 42) ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Social Studies Composite ..... (66)* 51 hours
SECONDARY PROFESSIONAL EDUCATION ..... (21)* 18 hours
Total Hours in Degree Program 126 hours

Social Studies Composite ..... (66)* 51 hours
History ..... (39)* 27 hours
HIS 1310 United States History to 1877 ..... (3)* 0 hours
HIS 1320 United States History Since 1877 ..... (3)* 0 hours
HIS 2308 Research & Writing in the Social Sciences ..... 3 hours
HIS 2310 Western Civilization I ..... (3)* 0 hours
HIS 2320 Western Civilization II ..... 3 hours
HIS 2330 Non-Western Civilization ..... 3 hours
HIS 4303 Europe Since 1919 ..... 3 hours
HIS 4382 Contemporary U.S. History ..... 3 hours
HIS 4000 Preparation for the History TExES ..... 0 hours
Twelve (12) advanced hours selected from ..... 12 hours
HIS 3301 The Reformation Era ..... 3 hours
HIS 3310 Colonial America and American Revolution ..... 3 hours
HIS 3332 The Early Republic, 1783-1848 ..... 3 hours
HIS 3340 Civil War and Reconstruction ..... 3 hours
HIS 3355 The Gilded Age and Progressive Era, 1877-1920 ..... 3 hours
HIS 4320 World at War ..... 3 hours
HIS 4325 The Age of FDR, 1920-1945 ..... 3 hours
HIS 4381 Postwar America, 1945-1974 ..... 3 hours
Three (3) advanced hrs History chosen in consultation with the advisor 3 hours
HIS 4001 TExES Review: Social Studies ..... 0 hours
Economics ..... 6 hours
ECO 2301 Introduction to Macroeconomics ..... 3 hours
ECO 2302 Introduction to Microeconomics ..... 3 hours
Geography ..... 3 hours
GEG 2310 Introduction to World Geography ..... 3 hours
Government ..... (12)* 6 hours
GOV 2311 American Government ..... (3)* 0 hours
GOV 2340 Social Studies of Texas ..... (3)* 0 hours
Three hours Advanced Government chosen from ..... 3 hours
GOV 2390 Politics, Process, & Policy: State & Local 3 hours
GOV 3301 American Jurisprudence ..... 3 hours
GOV 4304 American Political Culture ..... 3 hours
Three hours Advanced Government chosen from ..... 3 hours
GOV 3321 Comparative Government ..... 3 hours
GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours
GOV 4391 Politics, Process, & Policy: Federal ..... 3 hours
Sociology or Psychology ..... 3 hours
SOC 1311 Introduction to Sociology ..... 3 hours
OR PSY 1311 Introduction to Psychology ..... 3 hours
Social Studies Elective ..... 3 hours
Any other course from ECO, GEG, SOC, or PSY ..... 3 hours

*Hours may include HIS 1310, HIS 1320 and/or GOV 2311, and GOV 2340, which are a part of the General Education requirements for the BA degree for Grade 7 - Grade 12 teacher certification. Completion of these courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.

History Minor

History Minor.....18-24 hours

HIS 1310 United States History to 1877 ..... 3 hours
HIS 1320 United States History Since 1877 ..... 3 hours
HIS 2308 Research & Writing in the Social Sciences..... 3 hours
Additional History (one of which may be at the 2000 level) ..... 9-15 hours

All prerequisites must carry a grade of "C" or better, or consent of the head of the department.

Global History Minor

Global History Minor.....18-24 hours

HIS 2308 Research & Writing in the Social Sciences ..... 3 hours
HIS 2310 Western Civilization I..... 3 hours
HIS 2320 Western Civilization II..... 3 hours
Nine (9) additional hours selected from ..... 9 hours
HIS 2330 Non-Western Civilization ..... 3 hours
HIS 3300 Topics In World History (maybe repeat if different topic 3 hours
HIS 3301 The Reformation Era..... 3 hours
HIS 4303 Europe Since 1919 ..... 3 hours
HIS 4320 World at War..... 3 hours

Government

The (interdisciplinary) Government major acquaints and equips students with the historical, theoretical, and methodological tools for understanding U.S. and global politics and culture. Moreover, the program seeks to engage students as good citizens of their local and global communities. The program prepares graduates for a variety of careers, including: law, politics, public administration, policy analysis, management, journalism, and others.

The Department offers coursework leading to the Bachelor of Arts or Bachelor of Science degree in Government. Students may elect an area of emphasis in American Political Studies, Global Studies, or Jurisprudence.

Bachelor Degrees in Government

GENERAL EDUCATION (Bachelor of Science) ..... 42 hours
GOV 2390 should be chosen to fulfill the social science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - GOVERNMENT ..... (42)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) ..... 42 hours
GOV 2390 should be chosen to fulfill the social science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - GOVERNMENT ..... (42)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

Government Major ..... (42)* 30 hours
Government Major Core ..... (18)* 6 hours
HIS 1320 U.S. History since 1877 ..... (3)* 0 hours
GOV 2308 Research & Writing in the Social Sciences ..... (3)* 0 hours
GOV 2311 American Government ..... (3)* 0 hours
GOV 2390 Politics, Process, and Policy: State & Local ..... (3)* 0 hours
GOV 3301 American Jurisprudence ..... 3 hours
GOV 3381 Political Theory ..... 3 hours
Government Capstone Course ..... 3 hours
HIS 4382 Contemporary U.S. History and Politics ..... 3 hours
Government Area of Emphasis ..... 21 hours
See listings below for specific courses.
American Political Studies ..... 21 hours
Global Studies ..... 21 hours
Jurisprudence ..... 21 hours

**Hours include HIS 1320 and GOV 2311 which are required courses in General Education and GOV 2390 which should be used as part of the General Education requirements. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Government Area of Emphasis (American Political Studies) ..... 21 hours

Area 1: Twelve (12) advanced hours selected from ..... 12 hours
- GOV 2350 Political Economy ..... 3 hours
- GOV 3350 Economic Theory and Policy Analysis ..... 3 hours
- GOV 4304 American Political Culture ..... 3 hours
- GOV 4354 Constitutional Theory I: Powers ..... 3 hours
- GOV 4355 Constitutional Theory II: Rights ..... 3 hours
- GOV 4366 Topics in Politics ..... 3 hours
- GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours
- GOV 4391 Politics, Process, and Policy: Federal ..... 3 hours
- GOV 4392 Christianity, Ethics, and Politics ..... 3 hours

Additional Area: Nine (9) hours selected from ..... 9 hours
- Any course not yet used from Area 1 ..... 3 hours
- HIS 3310 Colonial America and American Revolution ..... 3 hours
- HIS 3332 The Early Republic, 1783-1848 ..... 3 hours
- HIS 3340 Civil War and Reconstruction ..... 3 hours
- HIS 3355 The Gilded Age and Prog. Era, 1877-1920 ..... 3 hours
- HIS 4325 The Age of FDR, 1920-1945 ..... 3 hours
- HIS 4381, Postwar America, 1945-1974 ..... 3 hours

Government Area of Emphasis (Global Studies) ..... 21 hours

Area 1: Twelve (12) hours selected from ..... 12 hours
- GOV 2350 Political Economy ..... 3 hours
- GOV 3100 Model United Nations (taken three times) ..... 3 hours
- GOV 3300 Regional Studies ..... 3 hours
- HIS/GOV 3303 Perspectives in Social Sciences ..... 3 hours
- GOV 3320 Economic Development ..... 3 hours
- GOV 3321 Comparative Government ..... 3 hours
- GOV 3350 Economic Theory and Policy Analysis ..... 3 hours

Additional: Nine (9) advanced hours selected from ..... 9 hours
- Any course not yet from Area 1 ..... 3 hours
- HIS 3300 Topics/World ..... 3 hours
- HIS 3301 Age of the Reformation ..... 3 hours
- HIS 4303 Europe since 1919 ..... 3 hours
- HIS 4320 World at War ..... 3 hours
- GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours

*Note: Students intending to pursue graduate study in Global Studies or International Relations or careers in the State Department are strongly encouraged to pursue the Bachelor of Arts Degrees, take GOV 3303 as a part of the major, and 12 hours of Spanish for the "Additional Degree Requirements" beyond the General Education Curriculum.

Government Area of Emphasis (Jurisprudence) ..... 21 hours

Twelve (12) advanced hours selected from ..... 12 hours
- GOV 3161 Moot Court
  - Or GOV 3162 Mock Trial (any three hours) ..... 3 hours
- GOV 3390 Topics in Law ..... 3 hours
- GOV 3391 Law and Society ..... 3 hours
- GOV 4354 Constitutional Theory I: Powers ..... 3 hours
- GOV 4355 Constitutional Theory II: Rights ..... 3 hours

Three (3) advanced hours selected from ..... 3 hours
- COM 3333 Media Criticism ..... 3 hours
- COM 3341 Persuasion and Argumentation ..... 3 hours
- COM 3360 Conflict Management and Restorative Justice ..... 3 hours
- PSY 3341 Social Psychology ..... 3 hours

Three (3) additional hours from the courses listed above ..... 3 hours

Three (3) advanced hours selected from ..... 3 hours
- GOV 3303 Perspectives in Social Sciences ..... 3 hours
- GOV 4392 Christianity, Ethics, and Politics in America ..... 3 hours
- BUS 3351 Business Ethics ..... 3 hours
- CRJ 4355 Ethics in Criminal Justice ..... 3 hours

Government Minor

Government Minor ..... 24 hours
- GOV 2308 Research & Writing in the Social Sciences ..... 3 hours
- GOV 2311 American Government ..... 3 hours
- GOV 2390 Politics, Process, and Policy: State and Local ..... 3 hours

Nine (9) to fifteen (15) additional hours selected from ..... 9-15 hours
- GOV 2340 Survey of Texas History and Culture ..... 3 hours
- GOV 2350 Political Economy ..... 3 hours
- GOV 3300 Topics in International Studies ..... 3 hours
- GOV 3301 American Jurisprudence ..... 3 hours
- GOV 3303 Perspectives in Social Science ..... 3 hours
- GOV 3301 American Jurisprudence ..... 3 hours
- GOV 3320 Economic Development ..... 3 hours
- GOV 3321 Comparative Government ..... 3 hours
- GOV 3350 Economic Theory and Policy Analysis ..... 3 hours
- GOV 3381 Political Theory ..... 3 hours
- GOV 3390 Topics in Law ..... 3 hours
- GOV 3391 Law and Society ..... 3 hours
- GOV 4304 American Political Culture ..... 3 hours
- GOV 4354 Constitutional Theory I: Powers ..... 3 hours
- GOV 4355 Constitutional Theory II: Rights ..... 3 hours
- GOV 4366 Topics in Politics ..... 3 hours
- GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours
- GOV 4391 Politics, Process, and Policy: Federal ..... 3 hours
- GOV 4392 Christianity, Ethics, and Politics in America ..... 3 hours

All prerequisites must carry a grade of "C" or better, or consent of the head of the department.

All Social Science Majors may be required to complete non-graded Institutional Effectiveness measures administered within HIS 4382 prior to the submission of a final grade for that course.

Students pursuing a Bachelor of Science degree are recommended to take MAT 2342 Introduction to Probability and Statistics as part of the "Additional Degree Requirements" beyond the General Education Curriculum.

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.

Department of Psychology

FACULTY: **James Wunderle, Ph.D.**

The Department of Psychology offers programs leading to both the Bachelor of Arts and Bachelor of Science degrees. An undergraduate degree in psychology is 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 researching, evaluating, and conducting evidence-based psychological research, and (3) consider theories and assumptions from a Christian worldview.

Bachelor Degrees in Psychology

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
PSY 1311 should be chosen to fulfill the social science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Psychology ..... 31 hours
OPTIONAL MINOR ..... 18-24 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 Science) see page 44 ..... 42 hours
PSY 1311 should be chosen to fulfill the social science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR – Psychology ..... 31 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

Psychology Major ..... 31 hours
Psychology Major Core ..... 19 hours
PSY 2130 Professional Development in Psychology ..... 1 hours
SWK 3361 Social & Behavioral Sci Research Theory & Methods . 3 hours
PSY 2351 Statistics for the Social Sciences ..... 3 hours
PSY 2355 Lifespan Development ..... 3 hours
PSY 3321 Personality ..... 3 hours
PSY 3351 Abnormal Psychology ..... 3 hours
PSY 4339 Experimental Psychology ..... 3 hours
Psychology Specialty Track ..... 12 hours
Select from: General Psychology, Counseling/Clinical Psychology, Industrial/Organization Psychology, or Applied/Experimental.

Psychology Specialty Track (General Psychology) ..... 12 hours
Twelve (12) hours of psychology electives chosen in consultation with their Psychology faculty advisor ..... 12 hours

Psychology Specialty Track (Counseling/Clinical Psychology) ..... 12 hours
Twelve (12) hours selected from ..... 12 hours
PSY 3311 Marriage and the Family .....3 hours
PSY 3341 Social Psychology .....3 hours
PSY 3342 Adolescent Psychology.....3 hours
PSY 3360 Parent-Child Relationships .....3 hours
PSY 3361 Psychological Testing.....3 hours
PSY 4300 Human Sexuality .....3 hours
PSY 4301 Integration of Psychology & Christianity .....3 hours
PSY 4332 Intro to Counseling and Psychotherapy .....3 hours
CED 4331 Christian Care and Counseling.....3 hours

Psychology Specialty Track (Industrial/Organization)..... 12 hours
Twelve (12) hours selected from ..... 12 hours
PSY 3334 Industrial & Organizational Psychology..... 3 hours
PSY 3341 Social Psychology ..... 3 hours
PSY 3361 Psychological Testing..... 3 hours
PSY 4381 Group Dynamics..... 3 hours
MGT 4321 Organizational Behavior ..... 3 hours

Psychology Specialty Track (Applied/Experimental)..... 12 hours
Twelve (12) hours selected from ..... 12 hours
PSY 3334 Industrial and Organizational Psychology..... 3 hours
PSY 3341 Social Psychology ..... 3 hours
PSY 3361 Psychological Testing..... 3 hours
PSY 3390 Sensation and Perception ..... 3 hours
PSY 4381 Group Dynamics..... 3 hours

Psychology Minor

A minor in psychology shall consist of the following:

Psychology Minor..... 18 hours
PSY 1311 Introduction to Psychology.....3 hours
PSY 2355 Lifespan Development.....3 hours
Psychology courses chosen in consultation with psychology faculty .....12 hours

All prerequisites must carry a grade of "C" or better, or consent of instructor.

Department of Criminal Justice

Lisa Medlin, J.D. - Chair, Department of 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, and correctional systems at the local, state, federal and international levels. Sociological and psychological perspectives of offenders, victims, and professionals who interact within 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.

Restorative Justice Emphasis

Students may take Core Elective hours in any upper-level CRJ courses or may choose the particular courses that comprise an emphasis in 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, Social Work, and Communication Studies. This area of emphasis will not meet criteria for licensure or credentials in the vocation of professional mediator.

Bachelor Degrees in Criminal Justice

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
FRS 1479 should be chosen to fulfill the lab Science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
SPA 1311, SPA 1312 and/or SPA 3313 must be chosen and completed with a "C" or better
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Criminal Justice..... 33-36 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-16 hours
ELECTIVES (without optional minor)..... 31-34 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
FRS 1479 should be chosen to fulfill the lab Science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Criminal Justice..... 33-36 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-16 hours
ELECTIVES (without optional minor)..... 31-34 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Applied Arts & Sciences) see page 49..... 42 hours
FRS 1479 should be chosen to fulfill the lab Science requirement
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Criminal Justice..... 33-36 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (with optional minor) ..... 19-28 hours
ELECTIVES (without optional minor)..... 43-46 hours
Total Hours in Degree Program 124 hours

Criminal Justice Major..... 33-36 hours
Criminal Justice Major Core..... 21 hours
CRJ 1310 Introduction to Criminal Justice ..... 3 hours
CRJ 1330 Fundamentals of Criminal Law ..... 3 hours
CRJ 3330 Criminology ..... 3 hours
CRJ 3332 Juvenile Delinquency..... 3 hours
CRJ 4355 Ethics in Criminal Justice ..... 3 hours
CRJ 4370 Internship in Criminal Justice ..... 3 hours
Three (3) hours chosen from ..... 3 hours
CRJ 2326 Community Corrections .....3 hours
CRJ 2327 Prison Systems.....3 hours
CRJ 2351 Statistics for the Social Sciences.....3 hours
CRJ 3322 Problems of Contemporary Society.....3 hours

Core Electives in consultation with a faculty advisor and based on the student's career goals or students may elect an area of emphasis in Restorative Justice ..... 12-15 hours

Restorative Justice Emphasis..... 12-15 hours
CRJ 3392 Restor. Justice in the Child Welfare and Juvenile System.... 3 hours
CRJ 2390 Principles of Restorative Justice..... 3 hours
CRJ 3320 Special Topics in Restorative Justice..... 3 hours
CRJ 3312 Victimology ..... 3 hours
CRJ 3328 Human Trafficking ..... 3 hours

Criminal Justice Minor

Criminal Justice Minor..... 18-22 hours
CRJ 1310 Introduction to Criminal Justice.....3 hours
CRJ 1330 Fundamental of Criminal Law .....3 hours
Criminal Justice courses chosen in consultation with criminal justice faculty ..... 12-16 hours

All prerequisites must carry a grade of "C" or better, or consent of instructor.

Department of Social Work

Shantel Oplotnik, B.S.W., M.S.W. - Director, Social Work Program

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 students with advanced standing status 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 behaviors and 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.

Juvenile Justice Certificate

The purpose of this certificate is to provide students with a clear understanding of the basic principles of the juvenile justice system from the perspective of a generalist social work practitioner. To receive this certificate, the student will take a total of twenty-one (21) hours that focus specifically upon juvenile issues and juvenile justice process.

To receive this certificate, a student must be a social work major and take the following courses, totaling twelve (12) hours. In addition to these course requirements, during Field Instruction I (SWK 4429) and Field Instruction II (SWK 4539), the student will be placed with a correctional program, residential treatment facility or probation department that serves a juvenile population.

Juvenile Justice Certificate ..... 12 hours
- PSY 3342 Adolescent Psychology ..... 3 hours
- CRJ 2390 Principles of Restorative Justice or
  - SWK 2390 Principles of Restorative Justice ..... 3 hours
- CRJ 2392 Restorative Justice in the Juvenile System or
  - SWK 2392 Restorative Justice in the Juvenile System ..... 3 hours
- CRJ 3332 Juvenile Delinquency or
  - SWK 3332 Juvenile Delinquency ..... 3 hours

All prerequisites must carry a "C" or better or consent of the instructor.

Bachelor Degrees in Social Work

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
SOC 1311 should be chosen from the approved social science requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
PSY 1311 and PSY 3351 should be chosen in fulfillment of the additional hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Social Work ..... 39 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 4-10 hours
ELECTIVES (without optional minor) ..... 28 hours
Total Hours in Degree Program (without optional minor) 124 hours
Total Hours in Degree Program (with optional minor) 124 hours

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
SOC 1311 should be chosen from the approved social science requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Social Work ..... 39 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 4-10 hours
ELECTIVES (without optional minor) ..... 28 hours
Total Hours in Degree Program (without optional minor) 124 hours
Total Hours in Degree Program (with optional minor) 124 hours

Social Work Major..... 39 hours

SWK 1315 Introduction to Social Work .....3 hours
PSY 2351 Statistics for the Social Sciences .....3 hours
SWK 2303 Human Behavior and the Social Environment I.....3 hours
SWK 2304 Human Behavior and the Social Environment II.....3 hours
SWK 3314 Social Work Practice I.....3 hours
SWK 3315 Social Work Practice II.....3 hours
SWK 3342 Social Services and Social Policy in Rural Settings.....3 hours
SWK 3353 Social Welfare Programs, Policies and Issues.....3 hours
SWK 3361 Social Research Theory and Techniques.....3 hours
SWK 4316 Social Work Practice III.....3 hours
SWK 4429 Field Instruction I .....4 hours
SWK 4539 Field Instruction II .....5 hours

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. For both candidates for the Bachelor of Arts and Science degrees, it is further recommended the student take BIO 1410 Human Biology to fulfill the lab science requirement. It is also recommended that students minor in either criminal justice, psychology or Spanish. If no minor is declared in any of the university's academic disciplines, students will be required to take any combination of 18 hours from these three content areas.

Social Work Minor

Social Work Minor ..... 21 hours

SWK 1315 Introduction to Social Work .....3 hours
SWK 3314 Social Work Practice I.....3 hours
SWK 2303 Human Behavior and the Social Environment I.....3 hours
SWK 2304 Human Behavior and the Social Environment II.....3 hours
SWK 3342 Social Services and Social Policy in Rural Settings.....3 hours
SWK 3353 Social Welfare Programs, Policies, and Issues .....3 hours
Three (3) hours chosen from ..... 3 hours
SWK 3310/CRJ 3312 Victimology.....3 hours
SWK/CRJ 3328 Human Trafficking.....3 hours
SWK/PSY 3306 Death and Dying.....3 hours
or other courses with consent of SWK chair.....3 hours

The Guy D. Newman Honors Academy

Matthew A. McNiece, Ph.D., Director

The Guy D. Newman Honors Academy is a program for civic leadership and public policy. It is a distinctive honors program, unique among its peers. It is specially and specifically designed for academically gifted students who aspire to effective Christian leadership in a variety of careers, preparing them for lives of service and citizenship. For over fifty years, Academy graduates have found success in such fields as law, politics, medicine, business, education, ministry, and many others. The Honors Academy challenges students both intellectually and experientially, training them 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 civic engagement, the Honors Academy explores the nature and meaning of both citizenship and leadership from a variety of perspectives, including and especially in light of our Christian faith and the greatest traditions of the American system. The Academy Bachelor's Thesis, which is the product of ACA 4108 and ACA 4208, serves as the capstone for the academic program by providing a theoretical application and practical demonstration of the student's mastery of the program's multifaceted academic core. Through this and other degree requirements, students develop critical thinking skills by analyzing the problems of today's society and, more importantly, are equipped and empowered to work toward practical, ethical solutions at the individual, local, and global levels.

General Information and Requirements

Degrees

The Bachelor of Arts, the Bachelor of Science, or the Bachelor of Business Administration Degree may be obtained with a dual major in the Honors Academy: Civic Leadership and Public Policy and a second academic, not pre-professional, major.

The Honors Academy Major

The Honors Academy's academic curriculum reflects the importance of breadth and depth of knowledge in the training of effective and ethical leaders. Five distinct foundations ensure that students develop intellectual and practical skills in a variety of disciplinary or methodological areas. The foundations are: Philosophical; National and Global; Economic; Civic; and Experiential. These combine with the General Education Curriculum, the Academy Capstone, and the student's second academic major to achieve the Academy's mission of preparing effective Christian leaders for lives of service and citizenship.

HONORS ACADEMY MAJOR ..... (38*) 33 hours

PHILOSOPHICAL FOUNDATIONS ..... 9 hours
- HIS 3303 Perspectives in Social Sciences ..... 3 hours
- GOV 4392 Christianity, Ethics, and Politics in America ..... 3 hours
- GOV 3381 Political Theory ..... 3 hours

NATIONAL AND GLOBAL FOUNDATIONS ..... 6 hours
- HIS 4382 Contemporary U.S. History and Politics ..... 3 hours
- GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours

ECONOMIC FOUNDATIONS ..... 6 hours
- ECO 2350 Political Economy ..... 3 hours
- ECO 3350 Economic Theory and Policy Analysis ..... 3 hours

CIVIC FOUNDATIONS ..... 9 hours
- GOV 2390 Politics, Process and Policy: State and Local ..... 3 hours
- GOV 3301 American Jurisprudence OR GOV 3391 Law and Society ..... 3 hours
- GOV 4304 American Political Culture ..... 3 hours
- or GOV 4391 Politics, Process, Policy: Federal

EXPERIENTIAL LEARNING FOUNDATION ..... 0 hours
- ACA 4000 Experiential Learning ..... 0 hours

REQUIRED GENERAL EDUCATION, ELECTIVES & SEMINARS ..... (5*) 0 hours
- HIS/GOV 2308 Research and Writing in the Social Sciences ..... (3*) 0 hours
- GEN 1101 Freshman Seminar (Honors) ..... (1*) 0 hours
- GEN 4100 Senior Seminar (Honors) ..... (1*) 0 hours

CAPSTONE ..... 3 hours
- ACA 4108 The Academy Bachelor's Thesis: Research & Preparation ... 1 hours
- ACA 4208 The Academy Bachelor's Thesis: Defense ..... 2 hours

**Hours include GEN 1101, and GEN 4100 which should be used as part of the General Education requirements and HIS/GOV 2308 which should be used to fulfill the Technology Component degree requirement. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only. If a student is unable to complete HIS/GOV 2308 as part of their General Education requirements, the course becomes a required elective in the Honors Academy curriculum.*

Membership

Membership in the Honors Academy is privilege, not a right, and carries with it certain responsibilities and expectations. Prospective member of the Honor Academy must be fully admitted to Howard Payne University prior to application for admission to the Honors Academy and must meet the standards for admission published on the Honors Academy website (www.hputx.edu/academy). Current HPU students seeking admission to the Honors Academy must possess a cumulative HPU GPA of 3.25 or better, and demonstrate both academically and socially a fit with the Honors Academy's standards and expectations.

The Honors Academy reserves the right to extend an offer of **conditional admission** to a prospective student who does not meet such standards, which will be for one semester without scholarship**.** If the student earns a 3.25 HPU GPA during the conditionally admitted semester, the student will earn full membership and appropriate scholarship within the Honors Academy.

All current members must maintain Good Standing (as described below) each semester.

Honors Academy Scholarship Packages

Honors Academy scholarship packages are for tuition only and are combined with other university scholarships as described by the Financial Aid section of the catalog and as published on the Honors Academy website (www.hputx.edu/academy). Members must maintain in Good Standing for renewal of the Honors Academy scholarship.

Satisfactory Progress and Good Standing

Honors Academy members must remain in Good Standing each semester. This involves several standards.

Members must maintain satisfactory progress toward the Honors Academy curriculum requirements, including taking the required number of Honors Academy courses each semester as approved by the Director. Exceptions and/or substitutions may only be approved by the Director. If a Member fails to enroll in the required classes without consultation and express approval of the Director, that Member shall be deemed to have voluntarily withdrawn from the Honors Academy and waived the Honors Academy scholarship.

Members must maintain a 3.25 HPU GPA (cumulative GPA) and must--by the time they enroll in ACA 4208--possess a 3.25 GPA within the Honors Academy curriculum (major GPA). If, at the end of a long semester, a Member's cumulative GPA is below 3.25, the student will be placed on Honors Academy Probation (warning, no change to scholarship); the GPA is expected to meet the standard by the end of the subsequent long semester. Failing to meet the standard after the second long semester will result in the Member's Honors Academy Suspension (may continue matriculating, loss of scholarship). A suspended Member may, with a 3.25 GPA, apply the Director for readmission to the Honors Academy. A senior Member without a 3.25 Major GPA by the beginning of ACA 4208 will be administratively withdrawn from that course and expelled from the Honors Academy with loss of scholarship. Members must maintain full-time status at HPU to receive an Honors Academy Scholarship. Members who withdraw from HPU for a long semester must reapply for admission and scholarship consideration.

Members must attend all mandatory events as required by the Director. Members must complete and maintain up-to-date records and materials as assigned by the Director. Failure to attend mandatory events or submit records and materials may result in the Member's suspension or expulsion from the Honors Academy with loss of scholarship.

In all ways and in all of their dealings, Honors Academy Members are expected to comport themselves according to the highest standards of academic and personal integrity. Serious, flagrant, and/or repeated violations of the Howard Payne University Student Handbook and/or the Honors Academy's policies as described in this catalog, whether academic or social, may result in probation, suspension, or expulsion from the Honors Academy with loss of scholarship.

Additional Information

Additional information regarding the Guy D. Newman Honors Academy can be found on the program website (www.hputx.edu/academy) and/or by contacting the Director.

School of Music and Fine Arts

Richard Fiese, Ph.D., Dean

Department of Music

FACULTY: **Richard Fiese, Ph.D.; Stephen Goacher, M.M.; Jonathan Kraemer, Ph.D; Frank Nelson, M.M.Ed.; Christopher Rosborough, D.M.A.**

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.

Howard Payne University is a fully accredited institutional member of the National Association of Schools of Music and seeks to prepare students for careers in the field of 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, Concert Band, Jazz Ensemble, Heritage, Music Theatre Workshop, and Winds of Triumph, in addition to several small ensembles.

General Requirements

Admission as a music major or minor is only by audition before the faculty. This audition may also serve as a scholarship audition.

Membership in a major ensemble is required each semester for students with a major in music, except when Music Education students are enrolled in Clinical Teaching. 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, University Singers, University Band, Symphonic Band, Jazz Ensemble and various other small ensembles. Professional organizations and fraternities include: Kappa Kappa Psi, and Tau Beta Sigma.

Regulations for All Music Degrees

1. General requirements for degrees as stated on page 40 apply to music degrees also.
2. Minimum recital requirements
   A. Bachelor of Music - Music Education--Senior Recital (thirty minutes)
   B. Bachelor of Arts - Music--Senior Recital (thirty minutes)
   C. Bachelor of Science - Music--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 during the semester of their junior or senior recital at the teacher's discretion.
4. All students with a major in music, other than students whose principal instrument is piano, are required to pass the Piano Proficiency Examination to satisfy the Piano Proficiency. Music majors whose principal instrument is piano 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). Music education students must also enroll in EDU 4310.
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. Music majors must be continuously enrolled in applied music up to and including the semester during which they give a recital. Bachelor of Music students are exempt from this requirement during the semester in which they are enrolled in clinical teaching.
11. Additional policies are provided in the Music Student Handbook. Students are responsible for being familiar with and adhering to policies and procedures published in this handbook. The handbook is available through Blackboard and the Music Department Facebook group.

Degrees and Majors

The Department of Music offers one major under the Bachelor of Music degree -- Music Education – and one major under the Bachelor of Arts and Bachelor of Science 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.

MUSIC MINOR ..... 19-23 hours

- MUS 1213 Theory I and MUS 1233 Sight Singing I ..... 4 hours
- Applied Lessons (OCH, PIA, or VOI) ..... 4 hours
- MUS 1126 Class Piano I. Proficiency/Secondary Track ..... 1 hours
- MUS 1127 Class Piano II. Proficiency/Secondary Track ..... 1 hours
- MUS 0070 Recital Hour / 2 semesters ..... 0 hours
- Ensemble/5 semesters ..... 5 hours
- Music Electives ..... 4-8 hours

Recommended but not required: Introduction to Music Technology-MUS 1371

Scholarship recipients will continue to receive a music scholarship with enrollment in an ensemble. Applied study must begin no later than the second full semester of study. Music minors whose instrument is piano may use the two class piano credits as electives.

Information on Music Advisement

Students must audition before being admitted as a music major or minor. 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 DEGREE COMMON CORE

Bachelor of Music Common Core ..... 28 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 ..... 7 hours
  - MUS 2353 Music History I (Music before 1750) ..... 3 hours
  - MUS 3253 Music History III (Music 1890 - present) ..... 2 hours
  - MUS 3254 Music History IV (World Music and Jazz) ..... 2 hours
  - MUS 2354 Music History II (Music 1750 - 1890) ***[Hours in BM Gen Ed]..... 3 hours***
- Conducting ..... 2 hours
  - MUS 3266 Elementary Conducting ..... 2 hours
- Recital Hour ..... 0 hours
  - MUS 0070 Recital Hour - 6 semesters required ..... 0 hours

Bachelor of Music in Music Education - Instrumental

GENERAL EDUCATION (Bachelor of Music - page 47) ..... 42 hours
MUSIC COMMON CORE ..... 28 hours

BM Major in Music Education / Instrumental ..... 38-39 hours
- Applied ..... 16 hours
  - Concentration *(including a minimum of 4 hours of upper level)* 12 hours
  - Secondary *(piano or class piano)* ..... 4 hours
- Ensemble ..... 6 hours
  - Band *(including a minimum of 3 hours of upper level ensemble)* 6 hours
- Upper Level Theory ..... 2 hours
  - MUS 4253 Arranging ..... 2 hours
- Pedagogy / Skills ..... 13-14 hours
  - One from the following ..... 1 hours
    - VOI 1111 Private Voice ..... 1 hours
    - MUS 1193-4193 University Singers ..... 1 hours
    - MUS 1194-4194 Concert Choir ..... 1 hours
  - MUS 3286 Instrumental Conducting ..... 2 hours
  - MUS 2147 String Techniques ..... 1 hours
  - MUS 2167 Woodwind Techniques ..... 1 hours
  - MUS 2187 Brass Techniques ..... 1 hours
  - MUS 2188 Percussion Techniques ..... 1 hours
  - MUS 3384 Music for Children ..... 3 hours
  - MUS 3365 Secondary Instrumental Methods ..... 3 hours
  - MUS 1161 Keyboard Skills Class (Piano concentrations only) ..... 1 hours
- MUS 4014 Senior Recital (half) ..... 0 hours
- MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
- Music Electives ..... 1 hours

Professional Education ..... 27 hours
- EDU 3105 Exceptional Learners Seminar ..... 1 hour
- EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
- EDU 3301 Teaching & Learning I ..... 3 hours
- EDU 3302 Teaching & Learning II ..... 3 hours
- EDU 3375 Educational Technology Applications ..... 3 hours
- EDU 4310 Assessment and Readiness ..... 3 hours
- EDU 4895 Clinical Teaching in All Grades ..... 8 hours
- REA 3346 Literacy Instruction in the Content Areas ..... 3 hours

Total Hours in Degree Program 135-136 hours

The all-level teacher certificate permits a graduate to teach general, instrumental, or choral music in the Texas public schools for grades early childhood through twelve.

Bachelor of Music in Music Education - Choral

GENERAL EDUCATION (Bachelor of Music - page 47) ..... 42 hours
MUSIC COMMON CORE ..... 28 hours
BM Major in Music Education / Choral ..... 38 hours
- Applied ..... 16 hours
  - Concentration *(including a minimum of 4 hours of upper level)*..... 12 hours
  - Secondary *(piano or class piano)* ..... 4 hours
- Ensemble ..... 7 hours
  - Choir *(including a minimum of 3 hours of upper level ensemble)*.....7 hours
- Upper Level Theory ..... 2 hours
  - MUS 4253 Arranging..... 2 hours
- Pedagogy / Skills..... 12 hours
  - MUS 2160 Vocal Diction I.....1 hours
  - MUS 2163 Vocal Diction II.....1 hours
  - MUS 2237 Instrumental Techniques.....2 hours
  - MUS 3276 Choral Conducting.....2 hours
  - MUS 3384 Music for Children.....3 hours
  - MUS 3364 Secondary Choral Methods.....3 hours
- MUS 4014 Senior Recital (half).....0 hours
- MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
- Music Electives ..... 1 hours

Professional Education .....27 hours
- EDU 3105 Exceptional Learners Seminar ..... 1 hour
- EDU 3300 Philosophical and Psychological Foundations ..... 3 hours
- EDU 3301 Teaching & Learning I ..... 3 hours
- EDU 3302 Teaching & Learning II ..... 3 hours
- EDU 3375 Educational Technology Applications ..... 3 hours
- EDU 4310 Assessment and Readiness ..... 3 hours
- EDU 4895 Clinical Teaching in All Grades ..... 8 hours
- REA 3346 Literacy Instruction in the Content Areas..... 3 hours

Total Hours in Degree Program 135 hours

The all-level teacher certificate permits a graduate to teach general, instrumental, or choral music in the Texas public schools for grades early childhood through twelve.

Bachelor of Arts - Music

GENERAL EDUCATION ..... 42 hours

- GEN 1101 University Seminar ..... 1 hours
- BIB 1303 Introduction to the Old Testament ..... 3 hours
- BIB 1304 Introduction to the New Testament ..... 3 hours
- KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
- Kinesiology Activity chosen from approved courses ..... 2 hours
- GEN 4100 Senior Seminar ..... 1 hours
- 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 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
- GOV 2311 American Government ..... 3 hours
- Social Science - PSY, SOC, HIS, or GOV chosen from the approved list.
  3 hours must come from history (MUS 2354 Music History II will not fulfill this requirement) ..... 6 hours
- Fine Arts Appreciation course chosen from the approved list ..... 3 hours
  Students should choose an approved fine arts course other than MUS 1353.

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, Spanish or Sociology ..... 12 hours

Bachelor of Arts - Music Common Core ..... 31 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 2353 Music History I (Music before 1750) ..... 3 hours
  - MUS 2354 Music History II (Music 1750 - 1890) ..... 3 hours
  - MUS 3253 Music History III (Music 1890 - present) ..... 2 hours
  - MUS 3254 Music History IV (World Music and Jazz) ..... 2 hours
- Conducting ..... 2 hours
  - MUS 3266 Elementary Conducting ..... 2 hours
- Recital Hour ..... 0 hours
- MUS 0070 Recital Hour - 6 semesters required ..... 0 hours

BA Major in Music / Instrumental, Vocal, Piano ..... 21 hours

- Applied Concentration ..... 12 hours
- Ensemble (Major Instrumental or Choral Ensemble) ..... 6 hours (2 hours upper level)
- MUS 4014 Senior Recital (half) ..... 0 hours
- MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
- Music Electives ..... 3 hours

General Electives ..... 18 hours

Total Hours in Degree Program 124 hours

Bachelor of Science - Music

GENERAL EDUCATION ..... 42 hours

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
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 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
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list.
3 hours must come from history (MUS 2354 Music History II will not fulfill this requirement) ..... 6 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours
Students should choose an approved fine arts course other than MUS 1353.

Additional Degree Requirements ..... 12 hours

Life Science or Physical Science with a lab ..... 4 hours
MAT 2342 Intro to Probability and Statistics or above ..... 3 hours
*Computer Information Systems, Mathematics, or Science ..... 5 hours

Bachelor of Science - Music Common Core ..... 31 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 2353 Music History I (Music before 1750) ..... 3 hours
MUS 2354 Music History II (Music 1750 - 1890) ..... 3 hours
MUS 3253 Music History III (Music 1890 - present) ..... 2 hours
MUS 3254 Music History IV (World Music and Jazz) ..... 2 hours
Conducting ..... 2 hours
MUS 3266 Elementary Conducting ..... 2 hours
Recital Hour ..... 0 hours
MUS 0070 Recital Hour - 6 semesters required ..... 0 hours

BS Major in Music / Instrumental, Vocal, Piano ..... 21 hours

Applied Concentration ..... 12 hours
Ensemble (Major Instrumental or Choral Ensemble) ..... 6 hours (2 hours upper level)
MUS 4014 Senior Recital (half) ..... 0 hours
MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
Music Electives ..... 3 hours

General Electives ..... 18 hours

Total Hours in Degree Program 124 hours

Music - Applied Lessons

Students may enroll in one or two semester hour credits for OCH, PIA, or VOI courses. 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 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.

Department of Art

PART-TIME/ADJUNCT FACULTY: **Sally Davis, M.A.; Julie Mize, M.A.E.**

The department of art offers a minor in Studio Art.

Minors in Studio Art will learn to combine traditional art courses with the latest imaging technology to produce solutions to contemporary visual problems. Students taking an art course for the fine arts credit will learn to appreciate the contribution of the visual arts to world culture.

Art Minor

Students seeking a traditional minor in art must take eighteen semester hours of art.

Art Minor ..... 18 hours

- ART 1211 Drawing I ..... 2 hours
- ART 1221 Drawing II ..... 2 hours
- ART 2211 Painting and Composition I ..... 2 hours
- ART 2221 Painting and Composition II ..... 2 hours
- ART 3312 Art History: Survey I ..... 3 hours
- ART 3322 Art History: Survey II ..... 3 hours

Four hours chosen from ..... 4 hours

- ART 3211 Ceramics I ..... 2 hours
- ART 3221 Ceramics II ..... 2 hours
- ART 3231 Photography I ..... 2 hours
- ART 3232 Photography II ..... 2 hours
- ART 3234 Figure Drawing ..... 2 hours
- ART 3243 Contemporary Crafts ..... 2 hours

The art department reserves the right to retain student work for up to two semesters for exhibition purposes.

Department of Communication

Julie Welker, Ph.D. - Chair, Department of Communication

FACULTY: **Kalie Lowrie, Ed.D.**

The department of communication coursework emphasizes creating, understanding, interpreting, and evaluating messages. The department nurtures a Christian perspective on issues of power, influence, justice, freedom, and truth through the lens of communication and media analysis. The Strategic Communication major emphasizes leading-edge communication theory and methods of digital media, advertising, and public relations to meet the strategic goals of organizations. Communication coursework is appropriate for students seeking careers in corporate communication, sport communication, business, nonprofit organizations, sales, public relations, advocacy, customer service, counseling, ministry, event planning, and hospitality services.

Students taking general education courses in communication will be able to learn effective communication skills in the contexts of interpersonal communication, public speaking and small group communication.

The Department of Communication offers programs leading to the Bachelor of Arts or the Bachelor of Science degree. Included in this department are the disciplines of communication and journalism.

MAJORS

The communication major is a thirty-six hour interdisciplinary major which is comprised of a twenty-seven hour core in strategic communication courses and nine hours chosen in consultation with the chair of the department of communication. Under this major, students may pursue a Bachelor of Arts or a Bachelor of Science degree and may pursue the Texas teacher certification for Speech Communication.

Areas of Specialization in Communication:

Strategic Communication – This specialization reflects the trend in which organizations have merged the functions of social media, advertising, marketing communication, fundraising, recruitment, lobbying, event planning and related endeavors. Strategic 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 communicative strategies.

Teacher Certification in Speech Communication - Secondary: Grade 7 - Grade 12 – Students desiring secondary certification to teach speech communication in Texas may major in communication and complete the requirements for the secondary level teaching fields. The requirements are found in the School of Education section.

Bachelor Degrees in Strategic Communication

GENERAL EDUCATION (Bachelor of Arts) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Strategic Communication ..... (36)* 33 hours
OPTIONAL MINOR ..... 18-24 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 Science) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Strategic Communication ..... (36)* 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

Strategic Communication Major ..... (39)* 36 hours
Strategic Communication Major Core .....(27)* 30 hours
COM 1310 Fundamentals of Human Communication .....(3)* 0 hours
COM 2350 Nonverbal Communication ***OR***
COM 2320 Interpersonal Communication ..... 3 hours
COM 4310 Communication Theories..... 3 hours
COM 1312 Writing for Digital Media ..... 3 hours
COM 3333 Media Criticism..... 3 hours
COM 3340 Media Design ..... 3 hours
COM 3353 Strategic Com Management and Strategies..... 3 hours
COM 4353 Strategic Communication Campaigns ..... 3 hours
COM 4100-4600 Communication Internship .....minimum 3 hours
3 hours chosen from ..... 3 hours
COM 1111 Student Speaker Bureau/Speech and Debate. 3 hours
COM 1133 Student Media Practicum ..... 3 hours

Strategic Communication Specialization Core .....9 hours
Nine hours of courses chosen from the following and in consultation with the Chair of the Communication Department ..... 9 hours
COM 2330 Small Group Communication..... 3 hours
COM 3312 Oral Interpretation..... 3 hours
COM 3324 Leadership Communication for Organizations.... 3 hours
COM 3330 Sport, Media and Culture ..... 3 hours
COM 3331 Advertising in the Digital Age..... 3 hours
COM 3335 Integrated Sport Communication ..... 3 hours
COM 3341 Argumentation and Advocacy..... 3 hours
COM 3350 Intercultural Communication..... 3 hours
COM 3355 Social Media Strategies..... 3 hours
COM 3371 Health and Risk Communication..... 3 hours
MKT 3301 Marketing Management..... 3 hours
MKT 4341 Marketing Strategy ..... 3 hours

*Hours include COM 1310 which is a part of the General Education requirements for both the BS and BA degrees. Completion of the course will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.

Strategic Communication Minor

Strategic Communication Minor..... 18-24 hours
COM 1312 Writing for Digital Media.....3 hours
COM 2350 Nonverbal Communication ***OR***
COM 2320 Interpersonal Communication.....3 hours
COM 4310 Communication Theories .....3 hours
Strategic Communication courses - chosen in consultation with Chair of Communication Department ..... 9-15 hours

Department of Theatre

Nicholas Ewen, Ph.D. - Chair, Department of Theatre

The department of theatre 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 course of study. Students who choose to pursue certification in Theatre and certification in one other area 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.

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.

As part of departmental assessment, theatre majors in their last semester before graduation are required to participate in an exit interview with departmental faculty.

Theatre Major

Students may pursue a major in Theatre under the Bachelor of Arts or Bachelor of Science degree.

Bachelor Degrees in Theatre

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
THR 1311 should be chosen from the approved fine arts requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Theatre ..... (33)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
THR 1311 should be chosen from the approved fine arts requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR – Theatre ..... (33)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

Theatre Major..... (33)* 30 hours
Theatre Major Core.....(30)* 27 hours
THR 1173 Theatre Production ..... 6 hours
THR 1311 Introduction to the Theatre.....(3)* 0 hours
THR 2344 Voice and Diction..... 3 hours
THR 2371 Fundamentals of Acting..... 3 hours
THR 2331 Stagecraft ..... 3 hours
THR 3351 Advanced Stage Acting..... 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
Theatre Major Core Electives .....3 hours
Three (3) 3000-4000 level hours Theatre ..... 3 hours

*Hours include THR 1311 which is a part of the General Education requirements for both the BA and BS degrees. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.

Teacher Certification in Theatre - All-Level: Early Childhood-Grade 12 - Students seeking all-level teacher certification in Theatre may choose a Bachelor of Arts or Bachelor of Science degree. Students should see the School of Education section of the catalog for specific courses required.

Theatre Minor

Theatre Minor.....(18-24)* 15-21 hours
THR 1173 Theatre Production.....3 hours
THR 1311 Introduction to the Theatre .....(3)* 0 hours
THR 2344 Voice and Diction .....3 hours
THR 2371 Fundamentals of Acting.....3 hours
THR 2331 Stagecraft.....3 hours
Advanced (3000-4000 level) Theatre Courses.....3-9 hours

* THR 1311 is a part of the General Education requirements. Completion of the courses will fulfill the requirement in General Education and the Theatre minor; however, the hours may be counted towards the degree one time only.

School of Nursing

Laci Sutton, DNP, MSN, RN, CCRN
Dean, School of Nursing

FACULTY: **Lajeana Hayes-Long, M.S.N.**

The School of Nursing offers the following program:

- Associate in Health Science
- Pre-Licensure Baccalaureate Degree Nursing Education Program (BSN)

Mission

The mission of the School of Nursing is to educate baccalaureate nursing students in 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.

Program of Study
Philosophy

The faculty of the HPU School of Nursing function as an integral part of Howard Payne University and in accord with the mission and core values of a liberal arts education. The faculty believe in the National Council of State Boards of Nursing's (NCSBN) Integrated Processes.

Nursing Process – a scientific, clinical reasoning approach to client care that includes assessment, analysis, planning, implementation and evaluation.

Caring – interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides encouragement, hope, support and compassion to help achieve desired outcomes.

Communication and Documentation – verbal and nonverbal interactions between the nurse and the client, the client's significant others and the other members of the health care team. Events and activities associated with client care are recorded in written and/or electronic records that demonstrate adherence to the standards of practice and accountability in the provision of care.

Teaching/Learning – facilitation of the acquisition of knowledge, skills and attitudes promoting a change in behavior.

Culture and Spirituality – interaction of the nurse and the client (individual, family or group, including significant others and population) which recognizes and considers the client-reported, self-identified, unique and individual preferences to client care, the applicable standard of care and legal instructions

Clinical Judgment- the observed outcome of critical thinking and decision-making. It is an iterative process with multiple steps that uses nursing knowledge to observe and assess presenting situations, identify a prioritized client concern and generate the best possible evidence-based solutions in order to deliver safe client care.

Program Outcomes

Upon completion of the Pre-Licensure Baccalaureate Degree Nursing Education Program (BSN), the HPU School of Nursing graduate will:

Use the nursing process as a guide to competently deliver holistic (physical, psychosocial, and spiritual), ethno-culturally sensitive, ethical and evidence-based nursing care to clients across the life span in a variety of settings (Nursing Process).

Demonstrate accountability and Caring behaviors promoting an atmosphere of mutual respect and trust for incorporating professional, ethical, moral and legal aspects into nursing practice (Caring).

Demonstrate strong communication skills in each stage of the nursing process and accurately document client care verbally, in writing and in electronic records that demonstrates safety, adherence to the standards of practice and accountability in the provision of care (Communication and Documentation).

Synthesize clinical reasoning and knowledge to provide patient-centered care for individuals, families, and communities and facilitate the acquisition of knowledge, skills and attitudes promoting a change in behavior (Teaching and Learning).

Integrate Biblical principles, Christian virtue, and ethics into interactions of (individual, family or group) which recognizes and considers the client-reported, self-identified, unique and individual preferences to client care and applicable standards of care (Culture and Spirituality).

Demonstrate clinical judgement skills by using critical thinking and decision-making processes utilzing nursing knowledge to recognize and analyze presenting situations during client assessment, prioritize observed client concerns, prioritize and generate the best possible evidence-based solution(s) in order to take action with appropriate evaluation to deliver safe and effective client care (Clinical Judgement).

Admission Requirements for Pre-Licensure Baccalaureate Degree Nursing Education Program (BSN)

1. Must be a United States Citizen and/or eligible to be employed in the United States.
2. Accepted or currently enrolled as a student at HPU
3. Completed application packet (Early Admission Due Date: March 1; Late Admission Due Date: May 1)
4. American Heart Association Basic Life Support (CPR) Healthcare Provider 2-year certification
5. Immunization Records
   a. Hepatitis B (3 HepB immunizations)
   b. Measles, mumps, rubella (1 dose of MMR or evidence of immunity)
   c. Meningococcal (MenACWY) (within 5-year period)
   d. Tetanus, diphtheria, & pertussis (TDAP) (must be current within 10 years)
   e. Varicella (evidence of immunity, immunization--2 doses, or titer)
   f. Zoster for individuals over 50 years old (2 doses of RZV preferred or 1 dose of ZVL)
   g. Pneumococcal for individuals over 65 years old (1 dose of PCV13 and PPSV23 one year after receiving PCV13)
   h. Negative TB skin test (TST) within the previous 12 months and TB symptoms screening questionnaire answering **no** to all questions. The skin test result must include the mm of induration.
   i. Influenza Vaccine Annual (1 dose in the previous 12 months)
6. Recommendation Forms (2); from a former college instructor/professor
7. 3.0 GPA cumulative
8. ATI TEAS® 7th Edition entrance exam (See Pre-Entrance Examination: ATI TEAS® 7th Edition Testing Requirements)B in Pathophysiology or General Biology
9. Completion of HPU General Education Requirements/Courses
10. Nursing prerequisite courses - NOTE: ** B or Higher and * C or Higher
    a.Pathophysiology or General Biology **
    b.Introduction to General, Organic and Biochemistry **
    c.Anatomy and Physiology - I & II *
    d.College Algebra*
    e.Intro to Psychology*
    f.Fundamentals of Microbiology*
    g.Life Span Development*
    h.Health Profession Seminar
    i.Medical Terminology
    j.Introduction to Probability and Statistics
11. Letter of standing (transferring from another nursing program).
12. Criminal Background Check completed and cleared by the Texas Board of Nursing as eligible to sit for the NCLEX-RN exam.

Pre-Entrance Examination: ATI TEAS® 7th edition Testing Requirements

It is strongly recommended that students wait until they have successfully completed all required English, mathematics and science courses (Chemistry, Anatomy and Physiology and Microbiology) before attempting the exam.

A minimum score of 64% is required on each section (Reading, Math, Science, and English and Language Usage). If the ATI TEAS® 7th edition is re-taken to improve scores, the student only has to show proficiency (64%) once in each section during each admission cycle.

ATI TEAS® 7th edition scores will become a part of the applicant's admission consideration file.

ATI TEAS® 7th edition may only be retaken once per admission cycle. ATI TEAS® 7th edition exam scores from another institution may be sent to HPU, if all of the required sections were taken. If any part of the entrance exam required was not completed, the score report will not be accepted, and the student will be expected to complete missing sections.

To transfer test results, the student must login to https://www.atitesting.com and update their Student Institution to Howard Payne U BSN.

Submit program requirements to:
Howard Payne University
1000 Fisk
Brownwood, TX 76801
ATTN: SCHOOL OF NURSING ADMISSIONS

Associate in Health Science

The Associate in Health Science program is designed to provide a good foundation in health science theories to prepare students for successful study toward a baccalaureate degree if that is their desire. The 60 credit-hour program is composed of three basic blocks: 24 hours of general education, 16 hours of health science core and 20 hours of electives.

GENERAL EDUCATION ..... 24 hours
- English ..... 6 hours
  - ENG 1311 English Composition 1 ..... 3 hours
  - ENG 1312 English Composition II ..... 3 hours
- Bible ..... 3 hours
  - Three (3) hours selected from: ..... 3 hours
  - BIB 1303 Introduction to Old Testament
  - BIB 1304 Introduction to New Testament
- Oral Communication ..... 3 hours
  - COM 1310 Fundamentals of Human Communication ..... 3 hours
- Social Science ..... 9 hours
  - GOV 2311 American Government ..... 3 hours
  - PSY 1311 Introduction to Psychology ..... 3 hours
  - Three (3) hours selected from: ..... 3 hours
  - HIS 1310 US History to 1877 OR HIS 1320 US History since 1877
- Mathematics ..... 3 hours
  - MAT 1351 College Algebra ..... 3 hours

HEALTH SCIENCE CORE ..... 16 hours

ELECTIVES ..... 20 hours

Total Hours in Degree Program 60 hours

HEALTH SCIENCE CORE ..... 16 hours
- Chemistry ..... 4 hours
  - Four (4) hours selected from: ..... 4 hours
  - CHE 1430 Introduction to General, Organic and Biological Chemistry OR
  - CHE 1479 General Chemistry I
- BIO 1459 General Biology I ..... 4 hours
- BIO 2489 Human Anatomy and Physiology I ..... 4 hours
- BIO 2499 Human Anatomy and Physiology II ..... 4 hours

ELECTIVES ..... 20 hours
- Certified Nursing Assistant Certification (Beginning Fall 2025) ..... 9 hours
- BIO 1159 Health Professions Seminar ..... 1 hour
- BIO 1469 General Biology II ..... 4 hours
- BIO 3419 Microbiology ..... 4 hours
- English Literature ..... 3 hours
  - Three (3) hours selected from: ..... 3 hours
  - ENG 2351, 2353 OR 2373
- KIN 3303 Kinesiology ..... 3 hours
- MAT 2342 Introduction to Probability and Statistics ..... 3 hours
- PSY 2355 Lifespan Development ..... 3 hours
- SCI 1200 Medical Terminology ..... 2 hours
- SPA 3300 Spanish for Health Care Professionals ..... 3 hours
- SWK 2390 or CRJ 2390 Principles of Restorative Justice ..... 3 hours

Electives will be chosen in consultation with academic advisor to meet additional prerequisites of possible future degrees.

Pre-Licensure Bachelor of Science in Nursing Degree

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
KIN 1100 Principles of Personal Fitness & Wellness..... 1 hours
KIN 11XX Kinesiology Activity chosen from approved courses..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
COM 1310 Fundamentals of Human Communication..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
MAT 1351* College Algebra ..... 3 hours
CHE 1430** Introduction to General, Organic and Biochemistry ..... 4 hours
GOV 2311 American Government..... 3 hours
Social Science ..... 6 hours
HIS 1310 History to 1877 or HIS 1320 History Since 1877 ..... 3 hours
PSY 1311* Introduction to Psychology ..... 3 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours
ART 1361/MUS 1353/THR 1311/GEN 1311

Total General Education ..... 42 hours

TECHNOLOGY COMPONENT

Fulfilled by NUR 3315 Healthcare Informatics, located within the major

NURSING PREREQUISITES..... 24/25 hours
MAJOR – PRE-LICENSURE BSN..... 58 hours
Total Hours in Degree Program 124/125 hours

NURSING PREREQUISITES..... 24/25 hours
BIO 1159 Health Professions Seminar..... 1 hour
SCI 1200 Medical Terminology ..... 2 hours
BIO 3399** Pathophysiology or BIO 1459** General Biology .... 3 or 4 hours
BIO 2489* Human Anatomy and Physiology I ..... 4 hours
BIO 2499* Human Anatomy and Physiology II ..... 4 hours
BIO 3419* Microbiology..... 4 hours
MAT 2342 Introduction to Probability and Statistics..... 3 hours
PSY 2355* Lifespan Development ..... 3 hours

NURSING MAJOR COURSES..... 55 hours
NUR 3334 Elements of Evidence-Based Nursing Practice ..... 3 hours
NUR 3421 Health Assessment-EBP Across the Lifespan..... 4 hours
NUR 3622 Clinical Nursing I: Introductory EBP Concepts Across the Lifespan (Medical\Surgical Nursing Concepts)..... 6 hours
NUR 3323 Pharmacology Nursing Perspectives ..... 3 hours
NUR 3368 Collaborative Healthcare Practice ..... 3 hours
NUR 3645 Clinical Nursing II: Fundamental EBP Concepts Across the Lifespan (Mental Health Nursing\Perioperative & Psychosocial Concepts)..... 6 hours
NUR 3370 Aging, Chronicity and End of Life Perspectives (Geriatric Nursing)..... 3 hours
NUR 4343 Theoretical Concepts & Research in Nursing ..... 3 hours
NUR 4645 Clinical Nursing III: Intermediate EBP Concepts Across the Lifespan (Maternal/Child Health Nursing & Pediatric Nursing).. 6 hours
NUR 4366 Nursing: A Christian Worldview ..... 3 hours
NUR 4335 Population and Community Health Nursing..... 3 hours
NUR 4352 Nursing Leadership, Ethics, Management & Delegation... 3 hours
NUR 4651 Clinical Nursing IV: Advanced EBP Concepts Across the Lifespan (Medical/Surgical Nursing Concepts)..... 6 hours
NUR 4353 Professional Nursing Capstone..... 3 hours
NUR 4000 NCLEX-RN Readiness and Comprehensive Exam..... 0 hours
NUR 3315 Healthcare Informatics..... 3 hours

Foundation courses requiring a grade of "C" or better **Nursing Pre-requisite courses requiring a "B" or better

All Pre-Licensure BSN majors must carry a grade of "C" or better in all NUR courses.

School of Science and Mathematics

Kristen Hutchins, Ph.D., Dean

The purpose of the School of Science and Mathematics is to provide programs and coursework to students in the fields of science, technology, and mathematics. The school also contributes course offerings for HPU's liberal arts and sciences general education curriculum.

Undergraduate degrees are offered in the areas of biology, biomedical science, chemistry (with concentrations in biochemistry and forensic science), computer information systems, information systems management, and 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, pharmacy, physical therapy, dental hygiene, and other allied health sciences. Students should consult with their academic advisors as to selection of courses for their areas of interest. Because entrance requirements into professional schools change from time to time, Howard Payne University cannot guarantee that it can offer 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; however, Howard Payne University offers a major in biomedical science that is designed to meet the requirements of most health professions programs. If students prefer to major in a specific science or math area, they can choose from biology, chemistry, chemistry-biochemistry, or mathematics. Students pursuing a health profession need to complete all general education requirements, major requirements, and any additional prerequisites required for their professional school admission.

Teacher Certification

Students desiring to enter public school teaching in science, mathematics or technology applications (Computer Information Systems) 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 Programs: Biology, Biomedical Science, Chemistry, Computer Information Systems, Health Science, Mathematics, and Applied Physics.

Department of Biological Sciences

Kristen Hutchins, Ph.D. - Chair, Department of Biological Sciences

FACULTY: **Gregory Hatlestad, Ph.D., Chelsea Miranda, Ph.D.**

The department of biological sciences offers two challenging programs leading to a Bachelor of Science degree in Biomedical Science or a Bachelor of Science or Bachelor of Arts degree in Biology. 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 natural sciences.

Bachelor Degrees in Biology

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 be able to demonstrate the laboratory skill needed in the biological sciences and make use of safety information.

Bachelor of Arts Biology

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
MAJOR – Biology..... 56 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (with optional minor) ..... 0 hours
ELECTIVES (without optional minor)..... 14 hours
Total Hours in Degree Program (without optional minor) 124 hours
Total Hours in Degree Program (with optional minor) 128-134 hours

General Education (Bachelor of Arts)..... 42 hours
CHE 1479 should be chosen from the approved lab science listing

Bachelor of Arts Additional Degree Requirements see page 44 ..... 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, Sociology, or Spanish ..... 12 hours

Major-Biology ..... 38 hours
BIO 1459 General Biology I..... 4 hours
BIO 1469 General Biology II..... 4 hours
BIO 2369 Plant Biology..... 3 hours
BIO 2429 Comparative Vertebrate Anatomy..... 4 hours
BIO 3419 Microbiology..... 4 hours
BIO 3429 Cell Biology ..... 4 hours
BIO 3469 General Ecology ..... 4 hours
BIO 3438 Genetics..... 4 hours
BIO 3000 or 4000-level biology course or approved upper-level course ..... 3 hours
BIO 4119 Research ..... 1 hours
BIO 4311 Thesis and Assessment ..... 3 hours

Additional Biology Major Requirements (Bachelor of Arts) ..... 18 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 2331 Organic Chemistry I..... 3 hours
CHE 2139 Organic Chemistry Lab I ..... 1 hours
CHE 2341 Organic Chemistry II..... 3 hours
CHE 2149 Organic Chemistry Lab II ..... 1 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
MAT 2343 Statistics ..... 3 hours

Bachelor of Science Biology

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 18 hours
MAJOR – Biology ..... 38 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 8 hours
ELECTIVES (without optional minor) ..... 26 hours

Total Hours in Degree Program (without optional minor) 124 hours
Total Hours in Degree Program (with optional minor) 124-130 hours

General Education (Bachelor of Science) ..... 42 hours
CHE 1479 should be chosen from the approved lab science listing

Bachelor of Science Additional Degree Requirements ..... 18 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry I Lab ..... 1 hours
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry II Lab ..... 1 hours
MAT 2343 Statistics ..... 3 hours

Major-Biology ..... 38 hours
BIO 1459 General Biology I ..... 4 hours
BIO 1469 General Biology II ..... 4 hours
BIO 2369 Plant Biology ..... 3 hours
BIO 2429 Comparative Vertebrate Anatomy ..... 4 hours
BIO 3419 Microbiology ..... 4 hours
BIO 3429 Cell Biology ..... 4 hours
BIO 3469 General Ecology ..... 4 hours
BIO 3438 Genetics ..... 4 hours
BIO 3000 or 4000 level biology course or approved upper-level course ..... 3 hours
BIO 4119 Research ..... 1 hours
BIO 4311 Thesis and Assessment ..... 3 hours

Teacher Certification: 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.

Students must have a grade of "C" or better in all prerequisites and 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 4311.

Biology Minor

Biology Minor – The biology minor is for students who want to compliment another major with a biology background.

Biology Minor ..... 18-24 hours
BIO 1459 General Biology I ..... 4 hours
BIO 1469 General Biology II ..... 4 hours
Additional hours chosen in consultation with the head of the biological sciences department* ..... 10-16 hours
**Courses that will NOT count towards a minor include BIO 1409 and 1410.*

Bachelor of Science Degree in Biomedical Science

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 14 hours
MAJOR - BIOLOGY CORE ..... 31 hours
BIOMEDICAL SCIENCE REQUIREMENTS ..... 35 hours
OPTIONAL MINOR ..... 18-27 hours
ELECTIVES (with optional minor) ..... 0 hours
ELECTIVES (without optional minor) ..... 10 hours

Total Hours in Degree Program (without optional minor) 124 hours
Total Hours in Degree Program (with optional minor) 136-142 hours

General Education (Bachelor of Science) ..... 42 hours

CHE 1479 should be chosen from the approved lab science listing
MAT 2345 or 2445 should be chosen for the mathematics requirement

Additional Degree Requirements (Bachelor of Science) ..... 14 hours

CIS 1339 Introduction to Information Technology ..... 3 hours
MAT 2451 Calculus I ..... 4 hours
CHE 1489 General Chemistry II ..... 4 hours
MAT 2343 Statistics ..... 3 hours

Major – Biology Core ..... 31 hours

BIO 1459 General Biology I ..... 4 hours
BIO 1469 General Biology II ..... 4 hours
BIO 2429 Comparative Vertebrate Anatomy ..... 4 hours
BIO 3419 Microbiology ..... 4 hours
BIO 3429 Cell Biology ..... 4 hours
BIO 3438 Genetics ..... 4 hours
BIO 4119 Research ..... 1 hours
BIO 4311 Thesis and Assessment ..... 3 hours
BIO 3000 or 4000-level biology course or approved upper-level course ..... 3 hours

Biomedical Science Requirements ..... 27 hours

BIO 1159 Health Professions Seminar ..... 1 hours
SCI 1200 Medical Terminology ..... 2 hours
SCI 2104 Medical Internship ..... 1 hours
BIO 3399 Pathophysiology ..... 3 hours
PHY 2439 University Physics I ..... 4 hours
PHY 2449 University Physics II ..... 4 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry I Lab ..... 1 hours
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry II Lab ..... 1 hours
CHE 4439 Biochemistry I ..... 4 hours

Total Hours in Degree Program 124 hours

Biomedical Science Minor

Biomedical Science Minor – The Biomedical Science minor gives students extra preparation for graduate and health profession schools. The minor will consist of 18-24 hours. Six hours must be from upper-level courses.

Biomedical Science Minor ..... 18-24 hours

Seven to ten hours chosen from ..... 7-10 hours
- BIO 1159 Health Professions Seminar ..... 1 hour
- BIO 2429 Comparative Vertebrate Anatomy ..... 4 hours
- BIO 2489 Human Anatomy and Physiology I ..... 4 hours
- BIO 2499 Human Anatomy and Physiology II ..... 4 hours
- BIO 3399 Pathophysiology ..... 3 hours
- BIO 3419 Microbiology ..... 4 hours
- BIO 3429 Cell Biology ..... 4 hours
- BIO 3438 Genetics ..... 4 hours
- BIO 4329 Developmental Biology ..... 3 hours
- SCI 1200 Medical Terminology ..... 2 hours
- The 10 hours may include up to 3 hours chosen from:
  - SCI 2104 Medical Internship ..... 1 hours
  - SCI 2204 Medical Internship ..... 2 hours
  - SCI 2304 Medical Internship ..... 3 hours
- Special studies biology or biomedical science courses may be used with the approval of the chair of the department

Eight hours chosen from ..... 8 hours
- CHE 4439 Biochemistry I ..... 4 hours
- CHE 4449 Biochemistry II ..... 4 hours
- PHY 2439 University Physics I ..... 4 hours
- PHY 2449 University Physics II ..... 4 hours

Three to Six hours chosen from ..... 3-6 hours
- PSY 1311 Introduction to Psychology ..... 3 hours
- PSY 2355 Lifespan Development ..... 3 hours
- PSY 3351 Abnormal Psychology ..... 3 hours
- PSY 3390 Sensation and Perception ..... 3 hours
- PSY 4300 Human Sexuality ..... 3 hours
- PSY 4302 Health Psychology ..... 3 hours
- PSY 4339 Experimental Psychology ..... 3 hours
- SOC 1311 Introduction to Sociology ..... 3 hours

Students cannot use the same courses for two different minors.

All prerequisites for these courses must be met and with a grade of “C” or better.

Department of Mathematics

José Romero, Ph.D. – Chair, Department of Mathematics

FACULTY: **Scott Eddy, M.S.; Wendy Grooms, M.S.; Sarah Langford, 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.

Bachelor Degrees in Mathematics

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Mathematics..... 43 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (with optional minor) ..... 0 - 6 hours
ELECTIVES (without optional minor)..... 24 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT .....in additional hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR – Mathematics..... 43 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (with optional minor) ..... 2 - 8 hours
ELECTIVES (without optional minor)..... 26 hours
Total Hours in Degree Program 124 hours

Mathematics Major ..... 43 hours
Mathematics Major Core ..... 31 hours
*MAT 2347 Discrete Mathematics..... 3 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 3361 Calculus III..... 3 hours
MAT 3451 Differential Equations ..... 4 hours
MAT 4351 Real Analysis OR MAT 4361 Complex Analysis..... 3 hours
MAT 4441 Applied Probability and Statistics ..... 4 hours
Programming Courses .....6 hours
Six (6) hours chosen from the following list..... 6 hours
CIS 1359 Programming Logic ..... 3 hours
CIS 2348 Internet and Game Programming ..... 3 hours
CIS 2389 Object-Oriented Programming I..... 3 hours
CIS 3329 Visual Programming..... 3 hours
**MAT 4371 Introduction to Numerical Analysis ..... 3 hours

Mathematics Major Core Electives ..... 6 hours

Six (6) hours chosen from the following list..... 6 hours

MAT 3322 Geometry..... 3 hours
MAT 3381 Mathematics for Secondary Teachers..... 4 hours
MAT 4181 TExES Review ..... 1 hours
*MAT 4371 Introduction to Numerical Analysis ..... 3 hours
MAT 4351 (if not chosen for major core)..... 3 hours
MAT 4361 (if not chosen for major core)..... 3 hours
Other junior/senior level engineering courses may be used
if approved by the head of the mathematics department.

*Used in BS additional degree requirements.
**MAT 4371 may be taken to fulfill requirements in both the Programming Courses and the Mathematics Major Core Electives, however the 3 hours would count only one time. Any student who chooses to use MAT 4371 to fulfill requirements in both areas will need to take 3 additional hours of general electives to reach the 124 required hours.

Mathematics Minor

Mathematics Minor ..... 18-24 hours

MAT 2451 Calculus I ..... 4 hours
MAT 2461 Calculus II ..... 4 hours
MAT 3302 Matrix and Linear Algebra..... 3 hours
Six hours of Advanced Mathematics ..... 6 hours
Additional hours..... 1-7 hours

Chosen in consultation with the head of the mathematics department
It is recommended that the laboratory science requirement be met by taking University Physics.

Teacher Certification: Students majoring in mathematics and seeking teacher certification should refer to the School of Education section in this catalog.

Students pursing teacher certification 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 mathematics majors will be required by the end of their senior year to have taken a national area test in mathematics.

All prerequisites must carry a grade of "C" or better.

Department of Computer Information Systems

Wade Ashby, Ed.D. – Chair, Department of Computer Information Systems

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 Science (BS) degree with a major in computer information systems with an emphasis in multimedia or systems development and a major in information systems management.

Bachelor of Science in Computer Information Systems

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 13 hours
CIS 1339 and MAT 2347 (Discrete Math) should be chosen as part of the computer, mathematics or science requirement
MAJOR - COMPUTER INFORMATION SYSTEM ..... 45 hours
ELECTIVES ..... 24 hours
Total Hours in Degree Program 124 hours

BS Major in Computer Information Systems ..... 45 hours
Computer Information Systems Core ..... 21 hours
CIS 1359 Programming Logic ..... 3 hours
CIS 2329 Web Design ..... 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
Emphasis in Multimedia or Systems Development ..... 24 hours

Emphasis in Systems Development ..... 24 hours
CIS 2310 Business Applications in Excel ..... 3 hours
CIS 2348 Internet and Game Programming ..... 3 hours
CIS 2369 Analysis of Algorithms ..... 3 hours
CIS 2389 Object-Oriented Programming I ..... 3 hours
CIS 2399 3D Printing ..... 3 hours
CIS 3309 Object-Oriented Programming II ..... 3 hours
CIS 3339 Data Structures ..... 3 hours
CIS 3369 Data Base Management Systems ..... 3 hours

Bachelor of Science in Information Systems Management

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 13 hours
CIS 1339 and MAT 2342 should be chosen as part of the computer, mathematics or science requirement
MAJOR - INFORMATION SYSTEMS MANAGEMENT ..... 51 hours
ELECTIVES ..... 18 hours
Total Hours in Degree Program 124 hours

Major in Information Systems Management ..... 51 hours

Computer Information Systems Core ..... 21 hours
- CIS 1359 Programming Logic ..... 3 hours
- CIS 2329 Web Design ..... 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

Computer Information Systems Component ..... 12 hours
- CIS 2310 Business Applications in Excel ..... 3 hours
- CIS 2311 Data Visualization ..... 3 hours
- CIS 3369 Data Base Management Systems ..... 3 hours
- CIS 3389 Management Information Systems ..... 3 hours

Business/Communications Component ..... 18 hours
- ACC 2311 Introduction to Financial Accounting ..... 3 hours
- ACC 2321 Introduction to Managerial Accounting ..... 3 hours
- COM 3324 Organizational Communication ..... 3 hours
- BUS 3351 Business Ethics ..... 3 hours
- FIN 3301 Finance Management ..... 3 hours
- MGT 3303 Management ..... 3 hours

All prerequisites must carry a grade of "C" or better and CIS departmental majors and minors must carry a grade of "C" or better in all CIS courses that are part of a CIS departmental major or minor.

CIS 4351 (Systems Analysis and Design) is a capstone course required of all majors, and is taken during their last semester.

Computer Information Systems Minor

Minor in Computer Information Systems ..... 18 hours
- CIS 1359 Programming Logic ..... 3 hours
- CIS courses chosen in consultation with head of department ..... 15 hours

Department of Physical Sciences

Dennis Gibson, Ph.D. - Chair, Department of Physical Sciences

FACULTY: **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 1) should understand, effectively communicate, and practice the basic theories of Chemistry, 2) may obtain positions as scientist, educators, and/or obtain admission to a graduate or professional school of their choice, 3) should be prepared to compete in their chosen field.

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 both 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.

Bachelor Degrees in Chemistry - Standard

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
CHE 1479 should be chosen from the approved lab science listing
MAT 2451 should be chosen from the General Education requirements
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
PHY 2439 University Physics I (Fall) .....4 hours
PHY 2449 University Physics II (Spring).....4 hours
MAT 2461 Calculus II.....4 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Chemistry ..... (36)*32 hours
DIRECTED CHEMISTRY ELECTIVES ..... 12 hours
ELECTIVES ..... 23 hours
Total Hours in Degree Program 124 hours

CHEMISTRY - STANDARD MAJOR ..... (36) 32 hours
CHE 1479 General Chemistry I.....(4)* 0 hours
CHE 1489 General Chemistry II..... 4 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry I lab ..... 1 hours
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry II lab ..... 1 hours
CHE 3311 Physical Chemistry I..... 3 hours
CHE 3119 Physical Chemistry I lab..... 1 hours
CHE 3321 Physical Chemistry II..... 3 hours
CHE 3129 Physical Chemistry II lab..... 1 hours
CHE 3469 Quantitative Chemistry ..... 4 hours
CHE 4439 Biochemistry I..... 4 hours
CHE 4449 Biochemistry II..... 4 hours

**Hours include CHE 1479 which is a part of the General Education requirements for both the BS and BA degrees. Completion of the course will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

DIRECTED CHEMISTRY ELECTIVES (choose 12 hour minimum from below)..... 12 hours

CHE 4389 Environmental Chemistry.....3 hours
CHE 4469 Instrumental Analysis.....4 hours
SCI 4109 Chemistry Research Proposal ..... 1 hour
SCI 4209 Research Problems in Chemistry .....2 hours
SCI 4210 Research Problems in Chemistry II .....2 hours
CHE 3101, 3201, 3301 Chemistry STEM Internship.....1,2,3 hours
MAT 2343 Statistics .....3 hours
MAT 3302 Matrix and Linear Algebra.....3 hours
MAT 3361 Calculus III .....3 hours
MAT 3451 Differential Equations.....4 hours

ELECTIVE HOURS..... 23 hours

Total Hours in Degree Program 124 hours

Bachelor Degrees in Chemistry - Biochemistry

GENERAL EDUCATION (Bachelor of Arts) see page 42 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Chemistry - Biochemistry Concentration Core ..... (36)* 32 hours
BIOCHEMISTRY CONCENTRATION..... 12 hours
BIOCHEMISTRY STANDARD CORE ELECTIVES..... 7-8 hours
ELECTIVES ..... 15-16 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Science) see page 44..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Chemistry - Biochemistry Concentration Core ..... (36)* 32 hours
BIOCHEMISTRY CONCENTRATION..... 12 hours
BIOCHEMISTRY STANDARD CORE ELECTIVES..... 7-8 hours
ELECTIVES ..... 15-16 hours
Total Hours in Degree Program 124 hours

CHEMISTRY - BIOCHEMISTRY CONCENTRATION MAJOR ..... (56)* 52 hours
Chemistry - Biochemistry Concentration Core .....(36)* 32 hours
CHE 1479 General Chemistry I.....(4)* 0 hours
CHE 1489 General Chemistry II..... 4 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry I lab ..... 1 hours
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry II lab ..... 1 hours
CHE 3311 Physical Chemistry I..... 3 hours
CHE 3119 Physical Chemistry I lab..... 1 hours
CHE 3321 Physical Chemistry II..... 3 hours
CHE 3129 Physical Chemistry II lab..... 1 hours
CHE 3469 Quantitative Chemistry ..... 4 hours
CHE 4439 Biochemistry I..... 4 hours
CHE 4449 Biochemistry II..... 4 hours
Biochemistry Concentration..... 12 hours
BIO 1459 General Biology I..... 4 hours
BIO 1469 General Biology II ..... 4 hours
BIO 3429 Cell Biology..... 4 hours
Biochemistry Standard Core Electives (choose any 2) ..... 7-8 hours
BIO 3419 Microbiology ..... 4 hours
BIO 3438 Genetics ..... 4 hours
BIO 4329 Developmental Biology ..... 3 hours
BIO 4340 Neurobiology..... 3 hours
BIO 4372 Immunology ..... 3 hours
BIO 4419 Advanced Physiology..... 4 hours

Bachelor of Science Degree in Chemistry – Forensic Science

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
MAJOR - Chemistry ..... (36) 32 hours
FORENSIC SCIENCE CONCENTRATION - Directed Forensic Science Electives..... 23 hours
Other Elective Hours ..... 12 hours
Total Hours in Degree Program ..... 124 hours

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 42 hours
MAT 2451 should be chosen from the general education requirements
CHE 1479 Should be chosen from the general education requirements
ADDITIONAL DEGREE REQUIREMENTS ..... 12 hours
PHY 2439 University Physics I (Fall)..... 4 hours
PHY 2449 University Physics II (Spring) ..... 4 hours
MAT 2461 Calculus II ..... 4 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
MAJOR - Chemistry ..... (36) 32 hours
CHE 1479 General Chemistry I ..... (4)* 0 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry I lab ..... 1 hour
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry II lab ..... 1 hour
CHE 3311 Physical Chemistry I..... 3 hours
CHE 3119 Physical Chemistry I lab ..... 1 hour
CHE 3469 Quantitative Chemistry ..... 4 hours
CHE 4439 Biochemistry I ..... 4 hours
CHE 4449 Biochemistry II ..... 4 hours
CHE 4469 Instrumental Analysis ..... 4 hours
FORENSIC SCIENCE CONCENTRATION - Directed Forensic Science Electives..... 23 hours
(Choose 23 hours minimum from below)
FRS 1479 Introduction to Forensic Science. ..... 4 hours
SCI 4109 Chemistry Research Proposal..... 1 hour
SCI 4209 Research Problems in Chemistry..... 2 hours
SCI 4210 Research Problems in Chemistry II ..... 2 hours
CRJ 1310 Introduction to Criminal Justice..... 3 hours
CRJ 1330 Fundamentals of Criminal Law ..... 3 hours
CRJ 2316 Police Systems ..... 3 hours
CRJ 2320 Criminal Investigation ..... 3 hours
CRJ 3330 Criminology ..... 3 hours
GOV 3301 American Jurisprudence ..... 3 hours
GOV 3390 Topics in Law ..... 3 hours
GOV 3391 Law and Society ..... 3 hours
MAT 2343 Statistics ..... 3 hours
Other Elective Hours ..... 12 hours
Total Hours in Degree Program ..... 124 hours

***** Not in major hours if taken for general education requirements

All prerequisites must carry a grade of "C" or better, or consent of instructor.

**Hours include CHE 1479 which is a part of the General Education requirements for both the BS and BA degrees. Completion of the course will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Chemistry majors should take ENG 3306, MAT 2451 and 2461, SCI 2318, SCI 4109, SCI 4209, and eight hours of general or university physics as part of their general education and/or electives.

Chemistry/Honors Academy 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 Honors Academy section.

Chemistry with Biochemistry Concentration/Honors Academy Double Major: This double major is for students interested in attending health professional schools such as medical or dental school. Students taking this double major must complete all the requirements for the Chemistry major with Biochemistry Concentration. However, students may substitute 8 hours from the following: PSY 1311, SOC 1311, PSY 3306, PSY 2355, PSY 4302, PHY 2439, PHY 2449, SCI 2318, SCI 4109 or SCI 4209 **for** 8 hours chosen from CHE 3469, CHE 3311, CHE 3119, CHE 3321, and CHE 3129; as approved by the head of the physical science department. The Honors Academy program is detailed further in the catalog's Guy D. Newman Honors Academy section.

PREPHARMACY - Student interested in attending pharmacy school should consider a Chemistry major with Biochemistry Concentration as it is an excellent preparatory curriculum for pharmacy school, as well as graduate studies in pharmacology research or work in the pharmaceutical industry. It is highly recommended that students considering attending pharmacy school after graduation take MAT 2451, SCI 2318 or MAT 2342; SCI 4109; SCI 4209; ECO 2311 or ECO 2321; GOV 2321; PSY 1311; SOC 1311; HIS 1310; HIS 1320 and four hours of general or university physics as part of their 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 22-24 semester hours of chemistry approved by the head of the physical sciences department. CHE 1105, 1106, 1130, 1429 and 1430 will not count toward a minor.

Chemistry Minor

Chemistry Minor ..... 22-24 hours
- Eight hours chosen from ..... 8 hours
  - CHE 3311 Physical Chemistry I & CHE 3119 Physical Chemistry I lab ... 4 hours
  - CHE 3321 Physical Chemistry II & CHE 3129 Physical Chemistry II lab . 4 hours
  - CHE 3469 Quantitative Chemistry ..... 4 hours
  - CHE 4439 Biochemistry I ..... 4 hours
  - CHE 4449 Biochemistry II ..... 4 hours
- Fourteen to sixteen hours chosen with chemistry faculty .....14-16 hours

Additional Minors

Applied Physics Minor

The Applied Physics minor provides students with physics experience that will complement their chosen major(s). This concentration in physics may give students an advantage when applying for certain technical positions of employment, or graduate programs.

Applied Physics Minor ..... 20 hours
- PHY 2439 University Physics I ..... 4 hours
- PHY 2449 University Physics II ..... 4 hours
- ENS 2301 Statics ..... 3 hours
- ENS 2302 Dynamics ..... 3 hours
- Six (6) hours chosen from ..... 6 hours
  - ENS 3331 Thermodynamics ..... 3 hours
  - ENS 4369 Engineering Design Project Lab I ..... 3 hours
  - CHE 3311 Physical Chemistry I ..... 3 hours
  - CHE 3119 Physical Chemistry lab I ..... 1 hours
  - CHE 3321 Physical Chemistry II ..... 3 hours
  - CHE 3129 Physical Chemistry lab II ..... 1 hours

Courses that have been counted as part of another major or minor, cannot be counted towards the Applied Physics minor.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

Health Science Minor

The Health Science minor will help to prepare students to enter certain health profession fields, such as nursing. This minor is NOT designed to meet pre-professional requirements for entrance to professional schools and programs in medicine, dentistry, veterinary medicine, pharmacy or physical therapy.

Health Science Minor ..... 20 hours

- BIO 2489 Anatomy and Physiology I ..... 4 hours
- BIO 2499 Anatomy and Physiology II ..... 4 hours
- BIO 3399 Pathophysiology ..... 3 hours
- BIO 3419 Microbiology ..... 4 hours
- PSY 2355 Lifespan Development* ..... 3 hours
- SCI 1200 Medical Terminology ..... 2 hours

**BIO 1459 should be chosen as the General Education Life Science or Physical Science Requirement and PSY 1311 should be taken as the General Education Social Science Requirement.*

Students cannot use the same courses for two different minors.

Division of Engineering

Martin Mintchev, Ph.D., P.E., FAIMBE, Chair

Engineering Science Program

FACULTY: **Philips Agboola, Ph.D.**

The Engineering Science B.S. degree program offers students a series of multidisciplinary courses which emphasize both understanding and integrated applications of science, technology engineering and mathematical (STEM) concepts. The program is designed to prepare students either for immediate entry into the workforce as engineering assistants or for pursuit of bachelor's or master's degrees in specific engineering disciplines of their choice. The curriculum provides a broad foundation for such disciplines along with a liberal arts education which embraces a Christian worldview.

In addition to taking core courses in mathematics, physics, chemistry, computer information systems, and technical writing, students will study the foundational engineering principles of statics, dynamics, mechanics of materials, thermodynamics, electrical circuit analysis, and microelectronic incorporating sound economical standards and ethical responsibility. During their senior year, all students will select a focus area of study and complete a design project that integrates the principles of research, process, and analysis as applied to engineering.

Since it is necessary for potential engineering science students to have adequate high school preparation for this program, it is highly recommended that they take high school physics, chemistry, and four years of mathematics in preparation for pursuit of this degree. Mathematical proficiency is essential to engineering and placement tests are given to all incoming freshmen, and those who do not qualify to begin Calculus I will be required to take additional leveling mathematics courses.

Mission Statement for Engineering Science

The Howard Payne University Engineering Science Program prepares liberal arts students to serve God and humanity in a Christ-centered manner by producing graduates with the knowledge and skills; personal and professional integrity; and intellectual inquisitiveness to affect the world through an engineering profession.

Program Goal

Engineering Science graduates will be equipped for success in the career path of their choosing; and be capable of pursuing an advanced degree and/or a career where they may attain job satisfaction and professional growth while serving God and humanity.

Program Educational Objectives (PEOs)

PEO-1 Professionalism. Graduates will become practicing professionals or pursue a graduate degree in the Engineering Science or a related field.

PEO-2 Continuous Learning. Graduates will demonstrate the importance of maintaining and enhancing their professional skills through life-long learning.

PEO-3 Engagement in Society. Graduates, in service to God and community, will act with economical, ethical and societal awareness expected of practicing engineering professionals.

The Engineering Science Program

For the Engineering Science program, the desired student competencies are as follows:

1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. an ability to communicate effectively with a range of audiences.
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

Bachelor of Science Engineering Science

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 43 hours
MAT 2451 Calculus I or above should be chosen for the mathematics requirement
CHE 1479 should be chosen for the lab science requirement
HIS 1310 or HIS 1320 should be chosen for the History requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 14 hours
Specific courses required are noted below under "Additional Degree Requirements"
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Engineering Science ..... 70 hours
Total Hours in Degree Program 130 hours

GENERAL EDUCATION REQUIREMENTS ..... 43 hours
ADDITIONAL DEGREE REQUIREMENTS ..... 14 hours
MAT 2461 Calculus II ..... 4 hours
MAT 3302 Linear Algebra (Fall)..... 3 hours
MAT 3361 Calculus III (Fall) ..... 3 hours
PHY 2439 University Physics I (Fall) ..... 4 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
MAJOR - Engineering Science ..... 70 hours
Core STEM Requirements..... 15 hours
MAT 3451 Differential Equations (Spring).....4 hours
MAT 4371 Numerical Analysis (Fall, odd years)..... 3 hours
MAT 4441 Applied Probability and Statistics (Spring).....4 hours
PHY 2449 University Physics II (Spring).....4 hours
Additional Miscellaneous Requirements ..... 3 hours
ENS 3306 Technical Writing for Engineering..... 3 hours
(Spring, even years)
Core Engineering Science Course Requirements ..... 38 hours
CIS 1359 Programming Logic (Fall, Spring).....3 hours
ENS 1101 Introduction to Engineering (Fall).....1 hours
ENS 1305 Engineering CAD Systems (Fall) .....3 hours
ENS 1379 Engineering Principles and Practice (Spring) .....3 hours
ENS 2301 Statics (Spring).....3 hours
ENS 2302 Dynamics (Fall).....3 hours
ENS 2334 Engineering Economic Analysis (Fall, odd years) ...3 hours
ENS 3331 Thermodynamics (Fall) .....3 hours
ENS 3339 Mechanics of Materials (Fall).....3 hours
ENS 3351 Engineering Ethics (Fall, even years).....3 hours
ENS 4109 Engineering Design Project Lab Proposal (Spring)...1 hour
ENS 4309 Electrical Circuit Theory (Fall) .....3 hours
ENS 4369 Engineering Design Project Lab I (Fall).....3 hours
ENS 4379 Engineering Design Project Lab II (Spring).....3 hours
Directed STEM Elective Requirements..... 14 hours
Fourteen hours chosen from the following: (Four hours must be ENS)
CHE 1489 General Chemistry II (Spring, Summer) ..... 4 hours
CIS 2310 Business Applications in Excel (Fall; Spring, odd years)3 hours
CIS 2389 Object Oriented Programming I (Fall) ..... 3 hours
CIS 2399 3-D Printing (Spring) ..... 3 hours
CIS 3309 Object Oriented Programming II (Spring, odd years) .. 3 hours
CIS 3319 Project Management (Fall) ..... 3 hours
CIS 3329 Visual Programming (Spring, even years) ..... 3 hours
ENS 2104-2304 STEM Internship (Fall, Spring, Summer)..... 1-3 hours
ENS 3104 Special Topics in Engineering Applications.....1 hour
ENS 4344 Advanced Engineering Research & Development 3 hours
SEN 2301 Computer Architecture (Spring)..... 3 hours
SEN 3301 Microprocessors (Fall) ..... 3 hours
SEN 3302 Embedded Systems (Spring) ..... 3 hours

ENS 2104, 2204, or 2304 may be repeated, but only four hours of engineering internship may apply toward the engineering degree requirements.

Total Hours in Degree Program 130 hours

The Engineering Science degree contains 48 hours of engineering science courses, which includes 22 hours of advanced engineering science courses described above. The degree also includes a minimum of 35 hours of science and mathematics, which includes a minimum of 10 hours of advanced mathematics.

All prerequisites must carry a grade of "C" or better, and Engineering Science majors must carry a grade of "C" or better in all ENS courses.

Engineering Science Minor

Engineering Science Minor ..... 20 hours
- ENS 1379 Engineering Principles and Practices ..... 3 hours
- ENS 2301 Statics ..... 3 hours
- ENS 3339 Mechanics of Materials ..... 3 hours
- ENS 3311 Thermodynamics ..... 3 hours
- PHY 2439 University Physics I ..... 4 hours
- PHY 2449 University Physics II ..... 4 hours

Biomedical Engineering Minor ..... 22 hours
- BIO 1459 General Biology I ..... 4 hours
- BIO 2489 Human Anatomy and Physiology I ..... 4 hours
- ENS 1379 Engineering Principles and Practices ..... 3 hours
- ENS 2301 Statics ..... 3 hours
- PHY 2439 University Physics I ..... 4 hours
- PHY 2449 University Physics II ..... 4 hours

Students cannot use the same courses for two different minors. Calculus I, II and III (MAT 2451, 2461 and 3361), ENS 1101 and CHE 1489 are prerequisites and students must make a "C" or better in these prerequisites.

All prerequisites must carry a grade of "C" or better, and Engineering Science majors must carry a grade of "C" or better in all ENS courses.

The Biomedical Engineering Program
Martin R. Mintchev, Ph.D., P.Eng. (Alberta), FAIMBE

Collaborating Departments: Department of Biological Sciences, Department of Physical Sciences, Department of Kinesiology.

The Biomedical Engineering degree program offers students a series of multidisciplinary courses which emphasize both understanding and integrated applications of scientific, technological, engineering and mathematical (STEM) concepts in biology, medicine, dentistry, or pharmacy/pharmacology. The program is designed to prepare students either for immediate entry into the workforce as hospital support engineers or for possible pursuit of Master's, Ph.D., medical or pharmacy degrees. The curriculum provides a broad foundation for such disciplines along with an education which embraces a Christian worldview.

In addition to taking core courses in mathematics, physics, chemistry, and computer information systems, students will study the foundational engineering principles of statics, dynamics, mechanics of materials, electrical circuit analysis, biology and physiology, incorporating sound research and development standards and ethical responsibility. Throughout the course of their studies, all students will select a focus biomedical area of study and complete a design project that integrates the principles of research process and analysis as applied to biomedical engineering. Some of the projects will result in developing new patent application, publishing conference and/or journal papers and initiating start-up.

Since it is necessary for potential biomedical engineering students to have adequate high school preparation for this program, it is highly recommended that they take high school physics, chemistry, and four years of mathematics in preparation for pursuit of this degree. Mathematical proficiency is essential to engineering and placement tests are given to all incoming freshmen, and those who do not qualify to begin Calculus I will be required to take additional leveling mathematics courses.

Mission Statement for Biomedical Engineering

The Howard Payne University Biomedical Engineering Program prepares students to serve God and humanity in a Christ-centered manner by producing graduates with the knowledge and skills; personal and professional integrity; and intellectual inquisitiveness to affect the world through a regulated engineering profession.

Program Goal

Biomedical Engineering graduates will be equipped for success in the career path of their choosing and be capable of pursuing an advanced degree and/or a career where they may attain job satisfaction and professional growth while serving God and humanity.

Program Educational Objectives (PEOs)

PEO-1 **Professionalism**. Graduates will become practicing professionals or pursue a graduate degree in the Software Engineering or a related field.

PEO-2 **Continuous Learning**. Graduates will demonstrate the importance of maintaining and enhancing their professional skills through life-long learning.

PEO-3 **Engagement in Society**. Graduates, in service to God and community, will act with economical, ethical and societal awareness expected of practicing engineering professionals.

For the Biomedical Engineering program, the desired student competencies are as follows:

1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. an ability to communicate effectively with a range of audiences.
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

Bachelor of Science Biomedical Engineering

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 43 hours
MAT 2451 Calculus I or above should be chosen for the mathematics requirement
CHE 1479 should be chosen for the lab science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 14 hours
Specific courses required are noted below under "Additional Degree Requirements"
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Biomedical Engineering ..... 74 hours
Total Hours in Degree Program 134 hours

GENERAL EDUCATION REQUIREMENTS ..... 43 hours
ADDITIONAL DEGREE REQUIREMENTS ..... 14 hours
MAT 2461 Calculus II ..... 4 hours
MAT 3302 Linear Algebra (Fall) ..... 3 hours
MAT 3361 Calculus III (Fall) ..... 3 hours
PHY 2439 University Physics I (Fall) ..... 4 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
MAJOR - BIOMEDICAL ENGINEERING ..... 74 hours
Core STEM Requirements ..... 15 hours
MAT 3451 Differential Equations (Spring) ..... 4 hours
MAT 4371 Numerical Analysis (Spring, even years) ..... 3 hours
MAT 4441 Applied Probability and Statistics (Spring) ..... 4 hours
PHY 2449 University Physics II (Spring) ..... 4 hours
Additional Miscellaneous Requirements ..... 4 hours
BIO 1459 General Biology I ..... 4 hours
Core Biomedical Engineering Course Requirements ..... 41 hours
ENS 1101 Introduction to Engineering (Fall) ..... 1 hour
ENS 1305 Engineering CAD Systems (Fall) ..... 3 hours
ENS 1379 Engineering Principles and Practice (Spring) ..... 3 hours
ENS 2301 Statics (Spring) ..... 3 hours
ENS 2302 Dynamics (Fall) ..... 3 hours
ENS 3339 Mechanics of Materials (Fall, even years) ..... 3 hours
BIO 1469 General Biology II (Spring) ..... 4 hours
BIO 2489 Human Anatomy and Physiology I (Fall) ..... 4 hours
BIO 2499 Human Anatomy and Physiology II (Spring) ..... 4 hours
ENS 3351 Engineering Ethics (Fall, even years) ..... 3 hours
ENS 4109 Engineering Design Project Lab Proposal (Spring) ..... 1 hour
ENS 4309 Electric Circuits Theory (Fall) ..... 3 hours
ENS 4369 Engineering Design Project + Lab I (Fall) ..... 3 hours
ENS 4379 Engineering Design Project + Lab II (Spring) ..... 3 hours
Directed Elective Requirements ..... 14 hours
CIS 1359 Programming Logic ..... 3 hours
CIS 2389 Object Oriented Programming I (Fall) ..... 3 hours
CIS 3309 Object Oriented Programming II (Spring, odd years) ..... 3 hours
CIS 3329 Visual Programming (Spring, even years) ..... 3 hours
ENS 2104-2304 STEM Internship (Fall, Spring, Summer) ..... 1-3 hours
ENS 3104 Special Topics in Engineering Applications ..... 1 hour
ENS 4344 Advanced Engineering Research & Development (Fall, Spring) ..... 3 hours
SEN 2301 Computer Architecture (Spring) ..... 3 hours
SEN 3301 Microprocessors (Fall) ..... 3 hours
SEN 3302 Embedded Systems (Spring) ..... 3 hours
Total Hours in Degree Program 134 hours

ENS 2104, 2204, or 2304 may be repeated but only six hours of engineering internship may apply toward the engineering degree requirements.

The Biomedical Engineering degree contains 29 to 39 hours of engineering science courses and 20 to 27 hours of Biology/Chemistry courses, which includes 27 hours of advanced engineering science courses described above. The degree also includes a minimum of 35 hours of science and mathematics, which includes a minimum of 10 hours of advanced mathematics.

All prerequisites must carry a grade of "C" or better, and Biomedical Engineering majors must carry a grade of "C" or better in all ENS and BIO courses.

The Software Engineering Program
Martin R. Mintchev, Ph.D., P.Eng. (Alberta), FAIMBE

The Software Engineering degree program offers students a series of multidisciplinary courses which emphasize both understanding and integrated applications of programming, engineering, technology and mathematical (STEM) concepts. The program is designed to prepare students either for immediate entry into the workforce as software engineers or for pursuit of master's degrees in specific engineering disciplines in the areas of computer science, software or computer engineering. The curriculum provides a broad foundation for such disciplines along with an education which embraces a Christian worldview. In addition to taking core courses in mathematics, physics, chemistry, computer information systems, and technical writing, students will study the foundational software engineering principles of electrical circuit analysis, and microelectronics, computer architecture, microprocessors and embedded systems, incorporating sound economical standards and ethical responsibility. During their senior year, all students will select a focus area of study and complete a design project that integrates the principles of research, process, and analysis as applied to software engineering. Since it is necessary for potential software engineering students to have adequate high school preparation for this program, it is highly recommended that they take high school physics, chemistry, and four years of mathematics in preparation for pursuit of this degree. Mathematical proficiency is essential to engineering and placement tests are given to all incoming freshmen, and those who do not qualify to begin Calculus I will be required to take additional leveling mathematics courses.

Mission Statement for Software Engineering

The Howard Payne University Software Engineering Program prepares students to serve God and humanity in a Christ-centered manner by producing graduates with the knowledge and skills; personal and professional integrity; and intellectual inquisitiveness to affect the world through a regulated engineering profession.

Program Goal

Software Engineering graduates will be equipped for success in the career path of their choosing and be capable of pursuing an advanced degree and/or a career where they may attain job satisfaction and professional growth while serving God and humanity.

Program Educational Objectives (PEOs)

PEO-1 Professionalism. Graduates will become practicing professionals or pursue a graduate degree in the Software Engineering or a related field.

PEO-2 Continuous Learning. Graduates will demonstrate the importance of maintaining and enhancing their professional skills through life-long learning.

PEO-3 Engagement in Society. Graduates, in service to God and community, will act with economical, ethical and societal awareness expected of practicing engineering professionals.

For the Software Engineering program, the desired student competencies are as follows:

1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.
3. an ability to communicate effectively with a range of audiences.
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

GENERAL EDUCATION (Bachelor of Science) see page 44 ..... 43 hours
MAT 2451 Calculus I or above should be chosen for the mathematics requirement
CHE 1479 should be chosen for the lab science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 14 hours
Specific courses required are noted below under "Additional Degree Requirements"
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Software Engineering ..... 70 hours

Total Hours in Degree Program 130 hours

Bachelor of Science Software Engineering

GENERAL EDUCATION Requirements ..... **43 hours**
ADDITIONAL DEGREE REQUIREMENTS ..... **14 hours**
PHY 2439 University Physics I (Fall) ..... 4 hours
MAT 2461 Calculus II ..... 4 hours
MAT 3302 Linear Algebra (Fall) ..... 3 hours
MAT 3361 Calculus III (Fall) ..... 3 hours
TECHNOLOGY COMPONENT ..... **3 hours**
CIS 1339 Introduction to Information Technology ..... 3 hours
MAJOR - SOFTWARE ENGINEERING ..... **70 hours**
Core STEM Requirements ..... 15 hours
PHY 2449 University Physics II (Spring) ..... 4 hours
MAT 2347 Discrete Math ..... 3 hours
MAT 3451 Differential Equations (Spring) ..... 4 hours
MAT 4441 Applied Probability and Statistics (Spring) ..... 4 hours

Additional Miscellaneous Requirements ..... 6 hours
ENS 3306 Technical Writing for Engineering (Spring, even years) ..... 3 hours
MAT 4371 Numerical Analysis (Fall, odd years) ..... 3 hours

Core Software Engineering Course Requirements ..... 41 hours
ENS 1101 Introduction to Engineering (Fall) ..... 1 hour
ENS 1305 Engineering CAD Systems (Fall) ..... 3 hours
CIS 1359 Programming Logic (Fall, Spring)… ..... 3 hours
ENS 1379 Engineering Principles and Practice (Spring) ..... 3 hours
SEN 2301 Computer Architecture (Spring) ..... 3 hours
CIS 2389 Object-Oriented Programming I (Fall) ..... 3 hours
ENS 2334 Engineering Economic Analysis (Fall, odd years) ..... 3 hours
SEN 3301 Microprocessors (Fall) ..... 3 hours
SEN 3302 Embedded Systems (Spring) ..... 3 hours
ENS 3351 Engineering Ethics (Fall, even years) ..... 3 hours
CIS 3309 Object Oriented Programming II (Spring, odd years).. ..... 3 hours
ENS 4309 Electric Circuits Theory (Fall) ..... 3 hours
ENS 4109 Engineering Design Project Lab Proposal (Spring) ..... 1 hour
ENS 4369 Engineering Design Project + Lab I (Fall) ..... 3 hours
ENS 4379 Engineering Design Project + Lab II (Spring) ..... 3 hours

Directed Elective Requirements ..... **8 hours**
CIS 2348 Internet and Game Programming (Fall) ..... 3 hours
CIS 3319 Project Management (Fall) ..... 3 hours
CIS 3329 Visual Programming (Spring, even years) ..... 3 hours
CIS 3369 Database Management Structures (Fall) ..... 3 hours
CIS 4321 Operating Systems (Spring) ..... 3 hours
CIS 4341 Network Design and Administration (Fall) ..... 3 hours
ENS 2104-2304 STEM Internship (Fall, Spring, Summer) ..... 1-3 hours
ENS 3104 Special Topics in Engineering Applications (as offered) ..... 1 hour
ENS 4344 Advanced Engineering Research & Development (Fall, Spring) ..... 3 hours

Total Hours in Degree Program **130 hours**

ENS 2104, 2204, or 2304 may be repeated but only six hours of engineering internship may apply toward the engineering degree requirements.

The Software Engineering degree contains 32 to 40 hours of Engineering courses, which includes 22 hours of advanced Engineering courses as described above, as well as 12 to 20 hours of CIS courses, to a total of 52 hours of combined Engineering and CIS courses. The balance between the Engineering courses and the CIS courses in the Software Engineering program (32-20 hours vs. 40-12 hours) will depend on whether the student will fulfill the elective requirements by maximizing the Engineering internship and Software Engineering research and development, utilizing all 8 necessary hours of directed electives, or will decide to take only CIS courses as directed electives for a maximal exposure to CIS concepts. The degree also contains 40 hours of science and mathematics. which includes 22 hours of advanced mathematics.

All prerequisites must carry a grade of “C” or better, and Software Engineering majors must carry a grade of “C” or better in all ENS, SEN and CIS courses.

UNDERGRADUATE COURSE DESCRIPTIONS

ACADEMY

ACADEMY 4000. EXPERIENTIAL LEARNING.
All Honors Academy majors must demonstrate the achievement of an Experiential Learning Foundation by earning three credit hours in any combination of the following for-credit programs: Domestic or International Study; Internship; Model United Nations; Moot Court; Mock Trial; Student Speaker Bureau. This course constitutes a graduation requirement and should be added to the student's schedule during the semester in which they complete this requirement. Pass/Fail. Fall, Spring.
Prerequisite: None. *No credit hours*

ACADEMY 4108. THE ACADEMY BACHELOR'S THESIS: RESEARCH AND PREPARATION.
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 Honors Academy. *One semester hour*

ACADEMY 4208. THE ACADEMY BACHELOR'S THESIS: DEFENSE (HONORS)
Presentation and Defense of the Academy Bachelor's Thesis. Students must possess a 3.25 cumulative GPA within the Honors Academy curriculum by the time they begin ACA 4208. Fall, Spring.
Prerequisite: ACA 4108, 3.25 minimum GPA in the Honors Academy Major, and Consent of Instructor *Two semester hour*

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. INTRODUCTION TO FINANCIAL ACCOUNTING.
An introduction to financial accounting theory, the accounting cycle, the financial statements, and the recording and analysis of financial accounting information. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

ACCOUNTING 2321. INTRODUCTION TO MANAGERIAL ACCOUNTING.
An introduction to product costing, cost analysis, and budgeting. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

ACCOUNTING 3311. INTERMEDIATE ACCOUNTING I.
Further study of financial accounting theory, the accounting cycle, the financial statements, and the recording and analysis of operating activities. Fall, Odd years.
Prerequisite: ACC 2311. *Three semester hours*

ACCOUNTING 3321. INTERMEDIATE ACCOUNTING II.
A continuation of ACC 3311. Further study of the recording and analysis of investing and financing activities. Spring, even years.
Prerequisite: ACC 3311. *Three semester hours*

ACCOUNTING 3331. MANAGERIAL ACCOUNTING.
Further study of product costing, cost analysis, and budgeting. Fall, even years.
Prerequisite: ACC 2321. *Three semester hours*

ACCOUNTING 3341. ADVANCED MANAGERIAL ACCOUNTING.
Advanced study of product costing, cost analysis and budgeting. The study of specialized topics in managerial accounting. As needed.
Prerequisite: ACC 3331. *Three semester hours*

ACCOUNTING 3351. INTRODUCTION TO TAXATION.
Study of the individual and corporate tax formulas, and the computation of taxable income. Spring, odd years.
Prerequisite: None. *Three semester hours*

ACCOUNTING 3361. ADVANCED TAXATION.
Study of the tax treatment of corporations and partnerships including entity-owner transactions; the tax treatment of estates, trusts and their beneficiaries; and specialized topics in taxation. As needed.
Prerequisite: ACC 3351. *Three semester hours*

ACCOUNTING 3382. ANALYTICS FOR ACCOUNTING.
A study of the collection and use of data by business organizations for decision making, problem solving, and process management. Cross-credited with BUS 3382. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

ACCOUNTING 4301. ACCOUNTING INTERNSHIP.
A three-semester hour internship designed to augment the curriculum with on-the-job training in accounting. A minimum of 135-clock hours of training is required. Students must contact the Director of the Accounting Major for specific requirements for the internship and for approval. Fall, Spring, Summer.
Prerequisite: Consent of the Director of the Accounting Major *Three semester hours*

ACCOUNTING 4311. ADVANCED FINANCIAL ACCOUNTING. I.
Study of specialized topics in financial accounting, including but not limited to leases, taxes, pensions, EPS, segment and interim reporting, and accounting changes and errors. As needed.
Prerequisite: ACC 3311. *Three semester hours*

ACCOUNTING 4321. ADVANCED FINANCIAL ACCOUNTING II.
Study of specialized topics in financial accounting, including but not limited to consolidated financial statements, international accounting, accounting for partnerships, and accounting for governmental and nonprofit entities. As needed.
Prerequisite: ACC 2311. *Three semester hours*

ACCOUNTING 4331. AUDITING AND OTHER ASSURANCE SERVICES.
Study of auditing and assurance concepts, the process for conducting audits and other assurance engagements, and ethical standards relating to audits and other assurance engagements. As needed.
Prerequisite: ACC 2311. *Three semester hours*

ACCOUNTING 4351. FINANCIAL STATEMENT ANALYSIS.
Study of approaches and techniques for analyzing the content of financial statements, including footnotes, key relationships across statements, and accessible presentation of results. Spring, even years.
Prerequisite: ACC 2311. *Three semester hours*

ACCOUNTING 4391. ACCOUNTING RESEARCH.
A capstone course involving research in financial and managerial accounting, auditing, and taxation. Research papers and presentations on current topics will be required. Spring.
Prerequisite: ACC 3311 *Three semester hours*

ALLIED HEALTH SCIENCES

ALLIED HEALTH 1201. INTRODUCTION TO ALLIED HEALTH SCIENCE.
A course designed as an introduction to the allied health professions 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. Fall.
Prerequisite: None. *Three semester hours*

ALLIED HEALTH 1302. ATHLETIC TRAINING FUNDAMENTALS.
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*

ALLIED HEALTH 1351. PROFESSIONAL FIRST AID AND CPR.
A course designed 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. Fall, spring.
Prerequisite: None. *Three semester hours*

ALLIED HEALTH 1352. CARE AND PREVENTION OF INJURIES.
A course designed to introduce students to the basic recognition, initial management, and prevention of injuries with emphasis placed on mechanisms of injury and clinical signs and symptoms. Spring.
Prerequisite: None. *Three semester hours*

ALLIED HEALTH 2251. ORTHOPEDIC ASSESSMENT-LOWER EXTREMITY.
A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common injuries/illnesses 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: None. *Two semester hours*

ALLIED HEALTH 2252. ORTHOPEDIC ASSESSMENT-UPPER EXTREMITY.
A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common injuries/illnesses 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 diagnosis, treatment, and/or referral to physician. Fall.
Prerequisite: None. *Two semester hours*

ALLIED HEALTH 3351. THERAPEUTIC MODALITIES.
A course designed to develop the competencies necessary to incorporate physical agents into a comprehensive rehabilitation program. Spring.
Prerequisite: None. *Three semester hours*

ALLIED HEALTH 3354. REHABILITATION TECHNIQUES.
A course designed to develop the competencies needed to plan and implement a comprehensive rehabilitation/reconditioning program for injuries/illnesses. Fall.
Prerequisite: None. *Three semester hours*

ALLIED HEALTH 3355. GENERAL MEDICINE AND PHARMACOLOGY.
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. Spring.
Prerequisite: None. *Three semester hours*

ALLIED HEALTH 4180-4680. INTERNSHIP.
Experiential learning in campus or off-campus venue; learning outcomes vary with credit. May be repeated for maximum of 12 hours credit.
Prerequisite: Junior standing or above is recommended. *One to six semester hours*

ALLIED HEALTH 4206. ISSUES AND RESEARCH.
Examination of contemporary professional issues; preparation of a research proposal to address a selected problem. Fall, Spring.
Prerequisite: None. *Two semester hours*

ALLIED HEALTH 4331. PROGRAM LEADERSHIP
Application of a Christian worldview to leadership principles, practices, and programs in the exercise and sport professions. Fall, Spring.
Prerequisite: None *Three semester hours*

ART

ART 1211. DRAWING I.
Exploration of drawing media to develop perceptual skills and techniques. Fall, odd years.
Prerequisite: None. *Two semester hours*

ART 1221. DRAWING II.
An exploration of creative drawing exercises with the addition of color media. *Previous drawing experience suggested, but not required for non-majors. Art minors need to take ART 1211 first.* Spring, even years.
Prerequisite: Non-majors, None. Art minors, ART 1211. *Two semester hours*

ART 1361. ART APPRECIATION.
A general overview of the world of art with emphasis on learning to look and to understand a variety of styles and art forms. As offered.
Prerequisite: None. *Three semester hours*

ART 2211. PAINTING AND COMPOSITION I.
Painting problems in a variety of media with emphasis on composition and personal expression. Fall, even years.
Prerequisite: ART 1211 or consent of instructor. *Two semester hours*

ART 2221. PAINTING AND COMPOSITION II.
A continuation of ART 2211. Development of painting problems in a variety of media with emphasis on composition and personal expression. Six hours per week, class and laboratory. Spring, odd years.
Prerequisite: ART 2211 or consent of instructor. *Two semester hours*

ART 3211. CERAMICS I.
An introduction to the basic techniques in ceramics. Spring, even years.
Prerequisite: None. *Two semester hours*

ART 3221. CERAMICS II.
Advanced study and application of techniques in ceramics. Fall, even years.
Prerequisite: ART 3211. *Two semester hours*

ART 3231. PHOTOGRAPHY I.
Instruction in basic 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. Fall.
Prerequisite: None. *Two semester hours*

ART 3232. PHOTOGRAPHY II.
Advanced instruction in basic photography as an art form with increased emphasis on composition and creative applications. The student must furnish his/her own 35mm single lens reflex camera. Classroom and darkroom. Fall.
Prerequisite: ART 3231. *Two semester hours*

ART 3234. FIGURE DRAWING.
An introduction to the human form and proportion as drawn from models, plaster casts and skeletal forms. The media will include graphite and charcoals. Spring, odd years.
Prerequisite: Previous drawing experience suggested but not required. *Two semester hours*

ART 3243. CONTEMPORARY CRAFTS.
An introductory course in the materials and techniques of contemporary crafts. Fall, odd years.
Prerequisite: None. *Two 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, even years.
Prerequisite: None. *Three semester hours*

BIBLE

BIBLE 1101-4399. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular basis.
Prerequisite: BIB 1303, 1304. *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*

BBLE 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. *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. Fall, even years.
Prerequisite: BIB 1303, 1304. *Three semester hours*

BIBLE 3391. BIBLICAL INTERPRETATION.
A study of the principles of Biblical interpretation and the application of these principles to selected portions of the Bible. Fall.
Prerequisite: BIB 1303, 1304. *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. As needed.
Prerequisite: BIB 1303, 1304 and BIB 3391. *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. As needed.
Prerequisite: BIB 1303, 1304, and BIB 3391. *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. As needed.
Prerequisite: BIB 1303, 1304, and BIB 3391. *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. As needed.
Prerequisite: BIB 1303, 1304 and BIB 3391. *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. As needed.
Prerequisite: BIB 1303, 1304 and BIB 3391. *Three semester hours*

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. As needed.
Prerequisite: BIB 1303, 1304 and BIB 3391. *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 BIB 3391. *Three semester hours*

BIBLICAL LANGUAGES

BIBLICAL LANGUAGES 1101-4499. SPECIAL STUDIES.
The purpose of special studies in biblical languages is to increase the student's ability to interpret scripture properly.
Prerequisite: None. *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 and BIB 1304 or consent of instructor. *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 and BIB 1304 or consent of instructor. *Four semester hours*

BIBLICAL LANGUAGES 3401. INTERMEDIATE GREEK.
An intensive study of case and verb syntax, using 1st Thessalonians as a guide. Fall, odd years.
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 2431. *Four semester hours*

BIBLICAL LANGUAGES 4121. BIBLICAL LANGUAGE ASSISTANT.
Students will serve as assistants in the elementary Greek or Hebrew courses. Duties may include grading, tutoring, periodically meeting a class, and other duties as assigned by the professor. May be repeated to a maximum of three credit hours. Offered on demand.
Prerequisite: Consent of instructor. *One semester hour*

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*

BIOLOGY

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 1159. HEALTH PROFESSIONS SEMINAR.
This seminar course is designed to introduce the health professions to students pursuing a career in related fields such as medicine, dentistry, physical therapy, optometry, etc. Students will learn about various programs in Texas including common prerequisites and experience requirements, hear from current health professionals, and explore the application process. The course is developed for freshmen and transfer students considering a career in the health professions. Online. Spring.
Prerequisite: None. *One semester hour*

BIOLOGY 1409. BIOLOGICAL SCIENCE.
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.** Three hours lecture and two-hour laboratory. Spring or as needed.
Prerequisite: None. *Four semester hours*

BIOLOGY 1410. HUMAN BIOLOGY.
This course is a survey of the human body and its functions. Topics will include the scientific method and how it relates to understanding cells, tissues, organs and human disease. **This course is designed for non-science majors.** BIO 1410 can be counted toward the general education laboratory science requirement. Three hours lecture and two hours laboratory. Fall, Summer or as needed.
Prerequisite: None. *Four semester hours*

BIOLOGY 1459. GENERAL BIOLOGY I
An in-depth study of the principles and concepts of biology which apply to all organisms with a focus on cell biology, genetics, and ecology. **This course is designed for science majors.** Three hours lecture and one three-hour laboratory. Fall.
Prerequisite: None. *Four semester hours*

BIOLOGY 1469. GENERAL BIOLOGY II
This course is a continuation of the in-depth study of the principles and concepts which apply to all organisms with a focus on plants and animals. Field trips will be required. **This course is designed for science majors.** Three hours lecture and one three-hour laboratory. 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, BIO 1469 and consent of instructor and participating instructor. *One semester hour*

BIOLOGY 2369. PLANT BIOLOGY
A study of the physiology, life cycles and diversity within the Plant Kingdom. Topics will cover all areas of plant biology and range from the molecular basis of fruit and seed production to the plants' role in the ecosystem and society. Three hours lecture. Spring, even years.
Prerequisite: BIO 1459, BIO 1469. *Three semester hours*

BIOLOGY 2429. COMPARATIVE VERTEBRATE ANATOMY.
A comparative study of the origin and development of vertebrate organ systems. Three hours lecture, and one three-hour laboratory. Fall.
Prerequisite: BIO 1459, BIO 1469. *Four semester hours*

BIOLOGY 2489. HUMAN ANATOMY AND PHYSIOLOGY I.
This course emphasizes the structure and function of cells, tissues, organs, and organ systems, including the integumentary, skeletal, muscular, nervous, and endocrine systems. Three lecture hours and two lab hours per week. Fall, Summer.
Prerequisite: None. *Four semester hours*

BIOLOGY 2499. HUMAN ANATOMY AND PHYSIOLOGY II.
Continuation of BIO 2489, including the cardiovascular, lymphatic, respiratory, digestive, and reproductive systems. Three lecture hours and two lab hours per week. Spring, Summer.
Prerequisite: BIO 2489 with a grade of "C" or better. *Four semester hours*

BIOLOGY 3399. PATHOPHYSIOLOGY.
This course will provide a conceptual understanding of the pathophysiological progression of diseases in the human body. Spring, odd years.
Prerequisite: BIO 2429 OR Bio 2489 and BIO 2499. *Three semester hours*

BIOLOGY 3419. MICROBIOLOGY.
An introduction to the structure, function and economic relationship of bacteria, fungi, and viruses. Three hours lecture and three hours of laboratory per week. Spring.
Prerequisite: BIO 1459. *Four semester hours*

BIOLOGY 3429. 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 and 2139. *Four semester hours*

BIOLOGY 3438. 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, BIO 1469. *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. Spring, odd years.
Prerequisite: BIO 1459 *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: None *No credit hours*

BIOLOGY 4119. RESEARCH.
A course emphasizing independent investigation, experimental design, collecting and analyzing data and drawing logical conclusions based on the data. Students will propose and conduct a novel independent research project. Fall.
Prerequisite: Consent of Instructor. *One semester hour*

BIOLOGY 4311. 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 over an independent research project completed before entry into the course. 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. Spring.
Prerequisite: Consent of Instructor. *Three semester hours*

BIOLOGY 4329. DEVELOPMENTAL BIOLOGY.
A study of how cells differentiate, examining how diverse multicellular organisms develop from one cell into a fully functioning being. also focusing on the process of producing advanced structures such as limbs, hands, and fingers. Three hours lecture per week. As needed
Prerequisites: BIO 3429. *Three semester hours*

BUSINESS

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.
Study of the purpose, structure and operation of business organizations within the larger economy. Examines how the free enterprise system organizes and coordinates economic activity. Examines how the various functional areas of business contribute to the effective operation of business organizations. As needed.
Prerequisite: None. *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. Fall, Spring, Summer.
Prerequisite: None. *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. As needed.
Prerequisite: None. *Three semester hours*

BUSINESS 3335. INTERNATIONAL BUSINESS.
Study of dimensions of the practice of business that are more pronounced in an international environment. Focus primarily on cultural and economic factors. Economic factors include, but are not limited to, trade openness, productivity conditions, and exchange rate fluctuations. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

BUSINESS 3351. BUSINESS ETHICS.
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, Spring.
Prerequisite: None. *Three semester hours*

BUSINESS 3382. ANALYTICS FOR BUSINESS.
A study of the collection and use of data by business organizations for decision making, problem solving, and process management. Cross-credited with ACC 3382. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

BUSINESS 4051. BUSINESS CONCEPT MASTERY
This course uses a comprehensive exam to measure and evaluate student mastery of key concepts in the various business disciplines. Fall, Spring, Summer.
Prerequisite: None. *Zero semester hours.*

BUSINESS 4301. BUSINESS ADMINISTRATION INTERNSHIP.
A three-semester hour internship designed to augment the curriculum with on-the-job training in business. A minimum of 135-clock hours of training is required. Students must contact the Director of the School of Business for specific requirements for the internship and for approval. Fall, Spring, Summer.
Prerequisite: Consent of the Dean of the School of Business *Three semester hours.*

BUSINESS 4350. BUSINESS RESEARCH.
Study of methods used to formulate research projects, collect and analyze relevant data, and formulate analysis-based recommendations that address business problems. Spring.
Prerequisite: None. *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, Spring, Summer.
Prerequisite: None. *Three semester hours*

CHEMISTRY

All prerequisites must carry a grade of "C" or better, or consent of instructor.

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 1130. CHEMICAL CALCULATIONS FOR NON-MAJORS.
Discussion of materials and problem-solving techniques for CHE 1430. Introduction to Organic and Biological chemistry. One-hour lecture per week. Spring.
Prerequisite: Concurrent enrollment in CHE 1430 or consent of department head. *One semester hour*

CHEMISTRY 1429. FUNDAMENTALS OF CHEMISTRY I.
A foundational chemistry course designed for preparing students for General Chemistry 1479 as well as Chemistry 1430 and for students in non-science majors who do not need an extensive chemistry background. The course includes the structure, properties and changes in matter, quantitative relationship in reactions, solutions, equilibrium, kinetics, pH, buffers and nuclear chemistry. This course fulfills the general education curriculum requirements for a lab science course. Not recommended for science majors or pre-professional students in health-related fields. Does not meet prerequisites for CHE 1489 or CHE 2331. Three hours of lecture and two hours of laboratory per week. Fall, Summer.
Prerequisite: None. *Four semester hours*

CHEMISTRY 1430. INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY.
An analysis of the chemical processes that are important to biological systems. The course will cover organic, biochemical, and food/physiological chemistry as it pertains to the human body including, but not limited to, structural analysis of organic molecules and macromolecules, protein interactions, and biological metabolism. This course fulfills the general education curriculum requirements for a lab science course. Three hours of lecture and two hours of laboratory per week. Spring, Summer.
Prerequisite: None. *Four semester hours*

CHEMISTRY 1479, 1489. GENERAL CHEMISTRY I, II.
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 or higher. CHE 1479 is prerequisite to 1489, or consent of department head. *Four semester hours each*

CHEMISTRY 2139, 2149. ORGANIC CHEMISTRY LABORATORY I, II.
A two-semester study of the laboratory techniques and methods used in modern organic chemistry. Three 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 2331, 2341. ORGANIC CHEMISTRY I, II.
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 3001. LABORATORY ASSISTANT INTERNSHIP.
Students will gain experience in preparing, conducting, and evaluating laboratory studies.
Prerequisite: Consent of department head. *No credit hours*

CHEMISTRY 3101, 3201, or 3301. CHEMISTRY LABORATOTY INTERNSHIP.
A student undertakes an internship program in a company in which the operation is STEM (Science, Technology, Engineering and Mathematics) related. A site supervisor representing the company and academic advisor are appointed. The student is required to submit an abstract of proposed work/project for approval prior to beginning the internship. The student will orally present a report of the internship to a committee of at least three faculty and one student, including the academic advisor. The site supervisor is to provide a written evaluation of work performance of the intern. Forty-five clock hours of service per credit hour are required. No more than four hours may apply toward a Chemistry degree. (Courses may be repeated for credit, but only four hours of STEM internship will apply to the Chemistry degree.) Fall, Spring, Summer.
Prerequisite: CHE 2341. *One, Two or Three credit hours*

CHEMISTRY 3119, 3129. PHYSICAL CHEMISTRY LABORATORY I, II.
An introduction to the equipment, methods and laboratory skills needed in modern physical chemistry. Three 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 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, Credit or concurrent enrollment in PHY 2439. *Three semester hours 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. Three hours of lecture and four hours of laboratory per week. 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: None *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 per week. As needed.
Prerequisite: CHE 2331. *Three semester hours*

CHEMISTRY 4389. ENVIRONMENTAL CHEMISTRY.
This course explores the fundamental chemistry evident in prevalent environmental issues. Topics will include both anthropogenic and natural phenomena that affect water, air and soil condition. Current domestic and global environmental concerns will be analyzed by comparison of popular media representations with scientific literature and published data. Application of analytical chemistry to the study of these issues will be demonstrated. Two hours of lecture and two hours of laboratory per week. As needed.
Prerequisite: CHE 2341, 3469. *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 three 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. Three hours of lecture and three hours of laboratory per week. As needed.
Prerequisite: CHE 3469. *Four semester hours*

CHRISTIAN EDUCATION

CHRISTIAN EDUCATION 1101-4399. 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 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. Fall.
Prerequisite: None. *One semester hour*

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, odd years.
Prerequisite: Sophomore standing or above is recommended. *Three semester hours*

CHRISTIAN EDUCATION 2351. MINISTRY TO CHILDREN.
A study of how the spiritual and developmental needs of preschoolers and children can be met through the ministries of the church. Emphasis will be given to the child's faith development, as well as their physical, mental, social and development. Spring, even years.
Prerequisite: None. *Three semester hours*

CHRISTIAN EDUCATION 2370. MINISTRY TO FAMILIES.
A study of various approaches and methods to ministering to families in the local church. Emphasis will be given to how each family member develops and contributes, as well as the strategic implementation of programs designed to strengthen the family unit. Spring, odd years.
Prerequisite: BIB 1303, 1304. *Three semester hours*

CHRISTIAN EDUCATION 2380. LEGAL ISSUES IN THE CHURCH.
An introductory study of the various laws and statues 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. Fall, odd years.
Prerequisite: Sophomore standing or above is recommended. *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. Spring.
Prerequisite: CED 1100. Junior standing or above is recommended. *Two semester hours*

CHRISTIAN EDUCATION 3332. STRATEGIES FOR CHILDREN'S MINISTRY.
This course will focus on designing and implementing strategies for ministry to children through the local church. Students will learn effective communication of ministry ideas and philosophies, curriculum design, family involvement, and development of a ministry team. Fall, odd year..
Prerequisite: Sophomore standing or above is recommended. *Three semester hours*

CHRISTIAN EDUCATION 4331. CHRISTIAN CARE AND COUNSELING.
An introduction to the theological, practical, and philosophical distinctives of counseling from a Christian worldview. Emphasis will be given to recognizing the scope and limits of appropriate care and counseling for professional and non-professional caregivers and on practical helps for specific caring opportunities in the Christian community. Spring, even years.
Prerequisite: Sophomore standing or above is recommended. *Three semester hours*

CHRISTIAN EDUCATION 4371. MINISTRY LEADERSHIP.
A study of ministry leadership including its basic functions and purposes along with principles of administration and management. Emphasis will be given to strategy and intention as these relate to various ministry contexts. Students will be challenged with what it means to personally and corporately serve in a ministry organization. Fall, even years.
Prerequisite: Junior standing or above is recommended. *Three semester hours*

CHRISTIAN EDUCATION 4380. PRINCIPLES OF TEACHING.
A course and resulting coursework that engages the teaching/learning process as it pertains to various ministry contexts. Students will evaluate and assess different learning styles as well as delivery methods. Attention will be given to the content of teaching in regards to its cultural context. Fall, even years.
Prerequisite: CED 2321 or consent of instructor. *Three semester hours*

STRATEGIC COMMUNICATION

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 1111. STUDENT SPEAKER BUREAU/SPEECH AND DEBATE.
Students in Student Speaker Bureau (HPU's competitive speech/debate team) are provided an opportunity to prepare and practice for speech and debate tournaments. Emphasis is placed on learning parliamentary (NPDA) and British parliamentary (Worlds) debate theory, AFA individual events preparation, and current events research.
Prerequisite: Membership in Student Speaker Bureau. *One semester hour*

COMMUNICATION STUDIES 1133. STUDENT MEDIA PRACTICUM.
This course is for students participating in student media activities. Students will develop skills in writing, marketing, leadership, media management, audience engagement, digital and visual design, broadcasting, photography, videography, and other areas. Students can contribute to the operation and development of content for the Yellow Jacket, The SWARM, and other student media platforms. Students maintain editorial independence and are responsible for decisions regarding content, growth of student media platforms, and audience engagement. Fall, Spring.
Prerequisite: None. *One semester hour*

COMMUNICATION STUDIES 1310. FUNDAMENTALS OF HUMAN COMMUNICATION.
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*

COMMUNICATION STUDIES 1311. SURVEY OF MASS COMMUNICATION.
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. As needed.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 1312. WRITING FOR DIGITAL MEDIA.
Introduction to the basic writing skills/styles for digital media, print, broadcast, advertising and public relations. Fall.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 2320. INTERPERSONAL COMMUNICATION.
Instruction combines reading, discussions, lectures and exercises to explore a wide variety of topics and skills in dyadic interaction. The student will become informed 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.
Students are familiarized 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 2350. NONVERBAL COMMUNICATION.
Students survey contemporary research findings in the study of human nonverbal behavior. Topics include: paralinguistic, 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. As needed.
Prerequisite: Sophomore standing or above is recommended. Consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3324. LEADERSHIP COMMUNICATION FOR ORGANIZATIONS.
This course examines the role that communication plays in effective leadership in various organizational contexts such as business, non-profit, and churches. Includes a study of communication within work groups, leadership communication, preparing and presenting informational and persuasive reports, resume writing and interviewing techniques. Fall, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3330. SPORT, MEDIA, AND CULTURE.
Students examine the interrelationship between sport and media in today's society. Drawing on theories of rhetoric and social criticism, the course will examine the media's role in telling the story of sports and, in telling that story, shaping and reinforcing cultural values. Students will study several critical approaches to sport and public discourse and will apply those approaches to sports organizations, the news media, and popular media. Fall, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3331. ADVERTISING IN THE DIGITAL AGE.
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. Fall, even years.
Prerequisite: MKT 3301 or consent of instructor. Junior standing or above is recommended. *Three semester hours*

COMMUNICATION STUDIES 3333. MEDIA CRITICISM.
Students will examine the major genres of rhetorical criticism by examining the effect of media and 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 above is recommended. Consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3335. INTEGRATED SPORT COMMUNICATION.
Students will examine sports communication issues by critically analyzing actual media coverage of sporting events, addressing social issues involved in high school, college and professional sports. Students will create professional sports communication materials for both internal and external audiences, and develop an understanding of sports promotion and advertising. Spring, even.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3340. MEDIA DESIGN.
This course introduces the basic principles of graphic design. Students are challenged to develop their own aesthetic sense and graphic design skills through the study and creation of effective strategic design communication tools. This is a skills-based course designed to teach students how to create effective print and new media visual communication vehicles.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3341. ARGUMENTATION AND ADVOCACY.
Students will examine the theory, practice, and criticism of public advocacy--the use of propositions, evidence, practical reason, and the general rhetorical strategies of symbolic action to promote and advance one's public or civic interests. Includes processes and strategies of scholastic debate as well as employment of advocacy in various social areas. Spring, even years.
Prerequisite: Sophomore standing or above is recommended. *Three semester hours*

COMMUNICATION STUDIES 3350. INTERCULTURAL COMMUNICATION.
Students 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. Spring, odd years.
Prerequisite: None *Three semester hours*

COMMUNICATION STUDIES 3353. STRATEGIC COMMUNICATION MANAGMENT AND STRATEGIES.
An introduction to the principles and fundamental skills of communication practitioner including: history, current trends, writing for media relations, presentational skills, digital media communication, research, and media knowledge/relations. Fall, odd years.
Prerequisite: Sophomore standing or above is recommended. Consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3355. SOCIAL MEDIA AND DIGITAL COMMUNICATION.
Students examine the ever-changing digital landscape. Topics include: one-to-many integration models, social media marketing as a major communication integration medium, sociotechnical relations between mobile networks and media publics, and other application models. Spring, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3371. HEALTH AND RISK COMMUNICATION.
Students examine the rapidly growing field of health communication. Topics include: refining communication strategies to inform people about ways to enhance health or to avoid specific health risks, the role of culture in health communication, the importance of interpersonal communication in healthcare delivery, the role of community and healthcare providers, media as a health promotion tool, risk communication in health education and promotion. Fall, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 4000. TExES REVIEW FOR SECONDARY SPEECH TEACHERS.
Students are prepared to be successful when taking the Secondary Speech Texas Examination of Educator Standards (TExES) exam.
Prerequisite: Taken semester prior to clinical teaching. *No credit hours*

COMMUNICATION STUDIES 4100-4600. COMMUNICATION INTERNSHIP.
Supervised professional level experience in an approved communication related position. Students may earn a maximum of 6 credit hours via Communication Internship.
Prerequisite: Junior standing or above is recommended. Consent of instructor. *One to six semester hours*

COMMUNICATION STUDIES 4310. COMMUNICATION THEORIES.
A comprehensive survey of major communication theories designed to provide students with 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 above is recommended. Consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 4353. STRATEGIC COMMUNICATION 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, even years.
Prerequisite: COM 3353. Junior standing or above is recommended. Consent of instructor. *Three semester hours*

COMPUTER INFORMATION SYSTEMS

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.

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 storage, computer security, the Internet, operating systems, networking, systems and a basic introduction to HTML and programming languages. There will be hands-on operation of productivity software, including word processing, presentation software, and spreadsheets. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 1359. PROGRAMMING LOGIC.
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 odd years.
Prerequisite: CIS 1339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 2311. DATA VISUALIZATION.
A study of techniques useful in organizing, cleaning, and analyzing business data for the purpose of answering questions and solving problems. Concepts introduced in the course aim to develop an understanding of different types of business data, various analytical approaches, and the application of those approaches to solve business problems. The course teaches techniques for accessing online data, utilizes technologies and applications to analyze data, generate insights, or make predictions, and to use visualization tools to represent data in compelling, interactive, and visual formats. Fall, even years.
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 design. The student learns to design, construct and maintain Web pages and a Web site. Fall, May-term.
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 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 1351, 2347. *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 2399. 3D PRINTING.
An introduction to digital modeling, drafting, sketching, and designing for 3D printing. Current modeling software, online services, and printing technologies will be examined. Students will identify, compare, and use multiple 3D modeling software. Spring.
Prerequisite: CIS 1339. *Three semester hours*

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, odd years.
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 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, even years.
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. 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. 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, odd years.
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, even years.
Prerequisite: CIS 1359, CIS 3338, CIS 4339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3389. MANAGEMENT INFORMATION SYSTEMS.
An introduction to the integration of information systems solutions and business processes. Topics include how information and information systems related to business processes; how organizations use IS for competitive strategy, and how IS are developed and managed. Ethical and international dimensions are also covered. Spring, even years.
Prerequisite: CIS 1339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4000. TExES REVIEW FOR TECHNOLOGY APPLICATIONS TEACHERS.
This course is designed to help students be successful when taking the Technology Applications Texas Examination of Educator Standards (TExES) exam.
Prerequisite: Taken semester prior to clinical teaching. *No credit 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. Fall, odd years.
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: CIS 1359 and one additional programming language course chosen from CIS 2348, CIS 2389, CIS 3309 or CIS 3329 *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. May be repeated for maximum of 6 hours credit. 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. Spring, odd years.
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 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. Offered on demand.
Prerequisite: CIS 4341. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4351. SYSTEMS ANALYSIS AND DESIGN.
A capstone course concentrating on 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 and students are provided practical application through preparation for and participation in a short-term project involving an information system. Spring.
Prerequisite: Twenty-one hours of computer information systems courses. *Three semester hours*

CRIMINAL JUSTICE

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.
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.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 1320. CRIME IN AMERICA.
Historical review of crime in the United States, social and psychological factors pertaining to different categories of crime, crime trends and prevention of crime.
Prerequisite: None. *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. Spring.
Prerequisite: None. *Three semester hours*

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. *Three semester hours*

CRIMINAL JUSTICE 2316. POLICE SYSTEMS.
This course is an introduction to the police profession. Topics include the organization of law enforcement systems; police authority and responsibilities; constitutional constraints; the role of police on society; police operations, discretion, corruption and current and emerging issues. 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 2320. 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 2326. COMMUNITY CORRECTIONS.
This class will offer a practical approach to the ideas and practices of modern community correctional systems including probation, parole, halfway houses, and other treatment facilities. The course will focus on the history, current practices and future trends in these areas.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 2327. PRISON SYSTEMS.
This course offers a global comparison of the history of correctional institutions, with special emphasis on the southern United States after the Civil War. This course will also examine the lives of inmates within jails and prisons, as well as the correctional officers and administrators who govern these facilities.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 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 PSY 2351. Only three hours credit will be awarded for PSY 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 SWK 2390. Only three credit hours will be awarded for CRJ 2390 or SWK 2390.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 3312. VICTIMOLOGY
This upper-level course will focus on the physical, emotional and financial harms places on primary and secondary victims. The students will learn the theories of victimization in this country as well as around the world. Cross-credited with SWK 3310. Only three credit hours will be awarded for CRJ 3312 or SWK 3310.
Prerequisite: CRJ 1310 or SWK 1315. *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.
Prerequisite: CRJ 2390 or SWK 2390 or consent of instructor. *Three semester hours*

CRIMINAL JUSTICE 3322. PROBLEMS OF CONTEMPORARY SOCIETY.
This course is an examination of macro and micro-level problems of modern western society. Macro-level problems include issues such as racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. Micro-level problems include socially deviant behavior such as drug use, alcoholism, and violent behavior. Theories pertaining to these problems, social control laws and policies will be examined. Cross-credited with SWK 3322. Only three credit hours will be awarded for SWK 3322 or CRJ 3322.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 3328. HUMAN TRAFFICKING
This upper-level specialized course will explore human trafficking and modern-day slavery and its effects on the criminal justice system and society. Since human trafficking is a global problem involving sex trafficking and labor trafficking, students will explore the explanations as to why this problem has flourished both globally and within the United States. As needed. Cross-credited with SWK 3328. Only three credit hours will be awarded for SWK 3328 or CRJ 3328.
Prerequisite: CRJ 1310. *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 SWK 3330. Only three credit hours will be awarded for SWK 3330 or CRJ 3330.
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 SOC 3332 and SWK 3332. Only three credit hours will be awarded for SWK 3332 or CRJ 3332.
Prerequisite: CRJ 1310 or consent of instructor. *Three semester hours*

CRIMINAL JUSTICE 3335. SERIAL CRIMES.
This is a comprehensive course specifically designed for law enforcement, correctional professionals, criminal justice professionals, military personnel, private investigators, criminologists, forensic scientists, and forensic mental health professionals. Upon successful completion of subject matter contained in the course, the student should have a comprehensive knowledge of the various types of serial offenders and the unique techniques utilized to successfully identify and track repeat/habitual offenders.
Prerequisite: CRJ 1310. *Three semester hours*

CRIMINAL JUSTICE 3345. RACE, CLASS, GENDER, CRIME.
A detailed examination of diversity issues such as race, gender, and class within the U.S. criminal justice system. Particular emphasis is placed on the development and operation of diversity issues within the criminal justice system. As needed.
Prerequisite: CRJ 1310. *Three semester hours*

CRIMINAL JUSTICE 3375. RACIAL PROFILING.
A historical focus of racial profiling, law enforcement practices, cultural perspectives, civil rights, homeland security, racial profiling case law and the future of the racial profiling paradigm.
Prerequisite: CRJ 1310. *Three semester hours*

CRIMINAL JUSTICE 3392. RESTORATIVE JUSTICE IN THE CHILD WELFARE AND JUVENILE JUSTICE SYSTEMS.
A course designed to focus on the child welfare system and juvenile justice system as they relate to restoring the family and child safety. the problems, practices and principles in the child welfare and juvenile justice field and the role of the practioners will be reviewed. Specific practices including abuse and neglect investigations, family conferencing, mediation, substitute care, adoption and other services provided may be reviewed. Special emphasis will be paid to cross-over youth. Cross-credited with SWK 3392. Only three hours will be awarded for CRJ 3392 or SWK 3392.
Prerequisite: CRJ 1310 or SWK 1315. *Three 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 1310, CRJ 1330. *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. Course may not be repeated for additional credit. Spring, Summer.
Prerequisite: CRJ 1310, 1330, twelve additional hours of CRJ and a 2.5 GPA. *Three semester hours*

CROSS-CULTURAL MINISTRY

CROSS-CULTURAL MINISTRY 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 MINISTRY 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. Course may be repeated one time for credit. Fall, odd years.
Prerequisite: None. *One semester hour*

CROSS-CULTURAL MINISTRY 3311. INTERNATIONAL 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 project that will include travel outside of the United States. Spring, odd years.
Prerequisite: CCM 3360 or consent of instructor. *Three semester hours*

CROSS-CULTURAL MINISTRY 3351. EVANGELISM AND DISCIPLESHIP.
An examination of what it means to "make disciples" according to Matthew 28:18-20. Emphasis will be given to the biblical basis and histories of evangelism and discipleship as well as personal and corporate methods in a ministry context. Spring, odd years.
Prerequisite: Sophomore standing or above is recommended. *Three semester hours*

CROSS-CULTURAL MINISTRY 3360. FOUNDATIONS FOR CROSS-CULTURAL MINISTRY.
An introduction to the biblical basis for cross-cultural ministry with special emphasis given to strategy and education in the church. May be scheduled at other times when a resident cross-cultural worker is available. Fall, even years.
Prerequisite: Sophomore standing or above is recommended. *Three semester hours*

CROSS-CULTURAL MINISTRY 4304. SPECIAL TOPICS IN CROSS-CULTURAL MINISTRIES.
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: CCM 3360 or consent of instructor. *Three semester hours*

CROSS-CULTURAL MINISTRY 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. Fall, odd years.
Prerequisite: Junior standing or above is recommended.
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 2301. INTRODUCTION TO MACROECONOMICS.
Study of the economy as a whole, methods for understanding and measuring economic activity, the role of government, the role of monetary authorities, international dimensions, and the nature and causes of economic growth. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

ECONOMICS 2302. INTRODUCTION TO MICROECONOMICS.
Study of the behavior of households and business organizations, the structure of factor and product markets, variety in product market structures, and the nature and causes of economic growth. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

ECONOMICS 2350. POLITICAL ECONOMY.
A political analysis of implementing micro and macroeconomic principles. Cross-credited with GOV 2350. Only three hours credit will be awarded for GOV 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 GOV 3320. Only three hours credit will be awarded for GOV 3320 or ECO 3320. As offered.
Prerequisite: ECO 2350, or ECO 2301, 2302. *Three semester hours*

ECONOMICS 3350. 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 GOV 3350. Only three hours credit will be awarded for ECO 3350 or GOV 3350.
Prerequisite: GOV 2311, GOV/ECO 2350, or ECO 2301, 2302. *Three semester hours*

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 3105. EXCEPTIONAL LEARNERS SEMINAR.
Overview of characteristics of exceptional learners. Topics include response to intervention, special education, 504, mental and emotional health, and gifted and talented students. State and federal regulations related to exceptional learners are addressed. Course identifies inclusive practices, accommodations, and modifications. Fall.
Prerequisite: EDU 3301 and admission to the Educator Preparation Program. *One semester hour*

EDUCATION 3300. PHILOSOPHICAL AND PSYCHOLOGICAL FOUNDATIONS.
Survey of various principles and theories of the psychology of learning and teaching and philosophical viewpoints of the human developmental processes. The course will include an exploration of student diversity and the importance of family involvement in the educational process. It will address legal and ethical requirements of the public school system. Fall, spring.
Prerequisite: EC-6 Cert: 45 semester hours and admission to the Educator Preparation Program.
Secondary and All Level Cert: 60 hours and admission to the Educator Preparation Program.
Course Fee of $55 required for TEA technology
Course is designed to be students' first education course, but may be taken concurrently with EDU 3301. *Three semester hours*

EDUCATION 3301. TEACHING & LEARNING I.
Introduction to core pedagogical concepts and skills of teaching and learning. The emphasis of the course is creating a learner-centered environment and teaching in a brain-friendly manner. Students are introduced to how to write objectives and plan lessons. Classroom management is addressed through cooperative learning. Course includes a technology component for teaching students to incorporate technology in various phases of instruction. Students must complete 20 clock hours of field-based experience in a SBEC accredited school. Fall, spring.
Prerequisite: EC-6 Cert: 45 semester hours and admission to the Educator Preparation Program.
Secondary and All Level Cert: 60 hours and admission to the Educator Preparation Program. *Three semester hours*

EDUCATION 3302. TEACHING AND LEARNING II.
This course takes concepts introduced in Teaching & Learning I to a deeper level of mastery. Students will write objectives and plan lessons using state curriculum standards (TEKS) and implement them in an engaging way in their field experience placement. They will recognize the role of assessment in how they guide and manage the educational environment and will disaggregate data. Students will explore various approaches to classroom management including routines and procedures. Students must complete 20 clock hours of field-based experience in a SBEC accredited school. Fall, spring.
Prerequisite: EDU 3301 and admission to the Educator Preparation Program. *Three semester hours*

EDUCATION 3305. SURVEY OF EXCEPTIONAL LEARNERS.
Exploration of characteristics of exceptional learners. Topics include Response To Intervention, special education, 504, mental and emotional health, and gifted and talented students. State and federal regulations related to exceptional learners are examined. Course addresses inclusive practices, accommodations, and modifications. Fall.
Prerequisite: EDU 3301 and admission to the Educator Preparation Program. *Three semester hours*

EDUCATION 3307. LANGUAGE ARTS METHODS EC-8.
This course focuses on the foundational knowledge of writing instruction for early childhood through eighth grade as outlined in the Prekindergarten Guidelines and Texas Essential Knowledge and Skills. Students will study the writing process, modes of writing, writing workshops, and writing traits, including written conventions. Spring.
Prerequisite: Admission to the Educator Preparation Program. *Three semester hours*

EDUCATION 3375. EDUCATIONAL TECHNOLOGY APPLICATIONS.
Students will use technology efficiently in order to plan, organize and deliver instruction. The student will use task appropriate tools and procedures to synthesize, create and modify solutions to support instruction. Fall, Spring.
Prerequisite: Admission to the Teacher Education Program. *Three semester 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 3300 and admission to the Educator Preparation Program. *One to six semester hours*

EDUCATION 4109. SPECIAL TOPICS IN EDUCATION: COMPARATIVE ANALYSIS.
An experiential learning course that involves preparation and implementation of an education trip which may include domestic or international travel. Attention will be given to understanding the culture and interacting with the people in that culture. As needed.
Prerequisite: Admission to the Educator Preparation Program. *One to six semester hours*

EDUCATION 4302. MIDDLE AND SECONDARY METHODOLOGY IN TEACHING & LEARNING
This course focuses on research-based middle grades and secondary level pedagogical methods. This course addresses a wide range of topics including classroom management, intentional lesson design, TEKS alignment, non-traditional methods (i.e., Problem-based learning and Project-based learning) authentic assessments including portfolios, performance tasks and rubric design. Extensive use of the Understanding by Design Framework is used as the framework to develop skills in intention lesson design. Through this course, students will gain experience by designing and teaching a lesson based on the TEKS appropriate to their content area. Fall, Spring.
Prerequisites: EDU 3300, EDU 3301, and admission to the Educator Preparation Program
Pre- or co-requisite: EDU 3302. *Three semester hours*

EDUCATION 4304. TEACHING LIFE SCIENCE: EC-8.
This course blends both intensive life science concepts with research-based pedagogy to equip teacher candidates with the prerequisite content knowledge as well as pedagogical expertise to provide instruction that fosters deep conceptual understanding in an inquiry -based format. Emphasis will be placed on understanding the TEKS associated with each grade level, the 5-E instruction model and effective instructional strategies for teaching science content. Fall.
Prerequisite: EDU 3300 and admission to the Educator Preparation Program. *Three semester hours*

EDUCATION 4305. MATH METHODS – EC-8.
A study of mathematical thinking, including concepts, computational skills, problem-solving and lesson plan development as applied to the elementary school. Field-based course. Spring.
Prerequisite: EDU 3300, MAT 1351, 1471, 3421 (or MAT 3421 may be taken concurrently);
and admission to the Educator Preparation Program. *Three semester hours*

EDUCATION 4306. TEACHING SOCIAL STUDIES I: GOVERNMENT, ECONOMICS, CITIZENSHIP AND CULTURE.
This course focuses on planning and implementing curriculum, instructional strategies and assessments through the content topics of government, economics, citizenship and culture. EDU 4306 and EDU 4316 are stand-alone courses and may be taken in any order. Fall.
Prerequisite: Admission to the Educator Preparation Program, EDU 3300. *Three semester hours*

EDUCATION 4308. FINE ARTS, PHYSICAL EDUCATION AND HEALTH METHODS – EC-8.
The purpose of this course is to instruct education majors in the development of knowledge, attitudes, and skills which will form philosophical and creative basis for intelligent and confident use of the 4 areas of arts (visual arts, music, dram, creative movement) It addresses the study of the philosophies, methods, and practices used for teaching physical education and health in the context of the core curriculum. Fall.
Prerequisite: Admission to the Educator Preparation Program. *Three semester hours*

EDUCATION 4310. ASSESSMENT AND READINESS.
In this course, candidates will complete a competency-based assessment portfolio. A component of this portfolio will be to plan and teach a series of lessons using the theoretical foundations of education and research-based best practices. Through video-analysis, candidates will critically evaluate, reflect on, and revise their teaching. Fall, Spring.
Prerequisite: Admission to the Educator Preparation Program. *Three semester hours*

EDUCATION 4314. TEACHING PHYSICAL, EARTH, AND SPACE SCIENCE EC-8.
This course blends both intensive physical science and Earth/space concepts with research-based pedagogy to equip teacher candidates with the prerequisite content knowledge as well as pedagogical expertise to provide instruction that fosters deep conceptual understanding in an inquiry -based format. Emphasis will be placed on understanding the TEKS associated with each grade level, the 5-E instruction model and effective instructional strategies for teaching science content.EDU 4304 and 4314 are stand-alone courses and may be taken in any order. Spring.
Prerequisite: Admission to the Educator Preparation Program, EDU 3300. *Three semester hours*

EDUCATION 4316. TEACHING SOCIAL STUDIES II: HISTORY AND GEOGRAPHY.
This course focuses on planning and implementing curriculum, instructional strategies and assessments through content topics of History and Geography in Texas, the United States, and the world. EDU 4306 and 4316 are stand-alone courses and may be taken in any order. Spring.
Prerequisite: Admission to the Educator Preparation Program, EDU 3300. *Three semester hours*

EDUCATION 4354. FOUNDATIONS OF BILINGUAL AND ENGLISH AS A SECOND LANGUAGE.
An examination of the history, philosophies, theoretical and legal foundations regarding Bilingual/English as a Second Language. The course includes attention to cultural diversity, programmatic design, language acquisition, and content-based instruction. Fall.
Prerequisites: Admission to the Educator Preparation Program, EDU 3300, EDU 3301. It is recommended that the course be taken during the final semester of coursework before the clinical teaching semester. *Three semester hours*

EDUCATION 4870. CLINICAL TEACHING IN THE ELEMENTARY GRADES. (EC-6)
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 clinical teaching. *Eight semester hours over 15 weeks*

EDUCATION 4880. CLINICAL TEACHING IN THE MIDDLE GRADES. (4-8)
Directed observation and participation in the public school program at the middle school level. Required for middle school certification. Fall, Spring.
Prerequisite: Senior standing; admission to clinical teaching. *Eight semester hours over 15 weeks*

EDUCATION 4890. CLINICAL TEACHING IN THE SECONDARY GRADES (7-12)
Directed observation and participation in the public school program at the secondary level. Required for secondary certification. Fall, Spring.
Prerequisite: Senior standing; admission to clinical teaching. *Eight semester hours over 15 weeks*

EDUCATION 4895. CLINICAL TEACHING IN ALL GRADES. (EC-12)
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: Senior standing; admission to clinical teaching. *Eight semester hours over 15 weeks*

ENGINEERING SCIENCE

All prerequisites must carry a grade of "C" or better, or consent of instructor.

ENGINEERING SCIENCE 1101. INTRODUCTION TO ENGINEERING I.
An introduction to the engineering profession, including ethics, design and teamwork, communication, estimation, and problem solving. One hour lecture per week. Fall.
Prerequisite: Credit or concurrent enrollment in CIS 1339 and MAT 1351 or above. *One semester hour*

ENGINEERING SCIENCE 1305. ENGINEERING COMPUTER-AIDED DESIGN SYSTEMS.
Application of contemporary engineering computer-aided design (CAD) systems for measurements and control by means of interfacing sensors and DAQ devices. Students will develop skills to analyze, design, and build both real and virtual instruments for scientific data acquisition, real-time signal processing and engineering design control in a team environment. Two hours lecture and 2 hours lab per week. Fall.
Prerequisite: MAT 1351 or higher. *Three semester hours*

ENGINEERING SCIENCE 1379. ENGINEERING PRINCIPLES AND PRACTICES.
A course designed to begin development of engineering problem-solving skills in complement with computer tools. Three hours lecture per week. Spring.
Prerequisite: MAT 1351 or higher and ENS 1101. *Three semester hours*

ENGINEERING SCIENCE. 2104, 2204, 2304. STEM INTERNSHIP.
A student undertakes an internship program in a company in which the operation is STEM (Science, Technology, Engineering and Mathematics) related. A site supervisor representing the company and academic advisor are appointed. The student is required to submit an abstract of proposed work/project for approval prior to beginning the internship. The student will orally present a report of the internship to a committee of at least three faculty and one student, including the academic advisor. The site supervisor is to provide a written evaluation of work performance of the intern. Forty-five clock hours of serve per credit hour are required. No more than four hours may apply toward an Engineering Science degree. (Courses may be repeated for credit, but only four hours of STEM internship will apply to the Engineering science degree.) Fall, Spring, May, Summer.
Prerequisites: ENS 1379 and PHY 2449. *One, Two or Three semester hours*

ENGINEERING SCIENCE 2301. STATICS.
Force and moment vectors; equivalent force-couple systems; force equilibrium and free body diagrams; trusses; beams; cables; dry frictional forces; centroids and moments of inertia; distributed loads; hydrostatics. Spring.
Prerequisites: PHY 2439 and credit or concurrent enrollment in MAT 2461 and ENS 1379. *Three semester hours*

ENGINEERING SCIENCE 2302. DYNAMICS.
Position, velocity, and acceleration vectors; Newton's laws of motion; linear and curvilinear motion; particle and rigid body kinematics and kinetics; rotating reference frames; linear and angular momentum; work-energy; impulse-momentum; elastic and inelastic impact; vibrations and periods of oscillation. Fall.
Prerequisites: ENS 2301 and credit or concurrent enrollment in MAT 3361. *Three semester hours*

ENGINEERING SCIENCE 2334. ENGINEERING ECONOMIC ANALYSIS.
The course focuses on economic cost analysis and feasibility studies of engineering design projects and their implementation. Concepts and principles of engineering economics decision making including consideration of potential problems and issues with the design and implementation will be studied and possible solutions considered. Time value of money and other cash-flow concepts are also covered. Three hours lecture per week. Spring, even years.
Prerequisites: ENS 1379 and credit or concurrent enrollment in MAT 2451. *Three semester hours*

ENGINEERING SCIENCE 3104. SPECIAL TOPICS IN ENGINEERING APPLICATIONS.
This course provides an in-depth understanding of specific topics or current issues within the engineering discipline. Through independent study, students will gather information about a current engineering topic or issue and analyze potential engineering applications relevant to the topic or issue. Hardware and/or computer-based design of a prototype is strongly encouraged. The selected choice requires instructor approval. Both written and oral reports are required. The course can be repeated for credit up to five times. Spring.
Prerequisites: ENS 1101. *One semester hour*

ENGINEERING SCIENCE 3306. TECHNICAL WRITING FOR ENGINEERING.
This course is designed to give students an understanding of the basic concepts in the field of technical writing. It is especially designed to interest majors in Engineering. Spring, even years.
Prerequisites: ENG 1311 and ENG 1312. *Three semester hours*

ENGINEERING SCIENCE 3331. THERMODYNAMICS.
Introduction to the fundamental principles of classical engineering thermodynamics. Application of mass and energy balances to closed and open systems including systems undergoing transient processes. Entropy generation and the second law of thermodynamics for closed and open systems. Introduction to phase equilibrium and chemical reaction equilibria. Ideal solution behavior. Three hours lecture per week. Fall.
Prerequisites: PHY 2449 or CHE 1489, and MAT 2461. *Three semester hours*

ENGINEERING SCIENCE 3339. MECHANICS OF MATERIALS.
Stress and strain in materials; axial deformation and Hooke's law; normal and shear stress/strain and the linear constitutive law; multi-axial loading; transformation of stress/strain and Mohr's circle; torsion of circular shafts; shear- and moment-diagrams for beams; beam stresses and deflections; statically indeterminate and composite beams; pressure vessels; columns; combined loading; and Castigliano's theorem. Two hours lecture and 2 hours lab per week. Fall
Prerequisites: ENS 1379, ENS 2301 and credit or concurrent enrollment in MAT 3361. *Three semester hours*

ENGINEERING SCIENCE 3351. ENGINEERING ETHICS.
This course will examine ethical issues in engineering relating to professional and societal issues. Topics such as professional ethics codes, moral aspects of problem solving, responsibilities to employers, co-workers, clients, and the public will be discussed. Students will consider ethical solutions to scenarios drawn from various case studies as well as possible future ethical challenges in the engineering profession. Three hours lecture per week. Spring, odd years.
Prerequisites: ENS 2302 *Three semester hours*

ENGINEERING SCIENCE 4109. DESIGN PROJECT LAB PROPOSAL.
Students, provided with a framework for an engineering design specification, will propose a solution to a specific design problem. Students will be required to hypothesize and search scientific and engineering literature for supporting materials, attend weekly design progress meetings, consider financial and ethical constraints and document findings in an engineering notebook. Using engineering standards, students will be required to provide a formal written design proposal and present this proposal orally. Students may work individually or in teams and the outcome used as a basis for implementation of the design in ENS 4369. 3 hours lab per week. Spring.
Prerequisites: ENS 3331 and ENS 3339. *One semester hour*

ENGINEERING SCIENCE 4309. ELECTRICAL CIRCUIT THEORY
This course presents the fundamental concepts and principles of electrical circuit theory. Students will study Ohm's law, Kirchhoff's laws, techniques of circuit analysis, Op-Amps, RC and RLC circuits and apply these concepts in practical situations. Students will use Laplace and Fourier transforms to analyze circuits. Using PSpice, students are required to solve challenging circuit design problems. (SPICE: ***s***imulation ***p***rogram with ***i***ntegrated ***c***ircuit ***e***mphasis). 2 hours lecture + 2 hours lab per week. Fall.
Prerequisites: PHY 2449, ENS 1305 and MAT 3451 *Three semester hours*

ENGINEERING SCIENCE 4344. ADVANCED ENGINEERING RESEARCH AND DEVELOPMENT
The course offers a continuation of engineering project work in the direction of advanced research and development resulting in patent applications, conference participation, journal paper writing and other dissemination activities. Fall, Spring.
Prerequisites: ENS 4109 *Three semester hours*

ENGINEERING SCIENCE 4369 and 4379. ENGINEERING DESIGN PROJECT LAB I and II.
A two-semester senior design project lab that emphasizes student integration of concepts learned throughout the curriculum. The goal is to familiarize students with the rigors of the engineering design process from initial conceptualizations to final implementation. Students work individually or in teams as they design, construct, and test their projects. Documentation in an engineering notebook is required as is a written and oral report showing the design details including market feasibility and ethical protocols for their product, prototype and/or simulation. 2 hours lecture and 3 hours lab per week. ENS 4369, Fall; ENS 4379, as needed.
Prerequisites: ENS 4369: ENS 4109 and credit or concurrent enrollment in ENS 4309, ENS 2334, and ENS 3351. ENS 4379: ENS 4369. MAT 4441. *Three semester hours each*

ENGLISH

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. FUNDAMENTALS OF COMPOSITION AND GRAMMAR.
An intensive course in the fundamental structure of the English language. Required of students who are admitted provisionally and whose placement test scores indicate a need for the course. Fall, Spring.
Prerequisite: None *Three semester hours*

ENGLISH 1311. ENGLISH COMPOSITION I.
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.
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.
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.
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.
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 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 Honors Academy). 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 clinical 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 4100*.* *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 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. As offered.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4312. SHAKESPEARE.
A study of representative comedies, tragedies, histories and romances. Recommended for teachers of English. As offered.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4314. SEVENTEENTH AND EIGHTEENTH-CENTURY ENGLISH LITERATURE.
Survey of major seventeenth and eighteenth-century British authors. Spring, 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. As offered.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4324. MODERN AND POST-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. Fall, even years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4326. NINETEENTH CENTURY AMERICAN LITERATURE.
Survey of major nineteenth-century American authors. Fall, odd years.
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. 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.

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.
Approaches for understanding and managing household finances over the short and long terms: annual budgeting, planning for major purchases, planning for retirement, understanding and managing risk and the sources of financial distress. As needed.
Prerequisite: None. *Three semester hours*

FINANCE 3301. FINANCIAL MANAGEMENT.
Study of finance concepts used to understand and manage business organizations: analysis of financial statements, understanding and management of risk, evaluation of long-term projects, understanding and management of long-term capital sources, and management of working capital. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

FINANCE 3341 FINANCIAL RISK MANAGEMENT.
Study of the role of risk in the risk-return tradeoff: identifying, understanding and managing risk; focus on risk in the financial intermediation sector of the economy; examinations at both the microeconomic and macroeconomic levels. Fall, even years.
Prerequisite: None. *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. Spring, odd years.
Prerequisite: None. *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. Fall, odd years.
Prerequisite: None. *Three semester hours*

FINANCE 4301. FINANCE INTERNSHIP.
A three-semester hour internship designed to augment the curriculum with on-the-job training in finance. A minimum of 135-clock hours of training is required. Students must contact the Director of the Finance Major for specific requirements for the internship and for approval. Fall, Spring, Summer.
Prerequisite: Consent of the Director of the Finance Major *Three semester hours*

FINANCE 4341. FINANCIAL STRATEGY.
Study of the formulation and implementation of an optimal financial strategy as part of an optimal overall strategy for a business organization: financing activities considered in relation to operating and investing activities; examinations at the firm, industry and macroeconomic levels; use finance concepts and theories in formulating strategies. As needed.
Prerequisite: None. *Three semester hours*

FORENSIC SCIENCE

FORENSIC SCIENCE 1479. INTRODUCTION TO FORENSIC SCIENCE.
This course provides an overview of forensic science field training for the science and non-science student alike. Principles of chemistry, such as chromatography and qualitative organic analysis, and other physical sciences are applied to crime scene analysis. Other popular methods, such as fingerprint and blood spatter analysis, are explored. Class time includes three hours lecture and two hours laboratory per week. Fall, Summer.
Prerequisite: Credit or concurrent enrollment in MAT 1351 or higher. *Four semester hours*

GENERAL EDUCATION

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*

GENERAL EDUCATION 1102. FOUNDATIONS OF UNIVERSITY LIFE LAB.
This lab course is designed to be taken concurrently with GEN 1301 Foundations of University Life. Required of students admitted provisionally and whose placement test scores indicate the need for the course and will be used as a time to engage in reading strategies specific to college-level reading.
Prerequisite: None. *One semester hour*

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. Fall, Spring.
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*

GENERAL EDUCATION 1151. STRATEGIES FOR SUCCESS
This course is geared toward helping students move from academic probation to academic good standing with student-focused academic coaching and metacognitive learning strategies. Students will be provided with semester-long support in areas that include time management, goal setting, note taking, communication, and learning strategies. During individual coaching meetings, students will set personal and academic goals related to topics discussed in class as they work toward succeeding academically and ultimately earning a degree. Course may be repeated once for credit. Fall, Spring.
Prerequisite: None. *One semester hour*

GENERAL EDUCATION 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 any student admitted provisionally. Must have a "C" or above or repeat the course the following semester. Fall, Spring.
Prerequisite: None. *Three semester hours*

GENERAL EDUCATION 1311. FINE ARTS APPRECIATION.
The course provides a general overview of the world of fine art, designed to acquaint students with principal movements, artists, styles, and elements in music, theatre, and visual art, and their connection across disciplines. This introductory study of the visual and performing arts is designed for undergraduate students who wish to learn about the chronological development of the arts from prehistory to the contemporary period and fulfill a graduation requirement. This course stresses the interrelationship among art, architecture, music, theatre, and dance within the historical context of western civilization. Spring.
Prerequisite: None. *Three semester hours*

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. Fall, Spring.
Prerequisite: Completed 90 hours. *One semester hour*

GENERAL EDUCATION 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 developmental program and receive pertinent information to assist them in that work. Course may not be repeated for additional credit.
Prerequisite: None. *One semester hour*

GEOGRAPHY

GEOGRAPHY 2310. INTRODUCTION TO WORLD GEOGRAPHY.
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*

GEOLOGY

GEOLOGY 1419. PHYSICAL GEOLOGY.
An introduction to Earth's composition and the processes that change it. Topics covered include minerals and rocks; plate tectonics; landscape features and the processes shaping them. Three hours of lecture and one two-hour laboratory per week. Fall, odd years, Summer, even years.
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; mass movement; resources - water, soil, energy resources and minerals; waste disposal and land use planning. Three hours lecture and two hours laboratory per week. Fall, even years, Summer, odd years.
Prerequisite: None. *Four semester hours*

GOVERNMENT

All prerequisites must carry a grade of "C" or better, or consent of the head of the department.

GOVERNMENT 1101-4609. SPECIAL STUDIES.
Topics offered as demand reflects an interest in areas of social science not covered by existing catalog courses. Courses may be repeated when the topic of study changes.
Prerequisite: None. *One to six semester hours*

GOVERNMENT 2308. RESEARCH AND WRITING IN THE SOCIAL SCIENCES.
A laboratory course in scholarly research and writing methodology for the social sciences. History students must take HIS 2308 prior to or concurrently with any course at or above the 2000-level. Political Science students must take GOV 2308 prior to or concurrently with any course at or above the 3000-level. Cross-credited with HIS 2308. Only three hours credit will be awarded for GOV 2308 or HIS 2308. Fall.
Prerequisite: ENG 1312 (c or higher) or Consent of Instructor *Three semester hours*

GOVERNMENT 2311. AMERICAN GOVERNMENT.
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 Guy D. Newman Honors Academy (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*

GOVERNMENT 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 GOV and Academy students should take GOV 2390 Legislative Process: Federal, State, and Local. Cross-credited with HIS 2340. Only three hours credit will be awarded for GOV 2340 or HIS 2340. Fall, Spring.
Prerequisite: None. *Three semester hours*

GOVERNMENT 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 GOV 2350. Fall.
Prerequisite: None. *Three semester hours*

GOVERNMENT 2390. POLITICS, PROCESS, AND POLICY: STATE AND LOCAL.
This course traces the philosophical and practical contours of policy-making in the federal system, focused at the state and local level. Special attention will be paid to structures of state and local governance in the State of Texas. Spring.
Prerequisite: GOV 2311 or Corequisite *Three semester hours*

GOVERNMENT 3100. MODEL UNITED NATIONS.
This experiential learning course sees students participate in mock United Nations sessions representing a variety of countries or interest groups. A maximum of three semester hours may be applied to the major or minor. Enrollment is limited with preference given to students in relevant majors. Due to the time commitment of the simulation, members of the Model United Nations team should not simultaneously participate in a second co-curricular competitive activity (Mock Trial, Moot Court, SSB, etc.).
Prerequisite: Consent of instructor. *One semester hours*

GOVERNMENT 3161. MOOT COURT
This course explores via in-depth, experiential simulations the appellate phase of the American legal system. Applied experience is gained in research and analysis, case preparation, examination and cross-examination of witnesses, brief writing and oral advocacy. Because of the time commitments of the experiential simulations and competitions, students are discouraged from participating in a second co-curricular activity (Mock Trial, MUN, SSB, etc.) in the same semester as their participation in Moot Court. Exceptions may be made on the advice and consent of the advisor and the faculty sponsors for the co-curriculars involved. The course may be repeated for credit; a maximum of three semester hours may be applied to the major or minor as stipulated in the catalog. Fall, Spring.
Prerequisite: Consent of instructor. *One semester hour*

GOVERNMENT 3162. MOCK TRIAL
This course explores via in-depth, experiential simulations the trial phase of the American legal system. Applied experience is gained in research and analysis, case preparation, examination and cross-examination of witnesses, brief writing and oral advocacy. Because of the time commitments of the experiential simulations and competitions, students are discouraged from participating in a second co-curricular activity (Moot Court, MUN, SSB, etc.) in the same semester as their participation in Mock Trial. Exceptions may be made on the advice and consent of the advisor and the faculty sponsors for the co-curriculars involved. The course may be repeated for credit; a maximum of three semester hours may be applied to the major or minor as stipulated in the catalog. Fall, Spring.
Prerequisite: Consent of instructor. *One semester hour*

GOVERNMENT 3300. TOPICS IN INTERNATIONAL STUDIES.
This course will explore regional and/or ideological conflicts, crises, and debates currently shaping the state of the international arena. Special attention will generally be paid to the effect of these on the United States' foreign policy and/or international commitments or obligations. As offered.
Prerequisite: None. *Three semester hours*

GOVERNMENT 3301. AMERICAN JURISPRUDENCE.
This course offers an introductory exploration to the philosophies and institutions that comprise the U.S. legal system. Special attention will be paid to theories of jurisprudence, structure of the courts, and legal researching and writing. Fall.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 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 GOV 3303 or HIS 3303. Spring.
Prerequisite: None. *Three semester hours*

GOVERNMENT 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. Only three hours credit will be awarded for ECO 3320 or GOV 3320. As offered.
Prerequisite: ECO 2350, or ECO 2301 and 2302. *Three semester hours*

GOVERNMENT 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. As offered.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 3350. 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 3350. Only three hours credit will be awarded for GOV 3350 or ECO 3350. Spring.
Prerequisite: GOV 2311, and GOV/ECO 2350, or ECO 2301, and ECO 2302. *Three semester hours*

GOVERNMENT 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. Fall.
Prerequisite: None. *Three semester hours*

GOVERNMENT 3390. TOPICS IN LAW.
In this course, students will encounter various levels of analysis-historical, socio-cultural, jurisprudential, etc. - during the in-depth exploration of a selected current-issues legal topic. Students may repeat this course for credit as the topics change. As offered.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 3391. LAW AND SOCIETY.
An overview of Anglo-American legal principles and an analysis of controversial legal issues in contemporary American society. As offered.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 4100. LOGIC, REASONING, AND ANALYSIS: LSAT/GRE PREP.
This laboratory course prepares students for graduate entrance exams such as the LSAT and GRE by a study of logic, reasoning, and analysis within the context of the exam environment. This course may only be taken Pass/Fail and may not count toward the student's major or minor. As offered.
Prerequisite: Consent of instructor. *Three semester hours*

GOVERNMENT 4199-4399. INTERNSHIPS IN SOCIAL SCIENCE.
Supervised professional activities in an approved government or politically affiliated organization. Designed to provide Social 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 Social Science major. Course may be repeated for credit. Fall, Spring, Summer.
Prerequisite: GOV 2311, a cumulative GPA of 3.0 and approval by department before internship is to begin. *One to three semester hours*

GOVERNMENT 4304. AMERICAN POLITICAL CULTURE.
This course will examine the nature of the U.S. political culture throughout the nation's history, including and especially the role of political parties and interest groups in shaping the debate over public policies and in contesting elections. Spring, even years and Fall, even years.
Prerequisite: HIS 1320 and GOV 2311. *Three semester hours*

GOVERNMENT 4354. CONSTITUTIONAL THEORY 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: GOV 2311. *Three semester hours*

GOVERNMENT 4355. CONSTITUTION THEORY 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: GOV 2311. *Three semester hours*

GOVERNMENT 4366. TOPICS IN POLITICS.
This course will focus on a topic of importance to the study of politics, generally American politics. The focus may differ from offering to offering, but will consistently explore political forms and functions for their importance to society and its structures. Students may repeat the course for credit as the topics change. As Offered.
Prerequisite: Three semesters of GOV or consent of instructor. *Three semester hours*

GOVERNMENT 4389. U.S. FOREIGN POLICY AND I.R. THEORY.
An examination of competing theories of international relations as seen through the lens of U.S. foreign policy. Special attention is paid to the role of the presidency in constructing and directing U.S. policies. As Offered.
Prerequisite: None. *Three semester hours*

GOVERNMENT 4391. POLITICS, PROCESS, AND POLICY: FEDERAL.
The course traces the philosophical and practical contours of policy-making at the national level of the federal system. Special attention will be paid to the legislative process in Congress, the role of the Presidency in policy-making, and applying analytical tools relative to politics and policy. Spring, even years.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 4392. CHRISTIANITY, ETHICS, AND POLITICS IN AMERICA.
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. Fall.
Prerequisite: Consent of instructor. *Three semester hours*

HISTORY

All prerequisites must carry a grade of "C" or better, or consent of the head of the department.

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.
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.
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 2308. RESEARCH AND WRITING IN THE SOCIAL SCIENCES.
A laboratory course in scholarly research and writing methodology for the social sciences. History students must take HIS 2308 prior to or concurrently with any course at or above the 2000-level. Social Science students must take GOV 2308 prior to or concurrently with any course at or above the 3000-level. Cross-credited with GOV 2308. Only three hours credit will be awarded for HIS 2308 or GOV 2308. Fall, honors only section. Spring, non-honors section.
Prerequisite: Fall - Membership in the Honors Academy or consent of instructor.
Spring - ENG 1312 or concurrent enrollment. *Three semester hours*

HISTORY 2310. WESTERN CIVILIZATION I.
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.
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.
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 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. Cross-credited with GOV 2340. Only three hours credit will be awarded for HIS 2340 or GOV 2340. Fall, Spring.
Prerequisite: None. *Three semester hours*

HISTORY 3300. TOPICS IN WORLD HISTORY.
An in-depth exploration and analysis of a period, place or person of critical importance to a better understanding of world history. Areas of focus may be social, cultural, political, economic, or military in nature, and will vary depending on the rotating topic under examination. As needed.
Prerequisite: HIS 2310 or HIS 2320. *Three semester hours*

HISTORY 3301. THE REFORMATION ERA.
This course explores the causes and consequences of the Protestant Reformation from religious, sociocultural, and political perspectives. As needed.
Prerequisite: Six hours of history. *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 GOV 3303. Only three hours credit will be awarded for HIS 3303 or GOV 3303. Spring.
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 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 4000. TExES REVIEW: HISTORY
Designed to help students pass the History Grade 7-12 TExES, this course must be taken (and passed) in the semester immediately preceding a student-teacher assignment. All History Major coursework should be completed prior to, or concurrent with, the taking of this course. Pass/Fail. Fall, Spring.
Prerequisite: Concurrent enrollment in EDU 4100. *No credit hours*

HISTORY 4001. TExES REVIEW: SOCIAL STUDIES.
Designed to help students pass the Social Studies Grade 7-12 TExES, this course must be taken (and passed) in the semester immediately preceding a student-teacher assignment. All History Major and Social Studies Minor Area coursework should be completed prior to, or concurrent with, the taking of this course. Pass/Fail. Fall, Spring.
Prerequisite: Concurrent enrollment in EDU 4100. *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. Fall, even years, Summer, odd 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. Spring, odd 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. Fall, even years.
Prerequisite: HIS 1320. *Three semester hours*

HISTORY 4366. TOPICS IN AMERICAN HISTORY.
An in-depth exploration and analysis of a period, place, or person of relevance to the broader study of American history. Areas of focus may include social, cultural, political, economic, and/or military, depending on the nature of the topic under examination. As needed.
Prerequisite: Consent of instructor. *Three semester hours*

HISTORY 4381. POST-WAR AMERICA: COLD WAR AND CIVIL RIGHTS.
This course discusses the significant historical, political, social and cultural developments of the nation in the post-WWII era (1945-1974). Significant topics will include the origins of the Cold War, the Civil Rights and Equal Rights movements, the Counter-Culture, and Watergate. Fall, odd years.
Prerequisite: HIS 1320. Junior standing or above is recommended. *Three semester hours*

HISTORY 4382. CONTEMPORARY U.S. HISTORY AND POLITICS.
This seminar explores the political, economic, social, and cultural elements of recent U.S. history (1974-present) which combine to contextualize our present day. This course serves as the capstone to the department's majors. Spring.
Prerequisite: Senior standing or consent of instructor. *Three semester hours*

KINESIOLOGY

Kinesiology majors and minors are required to successfully complete each KIN course with a grade of "C" or better.

Kinesiology - Required Lecture Class

KINESIOLOGY 1100. PRINCIPLES OF PERSONAL FITNESS AND WELLNESS.
This is a lecture class designed to promote healthy lifestyle 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. **This course is a prerequisite or co-requisite for all Class A and B activity courses for general education.** Fall, Spring.
Prerequisite: None. *One semester hour*

KIN Activity Courses - Class A

KINESIOLOGY 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/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1105. ADVANCED ALPINE SKIING/SNOWBOARDING.
The student is expected to improve on leadership and skills acquired in KIN 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: KIN 1120 and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1107. STAND UP PADDLEBOARDING (SUP).
This course introduces students to Standup Paddle-boarding (SUP), general watersports safety, specific SUP safety, PFDs, board and paddle types, stances, balance, strokes, and techniques. To successfully complete the course, students will demonstrate: 1. An understanding of watersports safety and SUP specific safety; 2. Knowledge of the types of PFDs and their appropriate uses; 3. Comprehension of SUP board and paddle parts and types; 4. Proficiency in standup paddle-boarding and controlling a SUP on flat water. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. Fall, Summer.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1112. GROUP EXERCISE.
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 group fitness activity segments and develop a broad base of knowledge concerning exercise activity. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1113. STRENGTH TRAINING.
The purpose of this course is to provide the student with a foundation of current knowledge and practice in beginning strength training. Fall, spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1114. AQUA FITNESS.
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. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. As offered.
Prerequisite: KIN 1116 or consent of instructor and Prerequisite/Co-requisite KIN 1100. *One semester hour*

KINESIOLOGY 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. As offered.
Prerequisite: KIN 1117 or consent of instructor and Prerequisite/Co-requisite KIN 1100. *One semester hour*

KINESIOLOGY 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: KIN 1101 and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1143. STRENGTH AND CONDITIONING FOR COMPETITION.
The purpose of this course is to provide to students with a foundation of current knowledge, principles, and practice in advanced strength and conditioning activities for performance enhancement in various competitions. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1144. SPEED, AGILITY, AND PLYOMETRICS FOR COMPETITION.
The purpose of this course is to provide to students with a foundation of current knowledge, principles, and practice in speed, agility, and plyometric activities for performance enhancement in various competitions. Summer, even years.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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 ability. Specific areas of study are cardiovascular health, muscular strength and endurance, body composition; and flexibility. This course may be repeated for credit to fulfill the two-hour general education requirement. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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: KIN 1137 and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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: KIN 1151 and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1194. ZUMBA.
The purpose of this course is to become familiar with Latin, hip-hop, and Caribbean dance influences that combine to form a beneficial fitness experience. Health related benefits of exercise will be discussed and will include components of fitness, heart rate monitoring, training tips, overviews of various forms of group fitness classes, step training, cardio kickboxing circuit training, strength training, nutrition and Dance Fitness. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KIN Activity Courses - Class B

KINESIOLOGY 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. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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: KIN 1125 or consent of instructor and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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: KIN 1126 or consent of instructor and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1131. BEGINNING TENNIS.
The purpose of this course is to provide the student with a foundation of current knowledge and practice in beginning tennis. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1136. BADMINTON/PICKLEBALL.
The purpose of this course is to provide beginning badminton and pickle-ball students an opportunity to develop skills, knowledge, and an appreciation of the value of regular participation in badminton or pickle-ball as means of promoting health and wellness. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1146. FRESHWATER FISHING.
The student is expected to gain the knowledge and skills necessary for successful and safe participation in the recreational activity of bass/freshwater fishing as a healthful lifetime recreational physical activity: its history, trip planning, understanding of safe fishing on lakes and rivers, proper clothing, required equipment, and fundamentals of basic bass/freshwater fishing techniques. As offered.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 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. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1160. ARCHERY.
The purpose of this course is to introduce the student to the sport of Archery as a healthful lifetime recreational activity that is designed to add to the quality of life. The student will be expected to understand and demonstrate safe and proper archery skills and techniques at an introductory and novice level. Fall.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1165. SHOOTING SPORTS.
The purpose of this course is to introduce the student to Shooting Sports as s healthful lifetime recreational activity that is designed to add to the quality of life. It will help develop self-discipline and control. The student will be expected to understand and demonstrate safe and proper shooting skills and techniques at an introductory and novice level. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 2120. TEAM ACTIVITIES.
The purpose of this course is to provide physical activity while playing a variety of team sports and games; possible games played might be Kickball, Team handball, Ultimate Frisbee, Quadball, Floor Hockey, Softcross. Fall.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KIN Activity Courses - Class C
Varsity Athletics

KINESIOLOGY 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), men's golf (Section 11), women's golf (Section 12).
Prerequisite: Consent of Instructor and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KIN Professional Preparation Courses

KINESIOLOGY 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*

KINESIOLOGY 1301. FOUNDATIONS OF KINESIOLOGY.
Students will have the opportunity to develop competencies related to: 1) the philosophical, historical, sociological, pedagogical, and scientific foundations of kinesiology; 2) kinesiology programs, professions, and issues; 3) the scholarly study of kinesiology, and; 4) future problems and prospects in kinesiology, 5) an integrated vision of various careers and fields within the study of kinesiology. Particular attention is given to a Christian worldview in the philosophical, historical, and scientific foundations of this course. Fall, Spring.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 1302. INTRODUCTION TO SPORT AND SPORT MANAGEMENT
An introduction to the history of sport and its impact on society and the basic concepts, skills, trends, best practices and professional opportunities available in sport management. Spring.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 2110. FITNESS ACTIVITIES.
This activity course is designed for kinesiology majors. This course seeks to increase kinesiology majors' awareness of the personal fitness levels required to be successful in the field of human movement. Students will demonstrate competencies in aerobic power, muscular endurance, body composition, and absolute strength. Students will meet the minimum requirements established in the 40th percentile of standards developed by the Institute for Aerobic Research in the 12-minute swim test, the mile and a half run, the sit and reach flexibility test, the sit up test, the bench press, the leg press, and the body fat assessment test. Fall, Spring.
Prerequisite: None *One semester hour*

KINESIOLOGY 2130. INDIVIDUAL AND DUAL ACTIVITIES.
The purpose of this course is to introduce the student to various individual and dual sports that are lifetime 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 KIN majors only. As offered.
Prerequisite: None. *One semester hour*

KINESIOLOGY 2142. LIFETIME AND RECREATIONAL ACTIVITIES.
This is a course designed to introduce the KIN major to various lifetime and recreational activities. The essential focal point of the course is to acquaint the student with various life-time recreational activities. In addition, the student is required to introduce to the class a multimedia presentation of a lifetime recreational activity. For KIN majors and minors only. Fall, Spring.
Prerequisite: None. *One semester hour*

KINESIOLOGY 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. As offered.
Prerequisite: None. *One, two or three semester hours*

KINESIOLOGY 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*

KINESIOLOGY 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*

KINESIOLOGY 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*

KINESIOLOGY 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*

KINESIOLOGY 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: KIN 2216 or consent of instructor. *Two semester hours*

KINESIOLOGY 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*

KINESIOLOGY 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*

KINESIOLOGY 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*

KINESIOLOGY 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*

KINESIOLOGY 2250. ACTIVITIES FOR PHYSICAL EDUCATION
This course will introduce students to several non-traditional team activities, individual and dual activities, and lifetime recreational activities used in K-12 Physical Education Classes. Fall, Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2300.INTRODUCTION TO TEACHING ALL-LEVEL PHYSICAL EDUCATION.
A study of the philosophies, methods, and practices used for teaching physical education in K-12 physical education programs. Information presented will include student learning styles, designing and implementing curriculum and curricular units based on National Standards, the TEKS and the three domains of learning, classroom management, discipline, and instruction, evaluating and assessing student progress, giving feedback, 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. Fall.
Prerequisite: KIN 1301 or AHS 1201 *Three semester hours*

KINESIOLOGY 2301. COACHING FALL SPORTS.
The purpose of Coaching Fall Sports is to help the student develop a thorough knowledge of traditional fall UIL sports, 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. *Three semester hours*

KINESIOLOGY 2302. COACHING SPRING SPORTS.
The purpose of Coaching Spring Sports is to help the student develop a thorough knowledge of traditional spring UIL sports, 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. *Three semester hours*

KINESIOLOGY 2359. NUTRITION FOR SPORT AND FITNESS.
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. *Three semester hours*

KINESIOLOGY 3110. GROUP FITNESS INSTRUCTOR PRACTICUM
The student will intern as an apprentice under the supervision of the course instructor to develop skills, experience, and professional competencies as a group fitness instructor. Spring.
Prerequisite: KIN 3209. *One semester hour*

KINESIOLOGY 3209. GROUP FITNESS INSTRUCTOR THEORY.
The student will be expected to gain the necessary knowledge to lead classes in group fitness and to successfully pass the ACE certification exam as a group fitness instructor. Fall.
Prerequisite: KIN 1112 or consent of the instructor. *Two semester hours*

KINESIOLOGY 3270. WILDERNESS LEADERSHIP I.
The Wilderness Leadership series (KIN 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*

KINESIOLOGY 3271. WILDERNESS LEADERSHIP II.
The Wilderness Leadership Series (KIN 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: KIN 3270 or consent of instructor. *Two semester hours*

KINESIOLOGY 3272. WILDERNESS LEADERSHIP III.
The Wilderness Leadership series (KIN 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. As offered.
Prerequisite: KIN 3271 or consent of instructor *Two semester hours*

KINESIOLOGY 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: BIO 1410 or BIO 2489. *Three semester hours*

KINESIOLOGY 3304. EXERCISE PHYSIOLOGY.
Physiological basis of exercise and physical conditioning. Measurement of metabolic efficiency during exercise, neuromuscular efficiency and body composition. Spring.
Prerequisite: BIO 1410 or BIO 2489. *Three semester hours*

KINESIOLOGY 3306. PSYCHOLOGY OF EXERCISE.
A review of the literature on the relationship between the mind and the body. Topics will include motor learning/motor control; motivational theory; and methodologies for goal setting, tactics for improving concentration, techniques for optimizing relaxation, and systems for incorporating imagery to enhance physical performance objectives. Spring.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 3325. LIFESPAN MOTOR DEVELOPMENT.
The purpose of this course is to enhance understanding of human motor development from conception to death. Students will be introduced to the interrelated nature of the psychomotor, cognitive, and affective domains, growth and development theories, how the aging body systems influence motor development, and how to utilize the study of human motor behavior, growth, and development to influence the design of developmentally appropriate physical education, fitness, and sport programs. Fall, Spring.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 3327. ELEMENTARY PHYSICAL EDUCATION PEDAGOGY.
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 developmental progression, application of classroom management 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 setting. In addition to classroom work, each student may be assigned regular observation hours in an elementary public school physical education setting. Spring.
Prerequisite: KIN 2300 or consent of instructor. *Three semester hours*

KINESIOLOGY 3382. SPORT FACILITY AND EVENT MANAGEMENT
A study of the responsibilities of facility managers including facility planning and design, operations and maintenance, event planning and management, and security and risk management. Fall.
Prerequisite: KIN 1302 or concurrent enrollment *Three semester hours*

KINESIOLOGY 4000. TExES REVIEW — PHYSICAL EDUCATION.
This is a course that must be taken and passed immediately prior to clinical 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. Fall, Spring.
Prerequisite: Program admission and concurrent enrollment in EDU 4100. *No credit hours*

KINESIOLOGY 4180-4680. INTERNSHIP.
Experiential learning in campus or off-campus venue; learning outcomes vary with credit. May be repeated for maximum of 12 hours credit. Fall, Spring, Summer.
Prerequisite: Junior standing or above is recommended. *One to six semester hours*

KINESIOLOGY 4206. ISSUES AND RESEARCH.
Examination of contemporary professional issues; preparation of a research proposal to address a selected problem. Fall, Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 4235. PERSONAL TRAINER: PRACTICUM.
The purpose of this course is to apply the principles and exercise theory learned in KIN 4333 and KIN 4334. The student will personally train two clients during the semester and submit their clients' progress through their compiled notebook to the course instructor. Spring.
Prerequisite: KIN 4333 and KIN 4334. *Two semester hours*

KINESIOLOGY 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.
Prerequisite: MAT 2342. *Three semester hours*

KINESIOLOGY 4326. SECONDARY PHYSICAL EDUCATION PEDAGOGY.
A study of the methods and techniques used in secondary physical education programs, middle school through high school. Students will learn how to design and implement curricular lessons and units based on the NASPE standards and TEKS for secondary physical education, motivate, manage and instruct students, evaluate student progress, and develop positive classroom environments for the total development of the students. Students will also investigate laws, legal issues, and ethics associated with teaching secondary physical education. Fall.
Prerequisite: KIN 2300 or consent of instructor. *Three semester hours*

KINESIOLOGY 4328. ADAPTIVE PHYSICAL EDUCATION PEDAGOGY.
A study of the historical background, disabling conditions, teaching modification methods and techniques, curricular planning and implementation, and evaluation methods associated with public school adaptive and inclusive physical education and adapted physical education programs. Students will be assigned practicum hours to be completed in the local public schools. Spring.
Prerequisite: KIN 3327 or consent of instructor. *Three semester hours*

KINESIOLOGY 4331. PROGRAM LEADERSHIP
Application of a Christian worldview to leadership principles, practices, and programs in the health and human performance professions. Fall, Spring.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 4333. PERSONAL TRAINER CERTIFICATION I.
This course is designed to develop competencies needed to develop and implement exercise programming for everyone. Practical applications include client rapport building, communication, exercise physiology, kinesiology, health screening, goal setting, exercise testing and analysis, client adherence and motivation, and strength training protocols. The American Council on Exercise and Personal Trainer curriculum is implemented during this course in preparation to take the certification exam during the spring semester. Fall.
Prerequisite: KIN 3303 and 3304. *Three semester hours*

KINESIOLOGY 4334. PERSONAL TRAINER CERTIFICATION II.
This is a continuation course designed to finish the American Council on Exercise Personal Trainer course curriculum. Practical applications include cardiovascular exercise protocols, ACE Integrated Fitness Model, mind/body exercises, special populations, professionalism, and legal and liability issues. Students will sit for the ACE PT Certification Exam toward the end of the semester. Spring.
Prerequisite: KIN 3303, 3304, and 4333. *Three semester hours*

KINESIOLOGY 4383. LEGAL AND ETHICAL TOPICS IN SPORT
A study of the influences of current state and federal legislation, regulation agencies, educational entities and other legal and ethical topics in sport management. Fall.
Prerequisite: KIN 1302 or concurrent enrollment. *Three semester hours*

KINESIOLOGY 4384. SPORT FINANCE
A study of basic financial concepts relating to the sport industry, accounting practices, budgeting, and the financial impact of sport on communities and society. Spring.
Prerequisite: KIN 1302 or concurrent enrollment. *Three semester hours*

MANAGEMENT

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. MANAGEMENT.
Study of concepts used to plan, control, structure, and lead business organizations. Understanding business organizations within the context of the larger economic and social environment. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

MANAGEMENT 3307. OPERATIONS MANAGEMENT.
Study of concepts used to understand and manage the supply side of business organizations: creating value through the transformation of inputs into outputs, approaches for understanding and improving efficiency and quality. Spring, even years.
Prerequisite: None. *Three semester hours*

MANAGEMENT 4301. MANAGEMENT INTERNSHIP.
A three-semester hour internship designed to augment the curriculum with on-the-job training in management. A minimum of 135-clock hours of training is required. Students must contact the Director of the Management Major for specific requirements for the internship and for approval. Fall, Spring, Summer.
Prerequisite: Consent of the Director of the Management Major *Three semester hours*

MANAGEMENT 4311. HUMAN RESOURCE MANAGEMENT.
Study of concepts used to recruit, develop and retain human capital as part of the effective management of business organizations. Fall, odd years.
Prerequisite: None. *Three semester hours*

MANAGEMENT 4321. ORGANIZATIONAL BEHAVIOR.
Study of concepts used to understand and manage human behavior in business organizations. Understanding human behavior in business organizations within the context of the larger economic and social environment. As needed.
Prerequisite: None. *Three semester hours*

MANAGEMENT 4341. ENTREPRENEURSHIP.
Study of the nature and process of identifying value creation opportunities, and making those opportunities market ready and financially viable. Study of the role of risk identification and assumption in entrepreneurship. Study of the creative potential inherent in humans as the source of the entrepreneurial impulse and economic growth. Spring, odd years.
Prerequisite: None. *Three semester hours*

MANAGEMENT 4355. CONTEMPORARY MANAGEMENT THEORY AND PRACTICES
Study of emerging and developing management theories and practices. Applying management theories and practices to topics and contexts of current relevance. Fall, even years.
Prerequisite: None. *Three semester hours*

MARKETING

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 3301. MARKETING MANAGEMENT.
Study of the process of developing the business activities to plan the marketing mix of product, price, place and promotion to satisfy the consumer's needs and wants. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

MARKETING 3302. CONSUMER BEHAVIOR.
The study of how consumers (individuals, groups or organizations) select, purchase, use and dispose of products, services, experiences, and/or ideas to satisfy needs and wants and the effect these processes have on the consumers and society. As needed.
Prerequisite: None. *Three semester hours*

MARKETING 3305. DIGITAL MARKETING.
Study of the digital environment across all dimensions of the marketing mix; understanding and effective, optimal development and use of the digital environment. Spring, odd years.
Prerequisite: None. *Three semester hours*

MARKETING 3342. SALES MANAGEMENT.
Study of personal selling and its role in the organizational and consumer markets. Various sales strategies, customer service techniques, and ethical responsibilities will be discussed. Spring, odd years.
Prerequisite: None. *Three semester hours*

MARKETING 3345. PROMOTIONAL STRATEGIES.
Study of the promotion dimension of the marketing mix. The effective, optimal development and use of tools and techniques for reaching relevant audiences with relevant information. Fall, even years.
Prerequisite: None. *Three semester hours*

MARKETING 3361. RETAIL MANAGEMENT.
Study of a managerially-oriented view of the operations of a retail business. Covers all the aspects of a retail operation, brick and mortar and online. Spring, even years.
Prerequisite: None. *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 Director of the Marketing Major for specific requirements for the internship and for approval. Fall, Spring Summer.
Prerequisite: Consent of the Director of the Marketing Major *Three semester hours*

MARKETING 4341. MARKETING STRATEGY.
Study of the formulation and implementation of an optimal marketing strategy as part of an optimal overall strategy for a business organization: within operating activities, demand side activities (price, product, promotion, and distribution) considered in relation to supply side activities; operating activities considered in relation to investing and financing activities; use marketing concepts and theories in formulating strategies. Fall, odd years.
Prerequisite: None. *Three semester hours*

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 1351. COLLEGE ALGEBRA.
A course designed to meet the general education mathematics requirement for any BA or BS degree offered at HPU. 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: Approved placement score or MAT 1431. *Three semester hours*

MATHEMATICS 1431. FOUNDATIONS OF ALGEBRA.
A conceptual approach to the study of basic computations of whole numbers, fractions, and integers. Additional topics studied: algebraic expressions and equations; exponents; polynomial arithmetic; factoring polynomials; systems of equations. This course prepares students for College Algebra. (Developmental course - elective credit only; does not satisfy the mathematics requirement for any degree.) Fall, Spring.
Prerequisite: Appropriate placement test score. *Four semester hours*

MATHEMATICS 1471. MATHEMATICS FOR ELEMENTARY TEACHERS I.
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. *Four 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 other topics as time permits. Fall, Spring.
Prerequisite: MAT 1351. *Three semester hours*

MATHEMATICS 2343. STATISTICS.
Topics include frequency distributions, graphs, measures of location and variation, the binomial and normal distributions, confidence intervals, z-test, one and two sample t-test, F-test, Chi-Square probability, correlation, covariance, regression, ANOVA. A student project is required for this course. Spring.
Prerequisite: MAT 1351. *Three semester hours*

MATHEMATICS 2345. PRE-CALCULUS 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 2347. DISCRETE MATHEMATICS
This course provides an introduction to topics in logic, set theory, algorithms, recursion, relations, graphs, and trees. It also exposes students to mathematical proofs and abstract thinking. The course is designed for mathematics or computer information systems majors. Fall.
Prerequisite: MAT 1351 or credit or concurrent enrollment in MAT 2445 or MAT 2451. *Three semester hours*

MATHEMATICS 2445. ACCELERATED PRE-CALCULUS.
Topics covered include Functions and Their Graphs, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Trigonometry, Matrices and Determinants, Sequences and Series, and Topics in Analytics Geometry. Fall.
Prerequisite: Accuplacer Math Score of 252 or consent of instructor. *Four semester hours*
Note: If the student's high school Pre-AP Pre-Calculus or AJP Calculus grade is B or higher the student should be in Calculus I MAT 2451.

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 MAT 2445 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. Fall.
Prerequisite: 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. Spring, even years.
Prerequisite: MAT 2347 or MAT 3302 and credit or concurrent enrollment in MAT 2451. *Three semester hours*

MATHEMATICS 3322. GEOMETRY.
Development of Euclidean and non-Euclidean geometry by theoretical and intuitive methods. Recommended for all prospective secondary teachers. Spring, odd years.
Prerequisite: MAT 2347 or MAT 3302 and credit or concurrent enrollment in MAT 2451 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 2461. *Three semester hours*

MATHEMATICS 3381. MATHEMATICS FOR SECONDARY TEACHERS.
An examination of the major topics of secondary and middle school 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 required for the secondary and middle school teaching field in mathematics. Spring, odd years.
Prerequisite: Credit or concurrent enrollment in MAT 2345 or higher, or consent of instructor. *Three semester hours*

MATHEMATICS 3421. 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 1471. *Four semester hours*

MATHEMATICS 3451. DIFFERENTIAL EQUATIONS.
Differential Equations is a course covering solutions and applications to the more common types of ordinary differential equations, especially those of first and second order, with emphasis on geometrical and physical interpretation. Other topics include LaPlace Transforms, Initial Value Problems, Eigen Values, Eigen Vectors, and Solutions of Systems of Differential Equations. Spring.
Prerequisite: MAT 3361 and MAT 3302. *Four semester hours*

MATHEMATICS 4181. TExES REVIEW
This course is required of those who will be clinical teaching. This course is designed to help students pass the Texas Examination of Educator Standards (TExES) for education students in their respective major Fall.
Prerequisite: MAT 3381 or concurrent enrollment, or consent of instructor. *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 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 4441. APPLIED PROBABILITY AND STATISTICS FOR ENGINEERING AND MATHEMATICS.
Descriptive statistics, discrete and continuous probability distributions, Central Limit Theorem, inferential statistics, regression, and correlation analysis, with emphasis on engineering applications. Spring.
Prerequisite: MAT 2451. *Four semester hours*

MATHEMATICS 4371. 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). Two hours of lecture and two hours of laboratory per week. Fall, odd years.
Prerequisite: CIS 1359, credit or concurrent enrollment in MAT 3302,
credit or concurrent enrollment in MAT 3361, or consent of the instructor. *Three semester hours*

MUSIC

MUSIC 0070. RECITAL HOUR.
Required attendance at recitals, University concerts, community concerts and Recital Hour during each semester. Fall, Spring.
Prerequisite: None. *No credit hours*

MUSIC 1101-4608. SPECIAL STUDIES IN WORSHIP.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester 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.
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. Fall.
Prerequisite: None. *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. Spring.
Prerequisite: MUS 1126 completed with a grade of "C" or better. *One semester hour*

MUSIC 1128. CLASS PIANO III. PROFICIENCY/SECONDARY TRACK.
A continuation of MUS 1127 in the Piano Proficiency/Secondary track for music and music education. This course includes all major, natural and harmonic minor scales, intermediate repertoire, increased emphasis on sight-reading of hymns, melodic harmonization using non-diatonic harmony, and open-score reading. Fall.
Prerequisite: MUS 1127 completed with a grade of "C" or better. *One semester hour*

MUSIC 1129. CLASS PIANO IV. PROFICIENCY/SECONDARY TRACK.
The culmination of the four-semester Piano Proficiency/Secondary track for music and music education. 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. Spring.
Prerequisite: MUS 1128 completed with a grade of "C" or better. *One semester hour*

MUSIC 1136 AND 1137. CLASS VOICE I AND II.
Group instruction in the fundamentals of voice production and vocal techniques. Fall (1136), Spring (1137).
Prerequisite: None. *One semester hour credit each*

MUSIC 1161. KEYBOARD SKILLS CLASS.
Instruction addresses 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 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 database management as it relates to the music profession. Students will demonstrate proficiency in basic sound engineering for live and studio environments and applicable software/shareware/freeware that will aid in the study, instruction and presentation of music. Spring.
Prerequisite: None. *Three semester hours*

MUSIC 2160-2163. VOCAL DICTION I AND II.
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 2164. INTRODUCTION TO MUSIC IN WORSHIP.
Philosophy, orientation and administration of the church music program. Topics include the role of the minister of music, worship planning, various ensembles, budget planning, staff relations, and principals of church music administration. Fall, odd years.
Prerequisite: None. *One semester hours*

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 4014. SENIOR RECITAL.
Requires public performance of a minimum of 25 minutes of music for all majors Students in music education are required to have a small ensemble selection in the senior recital.
Prerequisite: Junior standing or above is recommended. *No credit hours*

MUSIC 4207. SUPERVISED MINISTRY EXPERIENCE.
On-the-job training in a church music ministry as a director, accompanist, music, ministry assistant, or in the capacity approved by the department of music. 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. Spring.
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 media. The course will include opportunities for the planning and implementation of various forms of musical and non-musical worship. Fall, even years.
Prerequisite: None. *Two semester hours*

MUSIC 4291. SERVICE PLAYING.
A pragmatic study of the approach to accompanying musical worship as it applies to instrumentation in both modern and historical media. Emphasis will be given to reading notation methods among varying styles and communicating with musicians and/or volunteers in the rehearsal process. Spring, odd years.
Prerequisite: None. *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 1136 AND 1137. CLASS VOICE I AND II.
Group instruction in the fundamentals of voice production and vocal techniques. Fall (1136) and Spring (1137).
Prerequisite: None. *One semester hour*

MUSIC 2147. STRING TECHNIQUES.
A study and application of the fundamentals of playing string instruments, including correct tone production, bowing technique and care of the instrument. Course fee $30. Fall, odd years.
Prerequisite: None. *One semester hour*

MUSIC 2167. WOODWIND TECHNIQUES.
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.
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.
Practical class instruction is given on the various percussion instruments with emphasis placed upon the care and use in the ensemble. Fall, even years.
Prerequisite: None. *One semester hour*

MUSIC 3147. IMPROVISATION.
Materials and practices for improvising or extemporaneous performance. Spring.
Prerequisite: None. *One 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 3276. CHORAL CONDUCTING.
Emphasis placed upon the problems of score reading, interpretation and advanced conducting techniques. Spring.
Prerequisite: MUS 3266. *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 3364. SECONDARY CHORAL METHODS.
A study of current trends, methods, materials and techniques for the adolescent choral ensemble.
Prerequisite: MUS 3266. *Three semester hours*

MUSIC 3365. SECONDARY INSTRUMENTAL METHODS.
A study of curriculum problems and factors involved in organizing, training, and directing instrumental ensembles. Spring.
Prerequisite: MUS 3266. *Three semester hours*

MUSIC 3384. MUSIC FOR CHILDREN.
A study of current trends, techniques and materials for children. Fall.
Prerequisite: None. *Three 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 and minors only. Fall.
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.
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 in which students develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Fall.
Prerequisite: Concurrent enrollment in MUS 1213. *Two semester hours*

MUSIC 1234. SIGHT SINGING AND EAR TRAINING II.
A continuation of MUS 1233. An applied skills course in which students develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Spring.
Prerequisite: Concurrent enrollment in MUS 1214. *Two 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, enharmonic spellings, and modulations. The study of binary and ternary forms will be included, as well as Sonata form and Rondo form. Fall.
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 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 in which students develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Fall.
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 in which students develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Spring.
Prerequisite: Concurrent enrollment in MUS 2214. *Two semester hours*

MUSIC 4253. ARRANGING.
A study of the principles of choral and instrumental arranging to include ranges, textures, qualities, and appropriate combinations. Fall.
Prerequisite: MUS 2214 and 2234. *Two semester hours*

MUSIC - HISTORY AND LITERATURE

MUSIC 1353. MUSIC APPRECIATION.
A general music survey course in which students survey the principal composers, forms and characteristics of the various periods in music. Fall, Spring.
Prerequisite: None. *Three semester hours*

MUSIC 2353. MUSIC HISTORY I - MUSIC BEFORE 1750.
A study of the history of music and representative literature before 1750. Spring
Prerequisite: Instructor Approval. *Three semester hours*

MUSIC 2354. MUSIC HISTORY II - MUSIC 1750 - 1890.
A study of the history of music and representative literature from 1750-1890. Fall.
Prerequisite: MUS 2353. *Three semester hours*

MUSIC 3253. MUSIC HISTORY III - MUSIC 1890 –present.
A study of the history and representative literature from 1890 through the present. Spring.
Prerequisite: MUS 2354. *Two semester hours*

MUSIC 3254. MUSIC HISTORY IV- WORLD MUSIC AND JAZZ
A study of music history, practices, and literature of world music and jazz. Fall.
Prerequisite: MUS 3253 *Two semester hours*

MUSIC 4000. CAPSTONE COURSE IN MUSICAL THINKING.
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 clinical teaching, or graduation in the case of non-teacher certification students. Pass/Fail. Fall, Spring.
Prerequisite: Final semester or semester prior to clinical teaching, consent of instructor. *No credit 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 1151-4151. HERITAGE.
Heritage is a small vocal and instrumental worship ensemble that serves in an ambassadorial role for the School of Music and the University. The principal role of this ensemble is to lead the institution in musical worship through the weekly performance in Chapel. Throughout the year, members can expect to travel to churches, academic institutions, civic functions, and special events sponsored by Howard Payne University. Membership is by audition. Except in unusual circumstances, students selected should plan to remain in the group for the entire academic year. Fall, Spring.
Prerequisite: Membership by audition. *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 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 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*

MUSIC - APPLIED LESSONS

A student may enroll in one to three semester hours credit for applied music lessons each semester in which they enroll in OCH, PIA or VOI. 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.
Prerequisite: Junior standing or above is recommended. Consent of instructor. *One to three semester hours*

CONDUCTING 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211.
Prerequisite: Completion of MUS 3276 or 3286 with a grade of "B" or better and consent of approved instructor. *One to three semester hours*

ORCHESTRAL INSTRUMENTS 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211.
Prerequisite: None. *One to three semester hours*

ORGAN 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211.
Prerequisite: None. *One to three semester hours*

PIANO 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211.
Prerequisite: None. *One to three semester hours*

VOICE 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211.
Prerequisite: None. *One to three semester hours*

NURSING

NURSING 3315. HEALTHCARE INFORMATICS.
This course introduces interdisciplinary bio-medical informatics, its structure, acquisition and use. A focus will be on nursing informatics as a nursing information system. Concepts introduced will be related to telehealth, electronic medical records, information security and confidentiality, personal health records, health information exchanges, clinical decision support systems and ergonomics. This course offers components to provide the student technology competencies as required by Howard Payne University. Three hours lecture per week. This course offers components to provide the student technology competencies as required by Howard Payne University. Spring.
Prerequisite: NUR 3323, 3334, 3421, and 3622. *Three semester hours*

NURSING 3323 PHARMACOLOGY NURSING PERSPECTIVES.
This course will introduce a pathophysiologic approach to pharmacology, which is organized according to body systems and diseases across the lifespan. Emphasis is on key concepts, medication management, diversity considerations, drug classifications, quality and safety competencies, evidence-based practice, collaboration, and individual variations to drug response. Two lecture hours per week. Three laboratory hours per week. Fall.
Prerequisites: Admission into the School of Nursing. *Three semester hours*

NURSING 3334 ELEMENTS OF EVIDENCE BASED NURSING PRACTICE.
This course will introduce the concepts included in nursing and healthcare domains of: Caring Interventions; Collaboration (case management, conflict resolution, interdisciplinary teams); Accountability (competence, professional development); Advocacy; Ethics (ethical dilemmas, patient rights) ; Evidence Based Practice; Legal Issues (nurse practice acts, advanced directives, health insurance portability and accountability act, just culture); Quality; Safety (safety considerations across the life span, workplace safety). Three lecture hours per week. Fall.
Prerequisites: Admission into the School of Nursing. *Three semester hours*

NURSING 3368 COLLABORATIVE HEALTH CARE PRACTICE
This course expands on essential aspects of collaborative nursing practice and differentiates between interdisciplinary and intradisciplinary healthcare delivery. This course will explore an evidence-based approach to expanded concepts of assessment, caring interventions, clinical decision making, collaboration, communication, managing care, professional behaviors, teaching and learning, healthcare systems, health policy and quality improvement. Three lecture hours per week. Spring.
Prerequisites: NUR 3323, 3334, 3421 and 3622. *Three semester hours*

NURSING 3370. AGING, CHRONICITY, AND END OF LIFE PERSPECTIVES (GERIATRIC NURSING).
This course introduces principles of gerontology and gerontological nursing. A focus will be on transcultural nursing care standards, nutrition and aging, pharmacological and pain management, care at end-of-life, and physiological/psychological considerations in the elderly. Special topics will include violence and elder mistreatment, best practices, patient family teaching guidelines, quality and safety considerations. Three lecture hours per week. Spring.
Prerequisites: NUR 3622, 3334, 3421, and 3323. *Three semester hours*

NURSING 3421 HEALTH ASSESSMENT-EBP ACROSS THE LIFESPAN.
This course will focus on health assessment (HA) as a systematic method of collecting data across the lifespan for the purpose of determining the client's current and ongoing health status, predicting risks to health, and identifying health promoting activities. There will be a focus on effective communication techniques and use of critical thinking skills which are essential to gather the detailed, complete, relevant data needed to formulate a plan of care. The student will utilize an evidence-based approach to interpret and document HA findings. Three lecture hours per week. Three laboratory hours per week. Fall.
Prerequisites: Admission into the School of Nursing. *Four semester hours*

NURSING 3622 CLINICAL NURSING I-INTRODUCTORY EBP CONCEPTS ACROSS THE LIFESPAN (MEDICAL-SURGICAL NURSING CONCEPTS).
This course will introduce and expand on EBP didactic and clinical content focus areas in Medical/Surgical Nursing Across the Lifespan. Variations specific to these areas regarding promotion, prevention, rehabilitation, maintenance, restoration of health, palliative and end-of-life care will be included. Core Concepts include acid-base balance, cellular regulation, comfort, digestion, elimination, fluids and electrolytes, health, wellness, and illness, immunity, infection, inflammation, intracranial regulation, metabolism, mobility, nutrition, oxygenation, perfusion, sensory perception, thermoregulation, tissue integrity, clinical decision making, communication, managing care, and teaching and learning. Four lecture hours per week. Six laboratory/clinical hours per week. Fall.
Prerequisites: Admission into the School of Nursing. *Six semester hours*

NURSING 3645 CLINICAL NURSING II – FUNDAMENTAL EBP CONCEPTS ACROSS THE LIFESPAN (MENTAL HEALTH NURSING, PERIOPERATIVE NURSING AND PSYCHOSOCIAL CONCEPTS)
This course will introduce and expand on EBP didactic and clinical content focus areas in Mental Health Nursing, Perioperative and Psychosocial Concepts in nursing practice across the lifespan. Variations specific to these areas regarding promotion, prevention, rehabilitation, maintenance, restoration of health, palliative and end-of-life care will be included. Core Concepts include perioperative care, sexuality, addiction, cognition, culture and diversity, development, family, grief and loss, mood and affect, self, spirituality, stress and coping and violence. Three lecture hours per week. Nine laboratory/clinical hours per week. Spring.
Prerequisites: NUR 3323, 3334, 3421, and 3622. *Six semester hours*

NURSING 4000. NCLEX-RN READINESS AND COMPREHENSIVE EXAM.
Students must demonstrate readiness for the NCLEX exam by achieving a "satisfactory" on one of the three exit exams taken during the student's last semester. The three comprehensive exams test the breadth and depth of a student's knowledge base within the scope of practice as a BSN graduate nurse. The course is graded on a "Pass/Fail" option. A grade of "Pass" is required to graduate from the BSN program within the School of Nursing. Three laboratory hours per week. Spring.
Prerequisites: NUR 4335, 4343, 4366, and 4645.

NURSING 4335. POPULATION AND COMMUNITY HEALTH NURSING.
This course presents general principles of population health nursing and assists students to apply the principles into practice. Emphasis will be on a systematic approach to determine factors which influence health and strategies for health promotion for individuals, families, communities and populations. Environmental, cultural and global influences will be addressed in the care strategies. Special populations will be explored in home health, school health, correctional facilities, disaster settings and work settings. Two lecture hours per week. Three clinical/lab hours per week. Fall.
Prerequisites: NUR 3368, 3370, 3645, and 3315. *Three semester hours*

NURSING 4343. THEORETICAL CONCEPTS AND RESEARCH IN NURSING.
This course introduces and applies nursing theoretical concepts related to caring, collaboration, communication, evidence-based practice, ethics and quality improvement. Students will be introduced to entry level nursing practice skills to read, interpret and integrate qualitative and quantitative research information into practice. Key concepts will include healthcare audits, benchmarking, outcomes management, risk management, statistical interpretation, utilization and presentation of findings. Three lecture hours per week. Fall.
Prerequisites: MAT 2342, NUR 3368, 3315, 3645, and 3370. *Three semester hours*

NURSING 4352. NURSING LEADERSHIP, ETHICS, MANAGEMENT AND DELEGATION.
This course explores options for delivery of nursing care inclusive of managed care, team nursing, case management, client focused care, differentiated practice, and shared governance. The concept of professional behaviors is examined which explores nursing behaviors that demonstrate professionalism and is based on the American Nurses Association (ANA) Code of Ethics. Key concepts include healthcare systems, care coordination, delegation, management principles, health policy, work ethics, communication, collaboration, advocacy and accountability. Three lecture hours per week. Spring
Prerequisites: NUR 4335, 4343, 4645, and 4366. *Three semester hours*

NURSING 4353 PROFESSIONAL NURSING CAPSTONE.
This final course assists the student in synthesizing outcomes derived from the Differentiated Essential Competencies (DECs), NCLEX® Test Plan and 51 nursing concepts in three domains (individual, nursing, healthcare). Students will utilize foundational knowledge gained through general education and nursing core curriculum to demonstrate critical thinking, effective communication, clinical competence and professionalism for safe entry into practice. Two lecture hours per week. Three laboratory/clinical hours per week. Spring.
Prerequisites: NUR 4343, 4645, 4366, and 4335. *Three semester hours*

NURSING 4366. NURSING: A CHRISTIAN WORLDVIEW.
This course will examine and expand each concept in the nursing metaparadigm – the person, the environment, health and nursing practice. Implications of the biblical worldview will be related to each area. The effects of modernism and post-modernism on each concept will be discussed with a Christian perspective. The concepts of culture and diversity, self, spirituality, and caring interventions will be applied to each concept of the nursing metaparadigm. Three lecture hours per week. Fall.
Prerequisites: NUR 3368, NUR 3315, NUR 3645, NUR 3370. *Three semester hours*

NURSING 4645 CLINICAL NURSING III – INTERMEDIATE EBP CONCEPTS ACROSS THE LIFESPAN (MATERNAL/CHILD HEALTH NURSING AND PEDIATRIC NURSING)
This course will introduce and expand on EBP didactic and clinical content focus areas in Maternal/Child Health Nursing and Pediatric Nursing. Variations specific to these areas regarding promotion, prevention, rehabilitation, maintenance, restoration of health, palliative and end-of-life care will be included. Core Concepts include reproduction, thermoregulation, biophysical considerations, psychosocial considerations, development, cognition and sexuality. Four lecture hours per week. Six laboratory/clinical hours per week. Fall.
Prerequisites: NUR 3368, 3315, 3645, and 3370. *Six semester hours*

NURSING 4651 CLINICAL NURSING IV – ADVANCED EBP CONCEPTS (MEDICAL/SURGICAL NURSING).
This course will expand on EBP didactic and clinical content focus areas in Advanced Medical/Surgical Nursing Across the Lifespan. Variations specific to these areas regarding promotion, prevention, rehabilitation, maintenance, restoration of health, palliative and end-of-life care will be included. Core Concepts include acid-base balance, cellular regulation, comfort, digestion, elimination, fluids and electrolytes, infection, inflammation, intracranial regulation, mobility, nutrition, oxygenation, perfusion, sensory perception, thermoregulation, violence, tissue integrity, clinical decision making, communication, managing care, and teaching and learning. Four lecture hours per week. Six laboratory/clinical hours per week. Spring.
Prerequisites: NUR 4343, 4645, 4366, and 4335. *Six semester hours*

PHYSICAL SCIENCE

All prerequisites must carry a grade of "C" or better, or consent of instructor.
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. INTRODUCTION TO PHYSICAL SCIENCE.
An introduction to the basic concepts and principles of physics 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. As needed.
Prerequisite: MAT 1431 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.
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

All prerequisites must carry a grade of "C" or better, or consent of instructor.

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 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.
The first semester of a two-semester, calculus-based sequence in classical physics for mathematics, physical science, pre-engineering or engineering students. Topics include vector mechanics and kinematics. Three hours of lecture and one two-hour laboratory period per week. Fall.
Co-requisite: MAT 2451. *Four semester hours*

PHYSICS 2449. UNIVERSITY PHYSICS II.
Continuation of PHY 2439, covering topics in thermodynamics, electricity and magnetism. Three hours of lecture and one two-hour laboratory period per week. Spring.
Prerequisites: PHY 2439 and MAT 2451. *Four semester hours*

PRACTICAL THEOLOGY

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 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. Spring.
Prerequisite: None. *Three semester hours*

PRACTICAL THEOLOGY 3310. 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 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, odd years.
Prerequisite: Sophomore standing or above is recommended. *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. As needed.
Prerequisite: Sophomore standing or above is recommended. *Three semester hours*

PRACTICAL THEOLOGY 3323. CHRISTIAN ETHICS.
This course examines the moral dimensions of the Christian faith, drawing on the resources of Scripture, Christian theological reflection, and the corporate witness of the church through time. While the course will discuss alternate methods for pursuing the moral life, the primary focus will be on the cultivation of a community who embodies virtues in imitation of Christ. Spring, even years.
Prerequisite: Sophomore standing or above is recommended. *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 or above is recommended. *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. Junior standing or above is recommended. *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: PTH 2311 or PTH 4300 or consent of instructor. *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 that have influenced Christian theology. Spring, even years.
Prerequisite: Junior standing or above is recommended. *Three semester hours*

PRACTICAL THEOLOGY 4333. 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. Fall, even years.
Prerequisite: PTH 4300 or consent of instructor. *Three semester hours*

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.
The scientific study of the thoughts, feelings and behavior of humans with an emphasis on life application, critical thinking and a Biblical perspective. Includes historical support, statistical data and current research into the sub-disciplines of psychology including research methods, neurophysiology, perception, cognition, development learning, memory, personality, sensation and perception, consciousness, intelligence, psychological disorders, psychotherapy and social psychology. The course takes multiple viewpoints including psychodynamic, humanistic, cognitive, biological, behavioristic and socio-cultural. This course serves as a prerequisite to most other Psychology courses. Fall, Spring.
Prerequisite: None. *Three semester hours*

PSYCHOLOGY 2130. PROFESSIONAL DEVELOPMENT IN PSYCHOLOGY.
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. Fall.
Prerequisite: PSY 1311. *One semester hour*

PSYCHOLOGY 2351. STATISTICS FOR THE SOCIAL SCIENCES.
An introductory course in statistical measurement in the social sciences. Major emphasis will be placed on the meaning, limitations and applicability of statistical procedures. Cross-credited with CRJ 2351. Only three credit hours will be awarded for CRJ 2351 or PSY 2351. Fall.
Prerequisite: None. *Three semester hours*

PSYCHOLOGY 2355. LIFESPAN DEVELOPMENT.
The study of the biological, physical, cognitive, emotional, linguistic, sociocultural and spiritual changes across the life span. Incorporates prenatal development and birth, as well as development in infancy, early childhood, middle and late childhood, adolescence, early to middle adulthood, and late adulthood. Includes the experimental techniques used to study development and the practical applications of developmental research. This course is especially relevant to those entering the medical, helping, and educational fields. Fall.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 2380. HUMAN DIVERSITY.
A social and psychological investigation of human diversity, primarily focusing on cultural, ethnic, and social class differences. Consideration will be given to the impact of diversity on individual and family functioning, service provision, employment and career development, health and well-being, intergroup relations, and personal faith. This course will assist students in understanding the formation and impact of oppression, prejudice, discrimination, and stereotypes. As Offered.
Prerequisite: None. *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, euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers and psychologists in direct practice. Cross-credited with SWK 3306. Credit will be awarded for only one of the courses: SWK 3306, or PSY 3306. Fall, even years.
Prerequisite: SOC 1311 or PSY 1311. *Three semester hours*

PSYCHOLOGY 3311. 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. As offered.
Prerequisite: None. *Three semester hours*

PSYCHOLOGY 3321. PERSONALITY.
This course will familiarize students through both didactic and experiential means with a variety of personality theories and their applications. Students will consider theories that address personality development and implications for normal and abnormal development. Students will also explore research questions such as the stability of personality over time and situations, cultural differences in personality, and personality measurement instruments. The focus will be on the historical contribution of the major traditions in theories of personality and personality development and how these differences account for variations in thought, emotion, and behavior. Fall.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3334. INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY.
A study of the psychological theories, principles, and methods used in business, industry, and organizations. Attention will be given to such issues as: organizational culture, personnel selection, employee motivation and job satisfaction, work/life balance and burnout, leadership style, and professional issues in I/O psychology. As offered.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3341. SOCIAL PSYCHOLOGY.
A study of how our thoughts, feelings, and behaviors are influenced by the actual, imagined, or implied presence of other people such that individuals affect and are affected by others. Central to the course is the idea that human beings are not isolated entities who process information like computers, but social animals engaged in a complicated network of social relations, both real and perceived. Uses scientific reasoning to understand the bidirectional influence of groups and individuals, and apply those principles to everyday life and to broader social problems. Fall.
Prerequisite: PSY 1311 or SOC 1311. *Three semester hours*

PSYCHOLOGY 3342. ADOLESCENT PSYCHOLOGY.
An exploration of current theories concerning adolescents' physical, mental, emotional, cognitive, social and personality growth and change from the onset of puberty to the beginning of adulthood. A focus on the roles in which adolescents exhibit in the home, school, and community, and a discussion of issues and theoretical perspectives concerning moral and identity development. In addition, learners analyze adolescent sexuality, interactions with peers and family, gender and multicultural issues, self-concept, and mental health topics. Spring, even years.
Prerequisite: PSY 1311 or consent of instructor. *Three semester hours*

PSYCHOLOGY 3351. ABNORMAL PSYCHOLOGY.
This course provides broad examination of the various psychological disorders in accordance with the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). The focus will be on historical, theoretical, clinical, and experimental perspectives of the study of psychopathology with extensive use of case studies in order to distinguish normal from abnormal. Emphasis is on terminology, classification, etiology, and assessment of the major disorders, including the influence of culture and the role of diversity. The course incorporates the interaction of biological, developmental, and social factors as well as spiritual considerations regarding simple maladjustment, or disturbances of emotion, perception, memory, judgment, or thought. Fall, Spring.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3360. PARENT-CHILD RELATIONS.
This course focuses on the diverse psychosocial needs of children within the context of family, school, church and community from both proactive and reparative perspectives. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative family/child partnerships and child-rearing. Students will explore child growth and change from infancy through puberty while emphasizing various models, research and best practices related to the comprehensive promotion of child development. Includes understanding temperament, intellectual development, imparting values, communication, attachment, the dynamics of discipline, instilling self-esteem, understanding needs and wants, the interplay of biology and environment, parental responsiveness, role modeling, character development and the bi-directional and systemic nature of the parent-child relationship. Intended for students who will work with minors and/or families in any capacity including, social services, therapy and children and youth ministry. Cross-credited with SWK 3360. As offered.
Prerequisite: PSY 1311 or PSY 2355 or PSY 3311 or consent of instructor. *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 3390. SENSATION AND PERCEPTION.
Sensation and Perception will delve into the five-plus-three senses humans use to gather information from our external environment and internal awareness. Emphasis will be placed on sensory pathways and perceptual processing. Attention will be given to the measurement of absolute and difference thresholds and explore how the loss of a sense changes both sensation and perception. Perceptual strategies for limiting, organizing and interpreting sensation will be evaluated as well. As offered.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 4199, 4299 or 4399 INTERNSHIP IN PSYCHOLOGY
Supervised professional activities in an approved psychology or social service setting. Designed to provide the psychology major with the opportunity to apply academic learning in practical and professional situations. Placement obtained in consultation with professor. Assessment criteria determined on a case-by-case basis. Students may earn a maximum of three hours credit via internship. 45 clock-hours of internship activities required per credit hour. As offered.
Prerequisite: PSY major, nine hours of PSY courses, Junior standing or above, GPA of 3.0+, and consent of instructor *One to 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. Spring.
Prerequisite: PSY 1311 or PSY 2311. *Three semester hours*

PSYCHOLOGY 4301. 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 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 or 3351 or consent of instructor. *Three semester hours*

PSYCHOLOGY 4339. EXPERIMENTAL PSYCHOLOGY.
An applied research course for psychology majors based on the philosophy of scientific methodology with an emphasis on empirical experimental procedures. Basic research methods and terminology, ethics in experimentation, and flaws in research designs are included. Students will be expected to participate in the various stages of constructing a quantitative or qualitative research study to include: generating a research idea, critically reviewing relevant literature, formulating testable hypotheses, identifying the sample population, choosing an appropriate research design, identifying the independent and dependent variables, and controlling for extraneous variables. The course heavily emphasizes high quality and APA-based report writing. Spring.
Prerequisite: PSY 1311 and 2351. *Three semester hours*

PSYCHOLOGY 4381. GROUP DYNAMICS.
A study of the dynamics of small groups with a focus on group process, group leadership, and factors related to group effectiveness. Special consideration will be given to teams and team leadership. Application of group process and group leadership issues will be made to various settings. As offered.
Prerequisite: PSY 1311. Junior standing or above is recommended. Consent of the instructor. *Three semester hours*

READING

READING 3346. LITERACY INSTRUCTION IN THE CONTENT AREAS.
Teaching and learning with academic text is critical to a student's mastery of content in a classroom. The purpose of this course is to enable pre-service teachers to understand the importance and benefits of literacy instruction in every content area and develop skills and strategies that support literacy learning while mastering content knowledge. Special emphasis will be given to supporting English Language Learners and students with dyslexia.
Prerequisite: None *Three semester hours*

READING 4345. LITERACY INSTRUCTION IN THE PRIMARY GRADES.
This course is focused on the early and transitional stages of literacy development for children in kindergarten through second grade. Pre-service teachers will study research-based theory and practice related to phonemic awareness, alphabetic principle, literacy development, word analysis skills, fluency, reading comprehension and vocabulary development. Fall.
Prerequisite: Admission to the Educator Preparation Program. *Three semester hours*

READING 4347. LITERACY INSTRUCTION IN THE INTERMEDIATE GRADES.
This course is focused on the conventional stage of literacy development for children in third through sixth grade. Topics include literacy development, advanced word identification skills, fluency, reading comprehension, vocabulary development, and reading inquiry and research. Spring.
Prerequisite: Admission to the Educator Preparation Program. *Three semester hours*

READING 4348. LITERACY ASSESSMENT AND INTERVENTION.
The purpose of this course is to survey basic principles of literacy assessment and intervention. Students will administer and use results of formative, summative, formal and informal assessments. Students will be required to conduct a case study with an elementary student. Fall.
Prerequisite: Admission to the Educator Preparation Program. *Three semester hour*

SCIENCE (Interdisciplinary Studies)

SCIENCE 1200. MEDICAL TERMINOLOGY.
This course is a basic study of medical terminology. The content focuses on building knowledge of medical language used in the health professions with an emphasis on spelling, definition, pronunciation, and usage. The course cannot count towards the degree requirements for a major or minor in biology or minor in biomedical sciences. Online. Fall, May.
Prerequisite: None. *Two semester hours*

SCIENCE 2104-2304. 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 medical experience in a health profession setting. May be repeated for credit. Fall, Spring.
Prerequisite: Consent of Instructor. *One to three semester hour*

SCIENCE 4109. CHEMISTRY RESEARCH PROPOSAL.
A course emphasizing library research, independent investigation, hypothesis formation and scientific proposal writing.
Prerequisite: Junior standing or above is recommended. 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*

SCIENCE 4210. RESEARCH PROBLEMS IN CHEMISTRY II.
A continuation of SCI 4209 Research Problems in Chemistry. This course allows students to extend 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 4209. *Two semester hours*

SOCIAL WORK

All prerequisites must carry a grade of "C" or better, or consent of instructor.

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. This is a required course for social work majors. Spring.
Prerequisite: None. *Three semester hours*

SOCIAL WORK 2303. 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 1311, SWK 1315 or consent of instructor. *Three semester hours*

SOCIAL WORK 2304. 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: SWK 2303 or consent of instructor. *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. Only three credit hours will be awarded for CRJ 2390 or SWK 2390.
Prerequisite: None. *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 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, euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers in direct practice. Cross-credited with PSY 3306. Only three credit hours will be awarded for SWK 3306 or PSY 3306. Fall, even years.
Prerequisite: SOC 1311 or PSY 1311. *Three semester hours*

SOCIAL WORK 3310. VICTIMOLOGY
This upper-level course will focus on the physical, emotional and financial harms places on primary and secondary victims. The students will learn the theories of victimization in this country as well as around the world. Cross-credited with CRJ 3312. Only three credit hours will be awarded for SWK 3310 or CRJ 3312.
Prerequisite: SWK 1315 or CRJ 1310. *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 3321. CO-OCCURRING DISORDERS.
This course is designed to introduce students to co-occurring psychiatric and substance use disorders. Students will learn the fundamentals of assessing and screening, as well as understand various evidence-based practices for the treatment of co-occurring disorders. Through methods such as case histories and role-playing, participants learn about the prevalence, symptoms, assessment, interventions, and treatment planning of working with those who are affected by mental health and co-occurring disorders. Spring.
Prerequisite: PSY 1311 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. Only three credit hours will be awarded for CRJ 3322 or SWK 3322.
Prerequisite: None. *Three semester hours*

SOCIAL WORK 3328. HUMAN TRAFFICKING

This upper-level specialized course will explore human trafficking and modern-day slavery and its effects on the criminal justice system and society. Since human trafficking is a global problem involving sex trafficking and labor trafficking, students will explore the explanations as to why this problem has flourished both globally and within the United States. Cross-credited with CRJ 3328. Only three credit hours will be awarded for SWK 3328 or CRJ 3328. As needed.

Prerequisite: SWK 1315 or CRJ 1310. *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. Only three credit hours will be awarded for CRJ 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 CRJ 3332. Only three credit hours will be awarded for CRJ 3332 or SWK 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor. *Three semester hours*

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: 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: SWK 1315 or consent of instructor. *Three semester hours*

SOCIAL WORK 3360. PARENT-CHILD RELATIONS.

This course focuses on the diverse psychosocial needs of children within the context of family, school, church and community from both proactive and reparative perspectives. Students will gain an understanding of their professional role in supporting evidence-based practices that strengthen respectful, collaborative family/child partnerships and child-rearing. Students will explore child growth and change from infancy through puberty while emphasizing various models, research and best practices related to the comprehensive promotion of child development. Includes understanding temperament, intellectual development, imparting values, communication, attachment, the dynamics of discipline, instilling self-esteem, understanding needs and wants, the interplay of biology and environment, parental responsiveness, role modeling, character development and the bi-directional and systemic nature of the parent-child relationship. Intended for students who will work with minors and/or families in any capacity including, social services, therapy and children and youth ministry. Cross-credited with PSY 3360. As offered.

Prerequisite: PSY 1311 or PSY 2355 or PSY 3311 or consent of instructor. *Three semester hours*

SOCIAL WORK 3361. SOCIAL AND BEHAVIORAL SCIENCE RESEARCH THEORY AND METHODS.

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. Attention will be given to the nature and rationale for using various types of research designs. Students will develop skills in writing research questions and hypotheses, identifying variables, formulating purpose statements, sampling, data collection, and ethical issues. This course will provide students with an overview of the APA Style format and an introduction to writing literature reviews and research proposals. 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. This is a required course for social work majors. Spring.

Prerequisite: PSY 1311 or SWK 1315 or consent of instructor. *Three semester hours*

SOCIAL WORK 3392. RESTORATIVE JUSTICE IN THE CHILD WELFARE AND JUVENILE JUSTICE SYSTEMS.

A course designed to focus on the child welfare system and juvenile justice system as they relate to restoring the family and child safety. the problems, practices and principles in the child welfare and juvenile justice field and the role of the practioners will be reviewed. Specific practices including abuse and neglect investigations, family conferencing, mediation, substitute care, adoption and other services provided may be reviewed. Special emphasis will be paid to cross-over youth. Cross-credited with CRJ 3392. Only three hours will be awarded for SWK 3392 or CRJ 3392.

Prerequisite: SWK 1315 or CRJ 1310. *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 and 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 2304, 3315, and 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*

SOCIOLOGY

SOCIOLOGY 1311. INTRODUCTION TO SOCIOLOGY.
An introduction to the study of society and the basic concepts of sociology. Fall, Spring.
Prerequisite: None. *Three semester hours*

SOFTWARE ENGINEERING

All prerequisites must carry a grade of "C" or better, or consent of instructor.

SOFTWARE ENGINEERING 2301. COMPUTER ARCHITECTURE.
Instruction set architecture; single-cycle, FSM, and pipelined processor microarchitecture; direct-mapped vs. set-associative cache memories; memory protection, translation, and virtualization; FSM and pipelined cache microarchitecture; cache optimizations; network topology and routing; buffer channel, and router microarchitecture. Integrating processors, memories, and networks. Shared-memory multi-core systems. Superscalar execution, out-of-order execution, register renaming, memory disambiguation, branch prediction, and speculative execution; multithreaded, VLIW, and SIMD processors; non-blocking cache memories; memory synchronization, consistency, and coherence. Three hours lecture per week. Spring.
Prerequisite: CIS 1359 and ENS 1101. *Three semester hours*

SOFTWARE ENGINEERING 3301. MICROPROCESSORS.
CPU, memory, I/O architecture, data move, control transfer op coeds, arithmetic and logic operations, applications, C-function interface, peripheral devices and applications, debug methods, modular programming, programming style, embedded programming methods; multitasking. Two hours lecture and two hours lab per week. Fall.
Prerequisite: SEN 2301. *Three semester hours*

SOFTWARE ENGINEERING 3302. EMBEDDED SYSTEMS.
The five components of embedded system design - sensors, analog amplification and conditioning, analog-to-digital conversion, digital signal processing, digital control. Practical embedded system design. Real-time requirements. Stationary and portable embedded systems. Two hours lecture and two hours lab per week. Spring.
Prerequisite: SEN 3301. *Three semester hours*

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
Continued development of communicative skills: reading, writing, speaking and comprehension at the intermediate level. Technology is used to reinforce vocabulary and grammatical structures. Hispanic cultures and peoples are explored through reading, art, music, literature and film. Course taught in Spanish. Fall
Prerequisite: SPA 2311 with grade of "C" or better. Three semester hours

SPANISH 3300. SPANISH FOR HEALTH CARE PROFESSIONALS.
This course introduces Language Accommodation Services, Health Literacy Competencies and Cross-Cultural Understanding to increase health literacy and promote healthy lifestyles among the Hispanic community. This course provides instruction utilizing pragmatic, real-world language examples students need to effectively communicate with limited English-speaking or non-English speaking Hispanic clients in healthcare settings. Aside from increasing language proficiency and basic skills in Spanish, students will learn to interact in real-life medical situations through communicative activities that may include role-plays, cultural presentations, video projects, or interviews with heritage speakers. Emphasis is placed on understanding the various language and cultural barriers that may occur while communicating with Spanish-speaking or limited-English speaking patients and their families. The course is designed for nursing, allied health, psychology, social work, and biomedical science students, and is open to students in any field. Upon successful completion of the course, students will receive a certificate from the Department of Spanish and Hispanic Studies and School of Nursing, This course may be taken as an upper-level course to fulfill the requirement for the Spanish minor. Fall, as needed.
Prerequisite: None. *Three semester hours*

SPANISH 3313. SPANISH FOR LAW ENFORCEMENT.
This course focuses on pragmatic, real-world language students may need to communicate with limited English-speaking or non-English-speaking persons of Hispanic origin in various law enforcement and corrections settings. Aside from increasing language proficiency and basic skills in Spanish, students will learn to communicate in real-life law enforcement situations through communicative activities which may include mini dramas, role plays, dialogs or interviews with heritage speakers. For criminal justice majors only who seek to complete the three-semester Spanish for Law Enforcement emphasis. Fall, as needed.
Prerequisite: None. *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. Spring, as needed.
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. Spring, as needed.
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. Spring, as needed.
Prerequisite: SPA 2312 or equivalent with a grade of "C" or better. *Three semester hours*

SPANISH 3352. INTRODUCTION TO HISPANIC LITERATURE.
This course is designed to introduce students to the study of traditional literary genres in Spanish - prose, poetry, drama and essay - while enhancing their skills for literary analysis and interpretation of representative works of literature from Spain and Spanish America throughout different historical periods. As practical components of the course, students will acquire the terminology and critical tools needed to read, analyze and interpret Spanish and Spanish-American literary texts. Course taught entirely in Spanish. Spring, as needed.
Prerequisite: SPA 2312 with a grade of "C" or better. *Three semester hours*

SPANISH 4301. SURVEY 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, as needed.
Prerequisite: SPA 2312 with a "C" or better. *Three semester hours*

SPANISH 4311. COMMUNICATIVE LANGUAGE TEACHING.
This course acquaints students with current pedagogical and theoretical approaches to communicative language teaching and evaluating skills in listening, reading, writing and speaking in Spanish. Students may write a teaching philosophy, prepare lessons plans, or do micro-teaching in Spanish. Offered as needed.
Prerequisite: SPA 2312 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. Offered as needed.
Prerequisite: Consent of instructor. *Three semester hours*

SPANISH 4321. SURVEY 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, as needed.
Prerequisites: SPA 2312 with a "C" or better. *Three semester hours*

THEATRE

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 1173. THEATRE PRODUCTION.
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 and minor. Two additional hours may be taken as electives. Fall, Spring.
Prerequisite: None. *One semester hour*

THEATRE 1311. INTRODUCTION TO THE THEATRE.
Required for the theatre major and minor. A study that includes theatre history, theatre architecture, stage terminology, play analysis and theatre genres and literature. Fall.
Prerequisite: None. *Three semester hours*

THEATRE 2344. VOICE AND DICTION.
Acquaints and equips the individual with the principles of proper vocal techniques, including projection, articulation, and pronunciation. Additionally, students will develop tools for learning alternate dialects. Spring.
Prerequisite: None. *Three semester hours*

THEATRE 2331. 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 and minor. Spring, even years.
Prerequisite: None. *Three semester hours*

THEATRE 2371. FUNDAMENTALS OF ACTING.
Basic technique of acting with emphasis on motivation for movement and emotion. Study of the theory and history of acting. Required for theatre majors and minors. Fall.
Prerequisite: None. *Three semester hours*

THEATRE 3311. STAGE MOVEMENT.
Stage movement will include units on mime and pantomime, basic music theatre choriography and stage combat. The course is principally a practice-based class and involves strenuous physical activity and exercises. Students will be required to perform several projects. Fall, even years.
Prerequisite: Sophomore standing or above is recommended. 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: None. *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 *Three semester hours*

THEATRE 4000. TExES REVIEW FOR ALL-LEVEL THEARE ARTS EDUCATION TEACHERS.
Students are prepared to be successful when taking the Theatre Education Texas Examination of Educator Standards (TExES) exam. This course should be taken the semester prior to student teaching.
Prerequisite: None. *No credit hours*

THEATRE 4108-4608. INSTITUTE WORKSHOP.
One to six hours of credit designed for a special short-term concentrated course offered for a specific need. Students may earn a maximum of 6 credit hours via Institute Workshop.
Prerequisite: None. *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. Students may earn a maximum of 6 credit hours via Theatre Internship. Fall, Spring, Summer.
Prerequisite: None. *One to six semester hours*

THEATRE 4321. CREATIVE DRAMATICS.
A study of specialized approaches to theatre education including storytelling, improvisation, readers' theatre, etc. Children's literature will be used as a medium in the application of these techniques. Fall.
Prerequisite: None. *Three semester hours*

THEATRE 4341. STAGE DIRECTING.
Emphasis on the director's media, use of the stage, movement, stage picture, stage 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 *Three semester hours*

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, even years.
Prerequisite: None. *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, odd years.
Prerequisite: None. *Three semester hours*

YOUTH MINISTRY

YOUTH MINISTRY 1101-4399. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular basis.
Prerequisite: None. *One to six semester hours*

YOUTH MINISTRY 2350. MINISTRY TO YOUTH.
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. Spring, even years.
Prerequisite: CED 2321 *Three semester hours*

YOUTH MINISTRY 3310. PHILOSOPHICAL FOUNDATIONS FOR MINISTRY.
An examination of models and philosophies that generate and undergird ministry in the areas of (but not limited to) preschool/children, youth/family, university, missions, pastor, and worship in contemporary society. Emphasis will be given to the development of a personal philosophy based upon biblical principles. Spring, odd years.
Prerequisite: CED 2321. *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. Spring.
Prerequisite: Sophomore standing or above is recommended. *Three semester hours*

YOUTH MINISTRY 4320. INTERNATIONAL STUDENT MINISTRY.
An experiential learning course that involves preparation, implementation, and evaluation of a ministry trip to a location outside the United States. Attention will be given to understanding the culture and interacting with persons within that culture.
Prerequisite: None. *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*

HOWARD PAYNE UNIVERSITY

GRADUATE STUDIES

MASTER OF ARTS

MASTER OF BUSINESS ADMINISTRATION

MASTER OF EDUCATION

HOWARD PAYNE UNIVERSITY
GRADUATE STUDIES

Mary Agboola, Ph.D. - Coordinator of Graduate Studies

DEGREES

Howard Payne University offers Master of Arts, Master of Business Administration, and Master of Education degrees.

Master of Arts in Youth and Family Ministry (MAYFM)

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 and Family 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.

Master of Arts in Theology and Ministry (MATM)

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 Theology and Ministry is designed to provide preparation for those who will minister to people through the local church and other related ministries, as well as provide a foundation for further graduate theological education. The curriculum contains a combination of courses that emphasize theological, biblical, and practical application.

Accelerated Bachelor of Arts/Master of Arts Degrees (BAMAYFM / BAMATM)

The School of Christian Studies offers accelerated Bachelor of Arts/Master of Arts Degrees. The concept of accelerated Bachelor of Arts [BA]/Master of Arts [MA] degrees is that students have the opportunity to earn both a bachelor's degree and a master's degree in five years. Students may major in any of the four majors offered for a Bachelor of Arts degree from the School of Christian studies and may choose either the Master of Arts in Youth and Family Ministry or the Master of Arts in Theology and Ministry. For specific details regarding the Accelerated BA/MA program, see the School of Christian Studies section of the catalog.

Master of Business Administration (MBA)

The practice of business can be traced to the earliest chapters of Scripture where God commanded the first humans, the first managers, to subdue and have dominion over His creation (Genesis 1:26-28), to work and keep His garden (Genesis 2:15), and to do so consistent with His wishes and desires. Similarly and consistently, the training of Christians for lives of service as business professionals can be traced back to the earliest days of Howard Payne University. The Master of Business Administration program is a natural extension of HPU's long established undergraduate business program. While a ready next step for undergraduate business majors who want to continue their studies in business, the MBA is also an attractive option for professionals with undergraduate preparation in other areas who, through promotions and such, find themselves in positions with administrative responsibilities. Along with its biblical foundation, the MBA program has an applied orientation where learning activities provide students with opportunities to use concepts in realistic settings.

Master of Education in Sport and Wellness Leadership (MEDSWL)

Howard Payne University has offered instruction in sport skills and fitness since 1892, and a bachelor's degree since 1933. The Master of Education in Sport and Wellness Leadership was designed to enable advanced study for students seeking to (1) embrace and apply a Christian worldview to the professional issues and challenges of planning, organizing, leading, and evaluating sport and wellness programs, and (2) possess an executive-level knowledge base and skill set required to prepare for doctoral study and/or professional employment in interscholastic and intercollegiate athletics, professional sport, youth sport, sport facility management, sport marketing and communication, campus recreation, private recreation, corporate wellness, community wellness, non-profit organizations, educational institutions, government and military agencies, health coaching, and related settings.

ADMISSION

See each program for specifics on Admission policies.
Master of Arts in Youth and Family Ministry and Master of Arts in Theology and Ministry see page 244.
Master of Business Administration see page 251.
Master of Education in Sports Wellness and Leadership see page 254.

Financial Information

Graduate Program Hourly Tuition Rates

Graduate programs are $634 per semester hour.

(An undergraduate student, who is within 12 hours of graduation, can be simultaneously enrolled in one HPU graduate class, and the tuition charge will be covered by the student's full-time block undergraduate tuition.)

Graduate courses may be audited for $105.00 per audit hour.

Refunds

Refunds of tuition will be considered in cases where students officially withdraw from the university prior to the fifth day of modular graduate classes.

First full day of classes offered	100%
Second and third full day of classes offered	80%
Fourth & fifth full day of classes offered	50%
After fifth day	No refund

Student Services and Student Experience

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.

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 online 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 Vice President for Academic Affairs. 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 each 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.

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. Walker Memorial Library has an extensive collection of print and online resources. Online 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 [over 830,000 print volumes]. 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. 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

The following chart shows how graduate enrollment status is defined.

In the long semesters - Fall and Spring:

9+ credit hours	=	full time enrollment
7-8 credit hours	=	three-quarter time enrollment
6 credit hours	=	half-time enrollment
4-5 credit hours	=	less than half-time enrollment
3 credit hours	=	quarter-time enrollment

In the short semesters - May-term, Summer I, and Summer II:

6+ credit hours	=	full time enrollment
4-5 credit hours	=	three-quarter time enrollment
3 credit hours	=	half-time enrollment
2 credit hours	=	less than half-time enrollment
1 credit hour	=	quarter-time enrollment

The maximum course load for a graduate student is 12 hours in a typical fall or spring semester. Students desiring to take more than 12 hours must have an overload waiver approved by the school dean.

Credit Hour / Semester Credit Hour

Howard Payne University requires a minimum of 2,250 minutes of academically engaged time for each credit hour that is awarded, unless a specific variance is described in the fuller credit hour policy. The full credit hour policy is available for review in the Appendix.

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
W	Withdrew	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.

Dropping a Course

A student may withdraw from a class at any time during the semester **up to the end of the 9th week of a long semester**. Class withdrawal forms, which must be submitted by the student, are available in the Office of the Registrar. A student who withdraws before this deadline will receive a **W** for the course, and the instructor will be notified of the student's withdrawal. Once the end of the 8th week of class in a long semester has passed, students may no longer withdraw from a course. Instructors may withdraw a student because of absences until the end of the semester with a grade of **WF.** A grade of **W** will not affect the grade point average; however, a **WF** carries the same value as a grade of **F**.

A student may withdraw from a class in an accelerated term such as an 8-week course, May-session, or summer session up to **midpoint of the session** or term. A **W** will be recorded just as it is for a regular semester. Once the midpoint of the session has passed, students may no longer withdraw.

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 Vice President for Academic Affairs or the Vice President for Student Experience.

Voluntary withdrawal from school will result in a **W** if done prior to the end of the 9th week in a long semester or prior to the mid-point in an accelerated session. 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/she will continue to be enrolled and will receive a grade of **F** for his/her courses. This may result in his/her being suspended and could block his/her way if he/she 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.)

Financial Aid

FEDERAL AID
Students may complete a FAFSA in order to determine eligibility for Federal Direct Unsubsidized Loan. Students may contact their area of study to inquire about scholarship opportunities.

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 obtained from and 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 funded by the Baptist General Convention of Texas. https://www.hputx.edu/campus-offices/financial-aid/scholarships/

For the purpose of financial aid (loans, etc.) and enrollment reporting, 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.

SATISFACTORY ACADEMIC PROGRESS (SAP)

It is the student's responsibility to read this policy and be familiar with the requirements to maintain satisfactory academic progress.

Graduate students are required to meet satisfactory academic progress requirements. Academic progress is monitored at the end of each semester/term of enrollment, including summer. A student who does not meet the requirements is placed on warning for one semester. A student failing to meet the criteria in the following semester is moved from warning to suspension. The student is ineligible to receive aid until he/she earns sufficient hours and/or achieves the required minimum grade point average. Student placed on warning or suspension will notified by email, via their official HPU email address, after grades are released each semester/term. SAP applies to all forms of financial aid, not just Federal.

Qualitative Componen
t (cumulative grade point average)
Graduate Student: cumulative GPA of 3.00 or above

Quantitative Component (pace of completion)
The pace is measured at the end of each semester and is calculated by dividing **the total number of hours** completed by the **total hours attempted.** The minimum pace required is 75%

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

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

Failure to receive notice of warning or suspension does not exempt the student from the consequences of this policy.

Details regarding Satisfactory Academic Progress (SAP) and the appeals process is available in the appendix.

TOTAL WITHDRAWAL FROM THE UNIVERSITY
If a student who is receiving federal financial aid withdraws from the university, the amount of student aid that may be refunded is determined in accordance to the Return to Title IV (R2T4) formula provided by the Department of Education. A copy of this formula is available from the Office of Financial Aid upon request. Additional details regarding R2T4 are found on page 265 in the appendix.

Academic Probation

When placed on academic probation, the director of the graduate program and the dean of the school of major 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. To return to good academic standing, the student must show satisfactory progress in removing identified deficiencies and possess a grade point average of 3.0 or better. 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. Grade appeals cannot be granted after one year has passed since the course was completed. 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 particular 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 the school in which the graduate program resides. 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 graduate program forwards a recommendation on the matter to the dean upon notification that the student has filed a grievance.
5. In writing, the dean 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, 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 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 Vice President for Academic Affairs.

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 graduate program.

Master of Arts in Youth and Family Ministry and Master of Arts in Theology and Ministry - A maximum of 12 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.

Master of Business Administration - A maximum of 6 semester hours of equivalent graduate work may be transferred provided the student did not complete the previous degree, subject to approval by the director of the MBA program.

Master of Education in Sport and Wellness Leadership - Students may transfer up to six hours of relevant graduate coursework, at the discretion of the University.

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.

Specific Requirements for Completion of Master Degrees

1. An academic plan is created at the time the student is initially enrolled at Howard Payne University based on the area of interest expressed on his/her application. The academic plan is available for viewing and monitoring on the HPU myGateway. **The student is ultimately responsible for the accuracy of the academic plan** as specified in the catalog.
2. Graduate program students are required to apply for graduation after 18 hours.

3. Maintain an overall grade point average of 3.00 or better. **Students must earn a grade of C or higher in all graduate courses**
4. Complete a minimum of 30 semester hours [MBA], 30 semester hours [MED], or 42 semester hours [MAYFM or MATM]. Depending on a student's academic background and course load, the average master's degree program at Howard Payne takes two (2) years to complete.
5. Take a minimum number of graduate hours from Howard Payne University:
    - Master of Arts in Theology and Ministry ..... 30 hours
    - Master of Arts in Youth and Family Ministry ..... 30 hours
    - Master of Business Administration..... 24 hours
    - Master of Education in Sport and Wellness Leadership ... 24 hours
6. Order diploma by October 1 for December graduates, February 1 for May graduates, and April 1 for August graduates.
7. Student account must be paid in full before graduating or participating in graduation ceremonies, including all applicable fees.
8. Student must attend commencement unless officially excused. A written request to graduate "in absentia" must be submitted to the Office of the Registrar.

Master of Arts in Youth and Family Ministry
Master of Arts in Theology and Ministry
ADMISSION

Full Admission

The following are required for admission to either the Master of Arts in Youth and Family Ministry or the Master of Arts in Theology and Ministry degree programs.

1. **Applicants must hold a baccalaureate degree** from a regionally accredited college or university. The required baccalaureate degree does not have to be in Christian Studies, but for students who have not had undergraduate studies in Christian Studies "leveling" will be required. 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. MAYFM applicants who have not taken undergraduate courses in Youth Ministry must take the leveling course YMN 3380 Introduction to Youth Ministry. MATM applicants will have taken coursework in Biblical Interpretation [hermeneutics] and Theological Foundation studies. Students who have not completed courses in these areas at Howard Payne University or another college or university may be provisionally admitted to the MATM program until the prerequisites have been completed.
2. **Application Forms:** Prospective graduate students may access the application forms and related materials online at www.hputx.edu through the category entitled "Future Students/Apply to HPU Online," or application packets may be obtained from the School of Christian Studies.
3. **Applicants for admission to graduate programs must submit the following materials:**

   a. **Official Transcripts** - 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. Students may transfer up to twelve hours of equivalent graduate coursework from an accredited university.

   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. The essay portion should demonstrate competence in the applicant's writing ability. Applicants may submit their essays online. The essay should be an autobiographical history of the applicant, reflecting family background, spiritual development, call to ministry, local church commitment, ministry experience, and future goals.

   d. **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 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 online). 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. The references should address the applicant's Christian commitment and sense of vocational calling.
4. **Personal Interview:** Each applicant will have a personal interview with the Director of the graduate program and/or another faculty member from the school in which the degree program resides. The interview may be conducted in person, by telephone, or online.
5. **Deadline for Applications:** Applications for admission to the graduate programs must be submitted between March 15 and July 1 for the fall semesters and between August 15 and December 1 for the spring semesters.
6. **Graduate Admission Screening Committee:** A graduate admission screening committee for each program composed of the director of the graduate program and the dean of the school or the dean's designee will review the application materials and determine the admission status of each applicant.
7. **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 online).

Provisional Admission

Undergraduate Students - An undergraduate student may be considered for admission to the graduate program provided that:

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 particular graduate program and the dean of the school in which the program resides [School of Christian 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: For students in the traditional undergraduate degree programs and the traditional graduate degree programs a course cannot count for both undergraduate and graduate credit. The exception applies to students who have been admitted to the Accelerated Bachelor of Arts/Master of Arts Degree programs.

Admission to the Accelerated Bachelor of Arts/Master of Arts Degree Programs - HPU students who major in any of the four majors available in the School of Christian Studies and who have a 3.0 GPA in their major may declare their intention to apply for one of the Accelerated BA/MA degrees when they have earned 75 hours. Students can apply for the Master of Arts in Theology and Ministry or the Master of Arts in Youth and Family Ministry at 80 hours [includes current enrollment]. Upon acceptance to the graduate program, students will be allowed to take graduate courses during their senior year. **For specific details regarding the Accelerated BA/MA program, see the School of Christian Studies.**

Special Student Admission

A non-degree seeking student may be considered for special admission to a graduate program and allowed to take graduate courses on a case-by-case basis. Approval must be received from both the Director of the particular graduate program and the Dean of the school.

Open Enrollment

Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious study in a selected discipline 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 by the director of each graduate program and/or the dean of the school in which the graduate program resides.

Appeals

Students wishing to appeal an admission decision should first consult with the director of the particular graduate program. If the student is not satisfied, an appeal may be made to the dean of the school. If the student is still not satisfied, a final appeal may be made to the Vice President for Academic Affairs.

Readmission

Graduate 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 graduate readmission process involves the director of the program in which the student was enrolled as well as the Business 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 program director.

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 electronic format: CD, DVD, or flash drive and presented to the director of the graduate program prior to graduation. The portfolio will serve as a comprehensive assessment tool, providing insight to the student's accomplishment of the intended learning outcomes, as well as the accomplishment of the program's outcomes.

Master of Arts in Youth and Family Ministry and Master of Arts in Theology and Ministry - A copy of the materials will be presented to the student's advisory committee prior to the final oral interview. Upon graduation, a copy of the portfolio will be kept in the student's permanent file in the office of the School of Christian Studies.

Scholarships

Master of Arts in Youth and Family Ministry and Master of Arts in Theology and Ministry

HPU Church Match Scholarship

HPU will match designated church gifts for HPU graduate students up to, but not exceeding $100 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 https://www.hputx.edu/campus-offices/financial-aid/scholarships/

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.

Advisory Committee

Master of Arts in Youth and Family Ministry and Master of Arts in Theology and Ministry - Each graduate student seeking the MAYFM or MATM 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 or the Director of the Theology and Ministry Graduate Program, a faculty member chosen by the student, and an experienced minister (at least five years full-time experience) chosen by the student. The advisory committee will conduct the exit interview with the candidate as a final step in completing the graduate degree.

Master of Arts in Youth and Family Ministry
Gary Gramling, Ph.D., Director

FACULTY: **Donnie Auvenshine, Ph.D.; Rusty Wheelington, Ed.D.**

- 42-hour non-thesis degree
- Traditional residency not required
- 6 hours of supervised internship in lieu of thesis

Program Goals

The educational goals for the Master of Arts in Youth and Family 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 Family 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 ministry and/or experiences in various contexts by participating in guided mentorships.

Program Curriculum

CORE ..... 24 hours

General ..... 6 hours

YMN 5300 Research and Writing ..... 3 hours
YMN 6320 Youth Ministry and Leadership ..... 3 hours

Biblical and Theological ..... 9 hours

Biblical ..... 6 hours

BIB 5391 Biblical Interpretation ..... 3 hours

OR

Advanced Bible (Old Testament) ..... 3 hours
Chosen from:
BIB 5304 Special Topics in Biblical Study ..... 3 hours
BIB 5311 Old Testament Poetry ..... 3 hours
BIB 5321 Interbiblical Period ..... 3 hours
BIB 5331 Hebrew Prophets ..... 3 hours
BIB 5381 The Pentateuch ..... 3 hours

OR

Advanced Bible (New Testament) ..... 3 hours
Chosen from:
BIB 5304 Special Topics in Biblical Study ..... 3 hours
BIB 5341 General Epistles ..... 3 hours
BIB 5342 Life and Teachings of Jesus ..... 3 hours
BIB 5351 John and His Writings ..... 3 hours
BIB 5352 Life and Letters of Paul ..... 3 hours
BIB 5361 Revelation ..... 3 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 Theology ..... 3 hours

Practical ..... 9 hours

YMN 5370 Church and Personal Financial Management ..... 3 hours
YMN 6340 Ministering to Youth and Their Families ..... 3 hours
YMN 6390 Advanced Youth Ministry ..... 3 hours

MENTORSHIPS ..... 6 hours

Three courses chosen from:
PTH 6261 Christian Care and Counseling ..... 2 hours
PTH 6262 Family Ministries ..... 2 hours
PTH 6263 Church Leadership and Administration ..... 2 hours
PTH 6264 Preaching ..... 2 hours
PTH 6265 Teaching ..... 2 hours
PTH 6266 Leading a Missional Church ..... 2 hours
PTH 6267 Community Ministries ..... 2 hours
PTH 6268 Christian Higher Education ..... 2 hours
PTH 6269 Selected Experiences in Christian Ministry* ..... 2 hours
*(Course may be repeated for credit if field experiences differ.)

[Mentorships are intended to provide opportunities for field experience in order that students "learn by doing." That is, they begin cultivating the skills and practices necessary to serve within a given area of vocational ministry. In addition, students and mentors will regularly discuss spiritual growth and development for ministers.]

ELECTIVES ..... 12 hours

Chosen from:
PTH 5311 Baptist Identity ..... 3 hours
PTH 5331 History of Christianity ..... 3 hours
YMN 5310 Philosophical Foundations for Youth Ministry ..... 3 hours
YMN 5320 International Youth Ministry ..... 3 hours
YMN 5350 Survey of Youth Education ..... 3 hours
YMN 6305 Evangelizing/Discipling the 21st Century Student ..... 3 hours
YMN 6330 Adolescent Development ..... 3 hours
YMN 6335 Counseling Youth and Their Families ..... 3 hours
YMN 6370 Youth Ministry Institute ..... 3 hours

YMN 6375 Researching Youth Culture ..... 3 hours
YMN 6385 Communicating with Youth Audiences ..... 3 hours
YMN 6395 The Youth Minister's Personal World ..... 3 hours

Total Hours in Degree Program 42 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.

Delivery System

All of the courses that are required to complete the degree will be offered in a two-year rotation in a "modular format." The modular format is a type of hybrid or blended delivery system in which the equivalent of two thirds of the instruction time is accomplished face-to-face in an intensive 8-hour per day, 4-day format. The remaining portion of instruction is fulfilled through the combination of assigned readings, electronic interactions, etc. beginning 6 weeks prior to the class meetings, and through the continued reflection and assimilation demonstrated by the production of a written assignment that is completed weeks after the class meetings. Additionally, some courses will be available to local students in the typical semester long format.

This type of delivery system makes the program accessible to ministry students who are currently serving in ministry locations away from the Brownwood area [does not require relocation], ministry students living in the area, and current HPU undergraduate students who can complete a bachelor's degree and continue immediately into a graduate program.

Master of Arts in Theology and Ministry
Gary Gramling, Ph.D., Director

FACULTY: **Donnie Auvenshine, Ph.D.; Rusty Wheelington, Ed.D.**

- 42-hour non-thesis degree
- Traditional residency not required
- 6 hours of mentorship in lieu of thesis

Program Goals

The educational goals for the Master of Arts in Theology and Ministry are:

1. Students will learn the processes, functions, and networks of an effective Christian minister.
2. Students will develop familiarity with the primary issues along with skills and tools needed to give effective leadership to Christian ministry in the 21st century.
3. Students will assess Christian ministry from biblical and theological perspectives.

Student Learning Outcomes

The expected student learning outcomes for the Master of Arts in Theology and Ministry are:

1. Graduates will be able to articulate a biblically-based, theologically sound, relationship-focused strategy of Christian ministry in the local church and other ministry settings.
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 Christian ministry.
4. Graduates will have developed appropriate skills for researching factors related to ministering to people in various contexts.
5. Graduates will have had successful ministry and/or educational experiences in various contexts by participating in guided mentorships.

Program Curriculum

The Master of Arts in Theology and Ministry degree [MATM] is 42 credit hours: Required/Core courses - 27 hours; Mentorships - 6 hours; Electives - 9 hours; Total - 42 hours. The 33 credit hours of required courses and mentorships include 12 hours of theological studies, 12 hours of ministry studies, 3 hours of personal formation for ministry, 3 hours of biblical studies, and 3 hours of academic skill building. The 9 credit hours of electives offer options in biblical studies, theological and historical studies, and ministry studies.

CORE ..... 27 hours
- PTH 5300 Research and Writing ..... 3 hours
- PTH 5322 Christian Ethics: Theology and Practice ..... 3 hours
- CED 6314 Education and Faith Development ..... 3 hours
- PTH 6321 Leadership Theory and Practice ..... 3 hours
- PTH 6340 World Christianity ..... 3 hours
- PTH 6350 Trinitarian Theology ..... 3 hours
- PTH 6395 The Minister's Personal World ..... 3 hours
- Bible ..... 3 hours
  - Chosen from:
    - BIB 5304 Special Topics in Biblical Studies ..... 3 hours
    - BIB 5311 Old Testament Poetry ..... 3 hours
    - BIB 5321 Interbiblical Period ..... 3 hours
    - BIB 5331 Hebrew Prophets ..... 3 hours
    - BIB 5342 Life and Teachings of Jesus ..... 3 hours
    - BIB 5351 John and His Writings ..... 3 hours
    - BIB 5352 Life and Letters of Paul ..... 3 hours
    - BIB 5361 Revelation ..... 3 hours
    - BIB 5341 General Epistles ..... 3 hours
    - BIB 5381 The Pentateuch ..... 3 hours
    - BLA 5321 Advanced Greek ..... 3 hours
    - BLA 5351 Greek Exegesis ..... 3 hours

Communication ..... 3 hours
- Chosen from:
  - CED 6311 Teaching in Context ..... 3 hours
  - PTH 5312 Christian Proclamation ..... 3 hours

[Communication prerequisite: students who have not previously taken a preaching or teaching course will need to demonstrate competency in communicating biblical truth to contemporary hearers through a satisfactory evaluation of student-prepared sermons or lessons.]

MENTORSHIPS .....6 hours

Three courses chosen from:

- PTH 6261 Christian Care and Counseling..... 2 hours
- PTH 6262 Family Ministries ..... 2 hours
- PTH 6263 Church Leadership and Administration ..... 2 hours
- PTH 6264 Preaching..... 2 hours
- PTH 6265 Teaching..... 2 hours
- PTH 6266 Leading a Missional Church..... 2 hours
- PTH 6267 Community Ministries ..... 2 hours
- PTH 6268 Christian Higher Education ..... 2 hours
- PTH 6269 Selected Experiences in Christian Ministry*..... 2 hours

*(Course may be repeated for credit if field experiences differ.)

[Mentorships are intended to provide opportunities for field experience in order that students "learn by doing." That is, they begin cultivating the skills and practices necessary to serve within a given area of vocational ministry. In addition, students and mentors will regularly discuss spiritual growth and development for ministers.]

ELECTIVES ..... 9 hours

Chosen from:

- BIB 5000-level..... 3 hours
- PTH 5331 History of Christianity..... 3 hours
- PTH 5304 Special Topics in Theology ..... 3 hours
- PTH 5311 Baptist Identity ..... 3 hours
- PTH 5312 Christian Proclamation ..... 3 hours
- PTH 5370 Church and Personal Financial Management ..... 3 hours
- CED 6311 Teaching in Context ..... 3 hours
- PTH 6312 Theology of Church and its Mission ..... 3 hours
- YMN 6335 Counseling Youth and Their Families ..... 3 hours

Total Hours in Degree Program 42 hours

Students who receive Ministerial Financial Aid from the Baptist General Convention of Texas, and who have not taken a substantial undergraduate course emphasizing Baptist distinctives and polity, must take PTH 5311: Baptist Identity. In addition, students who receive Ministerial Financial Aid from the BGCT, and who have not taken an upper-level course in Christian history must take PTH 5331: History of Christianity.

Delivery System

All of the courses that are required to complete the degree will be offered in a two-year rotation in a "modular format." The modular format is a type of hybrid or blended delivery system in which the equivalent of two thirds of the instruction time is accomplished face-to-face in an intensive 8-hour per day, 4-day format. The remaining portion of instruction is fulfilled through the combination of assigned readings, electronic interactions, etc. beginning 6 weeks prior to the class meetings, and through the continued reflection and assimilation demonstrated by the production of a written assignment that is completed weeks after the class meetings. Additionally, some courses will be available to local students in the typical semester long format.

This type of delivery system makes the program accessible to ministry students who are currently serving in ministry locations away from the Brownwood area [does not require relocation], ministry students living in the area, and current HPU undergraduate students who can complete a bachelor's degree and continue immediately into a graduate program.

Master of Business Administration

Brad Lemler, Ph.D., Director

FACULTY: **James Finch, Ph.D.; Debra Powell, D.B.A.**

Admission

The following are required from applicants

- **Applicants to any graduate program must hold a baccalaureate degree** from a regionally accredited college or university.
- **Application Forms:** Prospective graduate students may access the application forms and related materials online at www.hputx.edu through the category entitled "Future Students/Apply to HPU Online." Application packets may be obtained from the School of Business
- **Applicants for admission to graduate programs must submit the following materials:**

  Official Transcripts - 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. A maximum of 6 semester hours of equivalent graduate work may be transferred provided the student did not complete the previous degree and subject to approval by the director of the MBA program.

  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. The essay portion should demonstrate competence in the applicant's writing ability. Applicants may submit their essays online.
- **Personal Interview:** Each applicant to graduate programs will have a personal interview with the Director of the graduate program and/or another faculty member from the school in which the degree program resides. The personal interview may not be required for the MBA as long as admission criteria are met.
- **Deadline for Applications:** Applications for admission to the graduate programs must be submitted between March 15 and July 1 for the fall semesters and between August 15 and December 1 for the spring semesters.
- **Graduate Admission Screening Committee:** A graduate admission screening committee for each program composed of the director of the graduate program and the dean of the school or the dean's designee will review the application materials and determine the admission status of each applicant. **Applicant Evaluation Process -** The goal of the admissions committee is to grant admission only to applicants who evidence the capacity to successfully complete the program. In that light and noting that a minimum graduate GPA of 3.00 is a graduation requirement, the admissions committee uses the following criteria as they consider applicants:
  - Unconditional program admission may be granted to applicants with an undergraduate GPA of 3.00 or higher over the last 60 credit hours.
  - Unconditional program admission may be granted to applicants who have earned a graduate degree from a regionally accredited institution.
  - Probationary program admission may be granted to applicants with an undergraduate GPA of 2.70 or higher over the last 60 credit hours.
  - Probationary program admission may be granted to applicants with an undergraduate GPA below 2.70 over the last 60 credit hours based on other relevant evidence offered by the applicant. Examples of such evidence include, but are not limited to: The applicant's professional history, and the applicant's score(s) on standardized graduate admissions test such as the GRE or GMAT.

Special Student Admission

A non-degree seeking student may be considered for special admission to a graduate program and allowed to take graduate courses on a case-by-case basis. Approval must be received from both the Director of the particular graduate program and the Dean of the school in which the program resides [Business, Christian Studies, or Education].

Open Enrollment

Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious study in a selected discipline 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 by the director of each graduate program and/or the dean of the school in which the graduate program resides.

Appeals

Students wishing to appeal an admission decision should first consult with the director of the particular graduate program. If the student is not satisfied, an appeal may be made to the dean of the school. If the student is still not satisfied, a final appeal may be made to the Vice President for Academic Affairs.

Readmission

Graduate 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 graduate readmission process involves the director of the program in which the student was enrolled as well as the Business 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 program director.

Minimum Course Grades

A maximum of 6 credit hours (2 courses) with a grade of "C" may count toward program requirements.

Program Goals

The educational goals for the Master of Business Administration are:

1. Students will learn to reason critically and analytically, solve problems, and communicate effectively across all business disciplines.
2. Students will be able to demonstrate knowledge in the functional areas of business and apply that knowledge within a specific business discipline.
3. 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 critical and analytical thinking, problem solving, and effective communication across all business disciplines.
3. Graduates will have developed an appropriate understanding of the functional areas of business.
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 using course concepts in realistic settings through the completion of application projects.

Program Curriculum

Business Core ..... 24 hours
- ACC 5311 Managerial Accounting ..... 3 hours
- FIN 5313 Financial Management ..... 3 hours
- MGT 5312 Management ..... 3 hours
- MGT 5314 Business Ethics ..... 3 hours
- MGT 5317 Entrepreneurship ..... 3 hours
- MGT 5318 Legal Environment of Business ..... 3 hours
- MGT 5322 International Business ..... 3 hours
- MKT 5311 Marketing Management ..... 3 hours

MBA Emphasis ..... 6 hours

Chosen from:

Emphasis in Accounting ..... 6 hours
- ACC 5312 Forensic Accounting ..... 3 hours
- ACC 5313 Taxation and Economic Behavior ..... 3 hours

Emphasis in Finance ..... 6 hours
- FIN 5314 Investments ..... 3 hours
- FIN 5315 International Finance ..... 3 hours

Emphasis in Marketing ..... 6 hours
- MKT 5312 Promotional Strategy ..... 3 hours
- MKT 5313 International Marketing ..... 3 hours

Emphasis in International Business ..... 6 hours
- FIN 5315 International Finance ..... 3 hours
- MKT 5313 International Marketing ..... 3 hours

Total Hours in Degree Program 30 hours

Delivery System

The delivery method for the MBA program is online. All courses will be offered each year. Students may take courses in any order. All courses will be offered in eight-week terms.

Master of Education in Sport and Wellness Leadership

Shannon Sims, D.P.T., Director

The Master of Education in Sport and Wellness Leadership (SWELL) is a 30-hour, online instructional model, where students take the maximum number of courses offered per semester to be considered full-time within the program. Courses are offered in 8-week sessions, two sessions per semester.

Admission

The following are required from applicants for any of the graduate programs.

1. **Applicants to any graduate program must hold a baccalaureate degree** from a regionally accredited college or university. Baccalaureate Degree -- Full consideration for admission will be given to candidates with a baccalaureate degree and a major or minor in Kinesiology, Sport Administration, Wellness, or a related field and a cumulative 3.0 GPA in their undergraduate studies or a 3.0 GPA in Kinesiology. If the baccalaureate degree is outside of the above-mentioned fields, or writing proficiency for graduate work is unmet, candidates may be required to enroll in leveling courses, undergraduate courses, or document relevant academic/professional experience prior to entering the program. Requirements to enroll in leveling courses will be at the discretion of the Director of the program and/or the Dean of the School of Education and will be based on the individual needs of each applicant.

2. **Application Forms:** Prospective graduate students may apply online and access the application forms and related materials www.hputx.edu through the category entitled "Future Students/Apply Now/Master of Education in Sport and Wellness Leadership."

3. **Applicants must submit the following materials:**

   a. **Application Form** (available online): Applicants should possess proven ability in both oral and written communication. The application form is included in the application packet.

   b. **Official Transcripts:** 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. Students may transfer up to six hours of relevant graduate coursework, at the discretion of the University.

   c. **Essay:** An essay must clearly articulate 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 500 words in length. The essay portion should demonstrate competence in the applicant's writing ability. Applicants must submit their essays online. The essay must address your professional goals, how the SWELL program can benefit you, and what your experiences to date may contribute to your learning experience.

   d. **Two Reference Letters** - These letters should be completed by persons who have known the applicant for a minimum of two years. The two letters of recommendation or one letter and an employer support letter (if applicable) 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 online). Two letters of recommendation or one letter and your employer support letter (if applicable).

4. **Personal Interview:** Each applicant to graduate programs will have a personal interview with the Director of the particular graduate program and/or another faculty member from the school in which the degree program resides. The interview may be conducted in person, by telephone, or online. The personal interview may be waived by the Director/screening committee if all admission criteria is met.

5. **Deadline for Applications:** Applications for admission to the graduate programs must be submitted between March 15 and July 1 for the fall semesters and between August 15 and December 1 for the spring semesters.

6. **Graduate Admission Screening Committee:** A graduate admission screening committee for each program composed of the director of the graduate program and the dean of the school or the dean's designee will review the application materials and determine the admission status of each applicant.

7. International students must submit TOEFL scores, unless baccalaureate degree was obtained from a US/UK institution.

Special Student Admission

A non-degree seeking student may be considered for special admission to a graduate program and allowed to take graduate courses on a case-by-case basis. Approval must be received from both the Director of the particular graduate program and the dean of the school in which the program resides [Education].

Open Enrollment

Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious study in a selected discipline 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 by the director of each graduate program and/or the dean of the school in which the graduate program resides.

Appeals

Students wishing to appeal an admission decision should first consult with the director of the particular graduate program. If the student is not satisfied, an appeal may be made to the dean of the school. If the student is still not satisfied, a final appeal may be made to the Vice President for Academic Affairs

Readmission

Graduate 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 graduate readmission process involves the director of the program in which the student was enrolled as well as the Business 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 program director.

Mission Statement

It is the mission of the Sport and Wellness Leadership Program to educate and equip future and current leaders in the sport and wellness profession through an online and mentorship experience, with the ability to lead from a Christian perspective and an understanding of the body of knowledge pertaining to sport and wellness leadership.

Program Goals

1. Embrace and apply a Christian worldview to the professional issues and challenges of planning, organizing, leading, and evaluating sport and wellness programs;
2. Develop the ability to plan, implement, and evaluate a successful sport or wellness event;
3. Demonstrate the ability to associate current research and leadership skills in an experiential mentorship relationship in sport and wellness fields. Students and mentors will regularly discuss leadership skills, best practice, and job requirements in sport and wellness fields;
4. Possess an executive-level knowledge base and skill set required to prepare for doctoral study and/or professional employment in interscholastic and intercollegiate athletics, professional sport, youth sport, sport facility management, sport marketing and communication, campus recreation, private recreation, corporate wellness, community wellness, non-profit organizations, educational institutions, government agencies, health coaching, and related sport and wellness settings.

Student Learning Outcomes

Upon completion of this advanced degree, students should be able to:

1. Apply critical thinking and analytical skills to sport and wellness leadership challenges;
2. Cultivate knowledge of ethical issues challenging leadership in the sport and wellness world with an understanding of the value of the role of a Christian perspective in improving society;
3. Understand sport and wellness in societal contexts; resource allocation and development; legal and ethical aspects of program leadership; program promotion, marketing, and public relations; processes of change and current issues impacting the sport and wellness industries; and
4. Apply practical knowledge, current research, and event management experiences to serve as a foundation for sound decision-making and program development.

Program Curriculum

Leveling Courses: (May be required only for those who did not take similar coursework in undergraduate studies and will be recommended as needed on an individual basis)

KIN 4305 Tests and Measurements ..... 3 hours
KIN 4331 Program Leadership ..... 3 hours

Sport and Wellness Leadership ..... 30 Hours

KIN 5301 Leadership Studies in Sport/Wellness ..... 3 hours
KIN 5302 Resource Management in Sport/Wellness ..... 3 hours
KIN 5303 Socio-cultural Dimensions of Sport/Wellness ..... 3 hours
KIN 5304 Legal Foundations of Sport/Wellness ..... 3 hours
KIN 5305 Public Relations in Sport/Wellness ..... 3 hours
KIN 5306 Contemporary Sport/Wellness Issues ..... 3 hours
KIN 5311 Event Planning and Design ..... 3 hours
KIN 5312 Event Implementation and Management ..... 3 hours
KIN 5315 Research Studies ..... 3 hours
KIN 5320 SWELL Capstone ..... 3 hours

Total Hours in Degree Program 30 hours
Total Hours in Degree Program with leveling 36 hours

GRADUATE 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*

BIBLE 3391. BIBLICAL INTERPRETATION.
A study of the principles of biblical interpretation and the application of these principles to selected portions of the Bible. Fall
Prerequisite: BIB 1303 and BIB 1304. *Three semester hours*

KINESIOLOGY 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: None. *Three semester hours*

KINESIOLOGY 4331. PROGRAM LEADERSHIP
Application of a Christian worldview to leadership principles, practices, and programs in the exercise and sport professions. Fall and Spring.
Prerequisite: None. *Three semester hours*

PRACTICAL THEOLOGY 3380. THEOLOGICAL FOUNDATIONS.
This course is designed to introduce the methods, sources, and doctrines of Christian theology with the goal to prepare students for graduate coursework in theology. PTH 3380 is a leveling course for graduate students who have not completed a similar course during an undergraduate program. Offered on demand.
Prerequisite: None. *Three semester hours*

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*

ACCOUNTING

ACCOUNTING 5311. MANAGERIAL ACCOUNTING.
Study of concepts used to understand, analyze, and improve the operation of business organizations. Topics include, but are not limited to, product costing, cost analysis, budgeting, and continuous improvement.
Prerequisite: None. *Three semester hours*

ACCOUNTING 5312. FORENSIC ACCOUNTING.
Study of concepts and techniques used to investigate financial fraud and analyze financial information.
Prerequisite: None. *Three semester hours*

ACCOUNTING 5313. TAXATION AND ECONOMIC BEHAVIOR.
Study of the relationship between taxation and the economic behavior of individuals and organizations, including the study of concepts and techniques used to optimize tax consequences as part of overall economic optimization.
Prerequisite: None. *Three semester hours*

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 5304. SPECIAL TOPICS IN BIBLICAL STUDIES.
A study of selected topics related to study of the Old or New Testaments. Offered on demand.
Prerequisite: Admission to the Graduate Program. *Three semester hours*

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*

CHRISTIAN EDUCATION

CHRISTIAN EDUCATION 6311. TEACHING IN CONTEXT.
A study of the various aspects involved in the teaching/learning process. With the example of Christ, attention will be given to effective teaching methods, as well as how individuals learn. Principles of teaching and how those are transferred will also be discussed. [Communication prerequisite: students who have not previously taken a preaching or teaching course will need to demonstrate competency in communicating biblical truth to contemporary hearers through a satisfactory evaluation of student-prepared sermons or lessons.] Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

CHRISTIAN EDUCATION 6314: EDUCATION AND FAITH DEVELOPMENT.
A study of the historical, philosophical, and theological dimensions in Christian education, with an emphasis on how groups, families, and individuals learn and grow in their faith. Special attention will be given to the integration and implementation of theology and Christian doctrine within the structure of a church and its organization. Spring, even years.
Prerequisite: Admission to the Graduate Program. *Three semester hours*

FINANCE

FINANCE 5313. FINANCIAL MANAGEMENT.
Study of concepts used to understand, analyze and improve interactions between business organizations and stakeholders. Topics covered include, but are not limited to, the financial accounting model and financial reporting, financial instruments and capital markets, and working capital.
Prerequisite: None. *Three semester hours*

FINANCE 5314. INVESTMENTS.
Study of concepts used to understand, analyze and optimize the process of investing. Topics include, but are not limited to, value investing, index investing, understanding and managing risk, financial instruments and markets, and investing within the context of financial planning.
Prerequisite: None. *Three semester hours*

FINANCE 5315. INTERNATIONAL FINANCE.
Study of dimensions of the practice of finance that are more pronounced in an international environment. Topics include, but are not limited to, financial instruments and markets, financial institutions, central banks, monetary policy, and exchange rates.
Prerequisite: None. *Three semester hours*

KINESIOLOGY

KINESIOLOGY 5301. LEADERSHIP STUDIES IN SPORT AND WELLNESS.
A study of leadership styles and methodologies as they relate to sports, exercise and wellness. Topics will include leadership practices of volunteers and professionals; leading individuals representing a diverse population; and methods of appraisal, rewards and marketing. Fall.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5302. RESOURCE MANAGEMENT IN SPORT/WELLNESS.
Skills and strategies for optimizing fiscal, facility, and human resources in the sport and wellness industries. Fall.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5303. SOCIO-CULTURAL DIMENSIONS OF SPORT/WELLNESS.
An investigation of the various approaches that work together to understand and explain human behavior. The topics include a study of human behavior and personality development through an examination of the rules of the individual's social groups and subgroups. Spring.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5304. LEGAL FOUNDATIONS OF SPORT/WELLNESS.
Application of federal and state statutes to sport and wellness industries; topics include legal structure of sport and wellness, contract and tort law, trademark and copyrights, employment, products and services, risk assessment and management, and conflict resolution. Summer.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5305. PUBLIC RELATIONS IN SPORT/WELLNESS.
Overview of public relations opportunities within the sport and wellness industry. The course will take a detailed look at all elements of sport public relations. In this era of globalization, all facets of this growing industry are analyzed including media relations, advertising, promotions, and sponsorships. Summer.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5306. CONTEMPORARY ISSUES IN SPORT/WELLNESS.
Examination of current trends and issues in sport and wellness industries. Spring.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5311. EVENT PLANNING AND DESIGN IN SPORT/WELLNESS.
Analysis of process in event planning and design, culminating in a proposal for a significant sport/wellness event; topics include visioning, volunteer and staff utilization, bids and budgeting, crowd management, security, venue preparation and logistics. Fall.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5312. EVENT IMPLEMENTATION AND MANAGEMENT IN SPORT/WELLNESS.
Promotion, implementation, and evaluation of a significant sport/wellness event. Spring.
Prerequisite: KIN 5311. *Three semester hours*

KINESIOLOGY 5315. RESEARCH STUDIES IN SPORT AND WELLNESS.
Students learn how to design and implement effective research by focusing on issues, developing hypotheses and designing studies that test hypotheses effectively, fairly and completely. Both oral and written presentations are conducted from previously published research in conjunction with a critical analysis of errors in research design. Fall.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5320. SWELL Capstone
An Application of a Christian World View to leadership principles, policies, practices, and programs in the Sport and Wellness professions. Opportunities for guidance, motivation, role modeling and expertise will be gained from a professional mentor who has experience in Sport and Wellness leadership professions. *Three semester hours*

MANAGEMENT

MANAGEMENT 5312. MANAGEMENT.
Study of concepts used to plan, control, structure, and lead business organizations in a dynamic environment. Topics include, but are not limited to, recruiting, developing, retaining, and efficiently using human capital; and understanding business organizations within the context of the larger economic and social environment.
Prerequisite: None. *Three semester hours*

MANAGEMENT 5314. BUSINESS ETHICS.
A study and review of the theory and challenges in maintaining an ethical stand and organizational integrity as a business professional 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 5317. ENTREPRENEURSHIP.
Study of the nature and process of identifying value creation opportunities, and making those opportunities market ready and financially viable. Topics covered include, but are not limited to, strategies for transforming ideas into realities, the role of risk identification and assumption in entrepreneurship, and the creative potential inherent in humans as the source of the entrepreneurial impulse and economic growth.
Prerequisite: None. *Three semester hours*

MANAGEMENT 5318. LEGAL ENVIRONMENT OF BUSINESS.
Study of the legal environment within which business organizations operate, how business professionals can function effectively within that environment, and how business professionals can make optimal use of professional legal assistance.
Prerequisite: None. *Three semester hours*

MANAGEMENT 5322. INTERNATIONAL BUSINESS.
Study of dimensions of the practice of business that are more pronounced in an international environment. Focus primarily on cultural and economic factors. Economic factors include, but are not limited to, trade openness, productivity conditions, exchange rate fluctuations, and the role that these and other factors play in economic growth.
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.
Prerequisite: None. *Three semester hours*

MARKETING 5312. PROMOTIONAL STRATEGY.
An in-depth look at the role of advertising and promotion in business and society. Topics covered will include, but are not limited to, an analysis of the role of the environment in developing effective advertising and promotion programs; the managing of the creative process of advertising and promotion; the use of conventional and new media that are available; and integrated brand promotion including sales promotion, event sponsorship and product placement.
Prerequisite: None. *Three semester hours*

MARKETING 5313. INTERNATIONAL MARKETING.
An examination of the international marketing environment; economic and cultural contexts; and changes flowing from globalization, regulation and legal issues. Study of transitioning from a domestic to global marketing mix, the effect of social networks and communications, and the meaning of responsibility and sustainability.
Prerequisite: None. *Three semester hours*

PRACTICAL THEOLOGY

PRACTICAL THEOLOGY 5300. RESEARCH AND WRITING.
A course designed to prepare the student for research and writing at a graduate level. Emphasis will be given to identifying, evaluating, and utilizing appropriate resources in research, and to developing excellence in content, form, and style. Fall.
Prerequisite: Admission to the graduate program. *Three semester hours*

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 5312. CHRISTIAN PROCLAMATION.
A study of the principles of expository sermon preparation with a focus on the effective use of narrative elements in communicating the Gospel to a postmodern world. The course will explore a variety of sermon forms and the use of media and sensory materials. Emphasis will be on sermon preparation and other vital issues relating to the preaching task. [Communication prerequisite: students who have not previously taken a preaching or teaching course will need to demonstrate competency in communicating biblical truth to contemporary hearers through a satisfactory evaluation of student-prepared sermons or lessons.] Fall, odd 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*

PRACTICAL THEOLOGY 5322. CHRISTIAN ETHICS: THEOLOGY AND PRACTICE.
A course designed to provide a biblical model for responding to ethical issues in a postmodern world. The study will construct a definition of "Christian Ethics," examine biblical foundations, explore methods and approaches to ethical decision making, and make application to contemporary issues in personal lifestyle, Christian mission, and the current socio-political milieu. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 5370. CHURCH AND PERSONAL FINANCIAL MANAGEMENT.
A course of study relating to building and maintaining a budget for a local church ministry, with emphasis given to managing the money entrusted to the minister. Additional emphases include budgeting and managing personal finances, including an emphasis on insurance, investments, real estate, and retirement. Cross-credited with YMN 5370. Only three hours credit will be awarded for YMN 5370 or PTH 5370. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6261 - 6269. MENTORSHIPS. (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 mentorships may be proposed, but must be approved by the dean. Evaluation and assessment will be performed at the conclusion of each mentorship. Cross-credited with YMN 6261-6269. Only two hours credit will be awarded for YMN 6261-6269 or PTH 6261-6269.

PTH 6261 Christian Care and Counseling
PTH 6262 Family Ministries
PTH 6263 Church Leadership and Administration
PTH 6264 Preaching
PTH 6265 Teaching
PTH 6266 Leading a Missional Church
PTH 6267 Community Ministries
PTH 6268 Christian Higher Education
PTH 6269 Selected Experiences in Christian Ministry*
*(Course may be repeated for credit if field experiences differ.)

Prerequisite: Admission to the graduate program. *Two semester hours each*

PRACTICAL THEOLOGY 6312. THEOLOGY OF CHURCH AND ITS MISSION.
An intensive study of the biblical, historical and theological doctrines concerning the local and universal Christian church as to its purpose, mission in the context of the twenty-first century, authentic worship and complete ministries. In addition, attention will be given to the work of local Baptist churches in light of historic Baptist Distinctives, global missions, evangelism, with an emphasis on the discipleship of believers. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6321. LEADERSHIP: THEORY AND PRACTICE.
A study of the meaning and value of effective ministry leadership, especially as it relates to the local church, including planning, conflict management, and 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 leaders and parents in their development as leaders. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6340. WORLD CHRISTIANITY
Emerging from contemporary shifts in population and capital, the spread of Christianity throughout the world, as well as the call for the "catholicity" of the church, this course introduces students to the diverse voices within the whole spectrum of the Christian tradition, especially those previously marginalized from the theological conversation. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6350. TRINITARIAN THEOLOGY.
A study of the person and work of God (the Father, Son, and Holy Spirit) utilizing biblical, historical, and theological sources to trace the development of trinitarian theology to modern day. Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6395. THE MINISTER'S PERSONAL WORLD.
A careful look at all the relationships that impact a minister and his/her life, including relationships with God, family, a network of professional colleagues, and groups within the church. Emphasis will be placed on moving toward spiritual, physical, emotional, and professional health. Cross-credited with YMN 6395. Only three hours credit will be awarded for YMN 6395 or PTH 6395.Spring, odd years.
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 5320. INTERNATIONAL YOUTH MINISTRY.
An experiential learning course that involves preparation, implementation, and evaluation of a ministry trip to a location outside the United States. Attention will be given to understanding the culture and interacting
with persons within that culture.
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 ministry, with emphasis given to managing the money entrusted to the minister. Additional emphases include budgeting and managing personal finances, including an emphasis on insurance, investments, real estate, and retirement. Cross-credited with PTH 5370. Only three hours credit will be awarded for PTH 5370 or YMN
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6305. EVANGELIZING/DISCIPLING 21ST CENTURY STUDENTS.
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. LEADERSHIP: THEORY AND PRACTICE.
A study of the meaning and value of effective youth ministry leadership, especially as it relates to the local church, including planning, conflict management, and principles of organization and management. Emphasis will be given not only to leadership styles and how these realte to efficiency in group situations, but also to the development of personal leadership skills and how to equip leaders and parents in their 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. As needed.
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*

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 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. Cross-credited with PTH 6395. Only three hours credit will be awarded for PTH 6395 or YMN 6395. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

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. DBC's main building is now HPU's Douglas MacArthur Academy Building, the home of the Guy D. Newman Honors Academy. The Guy D. Newman Hall of American Ideals and the Bettie and Robert Girling Center for Social Justice are also located on the DBC campus, at the corner of Austin Avenue and Coggin Avenue, a few blocks southeast of the main campus.

Facilities

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)

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)

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 and Strategic Communication programs. 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, a volleyball and intramural basketball court and a walking/jogging track. This facility contains offices and classrooms used by the Department of Kinesiology. (Fisk Street)

English Building. This facility houses instructional spaces and offices for the university's Department of English. (Between Clark Street and Main Street)

Facilities Administrative Offices. Previously used as manufacturing buildings and purchased by Howard Payne University in 2010, this building contains offices for the facilities staff and a warehouse for grounds and maintenance. (Center Avenue)

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, social 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)

J. Howard Hodge Memorial Bell Towers. Dedicated in 1978 and named for Dr. J. Howard Hodge by his wife, Dr. Veda Hodge, the bell towers provide a picturesque location for campus 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)

Institutional Advancement, Office of. Remodeled in 2008, this facility this building houses the Office of Institutional Advancement, which includes alumni relations and development. (Fisk Street)

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-squarefoot facility are the student experience offices, university services offices, spirit store, campus post office and study areas, as well as the dining area, banquet facilities and Fambrough's Eatery & Coffee Bar. (Between Fisk Street and Center Avenue at Lipscomb Street)

Douglas MacArthur Academy Building. Originally the Daniel Baker College administration building, this renovated facility currently houses HPU's Douglas MacArthur Academy museum and Guy D. Newman Honors Academy offices and classrooms. (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 Street 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 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)

Newbury Family Welcome Center. Built in 2022, this facility was named for the family of Dr. Don Newbury, a 1961 graduate of Howard Payne, president of the university from 1985 to 1997 and current chancellor. The facility was constructed to serve as the new "front door" to welcome guests and perspective students to campus. It houses the Office of Admissions. (Austin Avenue and Center Avenue)

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 Guy D. Newman Honors Academy 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 and renovated in 2022, 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 houses large chillers and boilers, which are digitally controlled heating and air conditioning for several buildings on the main campus. The physical 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 and Baseball Clubhouse 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)

Soccer Fieldhouse. Previously used as the Howard Payne University warehouse and maintenance offices, HPU renovated this facility in 2012 to temporarily house the Soccer Fieldhouse until funding can be raised to construct a new soccer fieldhouse in this location.

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 and the School of Nursing. (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 president of Walker-Smith Company, a wholesale grocery supplier. 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, instruction spaces, government documents depository, the Grove Music Library and the Burress 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 also includes benches made of stone from Old Main. (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).

Extension Centers

El Paso Center. Classrooms and administrative offices are located at 805 Montana Avenue, El Paso, TX 79902 (First Baptist Church - El Paso).

New Braunfels Center. Classrooms and administrative offices are located at 2164 Oak Run Parkway, Suite 103, New Braunfels, TX 78132

University Calendar of Events

2024-2025

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. Dates are subject to change.

Summer, 2024

June 3 - 28 ..... Summer I Session
June 3, 8 - 9:30 a.m. ..... Advisement in faculty offices
June 3, 10 a.m. - 12 noon ..... Registration
June 3 ..... All classes begin
June 4, 5 p.m. ..... Last day to register for Summer I classes
June 7 ..... Homeschool Day (Yellow Jacket Preview)
June 22 ..... S.W.A.R.M. (Student Welcome and Registration)
June 28 ..... Final examinations for all classes
July 4 - 5 ..... Independence Day holidays (offices will be closed)
July 8 - August 2 ..... Summer II Session
July 8, 8 - 9:30 a.m. ..... Advisement in faculty offices
July 8, 10 a.m. - 12 noon ..... Registration
July 8 ..... All classes begin
July 9, 5 p.m. ..... Last day to register for Summer II classes
July 19 ..... S.W.A.R.M. (Student Welcome and Registration)
August 2 ..... Final examinations for all classes

Fall, 2024

August 14 ..... Opening Session for University Employees
August 16, 9 a.m. - 12 p.m. ..... New students move in (residence halls and apartments)
August 16, 2 p.m. ..... Chime In
August 16 - 18 ..... Jacket Journey
August 17, 9 a.m. ..... Returning students move in
August 17, 10 a.m. - 1 p.m. ..... Offices Pertaining to Student Services Open
August 19 ..... All classes begin
August 28 ..... Last day to register or change classes/Census day
September 2 ..... Labor Day (offices will be closed; no day classes will be held; evening classes held beginning at 4 p.m.)
September 3 ..... Deadline for December 2024 Graduation Candidates to order diplomas
September 3 - 7 ..... Daze of Payne
September 15 - October 15 ..... Hispanic Heritage Month
September 16 - 18 ..... Encounter Week
September 18 ..... Homeschool Day (Yellow Jacket Preview)
October 11 ..... Mid-semester
October 18 - 19 ..... Family Weekend
October 18 - 19 ..... Homecoming
October 19 ..... Yellow Jacket Preview
October 21 - November 6 ..... Preregistration advising for January and Spring 2025
October 23 ..... Last date for student-initiated withdrawals
October 24 - 25 ..... Fall Break for Students (residence halls remain open)
October 24 ..... Faculty/Staff Professional Development (offices will be closed)
October 25 ..... Fall Break for Faculty/Staff (offices will be closed)
October 28 ..... Senior registration begins
October 29 ..... Junior registration begins
October 30 ..... Sophomore registration begins
October 31 ..... Other registration begins
November 4 ..... Ministry Monday
November 21 ..... HPU Thanksgiving Lunch
November 25 ..... Yellow Jacket Preview
November 26, 6 p.m. ..... Residence halls close
November 27 - 29 ..... Thanksgiving holidays
December 1, 1 p.m. ..... Residence halls open
December 2 ..... Offices open and classes resume
December 3, 7:30 p.m. ..... Christmas on the Plaza
December 9, 9 p.m. ..... Pancake Supper
December 9 - 12 ..... Final examinations
December 13, 12 p.m. ..... Residence halls close
December 23 - January 3 ..... Christmas holidays

Spring, 2025

January 6 ..... Offices open
January 6 - 17 ..... January Session
January 19, 1 p.m. ..... All students move in
January 20 ..... Martin Luther King, Jr. Day (offices will be open; no classes)
January 20 ..... Spring Jacket Journey
January 20 ..... Yellow Jacket Preview
January 21 ..... All classes begin
January 30 ..... Last day to register or change classes
January 31 ..... Deadline for May 2025 Graduation Candidates to order diplomas
February ..... Black History Month
February 17 ..... Yellow Jacket Preview
March 5 ..... Junior Day (Admission Event)
March 7 ..... Mid-semester
March 7, 6 p.m. ..... Residence halls close
March 10 - 14 ..... Spring Break
March 16, 1 p.m. ..... Residence halls open
March 17 ..... Offices open and classes resume
March 24 - April 4 ..... Preregistration advising for May, Summer and Fall 2025
March 26 ..... William B. Dean, M.D. Community Impact Day
March 27 ..... Robnett Founders Dinner
April 4 ..... Last date for student-initiated withdrawals
April 4 ..... Spring Sing
April 5 ..... Spring Family Reunion
April 5 ..... Yellow Jacket Preview
April 7 ..... Senior registration begins
April 8 ..... Junior registration begins
April 9 ..... Sophomore registration begins
April 10 ..... Other registration begins
April 11 - 12 ..... S.W.A.R.M. (Student Welcome and Registration)
April 17 - 18 ..... Easter Holiday for Students (residence halls remain open)
April 17 ..... Faculty/Staff Professional Development (offices will be closed)
April 18 ..... Easter Holiday for Faculty/Staff (offices will be closed)
April 24 ..... Yellow Rose Scholarship Luncheon
May 5, 9 p.m. ..... Pancake Supper
May 5 - 8 ..... Final examinations
May 9, 7 p.m. ..... Chime Out
May 10, 10 a.m. and 3 p.m. ..... Commencement
May 10, 2 p.m. ..... Residence halls and apartments close
May 12 - 30 ..... May Session
May 17 ..... S.W.A.R.M. (Student Welcome and Registration)
May 26 ..... Memorial Day (offices will be closed; classes will be held)

APPENDIX

The Family Education Rights and Privacy Act (FERPA) 270
Personal and Professional Integrity Policy 272
Grade Appeal Policy 272
Academic and Financial Aid Appeals Process 273
Copyright Infringement Policy 275
Transfer Credit Evaluation Policy and Procedure 277
Veteran's Education Benefit Program 279
HPU myGateway 282
Texas Common Course Numbering (TCCN) 282
College-Level Examination Program (CLEP) Evaluation 286
Advanced Placement Program (APP) Evaluation 287
Texas Commission on Law Enforcement (TCOLE) 288
Full Credit Hour Policy 288
Glossary of Common Terms 290

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:

  Student Privacy Policy Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-8520

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 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 request a transcript either through Howard Payne University's authorized vendor, Parchment, or by submitting a signed written request with the Office of the Registrar. A Transcript Request Form is available in the Office of the Registrar or on the HPU website. Due to the signature requirement, transcript requests cannot be accepted by email; however, printed, signed and scanned request forms attached to an email are acceptable.

The increasing technology will have an impact on FERPA. The use of computerized recordkeeping 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 education 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 visit the Student Privacy Office website:
https://studentprivacy.ed.gov/

PERSONAL AND PROFESSIONAL INTEGRITY POLICY

In an effort to accomplish its self-imposed mission of equipping students with personal and professional integrity, Howard Payne University expects all members of the University community to behave with honesty, integrity, and to respect the intellectual property of other students and non-students. Students are expected to complete their own work and to comply with this Personal and Professional Integrity Policy. At their discretion, faculty members may require students to sign a statement at any time indicating they completed a given assignment themselves without giving or receiving unauthorized assistance.

BREACH OF PERSONAL AND PROFESSIONAL INTEGRITY

CHEATING

Cheating is defined as any attempt to misrepresent a student's knowledge, understanding or ability to perform or any attempt to represent as their own the knowledge, understanding or abilities of another. Instances include, but are not limited to:

- Giving or receiving unauthorized assistance in the completion of any assignment;
- Using any form of technology to send or receive information pertaining to any assignment during the administration of the assignment;
- Working with another student or students on an out-of-class assignment or assessment and presenting the group work product as one's own;
- Offering or receiving remuneration, monetary or otherwise, to or from any student, staff member or faculty member in exchange for information about examination materials or to procure or distribute academic papers, in whole or in part.

PLAGIARISM

Plagiarism is the act of representing another person's intellectual property as one's own. Due to the serious nature of the change, no faculty member will accuse a student of plagiarism without compelling evidence. Such evidence may consist of, but not limited to, writing samples identified by proprietary and/or open internet search engines, commonality between the student's work and written/ published works, the inability of the student to discuss on a rudimentary level the ideas or concepts presented as the student's own. Charges of plagiarism must be documented by the faculty member.

Examples of plagiarism include, but are not limited to, the following:

- Presenting another's words or ideas without duly noting the original source;
- Cutting and pasting text from electronic sources without duly noting the original source;
- Purchasing or receiving academic work product and attaching one's name as though originating the words and ideas;
- Simply altering the work of (paraphrasing) another without duly noting the original source.

CONSEQUENCES

Because the University seeks to help its students become persons of personal and professional integrity, breaches of this policy will not be taken lightly as both the University and the student are damaged by lack of integrity. As circumstances will differ in all cases, the faculty member observing the breach of integrity, either cheating or plagiarism, will assess the extent of the issue. The faculty member, in consultation with the School Dean, may record the grade of F for the assignment, or for the entire course. Furthermore, the incident will be communicated in writing to the Vice President for Academic Affairs who will maintain a Personal and Professional Integrity file. Repeated occurrence of a breach of integrity by the same student may result in suspension or expulsion. As with any grade, the student has a right to appeal the action of the faculty.

GRADE APPEAL POLICY

If a student believes a grade has been incorrectly or unfairly assigned, the student has the right to question the faculty member regarding the issue. Grade appeals have two levels and should be followed in order. Grade appeals cannot be granted after one year has passed since the course was completed.

INFORMAL GRADE APPEAL

The first level of appeal is an informal appeal. The student should fear no recrimination when politely requesting a review of a grade. The student

should make an appointment to speak to the faculty member and discuss openly the concerns. This informal conversation could include, but is not limited to discussions concerning:

- Incorrect averaging;
- Record of completed assignments;
- Standard of measurement of assignments;
- To a limited degree, the appropriateness or fairness of a particular standard or grading scale.

If the conversation results in a grade change, the faculty member will follow procedure prescribed by the University registrar to change the grade. If a decision is not reached and the faculty member needs additional time to review the matter, the faculty member should take no more than ten days to provide a decision in writing to the student.

FORMAL GRADE APPEAL

The second level of appeal is a formal appeal. In this process, the student must present a written appeal, supported by appropriate documentation that justifies the appeal. These materials will be presented to the Dean of the school in which the course in question was taught. The dean will take the following steps:

- Send a dated, written acknowledgement to the student that a formal appeal has been initiated;
- Send a copy of the acknowledgement letter to the department head and faculty member whose grade is being appealed;
- Meet with the department head and faculty member and review the evidence presented in writing and secure any additional details that are needed for a thorough review;
- Schedule a meeting with the student to review the written appeal and documentation and to determine any additional facts;
- Prepare a written response to the student and the faculty member regarding the appeal and forward a copy to the department head;
- If the appeal is granted, forward necessary documents to the University Registrar.

If the Formal Appeal reaches a satisfactory conclusion the matter is considered finalized and a copy of all materials will be forward to the Office of Academic Affairs where they will be maintained. If the Formal Appeal does not reach a satisfactory conclusion, the student may make a final appeal to the Deans Council. This final appeal must be in writing and follow the guidelines of the Formal Appeal. The Deans Council may or may not choose to invite the student to address the matter in person. The Deans Council will make a determination of the appeal. The decision of the Deans Council is final. No other avenue of appeal is available. The Vice President for Academic Affairs will communicate the decision of the Deans Council to the student and maintain a record of the entire appeal process.

SATISFACTORY ACADEMIC PROGRESS EVALUATION AND APPEALS PROCESS

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

Notifications: The Financial Aid office will notify students in writing of the results of a Satisfactory Progress review that places the student in “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 appeals 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 skills classes) in a semester or if the student is placed on Academic Suspension.

INCOMPLETE GRADES

If a student receives a No Grade (“NG”) in every course attempted in one semester, the student will not be eligible for financial aid consideration for subsequent semesters until a letter grade is assigned for each “NG” and satisfactory progress requirements have been met. The ”NG” will count in hours attempted, but it 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, CLEP CREDIT, MILITARY AND CIVILIAN TRAINING CREDIT

Academic credit/hours earned through dual-credit, advanced placement, CLEP credit or credit earned through other nationally recognized testing agency examinations, and academic credit earned in a non-collegiate setting such as military service school or certain civilian employer-training programs, are considered in both "attempted" and "completed" hours when calculating a student's PACE.

APPEALS

In some instances, the student may be permitted to submit an appeal regarding Financial Aid Suspension. A student will be limited to two appeals 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 complete the following appeals process:

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 circumstances (with explanation) and include a description of what has changed to allow the student to make satisfactory progress. The same circumstance(s) cannot be used for future appeals.

Attach proof of mitigating circumstances.

Student requested letter from the student's advisor.

This letter should 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 Appeal Committee. The letter may be in the form of an email directed to the Director of Financial Aid or to the 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 are encouraged to submit their appeal and supporting documentation prior to the final submission date or risk having their appeal held until the next term of enrollment.

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

OR

The student will be placed on an academic recovery 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 recovery plan.

Financial Aid Probation:
Financial aid probation is a status assigned to a student who has successfully appealed and aid eligibility has been 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 recovery plan.

Academic Recovery Plan:
In the event that an appeal is granted and the student is placed on probation under an Academic Recovery Plan, the student will work with an advisor in The Center for Student Success. The advisor will monitor and counsel the student while the Academic Recovery 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.

The Academic Recovery Plan will be reviewed by 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 Recovery 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 Recovery Plan, the plan will be discontinued. If the student is removed from Academic Suspension, the resumption of the Academic Recovery Plan will be reviewed by the Director of Financial Aid.

Readmission under an Academic Recovery Plan: If a student is readmitted to the University after a period of Academic and/or Financial Aid Suspension, the student will be placed on an Academic Recovery Plan under the supervision of an advisor in The Center for Student Success. The Academic Recovery Plan will be designed to allow students to regain good academic standing and meet the Financial Aid Satisfactory Progress requirements. The advisor will monitor and counsel the student while the Academic Recovery 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.

If an 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 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.

RETURN OF FEDERAL AID (R2T4)

Per Federal regulations, when students who were disbursed Title IV aid (or could have been disbursed Title IV aid) withdraw from school during a period of enrollment, they are eligible to receive aid for the percentage of the period of enrollment that they attended school. When a student withdraws, the school is required to determine how much Title IV aid the student "earned" based on the date the student officially notified the school of their intent to withdraw or unofficially withdrew. If a student has "unearned" aid because he or she was disbursed more aid than he or she earned, it must be returned. If a student has "earned aid" that he or she has not received, the student may be eligible to receive those funds as a post-withdrawal disbursement.

The same process is followed for a student who fails all of his classes during the term which Title IV aid was received by using the last date of attendance as reported by the instructor of each class. **For online classes, logging in does not constitute participation. A student must have actively participated in class: discussion board, submitted assignment, etc.

Disbursement of Title IV aid that could have been disbursed must be posted to the student account no later than 45 days from the date the school determined the student withdrew. Loans that could have been disbursed must have the borrower approval prior to disbursement. The borrower must be notified within 30 days of the date the student withdrew and given at least 180 days to request the disbursement and school to receive the request and funds disbursed to the student account.

After the school completes the calculation for the treatment of Title IV funds for a student who withdraws, the school must return any amount of unearned disbursed Title IV funds to the appropriate Title IV program. The school must follow the procedure for handling any grant overpayment due from the student, including notifying the student of the overpayment. In most cases, Howard Payne University will return grant money on behalf of the student and the student will then owe Howard Payne University.

A school must return the unearned aid to the appropriate Title IV programs, from which the student received aid, in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Grad PLUS Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grant Program (FSEOG)
7. TEACH Grant
8. Iraq and Afghanistan Service Grant

When possible a one-on-one meeting is held with the student at the time of withdrawal and a R2T4 calculation is completed. The student is given a copy of the calculation letter showing the amount of aid disbursed, percentage earned, and the amount that may need to be returned to the program(s), if any. An explanation of the R2T4 calculation, amounts used, and amounts that may need to be refunded is provided to the student.

The student is advised that the result of the R2T4 calculation may now not cover all institutional charges and the student may owe funds back to the university. An opportunity is given to the student to ask any questions regarding the calculation and/or to reconsider the withdrawal. During the one-on-one meeting, if student loans were included in the financial aid package and disbursed, the student is required to complete loan exit counseling (https://studentaid.gov).

If the student is not available for the one-on-one meeting, he or she is sent a letter, via USPS, explaining the R2T4 calculation and the amounts that are returned to the program(s). The student is also given written direction to complete the loan exit counseling.

*If the withdrawal date or last date of attendance is beyond the 60% point of that term, we may not need to complete the Return to Title IV calculation unless there is aid that could have been disbursed.

COPYRIGHT INFRINGEMENT POLICY

Institutions must annually make available to current and prospective students the institution's policies and sanctions related to copyright infringement, including

- a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
- a summary of the penalties for violation of federal copyright laws*; and

- the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

Source Federal Regulation HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(P); HEOA amendment effective August 14, 2008; October 29, 2009 FR notice (added 34 CFR 668.43(a)(10))

Copyright law, as defined in Title 17 of the United States Code, protects "original works of authorship fixed in a tangible medium of expression" for a limited period. Copyright protection includes, for instance, the legal right to publish and sell literary, artistic, or musical work, and copyright protects authors, publishers and producers, and the public. Copyright applies both to traditional media (books, records, etc.) and to digital media (electronic journals, web sites, etc.).

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. A court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fee. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For additional information regarding U.S. Copyright Law, please visit www.copyright.com

Students are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages and other material they wish to download, copy, or transmit. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the Howard Payne University's e-mail system or Internet connection should ensure that the sender is the lawful owner or has obtained the necessary license.

Library Policy:
Walker Memorial Library and all libraries contained within the Walker building have a special set of exemptions from liability for copyright infringement when they exercise some of the exclusive rights of copyright holders such as making copies, displaying and performing works publicly, and distributing works to the public (section 108). Our libraries are also protected by fair use as guided by Federal guidelines (section 107) and advised by the American Library Association.

Library employees educate students on copyright policies and fair use through library instructions and guidance during reference interviews. Copyright policies are posted by the copiers and other areas of the library. These polices are available online in the HPU student handbook.

Photocopies:
The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Libraries and archives are authorized to provide photocopies or other reproductions of copyrighted material only under certain conditions, one of which is that the reproduction is to be used for private study, scholarship, or research only. Signs noting this provision are placed at the library copiers and scanners.

Fair Use:
The Fair Use Doctrine is arguably the most important limitation on the exclusive rights of the copyright holder. It not only allows but also encourages socially beneficial uses of copyrighted works such as teaching, learning, and scholarship. Without fair use, those beneficial uses – quoting from copyrighted works, providing multiple copies to students in class, creating new knowledge based on previously published knowledge – would be infringements. Fair use is the means for assuring a robust and vigorous exchange of copyrighted information.

Public Domain:
A public domain work is a creative work that is not protected by copyright and which may be freely used by everyone. The reasons that the work is not protected include:

1. the term of copyright for the work has expired;
2. the author failed to satisfy statutory formalities to perfect the copyright or
3. the work is a work of the U.S. Government.
   For more information on public domain please go to: https://www.teachingcopyright.org/handout/public-domain-faq

Digital Archives:
Patrons and users have the right to use any online materials for educational fair use from our digital media, databases, and online archives without prior permission. Our libraries ask that you provide proper citation information, indicated above, in all copies. Access to our original copies of online digital content need to set up an appointment with a librarian to access the original content.

For additional information on fair use and copyright patrons will be encourage to visit:
The Fair Use Index http://copyright.gov/fair-use/
Copyright Clearance Center Copyright Basics:
https://www.youtube.com/watch?v=Uiq42O6rhW4

Faculty:
Faculty are encouraged to know their rights by visiting websites and links including:
Association for Research Libraries Guide to Copyright: http://www.knowyourcopyrights.org/resources- for-teaching-faculty
MPAA and RIAA: http://www.mpaa.org/ & http://www.riaa.com/
American Library Association:
http://www.districtdispatch.org/policy-issues/copyright/

TECHNOLOGY DETERRENTS REGARDING COPYRIGHT INFRINGEMENT

The University has a plan to combat the unauthorized distribution of copyrighted materials; this plan includes a variety of technology deterrents, including a method for deterring the downloading of music and movies. Any attempt to circumvent or violate these technology-based deterrents is strictly prohibited. Current deterrents include:

1. configuring the network firewall to block all known and suspected peer-to-peer/file-sharing websites or IP addresses;
2. configuring the network firewall to throttle any other traffic typical of these downloads;
3. running reports that monitor bandwidth to check for excessive downloading or uploading or other unusual spikes of activity;
4. configuring network access to prevent multiple (file/server) connections to a single computer connected to the network; and
5. blocking access in the event of repeat offenses.

DISCIPLINARY ACTIONS BY THE UNIVERSITY

All policies regarding disciplinary action for students can be found in the Student Handbook under Student Conduct Sanctions and Processes. Policies regarding faculty and staff are included in the Policies and Procedures Manual for Employees under Code of Employees Ethics and Conduct.

CONTACT INFORMATION

Questions concerning academic copyright infringement may be directed to the Dean of Library at 325/649-8610 or 325/649-8602.

Questions related to technology may be directed to the Information Technology Office at 325/649-8075.

Questions related to student violations or disciplinary actions may be directed to the Office of Student Experience at 325/649-8613.

Questions related to employee violations may be directed to the Office of Human Resources at 325/649-8974.

TRANSFER CREDIT EVALUATION POLICY AND PROCEDURE

Students applying to the university must submit to the Office of Admission official transcripts from all colleges or universities previously attended before being advised and before an application file is considered complete. These transcripts become the property of the university once they are received and cannot be released to the student.

After being admitted, the applicants' official transcripts are forwarded by the Admission Office to the Coordinator of Transfer Credit and Records in the Office of the Registrar for evaluation. Prior to beginning a review of the courses, the accreditation of the transfer institution is determined. Once the evaluator has verified that the transfer institution is appropriately accredited, the courses are reviewed to determine if their content, level, and learning outcome are equivalent to HPU courses. Non-equivalent courses may be accepted as elective credit.

To evaluate official transcripts, the Coordinator of Transfer Credit and Records reviews the student's transcript and the transcript key for an explanation of the transfer institutions numbering/course/grading policies. Other resources used by the evaluator include equivalencies maintained in the university student information system PowerCampus, Texas Common Course Number System using the TCCNS online matrix, and College Source Online which provides access to the catalog of colleges or universities in the U.S. and its territories. Using College Source, course descriptions in the sending institution's catalog will be reviewed as necessary. After researching all available resources, if a question still exists regarding the equivalency of a course's content and learning outcome, all information is provided to a faculty member whose expertise qualifies them to determine equivalency. If the course description is not sufficient to make a decision about the course equivalency, the student will be asked to obtain a syllabus to be provided to the HPU faculty member.

The Texas Common Course Numbering System (TCCNS), a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic coursework, is used as a resource in determining the transferability of academic credit. 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 is found in the appendix of this catalog. Howard Payne University faculty is asked at least biannually to review the TCCNS course descriptions to determine additional course equivalencies or to delete courses no longer equivalent. An online matrix of course equivalences at TCCNS member schools is available at http://www.tccns.org.

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. A list of recommended evaluation service providers is provided in the Academic Information section of this catalog. 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.

AWARDING TRANSFER CREDIT

Howard Payne University will award transfer credit (semester hour credit only) for courses passed with a "C" or higher at the granting institution. All work becomes part of the student's record, but only courses where a grade of "C" or higher has been earned at an accredited institution will be credited toward a student's degree at Howard Payne University.

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 stipulated in the official university catalog.

ACCEPTING CREDIT FOR TRANSFER

Academic credit may be transferred from post-secondary institutions accredited by one of the six regional accrediting associations. By requiring that educational work is taken at regionally accredited institutions, HPU ensures that coursework and learning outcomes are at the collegiate level. The accreditation of the transfer institution is determined prior to reviewing the transfer courses.

Credits transferred from institutions that are not regionally accredited are reviewed on a case-by-case basis. Transfer credit is accepted from institutions accredited by faith-related, career-related, and specialized accreditors that have been recognized by the Council on Higher Education Accreditation (CHEA). Transfer credit is not accepted from institutions whose accreditation is only recognized by the U.S. Department of Education (USDE).

Vocational/technical courses are most frequently identified by the course prefix and course number found in the Workforce Education Course Manual (WECM). The *WECM* is a web-based inventory of current workforce education courses available. A few WECM courses are similar in content to academic courses; however, vocational/technical courses and WECM courses are not awarded transfer credit and are not applicable to any Howard Payne University degree except the Bachelor of Applied Arts and Sciences (BAAS) degree.

Transfer credit is acceptable for courses that have been evaluated by the American Council on Education's College Credit Recommendation Service (ACE CREDIT).

ACCEPTING CREDIT FOR EXPERIENTIAL LEARNING

Semester hour credit is awarded by HPU based on learning gained through on-the-job training, military training, or other training programs which have been evaluated by the American Council on Education (ACE). The American Council on Education (ACE) evaluates civilian and military training programs to develop recommendations of academic credit to be awarded. Civilian training programs, such as TCOLE (Texas Commission on Law Enforcement) may be evaluated by the agency to ensure a standardized mechanism for students to receive college credit for successful completion of basic peace officer training programs.

Credit may also be awarded for programs or training which are not ACE evaluated by testing the individual's knowledge through a nationally recognized examination (such as CLEP or DSST) or through a departmental exam prepared by the HPU faculty whose area of expertise is in the area of the program or training. The TCOLE (Texas Commission on Law Enforcement) Basic Peace Officer Training program is an example of a civilian training program that will be reviewed by HPU faculty.

The Joint Services Transcript (JST) is the military transcript that includes credit recommendations from ACE. The JST transcript combines information previously included on the following military transcripts: Army - AARTS; Navy and Marine Corps - SMART; Air Force - Community College of the Air Force. Military transcripts may include standardized examination scores for CLEP and DSST (DANTES Subject Standardized Tests). The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all 38 DSST exams.

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 (TCOLE). 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.

Portfolio credit is not awarded for learned or knowledge developed by students through their life experiences.

ACCEPTING CREDIT FOR CREDIT BY EXAMINATION / ADVANCED PLACEMENT

Credit may be earned through tests administered by one of the nationally recognized testing agencies such as CLEP (College-Level Examination Program). Students who have taken or plan to take advanced standing examinations such as Advanced Placement, CLEP or other nationally-recognized examinations are encouraged to submit official score reports (obtained from College Board) to 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.

CLEP or AP credit awarded by another institution is not automatically accepted in transfer by Howard Payne University. Students wishing to transfer CLEP or AP credit must provide an official score report for evaluation based on HPU's score requirement.

CLEP Test Requirements/Limitations - Any student enrolled at Howard Payne University is eligible for the tests which are subject to approval by the specific school and department in which the subject appears. No subject attempted in class may be repeated by advanced standing examination. An unacceptable score on an advanced standing examination requires that the student take the appropriate class if it is required on the academic plan. Howard Payne University does not accept CLEP general tests. Tests are administered by Howard Payne University's academic testing center in The Center for Student Success. 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. Test fees are determined by the testing service providing the test. If a student is not given credit after taking the test, the test cannot be repeated.

Advanced Placement - The appendix of the University catalog includes the list of approved Advanced Placement examinations, the course for which credit will be awarded, and the score required to receive credit. Advanced placement course/exam descriptions are reviewed periodically by the faculty with expertise in that particular area. Required scores are adjusted based on the reviewers' recommendation and published in the University catalog.

Departmental Challenge Tests Requirements/Limitations - Departmental Challenge Tests must be approved by the department head of the course. Departmental Challenge tests may be taken in areas where a CLEP subject test is not available. No subject attempted in class may be repeated by a departmental challenge test. Departmental challenge exams are administered and scored by the department head of the course. 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.

ACCEPTING CREDITS FOR PROFESSIONAL CERTIFICATES

The American Council on Education (ACE) evaluates civilian and military training programs to develop recommendations of academic credit to be awarded. Civilian training programs, such as TSCLEOSE (Texas Commission on Law Enforcement Officers Standards and Education) may be evaluated by the agency to ensure a standardized mechanism for students to receive college credit for successful completion of basic peace officer training programs.

Credit may also be awarded for programs or training which are not ACE evaluated by testing the individual's knowledge through a nationally recognized examination (such as CLEP or DSST) or through a departmental exam prepared by the HPU faculty whose area of expertise is in the area of the program or training.

The Joint Services Transcript (JST) is the military transcript that includes credit recommendations from ACE. The JST transcript combines information previously included on the following military transcripts: Army - AARTS; Navy and Marine Corps - SMART; Air Force - Community College of the Air Force. Military transcripts may include standardized examination scores for CLEP and DSST (DANTES Subject Standardized Tests). The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all 38 DSST exams.

MILITARY EDUCATION BENEFIT PROGRAMS

Students eligible for military education benefits may contact the School Certifying Official (SCO) at HPU. The SCO is located in The Center for Student Success, Thompson Academic Complex, Room 310, Brownwood, TX. 325-649-8620.

Howard Payne University's degree programs are approved for those who wish to attend and receive benefits under the following military education benefit programs.

- Chapter 30 - Montgomery GI Bill® - Active Duty
- Chapter 31 - Vocational Readiness and Employment
- Chapter 33 - Post 9/11 GI Bill®
- Chapter 35 - Survivors and Dependents' Educational Assistance (DEA)
- Chapter 1606 - Montgomery GI Bill® - Selected Reserve

Recipients of military benefits applying for admission to HPU follow the same procedures as other applicants, but they should also contact, as early as possible, the HPU School Certifying Official (SCO) in order to expedite handling of military forms needed to qualify for benefits.

Official Academic Plan

Students receiving military benefits must have an Academic Plan on file at HPU. Choosing a degree and major is completed during the admissions process, and an Academic Plan is created when a student is admitted to HPU and registers for classes. The official Academic Plan is housed in the student information system accessible by the Office of the Registrar and the student. The Academic Plan is used by the university to track the progress of military education benefit recipients toward their stated degree. All changes to the Academic Plan must be officially approved and documented with the Office of the Registrar. No payments may be authorized for courses that do not appear on the Academic Plan. 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 academic plan. 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 HPU the overpaid amount. It is the student's responsibility to notify the Office of the Registrar and the VA School Certifying Official if they are repeating a course that may have transferred to HPU.

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. A Joint Services Transcript (JST) must be submitted to HPU.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

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.

Confirmation of military education benefits received from the Veterans Administration by the veteran or veteran dependent must be submitted to the VA School Certifying Official before certification of their enrollment may be submitted to the VA or DoD. The enrollment of students receiving VA Education Benefits will be certified when their registration is "finalized". 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 SCO with The Center for Student Success 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.

Tuition and Fees Covered by Chapter 33 Post 9/11 - Amount of reimbursement is determined by the student's VA Benefit Level. Tuition - Actual established HPU charges, as seen in the "Financial Information" section of this catalog. Fees - Only mandatory fees applicable to every student (other than tuition, room and board). Example: allowed fee - Student Services fee; not allowed - Security and Transportation fee.

Progress Policy Guidelines

The academic standards for a student who is receiving military education benefits will be governed by the Academic Probation, Academic Suspension and Satisfactory Progress policies 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 appropriate military contact.

Tutorial Assistance

Tutoring is provided at no cost to students through The Center for Student Success, 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.

Yellow Ribbon Program

HPU has contracted with the VA as a participant in the Yellow Ribbon Program. The maximum Yellow Ribbon benefit at HPU is currently $10,000.00 annually. Students receiving a VA benefit through Chapter 33 or Fry Scholarship or a Purple Heart Recipient may (or may not) be eligible to receive the Yellow Ribbon benefit. More information is available at va.gov or by contacting the HPU School Certifying Official.

Military Documents Required by HPU

Military Benefit	Document Required from Student
Chapter 30 - Montgomery GI Bill®	letter addressed to the STUDENT from the VA indicating ELIGIBILITY PERCENTAGE
Chapter 31 – Vocational Readiness and Employment	approval from VRE Counselor/Tungsten Network
Chapter 35 – DEA (Dependent Educational Assistance)	letter addressed to the STUDENT from the VA indicating ELIGIBILITY PERCENTAGE
Chapter 1606 – Montgomery GI Bill® Selected Reserve	letter addressed to the STUDENT from the VA indicating ELIGIBILITY PERCENTAGE NOBE (Notice of Basic Eligibility)
Federal Tuition Assistance	approval through ArmyIgnitED
State Tuition Assistance	approval through STAP (State Tuition Assistance Program

Other Links and Information

- GI Bill Website - www.gibill.va.gov/
- Veterans Administration - Muskogee Regional Office - Phone: 1-888-442-4551
- VA Certifying Official at HPU: 325-649-8020 - Fax - 325-649-8960

The Hazlewood Act

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.
Howard Payne University is a private institution - independent institution; therefore, Hazlewood Act benefits are not available to students enrolled at HPU.

Return of Tuition Assistance

Information on Returning Tuition Assistance.
If you are using Tuition Assistance (TA) to pay for your education and withdraw from a class prior to completing 60 percent of the class, the Department of Defense (DoD) requires that Howard Payne University (HPU) return any unearned TA funds to the department, based on how much of the course that you completed. You may owe a portion to HPU and a portion to your military branch.

If you withdraw from a course, the amount of unearned TA funds is calculated from the date you withdrew. Your earned TA is determined based on the following formula: the percent of TA earned equals the number of calendar days completed up to the withdrawal date divided by the total calendar days in the course. The percent unearned is equal to 100% minus the percent earned. Unearned TA will be returned to the DoD.

If you withdrew due to a military service obligation, we will work with you to ensure that you are not responsible for the HPU portion of the returned funds. For more information, contact your academic advisor or the Business Office at 325-649-8053.

FAQs on Return of Tuition Assistance for Service Members:

What is return of Tuition Assistance and how does it impact me as a military service member?
In accordance with regulations issues by the Department of Defense, return of Tuition Assistance is a calculation HPU is required to perform to determine eligibility when a service member withdraws from a course. If a service member withdraws from a course and he or she did not complete more than 60% of the course, he or she may not be eligible for the total amount initially awarded through the TA. In cases where some or all of the Tuition Assistance must be returned to the DoD, the service member will be responsible for all balances on his or her HPU student account.

Will I owe both HPU and my military branch for the same class if I withdraw?
Yes, you may owe both HPU and your military branch but only up to a maximum of 100% of the total tuition cost. HPU will work with your military branch to return unearned tuition assistance funds.

How will my student account be affected if I was TDY (temporarily deployed) or deployed and could not complete my course?
For service members who are TDY or deployed, HPU will work with you to identify a solution that does not negatively impact your student account.

HPU myGATEWAY

HPU myGateway is a web-based portal that simplifies access to resources for students, faculty, and staff by giving you a single, virtual gateway. HPU myGateway allows students to access a portion of their academic record, make online payments on their student account, and provides a means of communication for the campus community. The system allows you to perform the following tasks online:

- Check Student Account Status - Allows a student to view their financial account status and make online payments.
- Class Schedule - Allows a student to view and print their current course schedule and to make schedule modifications.
- 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.
- Registration – Allows a student to register for classes. Course registration processes will depend on the student's classification and may require a meeting with their advisor before scheduling and/or schedule approval by the advisor before enrollment is completed.
- Financial Aid Information - Allows a student to view, accept, and print their current Financial Aid information.
- Grades - Allows a student to view and print a copy of their grade report
- Transcripts - Allows a student to view and print a copy of their unofficial transcript and to request an official transcript copy
- Academic Plans - Allows a student to view and print their academic plan. The academic plan 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. Some items, such as phone number and address, can be corrected online. Other incorrect information should be reported to the Registrar's Office.

How to documentation and frequently asked questions can be found by accessing HPU myGateway, selecting the Menu from the upper left, and then Portal Information.

Getting Started on HPU myGateway

To enter HPU myGateway, go to HPU's website at www.hputx.edu. Select "Quick Links", Under Quick Links, select HPU myGateway under "Students". HPU myGateway is available to current students, faculty and staff as well as newly admitted students who are completing the application process and preparing to complete course registration.

Newly admitted students will receive account claim information via their personal email address to assist them with confirming their identity and the setup of their HPU accounts.

Secure Your Records – Setting a Secure Password

New students will be asked to set a password upon their first login to the HPU myGateway system. As this password not only allows access to HPU myGateway, but to all campus systems, it is critical that this password is secure and is kept private. Best practice is to include both capital and lower case letters, at least one number, and a special character.

HPU myGateway Stops

If there is a "stop" 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 prevented from scheduling classes. The student's HPU myGateway home page will show an "Alerts" area at the top to provide a list of the stops as well as the office to contact regarding the hold to determine what action is needed to clear the stop. Some stops are information only and will not prevent a student from accessing their records.

Additional Information

It is the student's responsibility to protect their access to HPU myGateway. Students should take care not to reveal information that would help someone access their Student ID (SID) or HPU account password. Students should always exercise care in where they access their HPU accounts, and should make sure all systems are properly exited before leaving any general use workstations or campus labs.

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 1211	Drawing I	ARTS 1316
ART 1231	Drawing II	ARTS 1317
ART 1361	Art Appreciation	ARTS 1301
ART 2221	Painting and Composition I	ARTS 2316
ART 2221	Painting and Composition II	ARTS 2317
AHS 1352	Care & Prevention of Athletic Injuries	PHED 2356
BIO 1409	Biological Science	BIOL 1408
BIO 1409	Biological Science	BIOL 1409
BIO 1459	General Biology I	BIOL 1406
BIO 1469	General Biology II	BIOL 1407
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
BIO 3419	Microbiology	BIOL 2421
BUS 1311	Introduction to Business	BUSI 1301
CHE 1105	Chemical Calculations I	CHEM 1104
CHE 1429	Fundamentals of Chemistry	CHEM 1406
CHE 1430	Intro to General, Organic and Biological 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
COM 1111	Student Speaker Bureau/Speech and Debate	SPCH 1144
COM 1310	Fundamentals of Human Communication	SPCH 1311
COM 1311	Survey of Mass Communication	COMM 1307
COM 1312	Media Writing	COMM 2311
COM 2320	Interpersonal Communication	SPCH 1318
COM 2330	Small Group Communication	SPCH 2333
CRJ 1310	Introduction to Criminal Justice	CRIJ 1301
CRJ 1320	Crime in America	CRIJ 1307
CRJ 1330	Fundamentals of Criminal Law	CRIJ 1310
CRJ 2316	Legal Aspects of Law Enforcement	CRIJ 2323
CRJ 2320	Criminal Investigation	CRIJ 2314
CRJ 2325	Correctional Systems	CRIJ 2313
CRJ 2351	Statistics for the Social Sciences	PSYC 2317
ECO 2301	Introduction to Macroeconomics	ECON 2301
ECO 2302	Introduction to Microeconomics	ECON 2302

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
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
ENS 1101	Introduction to Engineering I	ENGR 1201
ENS 1102	Introduction to Engineering II	ENGR 1102
ENS 1204	Engineering Graphics I	ENGR 1204
ENS 2301	Statics	ENGR 2301
ENS 2302	Dynamics	ENGR 2302
ENS 2332	Mechanics of Materials	ENGR 2332
FIN 2312	Personal Finance	BUSI 1307
FIN 2312	Personal Finance	ECON 1303
GEG 2310	Introduction to World Geography	GEOG 1303
GEO 1419	Physical Geology	GEOL 1403
GEO 1449	Environmental Geology	GEOL 1405
GOV 2311	American Government	GOVT 2305
GOV 2311	American Government	GOVT 2302
GOV 2340	Social Studies of Texas	GOVT 2301
GOV 2340	Social Studies of Texas	GOVT 2306
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
KIN 1100	Principles of Personal Fitness and Wellness	PHED 1164
KIN 1301	Foundations of Physical Education	PHED 1301
MAT 1351	College Algebra	MATH 1314
MAT 2342	Introduction to Probability and Statistics	MATH 1342
MAT 2345	Pre-Calculus Mathematics	MATH 2312
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
MUS 2163	Vocal Diction II	MUSI 1165
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 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
MUS 2188	Percussion Techniques	MUSI 1188
MUS 2188	Percussion Techniques	MUSI 2188
MUS 2353	Music History I – Music Before 1750	MUSI 1308
MUS 2354	Music History II – Music 1750-1890	MUSI 1309

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
PHY 2439	University Physics I	PHYS 2425
PHY 2449	University Physics II	PHYS 2426
PSC 1409	Principles of Astronomy	ASTR 1403
PSC 1409	Principles of Astronomy	ASTR 1404
PSC 1409	Principles of Astronomy	PHYS 1403
PSC 1409	Principles of Astronomy	PHYS 1404
PSC 1419	Introduction to Physical Science	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 2351	Statistics for the Social Sciences	PSYC 2317
PSY 2355	Lifespan Development	PSYC 2314
SOC 1311	Introduction to Sociology	SOCI 1301
SOC 1315	Introduction to Social Work	SOCW 2361 *
* May be used as sociology elective only		
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
THR 1173	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

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
BIO 1409	Biological Sciences	50
BUS 3311	Introduction to Business Law	50
CIS 1339	Information Systems	50
ECO 2301	Principles of Macroeconomics	50
ECO 2302	Principles of Microeconomics	50
ENG 1311	College Composition	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
GOV 2311	American Government	50
HIS 1310	History of the United States I	50
HIS 1320	History of the United States II	50
HIS 2310	Western Civilization I	50
HIS 2320	Western Civilization II	50
MAT 1351	College Algebra	62
MAT 2345	Precalculus	62
MAT 2451	Calculus I	62
MGT 3303	Principles of Management	50
MKT 3301	Principles of Marketing	50
PSY 1311	Introduction to Psychology	50
PSY 3355	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	57
SPA 2312	Beg. Spanish I, II, Interm. Spanish I, 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 (only)	Biology	3
BIO 1459 (only)	Biology	4
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
GOV 2311	Government & Politics: U.S.	3
GOV 3321	Government & Politics: Comparative	3
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 1213 MUS 1233	Music Theory	3
PHY 1419	Physics B	4
PSY 1311	Psychology	3
SPA 1311, 1312	Elementary Spanish I and II	3
SPA 2311	Elem. Span I, II and Interm. Span	4
SPA 2312	Elem. Span I, II and Interm. Span I, II	5
SPA 4301	Spanish Literature	3

TEXAS COMMISSION ON LAW ENFORCEMENT

Transfer Credit for Criminal Justice Majors

TCOLE (Texas Commission on Law Enforcement) credits will be accepted in the Criminal Justice major section of the degree plan for the Bachelor of Arts, Bachelor of Science and the Bachelor of Applied Arts and Science Degrees.

HPU COURSE NUMBER	HPU COURSE TITLE	TCOLE EQUIVALENT
CRJ 1330	Fundamentals of Criminal Law	CJLE 1330
CRJ 2310	Community Policing	CJLE 2310
CRJ 2316	Legal Aspects of Law Enforcement	CJLE 2316
CRJ 2320	Criminal Investigation	CJLE 2320
CRJ 2325	Correctional Systems	CJLE 2325
FRS 2479	Introduction to Forensic Science	CJLE 2479
CRJ 1101-2609	Special Studies in Criminal Justice	CJLE 1101-2609
KIN 1220	2 hours Kinesiology Activity credit	CJLE 1220

FULL CREDIT HOUR POLICY

Howard Payne University requires a minimum of 2,250 minutes of academically engaged time for each credit hour that is awarded, unless a specific variance is described in the fuller credit hour policy.

The determination of the credit hours for courses and the level of credit awarded is established by the faculty and the academic administration of the University. This determination is based on the Carnegie collegiate student hour, Federal definitions and requirements, and the standards and policies of the Commission on Colleges of the Southern Association of Colleges and Schools. Therefore, course credit hours are based on documentation of the amount of work an average student is expected to complete within a specified amount of academically engaged time in order to achieve the student learning outcomes that are standardized for all courses in all methods of delivery.

The common formula utilized in higher education is that for every 50 minutes of direction instruction the student will spend a minimum of an additional 100 minutes engaged in outside of class study and preparation. This is the common one hour in class plus 2 hours outside of class each week for 15 weeks earns one credit hour awarded to the student. Thus 50 minutes direction instruction plus 100 minutes of student work outside of class is 150 minutes per week. When the weekly total is multiplied by 15 weeks the sum is 2,250 minutes.

Particular Applications of the Definition of a Credit Hour

The notations below represent application of this policy to specific types of courses and learning modalities that require academically engaged time that varies from the minimum of 2,250 minutes per credit hour. (For example, see the requirements for Laboratories, Applied Music Courses, Music Ensembles, Clinical Experiences in the BSN Program, Internships, and Clinical Teaching in the Educator Preparation Program listed below.)

1. Accelerated Course

   An accelerated course (Summer sessions, 8-week sessions in Fall or Spring, January session or May session) is prorated so it has the same number of minutes of academic engagement as when the same course is scheduled for a full semester: 2,250 minutes per credit hour.

2. Direct Instruction (Classroom sessions, labs, and online synchronous meetings)

   The 2,250 minutes of academically engaged time is a combination of the direct instructional experiences in the classroom, in the lab or in online synchronous meetings plus the engaged times students are required to complete outside of the direct instructional times.

3. Activity Supervised as a Group (Laboratory)

   For activity supervised as a group, one semester-hour credit is awarded for two or three 50-minute periods of laboratory per week, for no fewer than 15 weeks: 1,500-2,250 minutes.

4. Music Ensemble

For ensemble instruction supervised as a group, one semester-hour credit is awarded for three 50-minute periods of group instruction per week and a minimum of out-of-class individual practice of 150 minutes per week, for no fewer than 15 weeks: a total of 4,500 minutes.

5. Applied Music Study

For applied music study (private music instruction), one semester-hour is awarded for a 25-minute period of instruction and 50 minutes per week in studio class, for no fewer than 15 weeks, with the expectation that each 25-minute session requires a minimum of 45 minutes of practice daily (five days a week) for a total of 4,500 minutes of student engagement, in addition to exam and performance jury periods.

6. Kinesiology Activity Courses

For a Kinesiology activity course, one semester-hour credit is awarded for two 50-minute periods per week for 15 weeks: 1,500 minutes. Consideration is given for the preparation, warm-up, wrap-up activities for a student to complete the experience.

7. Independent Study and Directed Study

For an independent study and a directed study, one semester-hour credit is awarded for the equivalent of fifteen 50-minute sessions (750 minutes) with 1,500 minutes of expected out-of-class student engagement: 2,250 minutes.

8. Internship

For an internship, one semester-hour credit is awarded for 45 hours of work.

9. Clinical Teaching in the Educator Preparation Program

Clinical teaching at Howard Payne University complies with the Texas Education Agency requirement stated in administrative code 19 TAC §228.65: "The required duration of a clinical teaching assignment shall be a minimum of 490 hours that is not less than an average of 4 hours each day in the subject area and grade level of certification sought, including planning periods but not including lunch periods." Clinical teaching at Howard Payne University receives 8 semester-credit hours.

10. Clinical Experience in the BSN Program

Clinical learning experiences in nursing courses at Howard Payne University comply with the Texas Board of Nursing requirement stated in TAC §215.9: "Hours in clinical learning experiences shall be sufficient to meet program of study requirements. There shall be a rationale for the ratio of contact hours assigned to classroom and clinical learning experiences. The suggested ratio is one (1) contact hour of didactic to three (3) contact hours of related clinical learning experiences." Therefore, the clinical learning experiences are factored into the credit hours earned in each nursing course that includes clinicals. See the course description of the nursing courses for the credit hours earned in each course.

11. Online and Hybrid Course

Online courses and hybrid courses, which involve a combination of direct instruction and online engagement, have the same number of minutes of expected academic engagement as those courses delivered in an entirely direct instruction manner.

Therefore, whereas a traditional face-to-face class has 750 classroom minutes and 1,500 minutes of expected out-of-class academic engagement per credit hour for a total of 2,250 minutes of academic engagement, an online course also has 2,250 minutes of expected academic engagement per credit hour. Hybrid courses have 2,250 minutes of combined direct instruction and other academically engaged time per credit hour.

Credit Hour Policy Oversight and Administration

The University Curriculum Council and the Office of Academic Affairs approve credit hour assignments for courses, programs and other requirements consistent with the credit hour policy. The Office of Academic Affairs, Deans of the Academic Schools, Academic Departments and the Office of the Registrar ensure accurate and reliable application of the University's credit hour policy and procedures through the monitoring of both class scheduling and class syllabi.

In this policy, "an average student" refers to students who typically earn C grades in courses.

GLOSSARY

ACADEMIC DEAN
An academic dean is the head of a school within the university. At Howard Payne there are seven school deans, Business, Christian Studies, Education, Humanities, Music and Fine Arts, Nursing, and Science and Mathematics. In addition to the seven school deans, there are deans of Advising and General Education and Institutional Research and Effectiveness. The dean reports to the university's chief academic officer and is responsible for academic decisions in his/her program.

ACADEMIC HONORS
Academic Honors Lists - Academic honors lists are compiled at the end of each long semester (fall and spring). Students considered for semester academic honors must be enrolled in a minimum of 12 semester hours with no grade of F, NG, or I for all courses attempted. Academic honors are recognized at three levels: The Honor Roll – semester grade point average of 3.50 to 3.64; The Dean's List – semester grade point average of 3.65 to 3.99; The President's List – semester grade point average of 4.00.

Graduating with Honors - Graduation honors recognition will be calculated solely on the basis of grades earned at Howard Payne University. To be considered for graduation honors, a minimum of **60 semester hours of coursework must be completed at Howard Payne University,** 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 PLAN
An academic plan (formerly known as a degree audit) spells out the individual course requirements for each student to complete his/her degree. Academic plans are created when students declare an area of interest on their application. If a student decides to change his/her major, he/she should complete the Change of Major form online or in the Registrar's office. Students request an official review of their academic plan when they complete 90 hours in preparation for graduation.

ACADEMIC RECOVERY 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 kinesiology, 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
An academic year consists of two long semesters (15 weeks per long semester, fall and spring). The academic year begins on June 1 (Summer I) and ends on May 31 (May-Term). HPU offers four short terms between May graduation and fall session -- May session (3 week), Summer standard (8 weeks), Summer I (4 weeks), and Summer II (4 weeks). In a long semester, a full-time undergraduate student is 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. In a summer term/session, a full-time undergraduate student must enroll in no less than 6 credit hours. A maximum of two courses and a kinesiology activity course may be taken during each of the summer session. This definition will apply to all eligible programs, undergraduate and graduate, and will be used when administering all Title IV financial aid programs

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 planacademic schedules, monitor their academic plans, 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 issue.

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.

APPLICATION SOURCE CODE
The Application Source Code refers to the classification of an entering student.

BFR - Beginning Freshman - Student who enrolls at HPU the first long semester after graduating from high school - CODED "BFR" even if the student has Dual Credit hours

TRF - Transfer - Student who has completed a minimum of 12 transferable semester hours at another institution after graduation from high school or a student who enrolls at HPU with 12 or more transferable semester hours from military or civilian training.

FOR - Former Student - Undergraduate student who was previously enrolled at HPU, left for at least one long semester, then returns to HPU to complete an undergraduate degree

GRD – Graduate Program - Student who begins a graduate degree program at HPU

EAS - Early Admit/Dual Credit Student - High school student enrolled in college classes for credit in the summer between their junior and senior year as well as during their senior year of high school.

NSD - Non-Degree Seeking - Student enrolled in credit courses who is not pursuing a degree

SPE - Special - Student enrolled taking credit classes but not pursuing a degree; however, this student may be completing courses for a certification program. This student will normally have a completed undergraduate degree.

INT - International Student - Non-U.S. citizen, attending classes at HPU on an F-1 Student Visa

TRS - Transient Student - A "visiting" student completing credit classes at HPU while pursuing a degree at another institution

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 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. 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" will be assigned a grade of F. However, given extenuating circumstances, a student may request an opportunity to rectify the deficiencies created by their absences. In such cases, the faculty member may approve a plan to complete missing assignments. 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), Bachelor of Science In Nursing (BSN), 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 begun a course. Further reference: "Earned Credit by Examination" in the Academic Information section of the catalog.

CLINICAL TEACHING
One semester of supervised teaching experience in a public school classroom is required for students seeking teacher certification.

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." Concurrent enrollment includes distance learning and/or in-residence coursework taken for credit at another college or university while enrolled at Howard Payne University. 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. A Transfer Course Request form must be completed and submitted to the Office of the Registrar.

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 serve 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
Howard Payne University requires a minimum of 2,250 minutes of academically engaged time for each credit hour that is awarded, unless a specific variance is described in the fuller credit hour policy. The full credit hour policy is available for review in the Appendix.

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 before the end of the ninth week of classes. Students fill out a withdrawal card in the registrar's office.

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 minimum of 124 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
Six to twelve hours of foreign language are required for the Bachelor of Arts degree. The six to twelve hours of foreign language must be completed in one language. Biblical Languages and Spanish are offered by HPU. Sign Language, completed at an accredited institution, is approved as a foreign language under the Bachelor of Arts.

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 to the academic plan available through Gateway 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.

GUY D. NEWMAN HONORS ACADEMY
The Guy D. Newman Honors Academy 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 Guy D. Newman Honors 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.

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 academic plans as long as all requirements for each major are met.

MODULAR TERM COURSES
Modular courses are eight-week courses that begin and end within the 16-week term.

The Course Start Date of Modular 1 courses is the first day of the semester and the Course End Date is a the mid-point of the 16-week semester. The last day to register or change classes (add/drop period) includes the first two days of the class and ends at 5:00 p.m. on the second day of the class. The refund schedule for modular courses is outlined in the Financial Information section of the catalog.

The Course Start Date of Modular 2 courses is at the mid-point of the 16-week semester and the Course End Date is the last day of the 16-week semester. The last day to register or change classes (add/drop period) includes the first two days of the class and ends at 5:00 p.m. on the second day of the class. The refund schedule for modular courses is outlined in the Financial Information section of the catalog.

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.

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
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 will not replace the previous grade since transfer credits, not grades, are added to a student's HPU transcript. The grade earned at Howard Payne University remains calculated in the University grade point average and toward graduation honors with the exception of courses with a grade of "D" or "F" repeated at another institution. The transfer work will remove the grade of "D" or "F" from the grade calculation in the cumulative GPA. The student will earn the hours needed and the initial grade, though on the official transcript, will no longer impact the cumulative GPA. Transfer repeated courses must have the same learning outcomes and must be at the same level as the HPU course. Transfer course approval must be obtained prior to enrolling in a repeat 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.

SYLLABUS
Course instructors usually provide a written description of a course and its requirements at the beginning of a semester.

TRADITIONAL TERM COURSES
Courses that span the entire 16-week term. The Course Start Date is the first day of the semester and Course End Date is the last day of 16-week semester. The last day to register or change classes (add/drop period) includes the first eight class days of the semester. The refund schedule of semester long courses is outlined in the Financial Information section of the catalog.

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 academic plan. All work applied towards a degree at Howard Payne University 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.

Accreditation 14
Academic advisement
(see Academic Support Services) 67
Academic Honors
Semester honor roll 61
Graduation honors 61
Academic Information
Academic Plan 39
Degrees Granted 42-52
Degrees - Majors available
Bachelor of Applied Arts and Science 49
Bachelor of Arts 42
Bachelor of Business Administration 46
Bachelor of Music 47
Bachelor of Science 44
Bachelor of Science in Nursing 48
Degree Requirements
General Education requirements 36-41
Specific requirements 38
Degree Audit (see Academic Plan) 39
Associates degrees 80/150
BAAS Requirements – Majors 49
Liberal Arts and Sciences Major 51
Minors 52
Academic Information / General
Academic forgiveness 61
Academic year 60
Academic Plan 39
Auditing 60
Classification 61
Course load - maximum and minimum 60
Course numbering 59
Department - course prefix 66
Special studies courses 60
Transcript request 64
Academic opportunities / additional 65
Consortium for Global Education (CGE) 65
Council for Christian Colleges and Universities (CCCU) 65
Academic Plan 39
Academic policies
Academic Credit / Sources of 52
Credit by examination 54
International transfer credit 54
Transfer credit 53
Military & Civilian Training 55
Additional majors/degrees 57
Attendance
In-residence 56
Online 56
Double-counting courses 57
Dropping courses 58
Grading
No Grade 58
Leave of Absence 59
Personal and Professional Integrity 272
Repeating courses 56
Transfer Credit Evaluation 53/277
Withdrawing from a course 58
Withdrawing from the university 58
Academic status
Academic probation 62
Academic suspension 62
Satisfactory academic progress 62
Academic support services 67
Academic Advising 67
Academic Testing Services 67
Developmental Studies 69
Disabled Student Services 68
Tutoring 68
University Seminar 67
Accelerated Bachelor of Arts/Master of Arts 91
Accounting 73
ACT (test) (*see* Admission) 17
Score requirements 17
Administration 5
Admission 17
Concurrent 53
Early or Dual Enrollment 18
International students 19
Non-Degree Seeking 19
Provisional 17
Readmission 19
Teacher Education 92
Transfer 18
Transient 19
Unconditional 17
Advanced Placement Scores 287
Advising (*see* Academic Support Services) 67
Allied Health Sciences 119
All Level Education / Teaching Fields 113
Appeals process
Academic Suspension 62
Grades 272
Satisfactory Progress 62
Appendix 269
Advanced Placement Scores 287
College-Level Exam 286
Copyright Infringement Policy 275
Credit Hour Policy 288
FERPA (Privacy Act) 4/270
Glossary 290
Grade Appeal Policy 272
HPU Gateway 282
Personal and Professional Integrity Policy 272
Texas Common Course Numbering 282
Transfer Credit Evaluation Policy and Procedure 277
Veteran Education Benefit Program 279
Application–Procedure 17
Supporting materials 17
Application Source Code 291
Art 143
Associate in Ministry 80
Athletic organizations
(*see* Student organizations) 34
Athletics 34
Attendance requirement 56
Auditing courses 60
Bible 82
Biochemistry 163
Biological Sciences 153
Biomedical Engineering 170
Biomedical Science 155
Board plan / Food Services 23
Buildings (*see* Campus Information) 264
Business, School of 70
Business Administration, Master of 251

Business Administration 72
Calendar of events 267
Campus Information 264
Catalog of graduation 39
Chapel 32
Chemistry 161
Christian Education 84
Christian Studies, School of 79
Class load 60
Classification 61
CLEP test / CLEP scores 54/286
Computer Information Systems 159
Concurrent enrollment 53
Consortium for Global Education (CGE) 65
Council for Christian Colleges and Universities 65
Counseling Services 33
Course Prefix (*see* Department abbreviations) 66
Course numbering system 59
Course descriptions – undergraduate 174
Course descriptions – graduate 257
Credit by examination 54
Criminal Justice 131
Degree - General requirements 38
Degree Completion - Specific requirements 38
Degrees – Granted 42
- Associate in Health Science 150
- Associate in Ministry Training 80
- Bachelor of Applied Arts and Sciences 49
- Bachelor of Arts 42
- Bachelor of Business Administration 46
- Bachelor of Music 47
- Bachelor of Science 44
- Bachelor of Science in Nursing 48
- Master of Business Administration 251
- Master of Education, Sport & Wellness Leadership 254
- Master of Arts, Youth Ministry 246
- Master of Arts, Theology and Ministry 249
- Accelerated Bachelor of Arts/Master of Arts 91
- Second Degree 57

Department abbreviations 66
Departmental challenge tests 54
Developmental Studies (see Academic Support Services) 69
Dining Services 33
Disabilities, Students with (see Academic Support Services) 68
Dorms (*see* Residence halls) 33
Double major (*see* Major, additional) 57
Dropping classes 58
Early admission (high school students - dual enrollment) 18
Education, Master of Sport and Wellness Leadership 254
Education, School of 92
Electives 293
Elementary Education Teaching Field 95
Endowed chairs 15
Engineering, Division of 167
Engineering Science 167
English 120
Facilities (*see* Campus Information) 64
Faculty 6
Fees (*see* Tuition and fees) 21
FERPA (Privacy Act) 4/270
Finance 74
Financial aid
- Deadline 25
- Financial Information 21
- Grants 27
- Loans 29
- Programs 26
- Scholarships, Merit-based 27
- Scholarships 29
- Satisfactory Progress Policy 31
- Student Employment 29
- Suspension 273
- Warning 273

Financial Information
- Tuition Rates 21
- Student Services Fee 22
- Fees - Full-time Students 22
- Fees - New students 22
- Other Fees 22
- Housing Rates 22
- Meal Plan Rates 23
- Payment Plan 24
- Refunds 25

Fine Arts Appreciation requirement / approved list 41
Food service / Board plan 22/23
Fraternities (*see* Student organizations) 34
General Education competencies 36
General Education curriculum 36
General Degree requirement 36
Glossary 290
Government 122
Grades & Grade points 57
Grade Appeal Policy:
- (Graduate Program) 233
- (Undergraduate) 272

Graduate Studies: 236
- Academic Information 239
- Academic Policies 239
- Admission 238
- Admission Policies 238
- Degrees 237
- Master of Arts, Youth Ministry 246
- Master of Arts, Theology and Ministry 249
- Accelerated Bachelor of Arts/Master of Arts 91
- Master of Business Administration 251
- Master of Education, Sport and Wellness Leadership 254
- Financial Information 241
- Programs of Study 237
- Specific Requirements 242
- Student Services and Student Experience 238

Guaranteed Tuition Policy 21
Guy D. Newman Honors Academy 135
Health Services 33
High School Education / Teaching Fields 106
High School Equivalency 19
Hispanic Studies (Modern Languages) 121
History 122
History of the University 12
Honors Academy 135
Howard Payne University
- Governance of 14
- History of 12
- Location 12
- Mission and Vision 13
- Presidents of 12
- University Profile 14

HPU Gateway....282
Humanities, School of....118
International students (*see* Admission)....19
Intramurals....34
Information Systems Management....160
Kinesiology....116
Kinesiology Activity Requirements / approved list....40
Lab Science requirement / approved list....40
Leave of Absence....59
Liberal Arts and Sciences major....51
Library, Walker Memorial....266
Major
Additional....57
Available by degree
Bachelor of Applied Arts and Science....49
Bachelor of Arts....42
Bachelor of Business Administration....46
Bachelor of Music....47
Bachelor of Science....44
Bachelor of Science in Nursing....48
Management....75
Marketing....76
Mathematics....157
Middle School Education / Teaching Fields....99
Military training - College credit for....55
Ministry - Associate in....80
Minor
Choice of....52
Defined....52/294
Mission and Vision....13
Music and Fine Arts, School of....137
Private lessons....142
Private lessons fees....23
Music....138
Music – Education....113/139
No Grade....58
Non-discrimination Statement....2
Nursing, School of....148
Off-campus learning centers....3
Parking Policy....33
Pass/Fail grading option....58
Payment of Accounts....24
Method of Payment....24
Personal and Professional Integrity Policy....272
Physical Education (*see* Kinesiology)....116
Physical Science....161
Political Science (see Government)....122
Practical Theology....86
Pre-Professional Studies....152
Prerequisites....55
Probation, academic....62
Provisional admission
(*see* Admission)....17
(*see* Academic Support Services)....67
Psychology....129
Refunds....25
Registration fee....22
Repeated courses....56
Residence halls....22
Private rooms....23
Rates....23
Room and board (*see* Residence halls)....23
Room and board (*see* Board plan)....23
Satisfactory Progress Policy – Academic....62
Satisfactory Progress Policy - Financial Aid....273
Science and Math, School of....152
Seminars – Senior....38/39
Seminars – University....38/67
Social Science (see Government)....122
Social Science requirement / approved list....41
Social Work....133
Software Engineering....172
Sororities (*see* Student organizations)....34
Spanish & Hispanic Studies....121
Special studies classes....60
Sport & Wellness Leadership Master of Education....254
Sport Management....77
Sports (*see* Athletics)....34
Strategic Communication....144
Student Assembly (see Chapel/Student Assembly)....32
Student conduct....32
Student employment....29
Student organizations....34
Student Support Services (Academic Support)
Academic Advising....67
Academic Testing Services....67
Developmental Studies....69
Students with Disabilities....68
Tutoring....68
University Seminar....67
Study abroad....65
Summer sessions....21
Suspension, academic....62
Teacher Education Program....92
Teacher certification....92
General education requirements....38
Technology Component requirement / approved list....41
Testing
Testing services....67
CLEP (test)....54
Departmental Challenge Test....54
TExES (test)....94
Texas Common Course
Numbering System (TCCN)....282
Theatre....146
Theology (see Practical Theology)....86
Theology and Ministry, Master of Arts....249
Transcript requests....64
Transfer of credit....53
Transfer Credit Evaluation Policy and Procedure / appendix....277
Transfer students
(*see* Admission)....18
(*see* TCCNS)....282
Tuition and fees....21
Tutoring (see Academic Support Services)....68
Veteran Education Benefit Program....24/279
Withdrawing from or Dropping a class....58
Withdrawal - From the University....58
Youth Ministry....87
Youth Ministry, Master of Arts....246

HOWARD PAYNE
UNIVERSITY