



HUSTON-TILLOTSON  
UNIVERSITY

1875

AUSTIN, TEXAS



2011-2012  
[www.htu.edu](http://www.htu.edu)

**BULLETIN**

## **NOTICE OF NONDISCRIMINATORY POLICY**

Huston-Tillotson University complies with all applicable federal and state nondiscrimination laws and does not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation, age, religion or disability, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964 Executive Order 11246, as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Vocational Rehabilitation Act of 1973 and Section 202 of the Americans with Disabilities Act of 1990, as amended; and Section 303 of the Age Discrimination Act of 1975.

## **EQUAL ACCESS TO UNIVERSITY EDUCATIONAL PROGRAMS**

The University provides equal access to all educational programs to every qualified student without regard to educationally-unrelated disabilities. Huston-Tillotson University will provide reasonable accommodations, academic adjustments, and/or auxiliary aids and services determined on a case-by-case basis.

## **DISCLOSURE OF EDUCATIONAL RECORDS**

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may not be made available to any person without the written authorization of the student except in the following cases: to other school officials, to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, internal employees may be given access to students' information based upon having a legitimate educational interest.

The release of information to the public without the consent of the student will be limited to the categories of information that have been designated by the University as directory information. Directory information includes information such as name, current and permanent address, telephone and e-mail listings, date and place of birth, sex, marital status, country of citizenship, semester hour load, classification, dates of attendance, degrees and awards received, and eligibility for and participation in officially recognized activities. Upon request, directory information may be released to the public unless the student makes a written request by the twelfth class day of the semester to have directory information withheld.

## **AMERICANS WITH DISABILITIES ACT (ADA) SECTION 504**

For compliance with disability nondiscriminatory requirements or if this information is needed in an alternative format, contact Huston-Tillotson University's Coordinator of Disability Services at 512.505.3149 or [disabilityservices@htu.edu](mailto:disabilityservices@htu.edu).

## **USE OF THIS BULLETIN**

The provisions of this Bulletin do not constitute a contract, expressed or implied, between Huston-Tillotson University and any applicant, student, student's family, or faculty or staff members. The University reserves the right to withdraw courses at any time, change

fees, tuition, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirements affecting the academic progress of the students. Changes will become effective at the time so determined, and the changes will apply to both prospective students and those already enrolled. This Bulletin is not intended to, nor does it, contain all regulations that relate to students. The University reserves the right to correct errors that may have occurred in the printing of this document. Any comments or questions regarding the Bulletin should be directed to the University Registrar.

### **ACCREDITATION**

Huston-Tillotson University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404.679.4500 for questions about the accreditation of Huston-Tillotson University.

Huston-Tillotson University is listed with and recognized by:  
The Texas Education Agency  
and  
The University Senate of the Board of Higher Education and Ministry of The United Methodist Church.

### **INSTITUTIONAL MEMBERSHIPS**

The University holds memberships in numerous professional organizations and societies, including the following:

American College Personnel Association  
American Council on Education  
Council for Advancement and Support of Education  
Council for Higher Education of the United Church of Christ  
Council of Independent Colleges  
Council on Higher Education Accreditation  
Independent Colleges and Universities of Texas  
National Association for Equal Opportunity in Higher Education  
National Association of Collegiate Registrars and Admissions Officers  
National Association of Independent Colleges and Universities  
National Association of Intercollegiate Athletics  
National Association of Schools and Colleges of The United Methodist Church  
National Association of Student Personnel Administrators  
Texas Association of Developing Colleges  
Texas United Methodist College Association  
United Negro College Fund

### **TRAINING OF VETERANS**

Huston-Tillotson University is approved for the training of veterans as prescribed by the Veterans Administration Office.

## CONTACTING THE UNIVERSITY

University office hours are 8:30 a.m. to 5:30 p.m., Central Standard Time (CST), Monday through Friday. The University telephone number is 512.505.3000; the FAX number is 512.505.3190. Inquiries should be addressed to the appropriate office at Huston-Tillotson University, 900 Chicon Street, Austin, Texas 78702-2795.

<b>Office</b>	<b>Location</b>	<b>Telephone</b>
Center for Academic Success	J-M 101	505.3040
Admission	A-L 203	505.3024
Associate Provost	V-A 103	505.6444
Athletics	Gym	505.3050
Business Office	A-L 209	505.3061
Campus Life	TBA	505.3037
Campus Safety Office	C-W 2nd Floor	505.3010
Campus Ministry	1001 Chicon Street	505.3054
Counseling and Consultation Center	A-L 216	505.3044
Career and Graduate Development	C-W 1st Floor	505.3041
College of Arts and Sciences – Dean’s Office	J-M 201	505.3125
Disability Services	A-L 216	505.3149
Facilities Reservations	V-A 212	505.6417
First Year Experience	J-M 101E	505-3045
Financial Aid	A-L 204	505.3031
Bookstore	D-D Student Union	505.6409
Human Resources	V-A 101	505.3015
Institutional Advancement	V-A 203	505.3073
Alumni Affairs	V-A 213	505.3074
Public Relations and Marketing	V-A 200	505.3006
International Student Advising	A-L 205	505.3029
Library	D-J	505.3088
President’s Office	V-A 305	505.3002
Provost and Vice President for Academic and Student Affairs	V-A 204	505.6433
Registrar’s Office	A-L 210	505.3082
Residence Life	A-F	505.6411
Residence Life	B-B	505.3158
School of Business and Technology – Dean’s Office	A-L 310	505.3131
Sponsored Programs/Title III	A-L 100	505-3075
Student Affairs – Dean’s Office	D-D	505.3036
Student Accounts	A-L 215	505.3067
Student Health Center	A-F 151	505.3039

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## FALL 2011 ACADEMIC CALENDAR\*

### HUSTON-TILLOTSON UNIVERSITY

Aug 15	Mon	Faculty return
Aug 16	Tues	Faculty-Staff Institute
Aug 17	Wed	Residence Halls Open – New Students
Aug 18-19	Thu-Fri	Placement Testing/Advising/Registration – New Students
Aug 19	Fri	Residence Halls Open – Continuing Students
Aug 19	Fri	Late Registration – Continuing Students
Aug 19-21	Fri-Sun	Students Orientation – New Students
<b>Aug 21</b>	<b>Sun</b>	<b>Matriculation Ceremony – 9:30 a.m. (Chapel) – New Students</b>
<b>Aug 22</b>	<b>Mon</b>	<b>Classes Begin – Schedule Changes Allowed</b> Distance Learning Classes Begin
Aug 26	Fri	Last Day for Adding or Dropping Classes Without a Fee
<b>Sept 1</b>	<b>Thu</b>	<b>President’s Opening Convocation</b>
<b>Sept 5</b>	<b>Mon</b>	<b>Labor Day Holiday</b>
Sept 7	Wed	Official Twelfth Class Day
Sept 8	Thu	Final Day to Withdraw from the University or Drop Classes with Tuition
Sept 20	Tue	Final Date for Filing for December 2011 Graduation
Oct 3-6	Mon-Thu	Midterm Examinations Administered
<b>Oct 7</b>	<b>Fri</b>	<b>Fall Break – Students and Faculty Only</b>
Oct 10	Mon	Classes Resume
Oct 11	Tue	Midterm Grades Entered in <a href="http://my.htu.edu">my.htu.edu</a>
Oct 20	Thu	Final Day to Drop a Class
Oct 24-Nov 4	Mon-Fri	Academic Advising
<b>Oct 28</b>	<b>Fri</b>	<b>Charter Day Observance</b>
Oct 28	Fri	Final Day to Withdraw from the University
Nov 7-11	Mon-Fri	Registration for Spring 2011 Begins
Nov 22	Tue	Thanksgiving Holiday – Begins after the last class session
Nov 28	Mon	Classes Resume on Monday
Dec 2	Fri	Last Class Day
Dec 5	Mon	Final Examinations Begin
Dec 8	Thu	Final Examinations End
Dec 9	Fri	Final Grades Entered in <a href="http://my.htu.edu">my.htu.edu</a>
Dec 10	Sat	Residence Halls Close
Dec 26	Mon	Christmas Holiday – Campus Closed

\*Dates and events are subject to change.

## SPRING 2012 ACADEMIC CALENDAR\*

### HUSTON-TILLOTSON UNIVERSITY

Jan 2	Mon	Staff Return
Jan 3	Tue	Faculty Return
Jan 3	Tue	Faculty Institute
Jan 4	Wed	Residence Halls Open – New Students
Jan 5	Thu	Placement Testing, Advising, Registration – New Students; Late Registration – Continuing Students
Jan 6	Fri	Orientation – New Students
<b>Jan 10</b>	<b>Tue</b>	<b>Classes Begin – Schedule Changes Allowed</b>
Jan 16	Mon	Martin Luther King Jr. Holiday
Jan 17	Tue	Last Day for Adding or Dropping Classes Without a Fee
Jan 27	Fri	Official Twelfth Class Day
Jan 31	Tue	Final Day to Withdraw from the University or Drop Classes with Tuition Adjustment
Feb 14	Tue	Final Date for Filing for May 2011 Graduation
Mar 5-8	Mon-Thu	Midterm Examinations Administered
Mar 9	Fri	Midterm Grades Entered in <a href="http://my.htu.edu">my.htu.edu</a>
<b>Mar 11-17</b>	<b>Sun-Sat</b>	<b>Spring Break</b>
Mar 19	Mon	Classes Resume
Mar 23	Fri	Final Day to Drop a Class
Apr 6	Fri	Good Friday
Apr 9	Mon	Classes Resume
Apr 11-17	Wed-Tue	Academic Advising
Apr 12-23	Thu-Mon	Registration for Summer and Fall 2012
Apr 27	Fri	Last Day of Class
Apr 30-May 3	Mon-Thu	Final Examinations for Non Seniors
May 4	Fri	Honors Convocation
May 5	Sat	Commencement Convocation (8:30 a.m.)
May 6	Sun	Residence Halls Close
May 7	Mon	Final Grades Entered in <a href="http://my.htu.edu">my.htu.edu</a>

\*Dates and events are subject to change.

## **SUMMER 2012 ACADEMIC CALENDAR\***

### **HUSTON-TILLOTSON UNIVERSITY**

May 26	Sat	Residence Halls Open
May 29	Tue	Summer School Registration
<b>May 30</b>	<b>Wed</b>	<b>Classes Begin Schedule Changes Allowed</b>
Jun 4	Mon	Last Day for Adding or Dropping Classes Without a Fee
Jun 19	Tue	Emancipation Day Holiday; No Classes
Jun 20	Wed	Final Date to Drop a Class
Jun 20	Wed	Final Day to Withdraw from the University
Jul 4	Wed	Independence Day Holiday Celebrated No Classes; University Closed
Jul 13	Fri	Last Class Day
Jul 16-17	Mon-Tue	Final Examinations
Jul 18	Wed	Final Grades Entered in <a href="http://my.htu.edu">my.htu.edu</a>

\*Dates and events are subject to change.

# MISSION STATEMENT

## **Mission Statement (Revised June 18, 2010)**

As an historically black institution, Huston-Tillotson University's mission is to provide opportunities to a diverse population for academic achievement with an emphasis on academic excellence, spiritual and ethical development, civic engagement, and leadership in a nurturing environment.

## **Vision**

Huston-Tillotson University will be a leader in the education of diverse populations. We will empower students for success in a global society as critical thinkers, lifelong learners, and ethical citizens.

# HISTORICAL OVERVIEW

Tillotson College dates to 1875 when the Congregationalists (now known as the United Church of Christ) worked with the "freedmen," the descendants of slavery, to establish a secondary school. The secondary school eventually became Tillotson College and Normal Institute. Throughout the years, the Institute changed to Andrews Normal School, a junior college, a woman's college, and a senior college.

Samuel Huston College dates to 1876 when the Reverend George Warren Richardson, a Methodist minister from Minnesota, leased St. Paul Methodist Episcopal Church in Dallas, Texas, as the school for the colored youth of Dallas. A fire destroyed St. Paul and the school was relocated to a temporary site and then to the Colored Methodists Church of America. The Methodist West Texas Conference relocated the school to Austin, Texas, and Wesley Chapel Methodist Episcopal Church, now Wesley United Methodist Church.

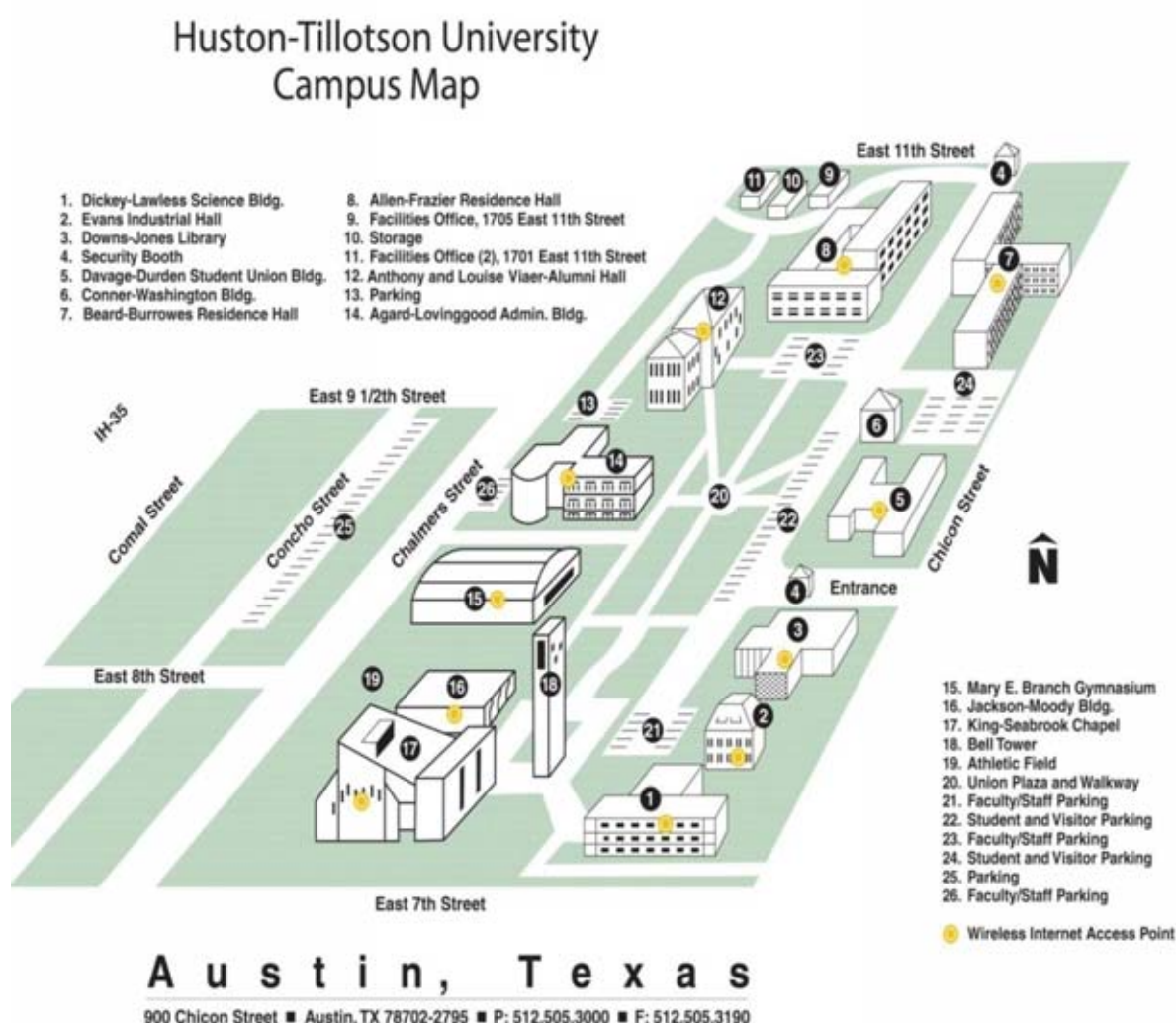
Huston-Tillotson College, chartered in 1952 by the State of Texas, represents the merger of Tillotson College and Samuel Huston College. After merging, Huston-Tillotson College became the sole provider of higher education for African-Americans in Central Texas until the landmark case of *Brown v. Board of Education* (1954), which launched the period of desegregation.

Huston-Tillotson College officially became Huston-Tillotson University on February 28, 2005.

# BUILDINGS AND FACILITIES

Huston-Tillotson University is located on a 19-acre, tree-lined, flourishing campus near downtown Austin, Texas. The University also owns six acres of property adjacent to the campus for future expansion and development and maintains a biological field station south of the city used by faculty and students for environmental research. The Center for Religious Life is located at 1001 Chicon Street.

Campus buildings are named for past presidents and other distinguished persons in testimony to their outstanding contributions in sustaining and fostering its advancement. The hyphenation of the building names commemorates the University's joint heritage in the United Church of Christ and The United Methodist Church. Each name links a representative of the former Tillotson College (and the United Church of Christ) with a representative of the former Samuel Huston College (and The United Methodist Church). Visit [www.htu.edu](http://www.htu.edu) to LEARN MORE about Huston-Tillotson University.



# Academic Policies

## ADMISSION

Students are admitted into the University based on the current University admission requirements. Students who do not meet the minimum requirements may request an individual interview. Students are notified of the admission status as quickly as possible. Admission requirements are subject to the professional judgment by the Dean of Enrollment Management, the Director of Admission, and the Enrollment Management Committee.

### University Undergraduate Admission Requirements

#### General Admission Requirements

Specific admission considerations are granted to prospective students based on requirements as noted in each category below. However, all prospective students must meet the general minimum admission requirements of the University. The general minimum admission requirements are: graduate from an accredited high school that includes a curriculum of three Mathematics, three English, and three Science credits, earn a minimum 2.3 high school Grade Point Average (GPA) or better, and earn a minimum of 860 SAT or 18 ACT score. The applicants must achieve the minimum passing standard set by the testing service of the General Educational Development (GED) program and pass all state required exit examinations. Individual consultations are considered during the review of minimum requirements. Additionally, prospective students must adhere to all of the following prior to final admission to the University:

- Submit an official University Admission Application.
- Submit official transcripts, with the seal, from all high schools and all colleges attended, including International studies. No photocopies will be accepted. All documents become property of the University and will not be returned.
- Pay required admission application fee.
- Interview with admission committee, if required to do so.

#### Submission Deadline

Admission Status	Semester	Deadline Date
First year & Transfer Students	Fall	May 1
	Spring	December 1
	Summer	May 1
International Students	Fall	May 1
	Spring	November 1
	Summer	April 1

## **Application Fee**

<b>Admission Status</b>	<b>Application Fee</b>
First year	\$25.00
Transfer Student	\$25.00
International Student	\$75.00

## **Payment of University Fees**

All fees are due at the time of official enrollment unless other satisfactory arrangements are approved by an official of Student Accounts.

## **Types of Admission**

### **Distinguished Admission**

The University recognizes the achievements of talented students who excelled in high school and grant these students the distinction they deserve as having excellence in academic performance.

- Recent high school graduates of a recognized U.S. accredited high school
- Graduated in top 10% of class
- 3.50 and above GPA
- 1000 SAT / 22 ACT

Applicants who meet these requirements are reviewed by the University Scholarship Committee. Applicants who meet these requirements may also be recommended to the Honors Committee for consideration for available scholarships and admittance to the distinguished W.E.B. DuBois Honors Program.

### **Automatic Admission**

- Recent high school graduate from a recognized U.S. accredited high school.
- Graduated in the top 20% of the class
- 2.50 to 3.49 GPA
- 900 SAT / 20 ACT

### **Regular Admission**

- High school graduate or GED certificate from a recognized U.S. accredited high school.
- Graduated in the top 50% of the class
- 2.30 to 2.49 GPA
- 860 SAT / 18 ACT or higher

All students are encouraged to apply for available University scholarships.



## **Conditional Admission**

Students who meet the minimum admission requirements are reviewed on an individual basis and must be recommended for consideration for admission. The Dean of Enrollment Management may review the applicant or assemble a committee to review the applicant. The Dean or the committee may consider, but is not limited to, the following in its deliberation of the applicant's request:

- first in the family to attend college;
  - community service;
  - extra-curricular activities;
  - awards and recognition;
  - interview presentation;
  - letter of recommendation from high school
- Recent high school graduate from a recognized U.S. accredited high school;
  - 2.0 to 2.29 GPA;
  - 860 and above SAT / 18 ACT;
  - Earn a passing score on the University entrance examination;
  - At the end of the first academic year (two consecutive semesters), the student must earn a cumulative 2.0 GPA.

Prior to registration, conditionally admitted students must meet with the Director of the Center for Academic Excellence to sign an academic contract outlining the terms of conditional admission. If the cumulative GPA is not a 2.0 at the end of the first academic year (two consecutive semesters), the student will be placed on academic suspension. Students may appeal the suspension. If the designation is reversed, failure to achieve a cumulative GPA of 2.0 will result in review for dismissal. If the student enrolls in a community college and earns a 2.3 GPA in courses equivalent to Huston-Tillotson University courses while on suspension, the student may submit an application for re-admittance to the University.

## **Former Students Seeking Readmission**

Academic and disciplinary records must indicate that former students who are seeking readmission to the University were in good standing at the time that they dropped out/stopped out.

- Complete an admission application;
- Earned a minimum of 2.0 GPA while attending this University;
- Earned a minimum of 2.3 GPA from each university attended while not enrolled in this University;
- Submit a transcript of all colleges/universities attended other than this University; and
- Pay a non-refundable admission application fee.

## **GED Students**

- Complete an admission application;

- Earn a total score of 2250 on the GED examination, with no component score of less than 410;
- 860 SAT / 18 ACT; and
- Pay a non-refundable admission application fee.

### **Associate Degree Graduate**

- Complete an admission application;
- Earn an average 2.3 GPA on all course work;
- Submit an official transcript from colleges/universities attended; and
- Pay a non-refundable admission application fee.

### **Transfer Students**

- Complete an admission application;
- Completed 30 or more semester credit hours (under 30 hours is considered first year status and the student will be required to take the placement test and submit high school transcript);
- Earned an average of 2.3 GPA and a minimum of 24 semester hours from the last college/university attended;
- Must be in good standing with the last college/university attended;
- Submit official transcripts of all previous colleges/universities attended; and
- Pay a non-refundable admission application fee.

### **Part Time and Summer School Students**

- Complete an admission application;
- 2.3 GPA from high school or college;
- Provide official transcripts of high school or college/university coursework;
- Take less than 12 credit hours; and
- Pay a non-refundable admission application fee.

### **Transient Students**

- Complete an admission application;
- Limit matriculation to 3 credit hours per semester; and
- Pay a non-refundable admission application fee (If a student decides to enroll, must complete all requirements as a new or transfer student).

### **Home Schooled Students**

- Complete an admission application;
- Submit a letter of academic achievement from a teacher or an agency of Home School Programs;

- Earn a minimum 860 SAT / 18 ACT; and
- Pay a non-refundable admission application fee.

### **Dual Enrollment**

Students who are currently enrolled in high school and classified as a senior (and will graduate at the end of the semester of the senior year), may apply for concurrent enrollment and take college level courses for credit while maintaining the status of a high school senior. The student must meet the following requirements:

- Have earned a cumulative 3.0 GPA (on a 4.0 scale) at the time of enrollment;
- Submit a letter of recommendation from the high school counselor and/or principal;
- Submit a letter of agreement, with parent's signature;
- Take no more than 3 credit hours which may be applied toward completing college degree requirements; and
- Pay a non refundable admission fee.

### **Students Who Are 24 Years and Older and Have Not Attended College in the Past Five (5) Years**

- Complete an admission application;
- Provide an official high school transcript from an accredited high school with a 2.0 GPA or earn a GED with a total score of 2250;
- College credits that are seven (7) years or more old will not be accepted;
- Composite GPA must be 2.3 or better for all college credits and not more than five years old in order to be considered for transfer; and
- Pay a non refundable admission fee.

### **International Students**

- Complete an official International Student University admission application;
- Graduate from a high school with the number and distribution of course equivalency of a traditional accredited U.S. high school;
- Submit an official score report of the Test of English as a Foreign Language (TOEFL) sent by ETS directly to the University. A minimum score of 500 (paper based test) or 61 (Internet based test) is required. Students scoring between 400-499 (paper) or 32-60 (Internet) must enroll in an Intensive English course offered by the University. Students who come from countries where English is an official language do not have to submit TOEFL scores;
- Submit an original basic evaluation of high school and/or college transcripts. No photocopies will be accepted and the original basic evaluation must be mailed directly to the University from the evaluation agency. It is strongly recommended that the evaluation be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Information about AACRAO and its evaluation services can be obtained from the website: [www.aacrao.org](http://www.aacrao.org);

- Submit a certified financial statement, with proof of support for living expenses for four (4) years of study. To be considered valid, the application must have an original bank personnel signature and bank stamp in the appropriate spaces on the back of the International Student application. Copies of the bank statements in place of the financial support portion of the application will not be accepted. Actual dollar amounts required may be reviewed at [www.htu.edu](http://www.htu.edu);
- Remittance of the equivalent of one semester's tuition and fees in U.S. dollars must be received before the University will issue the U.S. I.C.E. form I-20. If the applicant fails to report to the University as agreed, the University refunds all deposits minus a \$200.00 administrative fee; and
- Pay a non-refundable admission fee by check, money order, or credit card.

**Note:** The entire admission process must be repeated if an International Student drops/stops out and seeks to return.

### **Wards of the Court**

- Must submit all application materials to be considered for admission, but will not be required to pay the application fee

### **Commitment Fee**

All first time first year students are required to pay a **\$100.00** commitment fee to confirm their plans to attend Huston-Tillotson University. Upon matriculation and registration for classes, the commitment fee will be credited to the student's HT tuition and fee account. Once the commitment fee is received, the University will provide information about residence life, new student orientation, academic advising, and registration.

The commitment fee must be received by May 1 for the fall semester or within two weeks following notification of acceptance if admitted after May 1 for Fall, Spring, or Summer sessions. **The commitment fee is non-refundable.**

### **What is a Commitment Fee?**

- The commitment fee reserves a seat for first time, first year students entering HT;
- The commitment fee is not a new fee. The \$100.00 is credited directly toward the student's tuition and fee account at HT;

### **What Happens if the Fee is Not Paid by the Deadline?**

- Paying the fee by the deadline assures a space in the entering class.

### **Why do Students Have to Pay the Commitment Fee?**

- The commitment deposit allows the University to more effectively plan for class offerings and student resources in preparation for each semester;
- The commitment deposit provides an incentive for students to actively consider their college choice before completion of the senior year; and
- The commitment deposit allows the University to more accurately report new student class data as part of its budgeting process

## **Submission of False Information**

If a student submits false information to gain admittance to the University, the student may be immediately officially withdrawn from the University and forfeit all credits earned. The student may not be eligible to re-enroll at the University at any time.

**Disclaimer:** *The University reserves the right to change admission criteria, including additions and deletions, as deemed in the best interest of the admission program and the University's mission, goals, and objectives.*

# **FINANCIAL AID**

## **How to Apply For Financial Aid**

The first step is to complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA is used to determine eligibility for most state and federal financial aid programs. Huston-Tillotson University will also use data from the FAFSA to determine eligibility for institutional scholarships. Each student is encouraged to apply by March 15th to maximize eligibility for financial aid.

## **Who Should Apply For Financial Aid**

All students are encouraged to apply for financial aid. Financial aid packaging techniques are used to award aid to as many eligible students as possible. The Financial Aid Office is unable to meet the total needs of all students. Students are encouraged to identify financial resources such as student employment, scholarships, and alternative loans.

## **Independent vs. Dependent Students**

### **Independent Student**

The definition for an "Independent Student" may change; however, currently students will be considered independent for financial aid purposes if they meet one of the following criteria:

- Twenty-four (24) years of age prior to January 1st of each year;
- Currently serving on active duty in the U.S. Armed Forces;
- Veteran of the U.S. armed forces;
- Graduate or professional student;
- Married on the date applying for financial aid;
- Dependent or ward of the court since turning age 13;
- Both parents are deceased since turning age 13;
- Currently is or was an emancipated minor;
- Have legal dependents that fall within the following descriptions;
  - Children are dependent on them for more than one-half of financial support;

- Other people who reside with them who receive more than one-half financial support and will continue to receive more than one-half financial support during the academic year;
- Currently homeless or at risk of being homeless;
- Currently is or was in legal guardianship;
- In foster care since turning age 13.

### **Dependent Student**

If students do not fall within at least one of the descriptions listed above, they are considered **dependent** students for financial aid purposes and must report their parent's information on all financial aid forms.

### **Mitigating Circumstances**

Unless there are some mitigating circumstances, students will be considered a dependent student for financial aid purposes. Mitigating circumstances include but are not limited to:

- The student was granted refugee status by the Homeland Security Office.
- The student experienced abusive behavior or other family disturbances that can be documented by an objective third party such as a counselor, minister, or social worker, etc.
- The student was abandoned and is *self-dependent*, or *dependent upon* foster parents for support.

Any of these circumstances can be considered but they do not automatically give students independent status. All circumstances must be documented and approved by the Director of Financial Aid or an appointed designee.

### **Financial Aid Deadline**

Prospective students must be accepted into a regular degree program before financial aid can be finalized. The student **should not** wait for formal acceptance to Huston-Tillotson University to apply for financial aid. Students should apply early for both financial aid and admission. To ensure priority consideration for financial aid, students are encouraged to complete the FAFSA and the Institutional Scholarship application by **March 15<sup>th</sup>** of each year. Files completed after that date will be processed and awarded based on available funds.

### **Financial Aid Programs**

#### **Federal Grants Based on Need**

The awards are based on a federal methodology which calculates a student's need and eligibility.

#### ***Federal Pell Grants***

Federal Pell Grants do not have to be repaid. Students apply through the FAFSA each year.

### ***Federal Supplemental Educational Opportunity Grants (FSEOG)***

Federal SEOG awards do not have to be repaid. Priority awards are given to the most exceptionally needy students. Generally, most exceptionally needy students are those with Expected Family Contributions (EFC) of zero.

### **Competitive Federal Grants**

#### ***Program-Specific Requirements: SMART Grant***

In addition to the general requirements above, the SMART Grant is available to students who:

- Are in their third or fourth year of study;
- Are majoring in physical, life, or computer sciences, mathematics, technology, engineering, or foreign language determined to be critical to national security;
- Maintain a 3.25 GPA in coursework required for the major;

(The maximum award amount is \$4000.00 per academic year).

### **Federal Direct Student Loans**

The majority of students receiving financial aid are offered low interest rate loans (need based and non-need based) or Parent Plus Loans as part of their financial aid awards. Need based loans are interest free while the student is enrolled in school on at least a half-time basis and up to six months interest free until the student graduates or falls below half-time enrollment. Non-need based loans begin to accrue interest at the date of disbursement, including in-school periods of enrollment; however, the student may choose to postpone interest payments until the non-need based loan enters repayment. The following loans are available under the Federal Direct Student Loan Program:

- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Parent Loan for Undergraduate Students

All Federal Direct Loans require that students and parents complete a Master Promissory Note (MPN). Students are not required to complete the MPN each academic year since the MPN is valid for a maximum of ten years. Federal regulations require loans to be disbursed to first-time borrowers after they complete 30 days of their official class enrollment.

#### ***Federal Direct Subsidized Stafford Loan***

- The maximum amount a first-year student may borrow is \$3,500.00.
- The maximum amount a second-year student may borrow is \$4,500.00.
- The maximum amount a third-year student may borrow is \$5,500.00.
- The maximum amount a fourth-year student may borrow is \$5,500.00.
- Repayment is deferred until six months after graduation, withdrawal or dismissal from school; no interest is charged until repayment begins.

(The loan amounts are subject to change.)

### ***Federal Direct Unsubsidized Stafford Loan***

First and second year independent undergraduate students may borrow up to \$6,000.00 per academic year. Fourth and fifth year undergraduate students may borrow up to \$7,000.00 per academic year. Interest starts to accrue when the loan is disbursed to the student, but the interest may be deferred while the student is in school.

### ***Federal Direct Parent Loan for Undergraduate Students***

If the student's eligibility for financial aid is based upon the *parent's* income data, students do not normally have access to the Unsubsidized Stafford Loan, but their parents may borrow up to the cost of education less the other aid they will receive. If the student's parents are not accepted by the lender for a loan, the student may borrow under the Unsubsidized Stafford Loan program described above.

### **State Grant Programs**

State grant aid awards do not have to be repaid; however, students must maintain high academic standards to remain eligible. Most state grants require that the student maintain at least a 2.5 GPA based on a minimum of 24 credit hours each academic year. The student must also complete 75% of all registered coursework each academic year. Funds are limited; therefore, students are encouraged to complete their FAFSAs prior to the March 15<sup>th</sup> deadline.

Students may be eligible to receive funds from the following state grant aid programs:

#### ***Tuition Equalization Grant***

Students who meet the following standards may be eligible to receive a Tuition Equalization Grant:

- The student is a Texas resident if he/she graduated from a public or accredited private high school;
- The student demonstrates financial need based on a completed application for financial aid (which includes the FAFSA and any supporting documentation required by the University); and
- The student meets the Satisfactory Academic Progress (SAP) standards for the grant. Students must meet the first year SAP standards of *the student's* respective university; however, after the first year, student must meet the requirements of the Texas Higher Education Coordinating Board, which requires that the student maintain a 2.5 cumulative GPA and complete 75% of all credit hours each semester.

### **Work Study Programs**

Federal and State Work Study programs are subsidized financial aid programs that help students defray expenses through part-time employment. All earnings are payable to students, and it is the student's responsibility to use earnings to pay for any charges that are not covered by financial aid. Work study students normally:

- Work 10-15 hours per week, and
- Schedule work hours around class and study schedules.

Wages for actual hours are paid at least once per month. A limited number of part time jobs may be available on and off campus.



## **Additional Loan Programs**

### ***B-On-Time-Loan***

The B-On-Time-Loan is available to all Texas Grant eligible students who did not receive a Texas Grant because funds were exhausted. The loan carries a zero percent interest rate. The loan will be forgiven if the student graduates within four years of matriculation with a minimum cumulative 3.0 GPA. Continued eligibility is based on the requirements set forth in the Texas Grant provisions.

### ***College Access Loan (CAL)***

The CAL program provides low-interest loans to Texas students who need assistance in paying for higher education. Students may choose a fixed or variable rate; however, payments are not required until six months after students complete their education or withdraw from school. CAL loans may be used to cover the Expected Family Contribution (EFC).

### ***Private Education Loan***

Many public and private lending institutions offer consumer loans, commonly referred to as “private loans”. Private loans may be used to cover all education related expenses such as tuition and fees, room and board, supplies and personal computers. Since these loans are based on credit and work history, students are encouraged to obtain a cosigner before applying for these loans.

## **Financial Aid Verification Policy and Procedures**

Verification is the process of confirming the accuracy of certain data provided by the student on the FAFSA. Students are selected for verification by the U.S. Department of Education and sometimes by the University.

The student will receive a notice by campus mail or preferred communication regarding forms and documentation. Required documentation may include:

- Student’s and parent’s federal tax returns;
- Student’s and parent’s checking and savings account statements;
- Proof of non-taxable income, such as Supplemental Security Income (SSI).

Students are expected to submit requested documents and information within two weeks of the request; however, sometimes it is necessary to contact outside sources which could result in additional delays. Therefore, while students may be requested to provide evidence of all efforts made to obtain the necessary documentation, an extended period of time may be permitted as long as the student meets all deadlines for state and federal programs. Examples of acceptable evidence are:

- Student journal which details discussions with parents and/or guardians;
- Written verification from the Internal Revenue Service;
- Written verification from a state agency.

The University will use the current Verification Guide issued by the Department of Education as the governing document for substantiation of information:

- The University is required by federal regulation to make referrals to the U.S. Department of Education Inspector General's Office if it suspects that aid is requested under false pretense.
- The University will cooperate with government agencies in prosecuting students who are found to have falsified application data.

If, during the verification, an overpayment is warranted, the University will make every effort to collect the overpayment from the student; if it is not collected, the University will refer the case to the U.S. Department of Education.

## **Return of Title IV Funds**

A new federal regulation became effective Fall 2000 regarding the Return of Title IV funds when a student officially or unofficially withdraws prior to the 60% point of an enrollment period. Federal regulations require that students complete over 60% of an enrollment period to be eligible to receive all federal financial aid that was awarded to them; if they complete less than 60% of an enrollment period, the federal government requires institutions of higher education to prorate the amount of Title IV funds credited to the student's account. The refund policy, sometimes referred to as RT4, determines the amount of tuition and fees that an institution has earned. Conversely, the refund policy determines the amount of financial aid that the student has earned. Under policies established by the federal government, the responsibility of the return of money is shared by the student and the University. This may result in an increased student debt to the institution since the refund policy is applicable until over 60% of the calendar days in an enrollment are completed. Based on the calculation, it may be the case that the University earned tuition and fees that were initially paid by the federal government but must nevertheless be returned to Federal Financial Aid Programs. Therefore, the student may leave the University owing additional funds even though the account would have been paid in full had the student completed the semester. An example of the refund policy is as follows:

- Student withdraws on September 20, 2006 – (25% of the semester).
- Student received \$1,000 in Federal Financial Aid.
- Student earned \$250 of the aid received – (1000 x 25%).
- Student would owe \$750 (unearned portion) to the University that, in turn, would reimburse the appropriate Title IV financial aid program(s).

## **Repayment of Federal Funds**

Repayment is defined as the amount a student must repay of student financial aid that is given directly to him/her as cash disbursement to cover non-institutional costs. A student who withdraws and receives a cash disbursement of student financial aid for non-institutional costs may be required to repay all or a portion of the financial aid received. Federal regulations require federal funds be repaid in the following order:

- Federal Direct Unsubsidized Stafford Loan
- Federal Direct Subsidized Stafford Loan
- Federal Direct Perkins Loan
- Federal Direct Plus Loan

- Federal Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- TEACH Grant

### ***How Funds Are Disbursed***

Most financial aid is directly credited to a student's account at the beginning of each semester except first-time borrowers who cannot receive the first disbursement of their loan funds until thirty days have elapsed from the start of classes. In the case of loan funds for school charges, the student will be notified when funds are received and given the opportunity to cancel the loan and make other arrangements for tuition payment. Loan funds available to students for living costs will be provided in a separate check.

Funds will not be credited until all requested documents and information have been received and verified. Federal Work Study wages are paid directly by an off-campus agency or by the University.

## **Scholarships**

### **Institutional Scholarships**

A student applying for any institutional scholarship award (academic, athletic, music, etc.) must submit a complete FAFSA (Free Application for Federal Student Aid) Institutional Financial Aid Application (IAA) and the institutional scholarship application by the March 15<sup>th</sup> deadline of the preceding academic year. General scholarship information is available in the University Scholarship Handbook which is updated and reproduced at the beginning of each recruiting season for the subsequent academic year.

Institutional Scholarships are awarded on the basis of merit and performance to full-time, degree-seeking undergraduate students at the University. All institutional scholarship recipients must be in good standing with the University or officially admitted at the time of awarding. Scholarships are awarded for the academic year; however, 50% is awarded for Fall and 50% is awarded for Spring semesters. All students are required to earn a minimum 2.0 college/high school/transfer GPA in order to receive any form of institutional scholarship or grant funds. Funds are awarded on a first-come, first-served basis, upon recommendation of the Scholarship Committee.

### **Academic (Merit-based) Scholarships**

Students with a minimum 3.0 cumulative/HS transfer GPA are eligible for awards. The awards may vary but usually range from \$2,500.00 to \$7,350.00 per academic year.

### **Need-based Awards**

Some scholarships funds (i.e., HT Grant, Work Aid) are set aside for students who are not eligible for academic awards but have a financial need or economic hardship. Funds are awarded on a first-come, first-served basis, upon recommendation of the Scholarship Committee.

### **Athletic Awards**

The University is a member of the Red River Conference of the National Association of Intercollegiate Athletics (NAIA). Athletic scholarships in men's baseball, basketball, soccer, track and field, and women's basketball, track and field, and volleyball are awarded based upon the recommendations of the individual head coach for each sport and approval of the Athletic Director. Coaches must submit signed letters of agreement and team scholarship rosters to the Financial Aid Office.

All athletes must maintain a minimum 2.0 GPA and meet the National Association of Inter-Collegiate Athletics (NAIA) eligibility requirements to receive athletic scholarships.

### **Performance (Music) Scholarships**

Music performance (vocal and instrumental) scholarships are awarded based upon the recommendation of the Music Department.

### **Matching Church Scholarship Program**

The University established the matching church program to honor a commitment to its founders and continued religious affiliation. This is a dollar-for-dollar match with a maximum annual award from the University of \$5,000. The scholarship funds must be made payable to the University (and the student) and should be accompanied by an official letter from the church pastor or designated official. The letter should mention the matching church scholarship program. There are limited funds allocated to this program and awards will be made as funds are received.

### **The United Methodist Church and United Church of Christ Scholarships**

Students with an established/documented two year membership are eligible to apply for The United Methodist Church or the United Church of Christ scholarship. Funds are awarded in the Fall on a first-come, first-served basis.

### ***Tuition Discounts***

Sons and/or daughters of United Church of Christ or United Methodist ministers are eligible for a 25% discount on tuition only if they are under 21 years of age. Remission of tuition cost is available for the traditional college age dependent children of full-time, regular employees of Huston-Tillotson University as contained in the *University's Policy and Procedures Manual, Volume III*.

### **Private and Outside Scholarships**

These scholarships are submitted to the University or the student from various outside organizations, clubs, businesses, and churches. Funds are posted to the student's accounts upon receipt. If a credit balance occurs, the credit balance will be refunded to the student, based on the guidelines from the donor.

### **Satisfactory Academic Progress Policy Requirements for All Students**

The Higher Education Amendments of 2010 require that institutions establish a minimum standard of Satisfactory Academic Progress, or –SAP”, for students to continue receiving federal (Title IV) financial aid. The minimum standards for SAP are defined as follows:

### 1. Qualitative Measure:

Students are monitored for SAP beginning with their first semester of enrollment at Huston-Tillotson University. For a student to be eligible for Title IV aid (i.e., federal grants, loans and work study), the student must maintain a satisfactory GPA based on a set of attempted hours:

- Less than 24 credit hours, he/she must have a cumulative GPA of at least 1.8
- 24 or more credit hours, he/she must have a cumulative GPA of at least 2.0

### 2. Quantitative Measure:

SAP also includes the PACE at which a student must progress through a program to ensure that the student completes a degree within a maximum timeframe. PACE is calculated as follows:

**Cumulative number of hours the student successfully completed / Cumulative number of hours the student attempted.**

Huston-Tillotson University expects all students to complete 75% of all hours attempted each semester. (See progression chart below).

### UNDERGRADUATE REQUIREMENTS PER SEMESTER

Hours for which Aid Was Received Per Semester	Minimum Hours to be Successfully Completed Per Semester
12 attempted hours (full time)	9 hours
9 attempted hours (3/4 <sup>th</sup> time)	7 hours
6 attempted hours (1/2 time)	5 hours

**Note:** All undergraduates are expected to complete the bachelor's degree within 5 years but no longer than 150% of the program length. Second degree seeking students are also required to complete the second bachelor's degree before or at 150% of the program length. Special consideration may be given if the student changes major. For example, a degree plan for 120 credit hours would need to be completed before 180 credit hours are attempted ( $120 \times 1.5 = 180$ ).

All passing grades, credit by exam and CLEP hours are included in the attempted hours. Transfer credits from other institutions are counted in both completed and attempted hours. Grades of "W", "I", and "F" are also included in the calculation and are not considered satisfactory completion.

Ordinarily the student must satisfy both the GPA (quality) and PACE (quantity) requirements prescribed above. However, if the student continues to meet the GPA requirement but fails to meet the PACE requirements, the student will be placed on *financial aid probation* for one year, and the student will receive financial aid for the current year. If the student fails to meet the PACE requirement at the end of the probationary period, the student's financial aid will be suspended, and the student will have to appeal the denial of financial aid.

If the student's GPA falls below the minimum standards prescribed above, all federal financial aid will be suspended, and the student must appeal the denial of financial aid

## Retaking Coursework

Students will not receive financial aid for previously passed courses. However, if a student needs a certain passing grade for a course in his/her major to continue in a program, the student will be allowed to use financial aid for a one time repetition of the course(s).

## APPEALS

If a student fails to meet the minimum satisfactory academic progress (SAP) standards, the student will receive official notification in writing from the Financial Aid Office that his/her financial aid is suspended. The University understands there are many obstacles that impact a student's academic success; therefore, the student is given an opportunity to explain any extenuating circumstances that may have hindered the student's ability to meet the required minimum SAP standards. Students may appeal the denial of financial aid by completing the appeal form and writing to the Dean of Enrollment Management after receiving notice that financial aid was suspended. A good appeal letter should:

- Explain in detail what happened during the semester that hampered achievement. For example, student illness, death or illness of an immediate family member, etc;
- Explain in detail what plan of action the student will be taking the following semester to improve the GPA and/or PACE; and
- Be professional.

Students have 30 days, upon receipt of official notification, to appeal financial aid suspension.

The appeal form will be mailed with the official notification to the student. Forms are also available in the Financial Aid Office, or the form may be downloaded from the Huston-Tillotson Website ([www.htu.edu](http://www.htu.edu)). The Financial Aid Appeals Committee will review the student appeal and any supporting documentation to determine if the suspension was justified. The student will be notified in writing of the final outcome of the appeal.

If the financial aid appeal is approved, the student will remain on ***Financial Aid Probation*** as long as the student is meeting the conditions of an ***Academic Plan*** or until the student meets all SAP requirements. Failure to meet the conditions of an academic plan or satisfy SAP requirements will result in ***suspension*** of federal financial aid.

If the student appeal is not approved, the student may become eligible again by meeting the minimum Satisfactory Academic Progress (SAP) requirements.

## Conditions of Reinstatement

A student who has been denied financial aid for academic reasons may become eligible again by meeting the appropriate standards while enrolled at HT. The student is responsible for notifying the Financial Aid Office that SAP requirements are met again.

## The decision of the appeals committee is final.

Mail all appeals and supporting documentation to:

Huston-Tillotson University  
Attn: Dean of Enrollment Management  
900 Chicon Street  
Austin, TX 78702

Documents can also be scanned and emailed to [financialaid@htu.edu](mailto:financialaid@htu.edu).

## REGISTRAR

### Grades

Each semester, at mid-term and after final examinations, instructors post a grade for each student by University deadlines. The grades are entered into CX at [my.htu.edu](http://my.htu.edu) and will be available for students to view and/or print by going to [my.htu.edu](http://my.htu.edu) and entering their login information and password. The instructor may assign a weight to a letter grade; however, the common letter grades and points are:

• A =	100-90	(4 points)	Excellent
• B =	89-80	(3 points)	Above Average
• C =	79-70	(2 points)	Average
• D =	69-60	(1 point)	Minimally Passing Not transferable or accepted in major
• F =	59 and below	(0 points)	Failure

### Student Classification

Students are classified according to their academic progress as measured by the number of course credits earned each semester. The University recognizes the following scale for classification of a student's academic progress:

- First year----- earned 29 hours of credit or less
- Sophomore ----- earned 30-59 hours of credit
- Junior----- earned 60-89 hours of credit
- Senior ----- earned 90 or more semester hours of credit

### Incomplete Grade

An incomplete (I) grade is awarded only when a student has earned a passing average but has failed to complete a vital portion of course requirements (project, paper, examination, experiment, etc.) at the time of the final grade reporting period. The student must provide documents that verify that failure to complete course requirements was due to circumstances beyond *the student's* control. The instructor of the course will decide when a student meets these criteria. The instructor will also provide instructions to the student for removal of the incomplete notation on the transcript.

When an incomplete grade is assigned to a student for failure to meet the requirements of a class, an Incomplete Grade Form must accompany the Instructor's Grade Report. The reason for the ~~F~~ grade must be clearly stated. The student has one calendar year to remove the ~~F~~ grade or it will be changed to an ~~F~~. The ~~F~~ is not used in calculating the GPA; however, the course is included in the number of hours attempted and affects the student's qualitative measure of performance and could render the student ineligible for financial aid.

An ~~F~~ grade can be changed to a pass or fail grade when the instructor initiates a Change of Grade form. This form includes the student's name, the course name and number, and the

semester the **–F** grade was issued. Signatures from the Instructor, the Department Chairperson, the Dean, Provost and Vice President of Academic and Student Affairs, and the Registrar must be affixed on the form before it is considered complete and official. The final grade is added to the student's record and the student's GPA is updated.

## **Adding Courses**

Any student who has completed 30 or more semester credits and has a GPA of 2.00 or above can add a class during the period designated in the University calendar. The student should consult with his/her academic advisor. A student with fewer than 30 semester credits must consult with his/her academic advisor; any student whose GPA is below 2.00 must see the Director of the Center for Academic Excellence to make changes to his/her schedule.

## **Dropping Courses**

A student may drop a course with the approval of the academic advisor without financial penalty during the first week of classes. Students wishing to drop a course after the first week of class may do so with the approval of their academic advisor and with payment of a \$50 per course drop fee. A grade of **–W** is recorded for any course dropped after the designated add period. Please see the University calendar for the last date to drop classes. A drop is not official until completed forms are received in the Registrar's Office. A grade of **–F** is recorded on the transcript of students who do not follow University policy on dropping courses. The deadline for dropping a block course is on or before the completion of 40% of the course.

## **Official Withdrawal**

During the period specified in the University calendar, a student can officially withdraw from the University. An Official Withdrawal form may be obtained from the Registrar's Office. The student's information such as name, student ID number, home address, telephone number, and current date will be added by the Registrar's Office. The student will sign and date the form and indicate the reason for withdrawing from the University. The student must obtain signatures of the academic Dean, Provost and Vice President for Academic and Student Affairs, the Librarian, Residence Life Staff (if the student resides on campus), Director of Financial Aid, and the Business Office. The form is returned to the Registrar's Office for the Registrar's signature and processing. The student is assigned a **–W** for each class in which the student is enrolled. Copies of the form are sent to the Business Office, Financial Aid, and Dean of Student Affairs. The withdrawal is effective on the date the completed form is submitted to the Registrar's Office.

## **Transfer and Advanced Standing Credits**

Transfer credits are accepted at Huston-Tillotson University if they are earned at an institution accredited by one of the regional agencies for higher education. The student must have earned 30 hours and a cumulative 2.3 GPA to be considered a transfer student. If the student has earned fewer than 30 hours, the student will be classified as a first year student and will be required to adhere to the undergraduate admission guidelines. Original transcripts must be submitted from all previous colleges and universities attended. The Registrar's office will not accept credit from a non-accredited institution.

Students transferring from other four-year accredited institutions may transfer a maximum of 96 semester hours toward graduation. Credits from junior/community colleges are limited to 66



semester hours toward graduation requirements. All transfer credits are evaluated at the time of enrollment. Only courses with grades of “C” or better are accepted for transfer credit. There is no guarantee that all transfer credits will apply toward satisfying degree requirements at Huston-Tillotson University. The Department chairperson and advisor, in consultation with the Registrar, make the final decision to accept transfer credit applicable to the student’s degree plan. Residence requirements for degrees at Huston-Tillotson University must be met regardless of the amount of work transferred.

Current Huston-Tillotson University students taking courses at other colleges/universities must have prior approval from the Provost and Vice President for Academic and Student Affairs to assure transfer of course credit. Forms for securing such approval are available in the Registrar’s Office. An official transcript of all courses completed at another college must be forwarded to the Registrar’s Office. Transfer credit is not counted in calculating a student’s cumulative GPA.

### **Transfer Articulation Agreement**

Mutual agreements between Huston-Tillotson University and other area institutions have been established to facilitate easy transfer of college course work. Students interested in transferring from one of these institutions to Huston-Tillotson University should confer with the Registrar’s Office and follow the equivalent course agreements established for each academic program.

### **Advanced Standing Credit**

Students may earn a maximum of 15 hours of college credit, if approved, by passing a comprehensive advanced standing examination in specified courses. These examinations must be taken prior to enrollment in a given course. They are administered, after proper approval, in two ways:

1. College Level Examination Program (CLEP): Students who attain satisfactory scores on the subject examinations of CLEP, under the auspices of the College Entrance Examination Board, are eligible to receive academic credit. Students must check with their advisors to ensure acceptability into specific departmental curricula. CLEP tests may be taken at locations other than Huston-Tillotson University; however, credits awarded will be based on criteria and required scores established by Huston-Tillotson University. All CLEP test scores must be sent directly to the Admission Office.
2. Advanced Placement Program (AP): The University participates in the Advanced Placement Program of the College Entrance Examination Board. Advanced Placement (AP) scores of 3, 4, or 5, as reported by the College Board and reviewed and approved by appropriate academic departments, may entitle secondary school graduates to receive credit for comparable college courses. The College Board must mail AP scores to the Admission Office.

All advanced standing examination results must be reported prior to the final week of classes in order for the credits to be included in the student’s permanent record for that semester.

### **Credit by Examination**

Advanced standing examinations are treated as regular courses for a degree plan, except that upon passing the examination, a student receives a grade of “CR”. It is not used in calculating the cumulative GPA.

Procedures for obtaining credit in such courses are:

1. Conduct a conference with the head of the department in which advanced standing credit is desired to determine whether the student has the background necessary to qualify for the examination.
2. If approval is granted by the department head, the student takes a completed and signed written statement of approval from the department head to the Business Office and pays a nonrefundable fee of \$25.00 for each course in which an examination will be administered.
3. Upon presentation of a Business Office receipt and the departmental approval form to the Provost and Vice President for Academic and Student Affairs, an advanced standing credit examination permit is issued and the examination is administered.
4. If a student wants to receive credit for a course taken by Advanced Standing, *the student* must pay the proper charges as listed for recording of course credit. The \$25.00 fee is not counted toward the tuition charge for credit.

## Transcripts

ALL obligations to the University must be satisfied before a transcript is released. One free copy is issued to graduates upon request. All others are \$5.00 each. Unofficial copies are available at [my.htu.edu](http://my.htu.edu).

A transcript request may be submitted to the Registrar's Office either in person or by letter with signature and social security number affixed to the document. When someone other than the owner of a transcript submits a request, the request must include written approval from the owner of the transcript stating that the third party has permission to obtain the transcript. A third party may also request that a transcript be mailed to the owner, to another institution or to a prospective employer. Transcripts will not be issued until all obligations to the University are satisfied.

## Withdrawals

A student may be withdrawn from the University for the following reasons:

- Academic – Failure to meet the minimum academic requirements as outlined in the University catalog.
- Disciplinary – The student has violated the Code of Conduct and the proper administrative authority has reviewed the violation, applied the University guidelines for violations of the Code of Conduct, including the student appeal process, and determined that a withdrawal from the University is in the best interest of the student and the University.
- Financial – The student has failed to meet the financial obligations to the University and has not made satisfactory arrangements to do so.
- Medical – The student is unable to continue enrollment based on official medical documentation from a recognized certified medical authority.
- Administrative – In addition to being suspended for academic and/or disciplinary causes, a student may be withdrawn by the University for medical or financial reasons.

A student who is delinquent with any kind of financial obligations to the University may be withdrawn. The student is not reinstated at the University and will not receive grades or transcripts until all financial obligations are met. The symbol –W” is assigned to indicate that the student has been withdrawn.

The notation of –W” (withdrawal) will be recorded for all classes for the semester in which the withdrawal is issued. The student may appeal withdrawal from the University to the Provost and Vice President for Academic and Student Affairs.

### **Military Withdrawal**

Students who are inducted into military service, or reservists who are called to active duty, may petition the Provost and Vice President for Academic and Student Affairs for full credit in their courses under the following circumstances:

1. The student must show official orders to report for military duty;
2. The student must have attended three-fourths of the semester or term, which is the end of the twelfth week of classes counting from the first day of classes in a regular semester, or the end of the fourth week of classes in a six-week summer term. Students who are ordered to report for active military duty prior to three-fourths of the semester must follow the regular withdrawal procedure outlined above.
3. The student must be earning a grade of –C” or better in each course to receive a letter grade or pass grade. A student earning less than a grade of –C” receives a –W” (withdrawal).

### **Academic Warning and Probation List**

A list of students who are on academic warning or probation will be prepared at the end of each semester. After the final grades are posted, the Registrar will determine the academic status of each student enrolled for the current semester. The names of students who are not making satisfactory academic progress are given to the appropriate academic Deans and the Provost and Vice President for Academic and Student Affairs. The Provost and Vice President for Academic and Student Affairs will send letters to all students notifying them of their probationary or warning status. Prior to registration, students on Academic Warning or Probation are required to meet with the Director of the Center for Academic Excellence to sign an academic contract which details the terms of their academic status.

### **Enrollment Certifications**

Students who have loans as a part of their financial aid packet are required to provide the lender(s) proof of enrollment and academic status each semester. A part of the notification form is completed by the student. The Registrar completes and signs the section that certifies that the student is officially enrolled. At the student’s discretion, the form maybe faxed, mailed, or returned to the student for disposition.

### **National Association of Intercollegiate Athletics (NAIA) Certifications**

Students participating in any sport representing the University must meet eligibility requirements as specified by the National Association of Intercollegiate Athletics (NAIA) Regulations. Each semester, eligibility forms are submitted for each team. The form contains the name and college

identification number of each player. A careful check is made to determine if each player is qualified to participate in a sport.

### **Certification of Veterans and Dependents**

Students who request Veterans Educational Benefits must qualify according to the following:

- First-time veterans must submit a Form 22-1990 – Application for Educational Benefits, a copy of the DD214, an official copy of the transcript, and supporting documents to establish dependency if necessary,
- Veterans who have used their benefits at another institution must complete a Form 22-1995 – Request for Change of Program or Place of Training, a copy of the transcript, and supporting documents required to establish dependency if necessary,
- A Form 22-1999 – Enrollment Certification is sent electronically to the Regional Office for each veteran and dependent indicating the status for each semester for which the student is enrolled.

### **Concurrent/Summer Enrollment**

The Provost and Vice President for Academic and Student Affairs will approve courses for students who seek concurrent enrollment by officially requesting to register at another institution at the same time that they are officially enrolled in this University. The form for securing approval may be obtained from the Registrar's Office.

### **Major Declaration/Change of Major**

All students who did not indicate a major on their Application for Admission or who were undecided when admitted will be required to complete a Major Declaration form. This form requires the signatures of the student, the Academic Advisor, and the Registrar's Office staff. Any student who decides to change majors should complete a Change of Major form. This form requires the signature of the student, the current academic advisor, the new academic advisor, and the Registrar's Office.

### **Prospective Candidates for Graduation**

Students who have completed ninety (90) semester credits can request a degree audit from the Registrar. An Application for Graduation, obtained from the Registrar's Office, is required of each candidate. A list of prospective candidates for graduation, which includes names of the candidates, majors, and the number of hours completed, is compiled and distributed each fall semester.

### **Change of Address**

The student's current mailing address and permanent address must be listed correctly on all University records and any change must be reported to the Registrar's Office immediately. If a student fails to report a new address, the failure to do so does not excuse the student from penalties on the grounds that he/she did not receive communications mailed from the University.

## **Change of Student Record**

A currently enrolled student may request a change of name, social security number or date of birth of the official University record. The student must complete, sign and submit a change of demographic information form to the Registrar's Office. The documentation required for the changes are specified below:

- A change of name request must be accompanied by an official government issued document with the name affixed to the document and the new name affixed to the government issued picture identification.
- A change of Social Security Number request must be accompanied by an official, original Social Security card and a government issued picture identification.
- A change of date of birth must be accompanied by an original Certificate of Birth and/or a government issued picture identification.

The Registrar's Office will not change the name, date of birth or Social Security number for any student who is no longer officially enrolled or who has graduated.

## **Registration**

Students are required to register each semester during the time designated in the University calendar. Students are considered registered when all financial obligations to the University are satisfied.

Late registration is possible in emergency situations but is not recommended. No student may register for a course after the start of classes without the approval of both the faculty member involved and the student's academic advisor. Any absences incurred due to late registration (or late add) may be counted against the student's attendance record for the course, and any work missed must be made up to the satisfaction of the faculty member involved. Further, the student is required to pay a fee for late registration.

## **Registration Changes**

Any student wishing to change his/her class schedule after completing registration should consult with his/her advisor. Students must adhere to all add/drop deadlines and fee schedules associated with add/drop as published by the University.

## **FISCAL INFORMATION**

The Business Office manages the financial affairs of the University. It maintains all records of student charges and is responsible for the accurate and timely posting of federal, state, institutional, personal, and other funds to students' accounts. Questions related to fees, charges, payments, and other such matters should be directed to the Student Accounts and Collections Office.

The Financial Aid Office oversees state and federal assistance programs that exist to help students meet the basic cost of education. The Scholarship Committee recommends the granting of academic, performance, athletic and endowed scholarships which may be restricted according to special purposes. Students needing additional assistance should contact the Financial Aid Office, which administers all aid programs.

## Schedule of Tuition and Fees

The schedule of tuition and fees represents University charges. It includes amounts for books, supplies, and a technology fee. Tuition and fees are to be paid at the time of registration.

Payments to the University for tuition and fees should be made by certified or cashier's check, draft, credit card, or money order made payable to Huston-Tillotson University. Huston-Tillotson University disclaims any liability for cash (currency) sent through the mail. Cash should not be mailed directly to the University. All payments mailed should include the student ID number and be addressed to Huston-Tillotson University, Cashier's Office, 900 Chicon Street, Austin, Texas 78702.

### **SCHEDULE OF TUITION AND FEES** **(Effective 2011-2012)**

#### **On-Campus Full-Time Cost**

	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Academic Year Total</b>
<b>Tuition (12-17 credit hours)</b>	\$5,198	\$5,198	\$10,396
<b>General fees</b>	760	760	1,520
<b>Student Health Fee</b>	25	25	50
<b>Residence (community room)</b>	1,483	1,483	2,966
<b>Board</b>	1,813	1,813	3,626
<b>Tax on board</b>	150	150	300
<b>Technology fee</b>	200	200	400
<b>Student Government Association</b>	32	32	64
<b>Resident Hall fee</b>	27	27	54
<b>Total due to HT</b>	\$9,688	\$9,688	\$19,376

#### **Off- Campus (Commuter) Full-Time Cost**

	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Academic Year Total</b>
<b>Tuition (12-17 credit hours)</b>	\$5,198	\$5,198	\$10,396
<b>General fees</b>	760	760	1,520
<b>Student Health Fee</b>	25	25	50
<b>Technology fee</b>	200	200	400
<b>Student Government Association</b>	32	32	64
<b>Total due to HT</b>	\$6,215	\$6,215	\$12,430

**NOTE:** *Dependents of faculty and staff may receive a tuition discount with verification of eligibility provided by the Financial Aid Office.*

### **Part-Time Fees**

If a student elects to enroll on a part-time basis, tuition and fees are determined as follows:

	<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Academic Year Total</b>
<b>Tuition (1-11 credit hours)</b>	\$347 per credit hour	\$347 per credit hour	
<b>General fees (1-4 hours)</b>	92	92	184
<b>General fees (5-8hours)</b>	153	153	306
<b>General fees (9-11hours)</b>	200	200	400
<b>Student Health Fee</b>	25	25	50
<b>Technology fee</b>	200	200	400

### **Required Fees**

All fees are paid to the University's Business Office.

Add/Drop a course	\$50.00 per change at time of adding/dropping
Administrative fee	A minimum fee of \$200.00 is charged to international students who fail to report to Huston-Tillotson University as agreed
Admission application fee	\$25.00, which is non-refundable and must accompany each admission application
Auditing a class	One-half of the regular tuition plus applicable fees
Choir robe/Instrumental ensemble deposit	\$25.00 per semester
Commitment fee	\$100.00 required for first-year students assures a space in the entering class
Course credit by examination	\$45.00 for each Advanced Placement (AP) or College Level Equivalency Program (CLEP) test
Deferred payment	\$25.00 per semester, which is non-refundable
Deficiency plans, teacher education	\$25.00 for applicants not currently enrolled at Huston-Tillotson University
Diploma replacement	\$50.00
Equipment breakage	Breakage, damage, or loss of school equipment because of personal negligence on the part of a student is paid for by the student. The amount of the charge is determined by the appropriate department

	and reported to the Business Office
First-year student orientation fee	\$75 to cover orientation expenses
Graduation fee	\$125.00 required of all graduating seniors prior to graduation
Identification (ID) card	\$25.00 replacement charge for off-campus \$50.00 replacement charge for on-campus
Late registration	\$50.00 for registration outside of the posted registration period
Library charges	Overdue book fine – 50¢, maximum fine \$30.00 Overdue reserved book – 50¢ per hour, or fraction thereof for each item; \$7.00 maximum fine each day Overdue media – \$1.00 per day Recalled material – \$6.00 per day, maximum fine \$30.00 Processing fee for lost books – \$15.00 Lost Book Replacement – Cost of Book Color copies – 25¢ Black and white copies – 10¢ Courtesy Borrower – \$25.00
Mailbox key replacement	\$20.00
Parking permit	\$25.00 for the academic year \$12.50 for the Spring semester \$7.00 for the Summer
Returned check	\$35.00
Student health insurance	Required of all full-time students. Contact the Student Accounts and Collections Office for information on rates. This fee can be waived if the student provides documentation of coverage comparable to the Huston-Tillotson University student health plan to the University nurse
Transcripts	\$5.00 for each transcript request. Students must submit a written request before a transcript is issued
Transfer student fee	\$50 applied to all transfer applicants

**NOTE:** Student fees are reviewed on an annual basis and are subject to annual increases.



## **Meal Services**

All students living in the residence halls are required to purchase a meal plan that provides for 19 meals per week. A University identification card is required every time to enter the cafeteria. It is not exchangeable or transferable and is valid only during the semester for which it is issued. A replacement fee will be charged for lost or damaged ID cards to allow students to eat. This charge must be paid to the Business Office at the cashier's window.

### ***Meal Services for Off-Campus Students***

All students who reside off-campus may purchase a meal plan in the cafeteria. A University identification card is required to purchase meals. A replacement fee will be charged for a lost or damaged meal ID card. This charge must be paid to the Business Office at the cashier's window.

## **Supplies**

Workbooks, classroom supplies, and personal convenience items are available for purchase from the University bookstore.

## **Insurance Coverage**

### ***Health Insurance***

Health Insurance is primarily the responsibility of the student and family, and any family health coverage available must provide primary care. However, the University does provide secondary insurance through the assessment of general fees. This coverage is designed to supplement primary care coverage and, therefore, is limited to accidental injury and in-patient hospitalization. The University does not offer coverage for medication, eyewear, outpatient treatment, and dental needs. A pamphlet describing limited University coverage is available in the Health Services Office.

### ***Personal Property***

Personal property insurance is the sole responsibility of the student. Insurance coverage, if desired, must be obtained by the student to cover individual needs. Students are encouraged to purchase renter's insurance for protection against property damage or theft.

## **Payment of Fees**

Students whose accounts are not current with the Business Office and students whose financial aid forms are incomplete, incorrect, or late may be denied any and all University services. A student may not receive transcripts, grade reports, or other educational records unless all accounts with the University are in good standing.

All payments are due at the time of registration or before the end of each month. Payments may be made online, in person (at the cashier's office) or via U.S. mail. When sent by mail with the student's ID number, payments may be made by a certified check, cashier's check, money order, American Express, Discover, MasterCard, or Visa. Return of personal checks due to insufficient funds will result in permanent refusal of any subsequent check payment privileges and may subject the student to administrative withdrawal from the University for nonpayment of account. A charge of \$35.00 will be added to the student's account for checks returned by the bank.

## **Payment Terms**

All charges for each semester are due and payable at the time of registration unless a deferred payment plan is approved by the Business Office. To complete the registration process, students are responsible for paying 60% of their total semester bill. The 60% can be satisfied through financial aid proceeds and/or payment by certified check, cashier's check, American Express, Discover, MasterCard, Visa, money order, or online. If the student has an outstanding balance at the conclusion of the registration process, he/she is offered the option of enrolling in the deferred payment plan program.

## **Deferred Payment**

The University recognizes the need for deferred payment and provides the following methods of payment in those situations in which installment payments are necessary: certified check, cashier's check, money order, American Express, Discover, MasterCard, Visa, or online.

Payments made directly to the Business Office may be arranged in equal amounts payable at registration with no more than four additional monthly payments. The first three payments are due on the last working day of each month following the start of class (September and January). The fourth and final payment is due on the 7<sup>th</sup> of the succeeding month (December and April).

Any deviation from policy must have prior approval ten (10) days in advance of registration. Payments must be current prior to final examinations each semester. Students who are not current on their deferred payment plan prior to final examinations must make an appointment with the Business Office Student Accounts and Collections Officer to receive financial counseling. The student's grades or transcripts will be released ONLY when the student's account is paid in full.

## **Third-Party Billing**

Huston-Tillotson University does participate in third-party billing (examples include, but are not limited to, Texas Tomorrow Fund, Texas Rehabilitation Commission, Department of Assistive and Rehabilitative Services, ROTC, Veteran's Administration). The Officer of Student Accounts and Collections requests that written notice is given at the time of registration when a third party is to be billed. A letter must be submitted each semester. The University anticipates payment within 30 days of receipt of billing unless the company/business states that it will render payment after final grades for the semester are issued.

## **Employer Reimbursement Plan**

Students whose employers will reimburse them the cost of tuition upon successful completion of a semester are responsible for payment at registration. A deferred payment plan can be issued at the time of registration but 60% has to be paid before the remaining portion is placed on the deferred payment plan. A \$25 nonrefundable processing fee is charged.

## **Refund Policies**

The term "refund" is defined as financial aid and/or cash payments minus the amount retained by the institution for the student's actual period of enrollment. Any student who withdraws from the institution may be eligible for a refund of institutional charges according to the published refund policy. However, a student who received financial aid and withdraws from the institution may be required to refund all or a portion of the financial aid awards to the appropriate financial aid programs.

### ***Tuition Refund***

Refund of tuition and fees is made on the following basis:

	<u>Refund</u>	<u>Charges</u>
Withdraw within first week of classes .....	80%.....	20%
Withdraw within second week of classes .....	60%.....	40%
Withdraw within third week of classes.....	40%.....	60%
Withdraw within fourth week of classes .....	20%.....	80%
Withdraw after fourth week of classes .....	none.....	100%

Students who are financial aid recipients should refer to the financial aid refund policy in the previous section for required repayment of financial aid awards.

### ***Notice***

Any changes or charges made to a student's account once refunds are issued are the responsibility of the student. These changes or charges may include the following: student insurance, room charge or a reduction in financial aid.

### **Return of Title IV Funds and Repayment of Federal Refunds**

Please see the Financial Aid Section of this Bulletin for detailed information on return of such funds.

### **Credit Balance Refund Policy**

All students are encouraged to pay only the amount charged to their accounts in order to prevent credit balances from occurring. Credit balances will be refunded to the student or credited to the next semester's billing, as directed by the student. Credit balances not subject to financial aid restrictions will be refunded. Credit balances from financial aid sources authorized for withdrawal for personal expenses may be withdrawn after sufficient cash credits have been posted to the student's account and if a cash credit balance actually exists.

### **Room and Board Refunds/Adjustments**

The student who withdraws from the residence hall will be charged from the first day of registration through the end of the month in which the withdrawal was completed. The student who withdraws from the University and resides in the residence hall will be given consideration for a room adjustment after the withdrawal has been recorded by the Registrar. Consideration for room adjustments will be given first to reducing the student's loan. Otherwise, adjustments will be prorated back to the sources from which the funds came.

Refund of room expenses for any student withdrawing from the University or wishing to move off campus is based on the proportion of week(s) during the semester living on campus versus the number of weeks in the semester. No refund is given for board or tax on board charges.

Contact the Business Office if additional clarification is needed regarding room adjustments.

# ACADEMIC AFFAIRS

Huston-Tillotson University offers two degrees: a Bachelor of Arts and a Bachelor of Science. The University's academic units consist of the College of Arts and Sciences and the School of Business and Technology.

Information on additional program options (specializations, concentrations, and minors) is included in the sections for each academic unit/department.

A minimum of 120 semester hours is required for graduation. Individual courses of study may require additional hours as specified by a given department. Certain majors may take more than four academic years to complete.

## College of Arts and Sciences

College of Arts and Sciences consists of the following Departments with twelve (13) majors:

- Humanities and Fine Arts
- Social Sciences and Behavioral Sciences
- Natural Sciences and Mathematics
- Teacher Education
- Kinesiology

## School of Business and Technology

The School of Business and Technology consists of the following Departments with three (3) majors:

- Business Administration
- Computer Science
- Computer Information Systems

## Degree Programs

**The Bachelor of Arts Degree**

**The Bachelor of Science Degree**

## Major and Minor Requirements

### *Major*

Each student pursuing a degree at Huston-Tillotson University must complete the core curriculum requirements (51 credit hours) and an in-depth study in a major field. A major consists of a set of prescribed courses in a field administered primarily by one area which, when combined with general education/core courses, departmental requirements, content requirements, and electives, leads to a bachelor's degree. The courses in the major may come from more than one area but must include a minimum of 30 credit hours, as specified by the department, including at least 21 hours of upper-division credit. Each student must declare a major upon

completion of 30 credit hours. No more than eight hours of core curriculum courses may be counted toward the requirements for the major or minor. Combined, students must have minimally earned 120 credit hours.

### ***Minor***

A minor is optional but if declared, a minimum of 18 credit hours in one subject area is required. At least nine credit hours of the minor must be upper-division credit. Specific requirements for minors, where offered, are listed in the departments. Students may design their own interdisciplinary minor in consultation with a faculty advisor and the Department Chairperson. This plan of study for the minor must be filed in the Registrar's Office.

### ***Cognate or Supporting Courses***

Certain programs may specify cognate or supporting courses which may culminate in a minor. A major program may designate up to 18 hours to strengthen and/or augment a student's major field of study.

### ***Electives***

Electives, courses outside of the student's major field, are included in the prescribed sequence of course requirements.

### ***Minimum Grade Requirements***

A student may not count toward the major or minor any course in which the student has received a grade lower than "C-". A student who has less than a "C-" in nine hours of required major courses may be denied continuing enrollment as a major in the department.

### **Academic Year**

The academic year is divided into two semesters. A student may enter the University at the beginning of either semester and may be considered for graduation at the end of any semester during which all academic requirements are completed.

### **Degree Plan Requirement**

Students should declare a major as soon as possible after enrolling at Huston-Tillotson University. Upon completion of 36 semester hours, a student must apply for and file an official degree plan through the student's major program. The approved plan must be forwarded to the Registrar's Office for signature and for filing as part of the student's permanent record. This degree plan is used in determining course sequences to follow during each registration period.

Student degree plans are the property of Huston-Tillotson University and are maintained by departments to ensure that students are completing the required course work leading toward completing major requirements for a degree. These plans are updated each semester by department chairs in conjunction with the major advisors to ensure that the degree plans are consistent with the permanent records of students. Copies of the complete degree plans are housed in the following offices – department chair (official copy), advisor, and Registrar's Office.

A student may change a major by completing the Change of Major form, available in the Registrar's office. Any changes in a student's official degree plan must be approved in writing

by the appropriate advisor, the chair of the Department in which the student is enrolled, and the chair of the department to which the student wishes to transfer. A copy of this completed form is submitted by the student to the Registrar's Office.

## **Double Major**

A student desiring to declare a double major completes all program requirements for each major. In such cases, no minor is required. Only those courses which are required of both majors and which are in the same degree category are counted toward both majors. Certain majors may take longer than four academic years to complete.

## **Dual Bachelor's Degree**

A student seeking to satisfy the requirements for a second degree simultaneously must complete a minimum of 30 new semester hours beyond those required for the first degree. The second degree must be different from the first and have its own distinctive major.

## **Graduation Requirements**

Upon completion of at least 90 semester hours of a degree plan, the student must apply for a graduation summary (degree audit) in the Registrar's Office. This summary should list all completed and remaining courses required for graduation. In addition to completing the requirements for a major and minor (if any), candidates for graduation must comply with the following:

- A. Credits for graduation must total a minimum of 120 semester hours including all required courses. Credit toward graduation is not given for any course covering more than one semester until all work for the entire course is completed. Repeated courses are counted only once toward degree completion.
- B. A student must have at least a 2.00 cumulative GPA and at least a 2.00 in the academic major. Higher GPA requirements for graduation may be set by the departments.
- C. A minimum period of residence of one year is required for graduation. The last 30 semester hours of credit toward a degree must be earned in residence at Huston-Tillotson University.
- D. A student may graduate under the requirements set forth in the University Bulletin in effect at the time of the student's initial enrollment provided the coursework is completed within six years. If the work for a degree covers a period longer than six years, the Department chairperson, in consultation with the student and the Registrar, will determine the Bulletin to be used. After this consultation, it is the student's responsibility to make the necessary declaration in the Registrar's Office by the first semester of the student's senior year and before the last date for adding and dropping courses.

Otherwise, the student is expected to meet the requirements listed in the University Bulletin under which the student entered.

Credits in a student's major that are more than six years old do not apply toward a bachelor's degree unless validated by the major program. Students desiring teacher certification must comply with the certification requirements approved by the State Board for Educator Certification.

- E. All students must file an application with the Registrar for the degree that they seek. Students who intend to graduate in a given semester must apply by the dates indicated on the University calendar.
- F. Students are graduated with honors under the following conditions:
  - 1. The GPA is computed on all work undertaken at Huston-Tillotson University, whether passed or failed; and
  - 2. The student has spent the last two years of candidacy for the baccalaureate degree in residence at Huston-Tillotson University.

Students who have a minimum cumulative GPA of 3.0-3.49 are graduated *cum laude*; those who have a 3.50-3.74 GPA, *magna cum laude*; and those who have a 3.75 GPA or better, *summa cum laude*.

All persons approved for graduation are encouraged to participate in the commencement exercises.

## Academic Enrollment Status

Academic status is based on the total number of semester hours earned with classifications designated as follows:

First year .....	0-29 semester hours
Sophomore .....	30-59 semester hours
Junior .....	60-89 semester hours
Senior .....	90 semester hours and above

## Academic Advisement

Each student is assigned an advisor upon validation of admission. The assignment is based on the student's declaration of the intended major on the application. Students who have not declared a major will be advised by the Director of the Center for Academic Excellence. **All students are required to consult with their academic advisor in preparing a degree plan, planning and revising their course schedules, and changing majors. Prior to academic advising, students on academic warning or probation must meet with the Director of the Center for Academic Excellence to sign and review the appropriate academic contract which outlines the terms of their academic status.**

## Course Load

Course load limitations apply to all work attempted during designated periods, whether at Huston-Tillotson University or elsewhere. Prior written approval must be obtained from the Provost and Vice President for Academic and Student Affairs before enrolling at any time at another university if courses are to be transferred to Huston-Tillotson University.

A normal full-time course load ranges from 12 to 17 credit hours per semester. A student with a GPA of 3.00 or higher who has approval of the academic advisor and the Provost and Vice President for Academic and Student Affairs may register for more than 17 hours.

An individual must be registered for at least six semester hours during the fall or spring semester to be classified as a half-time student. The usual full-time load for the summer session ranges

from 6 to 12 semester hours. Students on scholastic probation are restricted to a course load not to exceed 13 semester hours.

## **Semester Hours**

A semester hour is the unit of instruction used to compute the amount of work required for graduation. One semester hour represents a 55-minute period of recitation or lecture or two to three 55-minute laboratory periods, except as otherwise noted. Most courses are scheduled to meet three hours each week and are designated as three-credit-hour courses. Students should expect to spend a minimum of two hours studying outside of class for every hour of class meeting.

## **Class Attendance**

### **Regular Attendance**

All students are expected to attend every class session. Participation of students in class sessions is considered an important part of the instructional procedure because the exchange of ideas, concepts and personal beliefs is the cornerstone for critical thinking. We recognize each student brings valuable individual experiences that can enrich class discussion and that class attendance is a critical factor in student success.

### **Absences**

Students may be allowed one absence per credit hour. Instructors will establish a policy in the course syllabus for administering a penalty to students who exceed this one allowed absence per credit hour. Instructors reserve the right to require more stringent, but not more lenient, attendance policies for their specific courses.

Absences are counted from the first scheduled meeting of classes. Students who miss the first three (3) consecutive class sessions may be administratively dropped from the course.

Students who arrive after a class has begun may be marked late or tardy. Students who leave class before the scheduled class dismissal time may receive only partial attendance credit that day. Instructors may consider multiple “tardy” or partial attendance entries to be the equivalent of an absence.

When the number of absences exceeds twice the credit hours, students may be requested to drop the course or receive a failing grade.

### **Make-up Work**

Instructors may allow students to make up class work missed if the absence is caused by documented illness, documented exigent circumstances or approved participation in University-sponsored activities. Even though students have been officially excused, their grade in courses may be affected by excessive absences which prevent normal progress. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed. It is the responsibility of the student to contact his/her individual instructors in this regard.



## Placement Tests

All first year or transfer students with fewer than 30 credit hours may be required to take the University's placement tests. The tests are administered during student orientation prior to academic advisement and registration each semester. The test scores determine a student's placement in his/her core curriculum courses. Students whose scores meet the following standards are exempt from the University's placement test:

1. SAT: total score (Verbal plus Quantitative) of 1070 with a minimum of 500 each on the verbal test and the mathematics test.
2. ACT: composite score of 23 with a minimum of 19 each on the English test and the mathematics test.
3. TOEFL: total score equal to or greater than 500 on the paper TOEFL or 61 on the internet based version.

For a period of 5 years from the date of testing, a student who meets the standards listed above will be exempt. Students who are not pursuing a degree at Huston-Tillotson University (See Requirements for Special Students) are also exempted.

## COMPASS Exam Administration Fees

The COMPASS exam is used for placement purposes. However, some students may need to take the exam to satisfy other requirements for their degree plan. Please note that students will be allowed to take the COMPASS exam at no charge two times during an academic year. Additional examinations may be administered for \$25.00 per administration.

## Course Codes/Courses

ATCP	Alternative Teacher Certification	FINA	Finance
ACEL	Alternative Certification English as a Second Language	FREN	French
ACBE	Alternative Certification Bilingual Education	HIST	History
ACSE	Alternative Certification Special Education	IBUS	International Business
ACCT	Accounting	KINE	Kinesiology
AFAS	African and African American Studies	MATH	Mathematics
BIOL	Biology	MGMT	Management
BUSI	Business Administration	MKTG	Marketing
CHEM	Chemistry	MUAP	Applied Music
CHIN	Chinese	MUEN	Music Ensembles
COMM	Communication	MUSI	Music
CRIJ	Criminal Justice	PHIL	Philosophy
COSC	Computer Science	PHYS	Physics
ECON	Economics	PSCI	Political Science
EDUC	Teacher Education	PSYC	Psychology
ENGL	English	RDNG	Reading
		RELI	Religion
		SEDL	Special Education
		SOCI	Sociology
		SPAN	Spanish

## Course Numbers

The first digit indicates the level of the course:

- 0.....pre-University
- 1.....first-year student (lower-level courses)
- 2.....sophomore (lower-level courses)
- 3.....advanced (upper-level courses)
- 4.....advanced (upper-level courses)

The second digit indicates the credit value of the course expressed in semester credit hours. The third and fourth digits represent the sequence of the course. In some instances, the third digit indicates the semester offered.

## Grading System

The evaluation of students' overall performance in a course is expressed by the following letter grades: A, B, C, D, F, I, CR, W, P, IP.

### *Grading Scale*

<u>Grade</u>	<u>Quality Points</u>
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A – Excellent.....	4
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B – Above average.....	3
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C – Average .....	2
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D – Minimally passing .....	1
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Not transferable or accepted in major/minor courses

F – Failure.....	0
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A student who earns a grade of ~~F~~ in a required course must repeat the course.

I – Incomplete.....	0
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The ~~F~~ grade is awarded only when a student has earned a passing average but has failed to complete a vital portion of course requirements (project, paper, examination, experiment, etc.) at the time of the final grade reporting period. The student must provide documents that verify that failure to complete course requirements was due to circumstances beyond *the student's* control.

**An “I” grade will be changed to “F” if it is not removed within one year from the date assessed.** The ~~F~~ grade will not be counted as hours attempted until a firm grade is substituted in its place.

It is the student's responsibility to make arrangements with the involved instructor to complete necessary requirements for removal of the ~~F~~.

### **CR – Credit**

Credits by examinations are treated as regular courses for a degree plan except that upon passing the examination, a student will receive a grade of ~~CR~~ which is not used in calculating the cumulative GPA.

### **W – Withdrawal**

Official withdrawal from the University after the drop-and-add period.

### **P/F – Pass/Fail**

All non-graded courses, whether student elected or required by the University, whether introductory level or above introductory level, are evaluated ~~P~~ or ~~F~~. Pass indicates a level of ~~C~~ or better and is not included in the student's GPA, but an ~~F~~ is included in the student's GPA.

Students may take up to 6 semester hours of elective credit in their junior and senior years on a P/F basis; however, these courses cannot replace regularly required courses of the major, minor, or the Core Curriculum or University requirements for the degree. Students may change a course to P/F or vice versa only during the first week of classes.

Passing grades are transferable. Credit hours of the course will be counted but will not be computed in the cumulative GPA.

### **IP – In Progress**

Students who earn the ~~IP~~ grade must register for the course again and pay for the course when enrolling for the second and/or third time. IP courses must be repeated until a firm grade is earned. Students must earn a firm grade (A, B, C, D, or F) by the third semester spent in the course. The grade of ~~IP~~ will not carry any quality points or credit toward graduation.

### **AU – Audit**

A student desiring to audit a course must be accepted to the University by the Enrollment Management Office, must receive written permission from the department offering the course, and fill out the required form found in the Registrar's office. Only junior and senior level students with a cumulative GPA of 3.0 or better may audit courses. Requirements for participation in class activities, discussions, and special projects will be specified by the instructor.

Auditing students do not receive course credit but must attend classes regularly as specified by institutional policy. Permission from the Provost and Vice President for Academic and Student Affairs is required if a student's total load (including an audited course) exceeds 17 hours.

Students wishing to audit a course must pay one-half of the regular course tuition. Audited courses do not count toward a student's degree requirements and carry no quality points. Students may choose whether or not they wish to have their audited courses appear on their transcripts. Students may change audited courses to credit courses and vice versa only during the first week of classes. After the first week of classes, no changes in audit status will be allowed.

**Grades of CR, W, P, and IP are not used in the computation of a student's cumulative GPA.**

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

A student's academic standing in the University is expressed in terms of a grade point average (GPA) figured by dividing the total number of grade points a student has received (including –A”-”F” grades) by the total number of semester hours attempted. Grade points are determined by multiplying the number of semester hours for each course by the point value of the grades received. The grade point values are –A”= 4; –B”= 3; “C”= 2; –D= 1; –F”= 0.

For example, a student enrolled in 12 semester hours (four 3-credit hour courses) and receiving one A, two Bs, and one D would have a semester GPA of 2.75.

## **Substitution of Courses**

Under some circumstances, a course may be substituted for a required University core or major course. ***Substitutions must be recommended and approved prior to course enrollment.*** A Course Substitution form, to replace required core and/or major courses must be approved by the advisor and submitted by the Department Chair to the Dean of the unit for review and approval, who will then submit the request to the Provost and Vice President for Academic and Student Affairs for review and approval. Upon approval, the Provost and Vice President for Academic and Student Affairs must forward the form to the Registrar's Office. ***Course substitutions for transfer students must be completed by the end of the first semester in which the student is enrolled at Huston-Tillotson University.*** The form for Course Substitution is available in the Registrar's Office.

### ***Procedures for Substituting Courses***

Specifically, the following guidelines apply to requests for course substitutions to meet requirements for graduation:

1. Courses recommended for substitution credit must be comparable in terms of level, content and competency requirements as indicated by course descriptions in the *Huston-Tillotson University Bulletin*.
2. Lower level (1000-2000) courses cannot be substituted for upper level courses (3000-4000).
3. Upper-level college courses from two-year colleges will not be accepted for credit toward upper-level degree requirements at Huston-Tillotson University.
4. Technical subject requirements cannot be substituted for general education courses (e.g., electronics for physical science).
5. As a rule, major-specific courses cannot be substituted for general education courses (e.g., Principles of Teaching for Art Appreciation).
6. Courses designated as core curriculum requirements in one category cannot be substituted with courses from another category (e.g., speech for history, math for art, etc.).
7. All course substitutions must be approved prior to registration.

## **Repeating Courses**

Students may choose to improve their GPA by repeating courses in which they earn a grade of –D” or –F”. Students who earn a grade of –F” in a required course may repeat the course. Courses repeated are counted in the degree program only once, and only the highest grade for a

repeated course is used in computing the GPA. Students are strongly encouraged to repeat courses as soon as possible. Students receiving veteran's benefits who desire to repeat a course must obtain prior approval from the Registrar's Office due to more restrictive Veterans Administration regulations.

## **Midterm and Semester Grades**

Each semester, at mid-term and after final examinations, instructors post a grade for each student by University deadlines. The grades are entered into CX at [my.htu.edu](http://my.htu.edu) and will be available for students to view and/or print by going to [my.htu.edu](http://my.htu.edu) and entering his/her login information and password.

## **Independent Study**

Independent study is the pursuit of a regularly-offered course on a flexible schedule arrangement. A maximum of six hours of independent study will be considered, on an individual basis, in meeting final graduation requirements. Permission to register for independent study may be given only for prospective graduating seniors who have at least a 2.5 GPA in their major field and at least a 2.75 overall GPA the previous semester.

A student who requests permission to engage in independent study must demonstrate sufficient command of skills needed to work independently and must secure written approval from the instructor and the Department Chair in which the course is offered. Assignments and special projects are outlined and carefully monitored by the supervising professor to assure that satisfactory scholarship is demonstrated.

Applications for independent study are available in the office of each unit Dean. The form must be completed by the instructor who will do the independent study, signed by the student, and the major advisor. The Registrar should sign the form verifying that the student taking the independent study is a graduating senior who meets the minimum GPA requirement prior to obtaining the final approval of the Provost and Vice President for Academic and Student Affairs. If a course is being offered during the current semester, a student may not register for it through independent study unless there is a demonstrated schedule conflict.

## **Continuing Education**

The University may offer professionally designed workshops, seminars, and non-credit courses through the various departments. These continuing education programs are directed toward non-traditional adult students desiring short-term professional and personal enrichment. Specific programs are designed for, but not limited to, (a) the student who needs alternative college scheduling because of job commitments; (b) the individual desiring to satisfy educational objectives for career enhancement; (c) the individual desiring to explore career change options; (d) the individual needing to update skills in preparation for professional certification; and (e) the individual seeking an avenue for personal growth and reward. Scheduling of courses in this program is flexible, including day, evening and weekend arrangements. Please see the Huston-Tillotson University website [www.htu.edu](http://www.htu.edu) for course listings.

## **Change of Address**

The student's current mailing address and permanent address must be listed correctly on all University records and any change must be reported immediately to the Registrar's Office and

the Business Office. A student is not excused from penalties on the grounds that the student did not receive communications mailed from the University if the student failed to report a new address.

## **University Retention Committee**

Students appealing dismissal at the end of the academic year are entitled to a personal appearance before the University Retention Committee. Students desiring the personal appearance are responsible for contacting the Provost and Vice President for Academic and Student Affairs and scheduling the appointment. The University Retention Committee reviews the entire record and has the authority to approve the appeal, approve the appeal with conditions, or deny the appeal. Conditions of reinstatement set by the University Retention Committee may limit the number of appeals, set target GPAs, or place other conditions on a student that otherwise supersede general guidelines for academic standards.

## **Readmission after Dismissal or Withdrawal**

Students who have been academically dismissed or who withdraw while on academic probation may not apply for readmission until at least two criteria have been met. First, at least one year must have elapsed since the time of academic dismissal, and second, students are expected to complete successfully a minimum of six hours at another accredited University. Students are required to submit an application for readmission, transcripts from any colleges attended, and, in addition, should provide a written statement detailing the reasons for returning to Huston-Tillotson University.

Readmitted students should be aware that their previous Huston-Tillotson University academic record remains as a part of their Huston-Tillotson University cumulative average and is considered in academic reviews conducted in subsequent semesters. They should also be aware that the Huston-Tillotson University cumulative average is not altered by grades earned at other institutions.

Students returning from dismissal must raise their cumulative GPA to 2.00 or above in the next semester. Students returning from dismissals who do not raise their cumulative GPA to 2.00 or above will have their probation extended. If at the end of the second semester on probation the student still has not attained the required cumulative GPA, the student is dismissed from the University.

## **Appeal of Grades**

The grade represents an instructor's evaluation of a student's performance in a given course. This grade is not changed unless evidence exists of a clerical or computational error or of student cheating. A student who believes that an error has occurred should request a grade re-evaluation by completing an official Appeal of Grade form. A request for a grade re-evaluation must be submitted within one calendar year of the date on which the grade was officially issued. A student desiring to improve a course grade for reasons other than those listed above must officially re-register for and re-take the course. Student grade appeals are handled according to the following procedure:

1. The student completes an Appeal of Grade form provided by the Provost and Vice President for Academic and Student Affairs. A reasonable justification for review of

the grade must be included in the written appeal. Notification of the appeal is forwarded to the instructor for review and action.

2. The student arranges a conference with the instructor to obtain criteria for the assessment of the final grade that was assigned. If a student cannot schedule a meeting with the instructor, *the student* contacts the Department Chair, who will arrange a conference between the student and the instructor. Every possible effort should be made to resolve any disagreements at this point.
3. The student's grade may be changed at this step of the appeal procedure by written consent of the instructor if the findings warrant such modification. A Change of Grade form must be completed and forwarded to the Registrar's Office.
4. A student who is not satisfied by the outcome of the appeal to the Department Chair may request that the written appeal be forwarded to the Dean of the College or School.
5. If the Dean is unable to bring resolution to the appeal, the student may appeal to the Provost and Vice President for Academic and Student Affairs.
6. The Provost and Vice President for Academic and Student Affairs will make every effort to resolve the grade conflict issue within a 30-day period.

## **Intellectual Property Rights**

As an educational community characterized by the pursuit of truth and knowledge, critical thinking and self-discovery, and scholarly writing and technological advancements, the Huston-Tillotson University Intellectual Property Rights policy pertains to faculty, educational staff, and students. The policy states:

### ***Intellectual Property Rights Regarding Research***

This policy on Intellectual Property enumerates the rights of Huston-Tillotson University regarding research under the auspices of the University. Intellectual Property is herein defined as all inventions, scientific or other discoveries, and technological advancements developed during the course of a research project that are patentable under applicable law, and/or such works of authorship that are subject to copyright law.

The University supports and encourages its faculty, staff, and students to explore research and consortia relationships as a means to advance knowledge and technology, to improve the effectiveness of their teaching, and to provide learning experiences, internships, and employment opportunities to students. It is the objective of Huston-Tillotson University to administer all patentable inventions and copyrightable works in a manner such as to maximize their benefit to the public.

### ***Inventions***

Any invention by a University employee or student is the property of the University and is considered a "University invention," under the following circumstances: (a) that the invention or modification is conceived or reduced to practice by a University employee or student utilizing facilities owned or under the research work sponsored by the University, (b) or is related to an operation or activity of the University; and (c) that the invention is not subject to a written research grant agreement between the University and a third party specifying the terms of ownership, licensing, and use of the invention

If an invention that is conceived or reduced to practice is funded by the University and a third party jointly, or solely by a third party or parties, the ownership of the invention is determined by the terms of the written agreement between the University and the third party.

The inventor shall assign the individual's interest in the invention to the University or an assignee named by the President except when the University's interest in an invention is released to the inventor by the President as described later in this statement. The inventor shall, not more than 30 days after the development of the invention, file a written disclosure statement with the President that includes the following information:

1. A title that is brief, technically accurate, and descriptive;
2. An abstract of the invention;
3. A statement of the background of the invention;
4. A description of the prior art that shows the novelty, utility, and non-obviousness of the invention being disclosed;
5. A list of publications, if any, in which the invention has been disclosed and occasions on which the invention was disclosed orally to others;
6. Each budget number used to defray invention related costs;
7. The signatures of each inventor and at least two witnesses who understand the invention; and
8. The date the disclosure statement is filed with the President.

The inventor shall periodically report in writing to the President the current status of progress, results of research, and development work done with respect to the invention. The inventor, when requested by the University, will do each thing necessary, including execute legal documents and review patent prosecution papers, to assist the University in patenting and administering the invention.

The President shall review each proposed research grant or program agreement to which the University is party and which may produce a patentable invention to determine its consistency with this policy, and where major differences are found, either approve them in writing as an exception to this policy or recommend amendments to the agreement. The President shall, at the President's discretion, apply for patents for the invention; or release the University's interest in the invention to the inventor; or dispose or retain ownership of the invention in another manner.

The University will bear the costs associated with a University invention and before disbursement of royalties are made, may recover these costs as follows:

If there is one inventor, the University shall pay the inventor a royalty of 40% of the net proceeds (the gross receipts from external users, less costs, and expenses paid or incurred by the University in connection with a University invention).

If there is more than one inventor, the University shall pay the inventors collectively 40% of the net proceeds and distribute this royalty equally between the inventors, if there is no agreement between the inventors covering the division of their interest in the invention or work, or in accordance with an agreement between the inventors covering the division of their interest.

The University shall distribute the remaining 60% as follows: 25% to the University's general fund, and 35% to the University department or program with which the inventor is associated.



## ***Works or Authorship***

The copyright of a work authored by a faculty member or student is the property of the faculty member or student unless the University has entered into a written agreement with the faculty member or student in which the faculty member or student has agreed to author the work for hire. If the University enters into an agreement with a faculty member or student in which the faculty member or student agrees to author a work, the work is ~~“a~~ “work for hire” under federal copyright law.

A work authored by an administrative employee of the University as part of that employee’s assigned duties is ~~“a~~ “work for hire” under federal copyright law. The copyright to ~~“a~~ “work for hire” is the sole property of the University.

The copyright of all materials (including software) that are developed with the significant use of funds, space, equipment, or facilities administered by the University, including but not limited to classroom and laboratory materials, but without any obligation to a third party or subject to a third party agreement, will be held by the University.

Creators of copyrightable material not owned by the University own the copyrights in their works and are free to publish them, register the copyright, and receive any revenues which may result therefrom.

Materials owned by the University (including software) under the terms of this policy shall not be altered or revised without providing the author a reasonable opportunity to assume the responsibility for the revision. If the author declines the opportunity to revise such material, the President will make the assignment of responsibility for the revision.

## ***Dispute Resolution***

Should a disagreement arise between a researcher and the University regarding the application of this policy or the ownership of an invention or work, a committee consisting of one person selected by the inventor or author, one member selected by the President of the University, and a third member agreed upon by the first two committee members selected will resolve the disagreement and report the resolution to the President who will have the final word. The University may not bring, prosecute, or defend court litigation involving a University invention or work without the prior written approval of the President.

# **Recognition of Excellence in Scholarship**

## **Cumulative Honor Roll**

The Cumulative Honor Roll is prepared in the spring semester and includes grades earned through the preceding fall semester. Any full-time student who is enrolled in 12 or more semester hours and who has maintained a cumulative GPA of 3.00 or higher is included on the Cumulative Honor Roll. Students who have received a grade of ~~“F”~~ or a grade lower than ~~“C”~~ will not be eligible for consideration. All students who achieve high academic standards are recognized during the Annual Honor’s Day Convocation which is usually held in May.

## **Dean’s List**

The Dean’s List is prepared at the end of each semester. Any full-time student who is enrolled for 12 or more semester hours and who has maintained a cumulative GPA of 3.5 or higher is

included on the Dean's List. Students who receive a grade of **F** or a grade lower than **C** are not eligible for consideration. Students who achieve or maintain high academic standards are recognized during the Annual Honor's Day Convocation which is usually held in May.

## **Honor Roll**

The Honor Roll is prepared at the end of each semester. Any full-time student who is enrolled for 12 or more semester hours and who has maintained a cumulative GPA of 3.0 or higher is included on the Honor Roll. Students who receive a grade of **F** or a grade lower than **C** are not eligible for consideration. Students who achieve or maintain high academic standards are recognized during the annual Honor's Day Convocation which is usually held in May.

## **W.E.B. DuBois Honors Program**

First inaugurated during the 2003-2004 academic year, the W.E.B. DuBois Honors Program at Huston-Tillotson University is named for Dr. DuBois (1868-1963), a brilliant African American sociologist, historian, and civil rights advocate of the twentieth century. Annually, the Honors Program recruits approximately 25 academically gifted first-year students whose high school accomplishments indicate their intellectual ability, level of motivation, and leadership potential. The Honors Program offers students a unique opportunity to enrich their education at Huston-Tillotson University through honors courses, specialized seminars and lectures, networking-mentorship opportunities, and cultural events.

Admission to the Honors Program follows a student's admission to Huston-Tillotson University and is determined by scores from the SAT/ACT examinations, high school transcripts, and letters of recommendation from high school teachers. Candidates typically present the following qualifications: minimum SAT-1000; ACT-22; high school GPA- 3.5. Candidates for admission to the Honors Program also submit a writing sample and participate in a telephone interview.

## **Top Ranking Students by Major**

*Top Ranking Students by Major* are recognized during the end-of-year Honors Convocation. Seniors with the highest GPA of not less than 3.0 are selected, recognized, and honored.

## **Honor Societies**

### **Alpha Kappa Mu**

Membership in the Kappa Xi Chapter of the national honor society Alpha Kappa Mu is open to students who are registered full time and in good standing with the institution, at least a junior in a degree program, have completed 50% of the requirements for graduation with a minimum GPA of 3.3, and exemplify good character and the potential for leadership and service.

### **Beta Kappa Chi**

The *Beta Kappa Chi* Scholastic Honor Society membership is open to students in the upper one-fifth of their class who have completed 64 semester hours in University, including 17 semester hours in a science area with a 3.00 GPA or better, and who have an overall University GPA of 3.00 or better.

## **Phi Beta Lambda**

*Phi Beta Lambda* Honor Society membership is open to students in the Business Department who are at least sophomores with an overall GPA of at least 3.2.

## **Sigma Tau Delta**

The *Sigma Tau Delta* National English Honor Society is open to students who have either a major or minor in English or who have taken at least two English courses beyond the first year requirements. Members must have a B average in English, rank in the highest 35% of their class in general scholarship, and have completed three semesters of University coursework.

## **Kappa Delta Pi**

Huston-Tillotson's *Kappa Delta Pi* International Honor Society in Education is open to students interested in fostering mutual cooperation, support, and professional growth in the field of education. Students with a 3.0 overall GPA are encouraged to join the society.

## **Pi Gamma Mu**

Students with a 3.0 minimum GPA, junior standing, a minimum of 18 hours of social science coursework, and an interest in promoting excellence in the field are encouraged to join *Pi Gamma Mu*. The society also upholds the ideals of scholarship and service.

# **Academic Code of Conduct**

## **Importance and Purpose of Code**

Integrity in intellectual activity is an indispensable prerequisite for membership in any academic community. To accomplish its academic purpose, the University seeks to educate students who have outstanding intellectual ambitions, high ethical standards, and dedication to the common good of society. Academic excellence requires, then, not only talent and commitment but also moral integrity and a sense of honor on the part of faculty, administrators, staff and students.

While moral integrity is an end in itself, it is also a necessary requirement for the pursuit of knowledge and truth. Cheating on examinations and plagiarizing papers are examples of gross violations of academic integrity. Academic dishonesty poses serious obstacles to the students' quest for knowledge and self-knowledge, and hinders professors from accurately assessing the individual talents and accomplishments of their students.

The primary purpose of the Academic Code of Conduct is to uphold the place of honor in the lives of faculty, students, administrators, and staff. A sense of honor requires members of the University community to not break negative precepts and to fulfill positive duties. For example, students must not only avoid plagiarism, but also develop their talents, both for their own well-being and the common good.

A code of conduct cannot enforce every aspect of academic excellence and integrity; it can only persuade students and faculty to cultivate a sense of honor in their lives. An effective code, however, must indicate unacceptable behavior and appropriate sanctions. Members of the University community who understand and appreciate the purpose of an institution of higher learning will rarely, if ever, be guilty of sanctionable offenses listed in the following sections.

At the University, disciplinary proceedings have a role that is subordinate to positive guidance and rational admonition. The University recognizes that a code of conduct frequently invoked to levy sanctions necessarily indicates serious problems in academic life.

## **Disruptive Behavior in the Classroom**

Each student is subject to the rules and regulations of Huston-Tillotson University. No student may obstruct, hamper, disrupt, or otherwise interfere with the institution's fulfillment of its mission. Any occurrence of these infractions may lead to disciplinary action.

A student may be removed from the classroom if he or she engages in behavior that is considered disruptive. If a student fails to leave voluntarily, a security officer is summoned. Faculty members should report disruptive student behavior to the Provost and Vice President for Academic and Student Affairs or the School or College Dean and should be prepared to document actions taken.

## **Student Behavior in Violation of Academic Honesty**

The University has two codes of behavior; one for academic behavior (this *section of the Policy Manual*) and one for social behavior (Student Code of Conduct). The first code addresses behavioral integrity in the academic work of the University. The latter deals with matters outside the context of academic courses. The following constitutes a violation of the Huston-Tillotson University Academic Code of Conduct.

## **Plagiarism**

The handbook of the Modern Language Association describes plagiarism as “giving the impression that you have written or thought something that you have in fact borrowed from someone else.”

Examples of plagiarism in paper writing include: direct quoting of any source material, whether published or unpublished, without giving proper credit through the use of quotation marks, footnotes and/or other customary means of identifying sources; submitting papers written by another person or persons; offering false, fabricated or fictitious sources for papers, reports, or other assignments.

Examples of plagiarism in taking examinations include any attempt to do the following:

1. Look at another's examination;
2. Communicate by any means with another student during the course of an examination regarding its content;
3. Use any unauthorized materials, such as notebooks, notes, textbooks, or other sources not specifically allowed by the course professor for use during the examination period; or
4. Engage in any other activity for the purpose of seeking or offering aid during an examination.

(The term “examination” in the code includes quizzes, hourly tests, midterms, finals, laboratory practicum, etc.)

Another kind of plagiarism consists of fabricating, falsifying, or copying data to represent the results of laboratory work, field assignments, or computer projects.

## **Duplicate Submission of the Same Work**

Submitting the same work for more than one course is a violation unless all concerned professors give their consent in advance.

## **Collusion**

Ordinary consultation of faculty, library staff, tutors or others is legitimate unless the instructor has imposed stricter limits for a particular assignment. Any cooperative effort is forbidden which results in the work or ideas of others being represented as one's own.

## **False Information**

Furnishing false information to the University—when professors, advisors, officials or offices have a right to accuracy—violates academic honesty. Instances would include, but are not limited to, misrepresenting activity outside of the classroom (reports on field work, etc.) or improperly seeking special consideration or privilege (postponement of an examination or assignment deadline, etc.).

## **Unauthorized Use of Computers**

In the context of the completion of a course and/or assignments (contained within a course) the unauthorized use of computers of the University Computing System and related networks (e.g., the unauthorized use of software, access codes, computing accounts, electronic mail and files) constitutes a violation of this code.

## **Theft and Destruction of Property**

Unauthorized removal, retention, mutilation or destruction of common property of the University is a code violation as such behavior relates to specific academic responsibility. Such property includes but is not limited to library books, the collections of the Library and the Media Resources Center, laboratory materials, computers and computer software, etc. Also prohibited is the theft, mutilation, or destruction of a student's academic work, including books, notes, computer programs, papers, reports, laboratory experiments, etc.

## **Unauthorized Possession**

Possession, without authorization, of copies of tests, answer sheets, or other materials, however obtained, that could interfere with fair, accurate testing violates this code.

## **Misrepresentation or Falsification of Data**

Misrepresentation or falsification of data presented for surveys, experiments, etc. is a violation of this code.

## **Theft of an Examination**

Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered is a violation of this code.

## **Unauthorized Communication During Examinations**

Any unauthorized communications may be considered prima facie evidence of cheating.

## **Knowingly Allowing Another Student to Represent Your Work as the Other Student's Work**

This includes providing a copy of your paper or laboratory report to another student without the explicit permission of the instructor(s) is a violation of this code.

### **Forgery, Alteration, or Knowing Misuse of Graded Examinations**

Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records or documents, including but not limited to transcripts, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission are violations of this code.

### **Theft or Destruction of Examinations or Papers**

Theft or destruction of examinations or papers after submission is a violation of this code.

### **Altering or Destroying Another's Work**

Altering or destroying another student's work or records, altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance is a violation of this code.

### **Failure to Comply with Sanctions**

Failure to comply with the sanctions imposed under the authority of this code is a further violation.

### **Faculty Responsibility to and for Academic Honesty**

It is expected of the faculty of Huston-Tillotson University that they will set a proper and effective tone for academic and intellectual inquiry. As role models, faculty should demonstrate characteristics which promote a sense of community within and among peers and the student body. At the heart of the University is a belief that academic honesty is derived from an appreciation for and adherence to moral integrity. Failures in the area of academic honesty strike at the heart of what is essential to the University community – the pursuit of truth.

Members of this University community, especially the faculty, should strive to guide the behavior of students through positive actions which clearly demonstrate that honesty and integrity are essential to the life of the University.

In light of these expectations, the faculty should assess, accurately and effectively, the ability and achievements of their students. To do so, each faculty member should adhere to the spirit as well as the letter of this policy. Such adherence includes assessing and prosecuting to the fullest extent all violations of this code.

In order to carry out this policy properly, faculty are expected to:

1. Familiarize themselves with this policy and its procedures;
2. Familiarize themselves with statements on plagiarism and methods of insuring compliance;
3. Remind their students of the general principles and requirements of this policy, giving specific attention to pedagogical and assessment criteria employed in their particular course. Unique requirements necessitate specific promulgation;

4. Reflect on the necessity for fairness/equity in assignments and tests. Such reflection ought to be concretely reflected in all assessment of students;
5. Secure tests and course materials so as to insure equal access for all;
6. Pursue perceived violations of this code as part of their role in assessment of the student, in the pursuit of truth and in the information of an academic community.

These expectations are enumerated to assist the faculty in establishing and sustaining an environment where academic and intellectual integrity are highly valued; these goals are pursued as a necessary component of the educational community. The manner in which inquiries into and discussion of infringements of this policy are pursued is important. All parties involved ought to remember that such inquiries and discussion, with colleagues or students, ought to be in pursuit of legitimate educational interests. Frivolity, curiosity, and careless identification of parties involved are not consonant with such aims.

## **Acceptance of Responsibility**

In accepting admission to Huston-Tillotson University, students also accept responsibility for governing their own conduct in compliance with the Academic Code of Conduct.

## **Faculty Action**

Faculty who has reason to believe that a student has violated this Code shall meet with the student, inform the student of the suspected violation and document the student's response. The faculty member shall then notify the Dean of the College/School of the suspected violation and the student's response to the alleged violation on the form entitled ~~Report of Academic Misconduct.~~"

### **A. Cases of undisputed Academic Misconduct by First-Time Offenders**

If a student has admitted to the academic misconduct and has not previously been found guilty of an academic conduct violation at Huston-Tillotson University, the faculty member may request the appropriate Dean's authorization to sanction the student by means of a grading penalty. The Dean, at his or her discretion and taking into account the nature of the infraction, may grant written permission to the faculty member to enter into an agreement with the student for a grading penalty, up to and including a failing grade in the course, in lieu of proceedings before the Academic Conduct Committee. The faculty member will inform the Dean of the proposed grading penalty.

If a student admits to the academic misconduct and has previously been found guilty of an academic conduct violation at Huston-Tillotson University, as ascertained by the Dean, then at the Dean's discretion and taking into account the nature of the infraction, the Dean will refer the charges and supporting evidence to the Academic Conduct Committee, which shall then proceed with a hearing.

### **B. Cases of Disputed Academic Misconduct or Cases of Repeat Offenders.**

If the student disputes the charge of Academic Misconduct or if the Dean denies permission for a grading penalty because the student is a repeat offender or because of the nature of the offense, the Dean shall then refer the charges and supporting evidence to the Academic Conduct Committee, which shall then proceed with a hearing.

## **Penalties**

### **A. Students Who Sign Approved Admission of Academic Misconduct Forms**

Students who sign Admission of Academic Misconduct forms shall receive the grading penalty noted on the form. Students will also receive a letter of reprimand from the Dean. The form and the letter of reprimand will be retained in the student's file, but shall not be recorded on the student's permanent academic record. The reprimand will not be made public when records or transcripts are sent out. It may, however, be considered when imposing sanctions for future offenses.

### **B. Students Whose Cases are Referred to the Committee**

Students who are not allowed the option of a grading penalty or who elect to have their cases heard by the Academic Conduct Committee may receive the sanctions of Reprimand, Disciplinary Probation, Suspension, or Expulsion only through action of the Academic Conduct Committee. For cases referred to the Academic Conduct Committee, students may be penalized for academic conduct violations only through action of the committee. However, faculty members always retain the right to assign grades reflecting their principled and equitable assessment of students' work. In a case in which the Academic Conduct Committee has found a violation of the Code, the grades assigned by the faculty member may also reflect the faculty member's determination of how seriously overall course goals and expectations of the academic discipline are compromised by work involved in an incident of academic misconduct and how that work should, in consequence, contribute to the final course grade.

## **Dissemination of Information**

- A. Notice of probation, suspension, or expulsion is sent to the student and parent or guardian of dependent students.
- B. Dissemination of information is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974. Copies of this act are available in the University Registrar's Office.
- C. Efforts will be made to ensure that students receive a copy of the Academic Conduct Code at their first registration in the University. Copies of the code will also be available in the Student Affairs Office, Student Support Services, the School of Business and Technology, the College of Arts and Sciences, and on the HT web page.
- D. Students' conduct records are confidential and will not be released except in accordance with FERPA and any other applicable laws.

## **Student Academic Conduct Committee**

### ***Procedure Academic Conduct***

- A. The Dean of the College/School shall appoint a committee consisting of faculty members and undergraduate students of not lower than junior-year standing. The committee shall elect its chair from among the faculty members appointed to the committee. Proceedings before the committee are instituted when the Dean forwards the complainant's report to the chairman of the committee. This committee has jurisdiction



over every alleged act of academic misconduct on the part of (a) any student enrolled in the University, and (b) any student enrolled in a course taught at the University, whether that student is enrolled in the University or any other college or university. The committee will also have jurisdiction over every alleged act of misconduct pertaining to documents of, or course credits earned at, the University by any person. This shall include any person who has received a baccalaureate degree from this University.

- B. Faculty in the College of Arts and Sciences and the School of Business and Technology shall, after discussing the matter with the student in question, notify the Dean of any documented violation of the code. The notification shall include the student's name and ID number, the course in which the alleged violation occurred, and a statement indicating any and all supporting evidence upon which the professor has relied. (See Subsection ~~"Faculty Action"~~, above).
- C. If the Dean refers the case to the Academic Conduct Committee, the Dean's office shall inform the student (by hand-delivered or certified letter with return receipt, to be sent at least seven calendar days prior to the hearing) of the following matters:
  - 1. The charges.
  - 2. The date, time, and location of the hearing.
  - 3. The fact that the student may request to reschedule the hearing for a valid reason.
  - 4. The fact that the student may be accompanied by an advisor of the student's choice. The advisor may not be an attorney. At the discretion of the committee chair, the advisor may be allowed to make a brief statement on behalf of the student. The advisor may not participate directly in the hearing.
  - 5. The fact that the student shall have the right to examine the person bringing the charges, to have access to all documents that have been introduced as evidence, to have copies prepared, and at the discretion of the chair and in a manner to be prescribed by the chair, to examine all witnesses.
- D. Hearings
  - 1. Members of the committee shall be excused if the case might involve a conflict of interest (e.g., kinship, teacher-student relationship, etc.).
  - 2. The Dean may appoint pro tempore members to replace regular faculty members who are unable to attend, or who have been excused.
  - 3. No student shall be found guilty except on the vote of a majority of the voting members present at a hearing.
  - 4. The quorum for hearings shall be five voting members of the committee, at least three of whom should be faculty members.
  - 5. The Chair shall be counted as a voting member, but shall cast a vote *only* in order to break a tie vote.
  - 6. A hearing shall proceed in the absence of the accused student only if:
    - a. The student waives the right to be present; or
    - b. The committee is satisfied that proper notice of the hearing was given to the student and that there is no legitimate cause for the absence.

7. The hearing shall be recorded either by a stenographer or by sound recording. The records are to be preserved for one year. Any participant in the hearing may obtain a copy of the recording or the transcript of the hearing at actual cost.
  8. The order of the hearing shall be as follows:
    - a. Presentation of charges by the committee Chair.
    - b. Presentation and examination of material evidence and witnesses by the committee and by the accused student(s) but excluding material relevant to sanctions to be imposed. In appropriate circumstances, the chair may take steps to protect a witness through actions such as sequestering, withholding a witness's identity, or taking testimony prior to a hearing.
    - c. Statement by the accused student.
    - d. After excusing the accused student, the advisor, and witnesses, deliberation of the committee.
    - e. Formulation of the judgment and assessment of any appropriate penalty by a majority vote of the members present.
  9. The chair shall make a necessary determination of the scope of the inquiry with a view to according full and fair exploration of relevant material.
  10. Because the hearing is not a court hearing, the committee is not bound by legal rules of evidence. However, every effort will be made to conduct hearings as fairly and expeditiously as possible.
  11. The hearing shall not be public, and information gained at the hearing shall be treated as privileged information by all participants. This does not bar the disclosure of the findings and recommendations of the committee to those authorized to receive such information. Inasmuch as the provision is for the protection of the accused, it does not bar the accused from disclosing the proceedings, if the accused wishes to do so.
  12. At the request of the accused student, the Chair of the Academic Conduct Committee may, at the Chair's discretion, elect to admit parents or legal guardians and may, at the Chair's discretion, allow a brief statement on behalf of the student by a parent or legal guardian.
  13. The hearing shall be conducted with proper decorum. The hearing may be recessed by the Chairman if:
    - a. Additional evidence or witnesses are needed.
    - b. It is apparent that a fair hearing cannot be held because of disturbances, illness, or similar causes.
  14. The University may, from time to time, make public the facts and decisions of cases that come before the committee. However, such reports shall not reveal the name of any student, professor, or course involved in a case that has been heard by the committee.
- E. The complete recommendations, including a statement of the charges, evidence, and judgment, shall be transmitted to the Dean of the College/School as soon as possible

after the hearing at which the judgment was made. The Dean shall review the report and appropriateness of the recommended sanctions. The Dean may refer the matter to the committee for further consideration and/or elaboration, or may request the transcript or recording of the hearing and/or the evidence. However, the factual finding of the committee shall not be replaced by findings more damaging to the student unless the Dean has submitted new evidence for a rehearing. Similarly, the Dean shall not impose more severe sanctions than those recommended by the committee.

- F. The Dean of the College/School shall notify the student of the judgment and penalty imposed and that such findings and sanctions are subject to final review by the Provost and Vice President for Academic and Student Affairs after all appeals within the College/School have been exhausted. The letter shall also inform the student of the appeals procedure.

### ***Appeals***

- A. Within two weeks of the receipt of the Dean's final response to appeals within the College, a student may appeal the judgment or the penalty to the Provost and Vice President for Academic and Student Affairs. Appeals are to be in writing, setting forth the basis of the appeal and whether the student is appealing the judgment, the penalty, or both.
- B. The Provost and Vice President for Academic and Student Affairs shall review the documentation or refer the appeal to the committee for clarification and comments.
- C. Normally a rehearing will be ordered only if new evidence is presented. The procedure at a rehearing is the same as described above in subparagraph D, (~~hearings~~”).
- D. After the hearing, a recommendation is made to the Provost and Vice President for Academic and Student Affairs who will act on the recommendation made by the committee as E. (~~Recommendation~~”), above.

### **Request for Reinstatement**

Requests for reinstatement after suspension shall be made no sooner than eight weeks and no later than ten weeks before the proposed date of readmission. In the case of readmission, a student is normally placed on disciplinary probation during the first semester of the student's return and removed from probation at the end of the term. The student seeking reinstatement shall inform the Dean of the student's activities during the time of suspension, indicate what steps have been taken to satisfy any conditions imposed during the time of suspension, and state the student's future academic plans.

### **Reporting and Documenting Procedures**

All evidence must be carefully documented in accordance with the guidelines set forth below:

- A. The person originating the charges shall present them in writing, accompanied by suitable exhibits, to the Dean of the College/School. That person shall be available to the Dean for pre-hearing conferences if necessary and shall appear at, or be available for, the Student Academic Conduct hearing whenever possible.

- B. Witnesses to the alleged infraction of the Student Academic Conduct Code may be requested to file a report on the incident and shall make themselves available for pre-hearing conferences and Student Academic Conduct hearings.
- C. The following are the guidelines for obtaining evidence of violations of the Student Academic Conduct Code in connection with:
  - 1. Examinations. If an irregularity occurs during an examination, the person who originally notes the irregularity should attempt to have such observations corroborated by others who are also in the room (e.g., proctors). The person(s) making the report shall provide specific information such as the time of the observation, type of irregularity observed, number of times it took place, exactly which sections of the examination were affected by the infraction, the name of each individual participating in the irregularity, and the extent of participation by each individual.
  - 2. Papers and Reports. If the misconduct is inferred from the appearance and/or content of a paper or other assignment where the professor or proctor has had no chance to observe the actual process, specific reference should be made to each section that gives evidence of misconduct.

## **INSTITUTIONAL SUPPORT SERVICES**

### **Downs-Jones Library**

The Downs-Jones Library has a fully-integrated automated library system which allows student, faculty and staff access to over 96,798 books, 9,893 media items, over 30,000 electronic books (eBooks) in varying subject disciplines, 69,945 microforms as well as 254 scholarly journals and leading news and opinion magazines. As a participating library in TexShare (a state-wide resource sharing program), the Huston-Tillotson community is able to access electronic databases (full-text journal articles included), borrow books directly from other libraries, and request materials through interlibrary loan. Combining all of these resources with the availability of twenty computers in the library's Alma Orme Moss Computer Laboratory, users are able to complete research papers and class projects. In addition, the library houses a non-circulating archival collection representing the institution's history, located in the Yerwood Room which contains books, portraits, photographs, administrative documents, papers (of the former Presidents of the institution), yearbooks, and memorabilia.

### ***The Mission of the Library***

The mission of the library is to support the curricular offerings of the University by providing materials that supplement the instructional program and meet the needs of the entire University. This is done through the implementation of the following objectives:

- To acquire, organize, and make accessible a dynamic and growing collection of materials, including background and transitional works for both lower-division and upper-division courses;
- To provide adequate physical facilities and equipment for maximum use of available resources;

- To adapt to changes in modes of classroom instruction by acquiring and/or producing materials in various print and non-print media formats;
- To encourage students to read beyond course assignments for their own enlightenment, enjoyment, and satisfaction, thereby developing skills and habits for lifelong learning; and
- To support, in part, research by faculty and administrators by acquiring, selected basic and current works for that purpose each year.

## **Academic Computing Laboratories**

Huston-Tillotson University maintains computer laboratories which offer the latest in computer technology and reliable high speed access to the Internet. The computer labs are utilized to support specific courses and, on a scheduled basis, are open to all enrolled students free of charge. Academic computing laboratory services are coordinated by the Director of Information Technology.

## **Internet Services**

Huston-Tillotson University offers a wide array of computing, networking, and media services to students, faculty, and staff. These services are in place to facilitate teaching, learning and administrative activities that support course enrollment, advising, grade reporting and other recordkeeping functions. By accessing these services, all students agree to abide by and be subject to the terms and conditions contained in the *University's Policy and Procedures Manual, Volume VII, Student Handbook* as well as those cited in all other applicable University policies. It is the intent of this policy to enable high-quality services and maximize productivity while protecting the rights of all students of the community.

Internet service is available seven days a week from one of the on-campus networks. Off-campus students can access their email at [www.htu.edu](http://www.htu.edu).

## **Access to Network Services**

An account is provided to each student after registration is completed and remains in effect as long as the student is enrolled at the University. Accounts assigned to students are the property of Huston-Tillotson University. The standard Huston-Tillotson University naming convention comprises the first and middle initials of the student's name, followed by the last name. If duplicates occur, the first name initials are used twice to resolve conflicts. Example: [ssjones@htu.edu](mailto:ssjones@htu.edu).

## **Institutional Privileges**

Huston-Tillotson University reserves the right to allocate resources in different ways in order to achieve maximum usage. To accomplish this, the system administrator may suspend or terminate privileges to individuals, without notice, if malicious misuse or use inconsistent with University policy or applicable law is discovered. Privileges may also be suspended, without notice, to meet time-dependent, critical operational needs. The system administrator may also limit the number of messages or files that each user has in order to keep the system functioning.

## **Residence Hall Connections**

Residence hall connections are intended to provide end-user connections to campus computing services and the Internet. Wireless network connections in the residence hall rooms are available.

## **Policies Governing Use of Network Services**

### ***Personal Computers on the Network***

Personally owned computers that are used on the University's network are subject to the regulations contained in the University's Policies and Procedures Manual, Volume VII, *Student Handbook*. If bandwidth or other problems occur, Information Technology Services (ITS) reserves the right to discontinue access to the network. Computer connections to the network may not be used as servers for private enterprises, commercial activity, or profit. ITS reserves the right to disconnect any network ports having activity that adversely affects the network or any other user. Network connections may also be revoked in the case of malicious or inappropriate computing activity.

All students, faculty, and staff are expected to abide by the rules, regulations and policies promulgated in the University's Policy and Procedures Manual, Volume II, *Campus Community*, Section 2.5, Communications Policy.

### ***Appropriate Use of E-Mail***

Huston-Tillotson University strongly recommends that e-mail not be used for confidential communication. E-mail is now considered a formal written record that carries the same legal weight as a paper memorandum. Users of e-mail should remember that e-mail messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted can be retained unintentionally on system backup files in a disaster case only (server outage, mass e-mail virus, catastrophe, etc.). In addition, even secure passwords are not completely confidential. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it; and messages that should not be preserved should be deleted immediately. E-mail is also governed by state and federal laws with regard to copyrighted material, photographic images and libelous remarks.

University policy prohibits certain types of e-mail. These include mail messages that may be perceived as pornographic, harassment, political campaigning, or commercial solicitation. Chain mail is also prohibited because it consumes a large amount of system resources. Certain types of e-mails, including but not limited to harassing e-mail, may subject the sender to civil or criminal penalties. In spite of University policy, malicious users who know the computer owner's ID and password can abuse e-mail. Users are responsible for protecting their own passwords. These policies will be enforced when violators are brought to the attention of the ITS administrator.

Huston-Tillotson University does allow mass mailings via the e-mail server; however, guidelines govern its use. For additional guidance on mass mailings, contact the ITS office.

### ***Network Security***

Security for access to the network and to files or applications on a server is implemented via user ID and password systems. Each user is responsible for all e-mail transactions made under each

user's user ID and password, and for all network e-mail activity originating from that connection. Users are solely responsible for the security of the ID and password assigned to them. All students, faculty, and staff are required to sign a Local Area Network (LAN) Access form.

### ***User IDs and Passwords***

Only the person responsible for the account and user ID should have access to the password. Access to user IDs may not be loaned or sold and any suspected breach of password security should be reported immediately to IT at x3168 or via e-mail at [helpdesk@htu.edu](mailto:helpdesk@htu.edu). Some common rules to follow to protect the password include:

1. Do not store passwords at any workstations that can be used to gain access to other computing resources;
2. Never share passwords; and
3. Never tape passwords to a wall or under a keyboard.

### ***Responsible Use of Network and Computing Facilities***

Huston-Tillotson University is a private institution fully committed to the ideals of academic freedom, freedom of expression, and multicultural diversity. At the same time, inappropriate and/or malicious use of computing resources that in any way is wasteful of the University's equipment or services, violates the rights of others or is inconsistent with the University's policies relative to technology, is strictly prohibited. Violators will be penalized severely and expeditiously. Penalties may include warning, administrative or involuntary withdrawal, suspension, expulsion and/or referral to law enforcement authorities.

### ***Individual Responsibility***

Students have the responsibility as authorized users to use the network and systems appropriately. This is the only way that the integrity and availability of the network and systems can be ensured for everyone. Each student is responsible for using only the account or computer for which the student has authorization. Moreover, each student is responsible for protecting all passwords. Individual responsibility also involves respecting the rights of other users.

### ***Indemnification of Huston-Tillotson University***

Users agree, in consideration of access to the University's computing, networking and media services, to indemnify, defend, and hold harmless the University from any suits, claims, losses, expenses or damages, including, but not limited to, the user's access to or use of the University's computer resources and all other media services and facilities.

## **STUDENT AFFAIRS**

### **The Division of Student Affairs**

As part of the Academic and Student Affairs unit, the Division of Student Affairs is the center of student life at Huston-Tillotson University and encompasses activities that maximize the student's physical, psychological, social, occupational, cultural, and spiritual life. It provides support services and developmental experiences that complement and enhance the students' learning inside and outside of the classroom. The Division of Student Affairs includes: Campus

Life, Counseling and Consultation Center, Career and Graduate Development, Disability Services, Health Services, Religious Life, and Residence Life. The Counseling and Consultation Center includes short-term counseling services as well as wellness programming.

The Dean of Student Affairs is the senior student affairs officer. The Dean of Student Affairs has administrative oversight of Campus Life, Counseling and Consultation Center, Career and Graduate Development, Health Services, University Chaplain and Religious Life, and Residence Life. The Director of Campus Life oversees all student activities and supervises professional staff in Residence Life. The Director of Counseling and Consultation Center serves as the University's counselor and oversees Disability Services.

## **The Student Handbook**

The Code of Conduct and Community Standards, student grievance procedures, and other helpful information for students are published in Volume VII of the University Policy Manual (Student Handbook).

## **Housing and Meals**

Huston-Tillotson University is concerned with the total development of its students. The living/learning program in the residence halls places great emphasis on the personal growth and development necessary for success in the academic environment.

All first year and sophomore students (students attending college for the first time or students transferring from another college or university with 59 or fewer semester hours of transferable credit) are required to live in college residence halls unless they meet one or more of the following exceptions:

1. Reside in the Austin area home of parents or legal guardian;
2. Married and live with spouse;
3. Veteran of a minimum of two years of active military service;
4. Responsible for one or more dependent children living with the student;
5. 23 years of age or older; or
6. Legal owner of a home in the Austin area.

All requests for exemption from this requirement for the above cited reasons or other extenuating circumstances must be reviewed and approved by the Dean of Student Affairs. Students may receive a copy of the Residence Hall Waiver form at the Dean of Student Affairs Office in the Davage-Durden Student Union or on the Residence Life website. Pending the receipt, verification, and approval of documentation to support a request for exemption, students may be assessed charges for room and board.

The University does not carry insurance of any kind on the personal property of students, and accepts no responsibility for loss or damage of such property. Students should make arrangements for insurance coverage on any personal property they bring to the residence halls. Since space is limited, residential students may not store personal items in the residence halls when not living on-campus.

Gourmet Services/A La Carte Menu provides the University's food services. A 19-meal plan, consisting of three meals a day, Monday-Friday, and two meals a day on weekends, is available



and required for all housing residents. Meals are served in the student dining room in the Student Union.

## Health Services

Attaining and maintaining good health is essential to the educational experience at Huston-Tillotson University. Student Health Services plans and promotes health education programs for the campus community, encourages good health practices, and gives prompt attention to illnesses and injuries.

Located in the Allen-Frazier Building, the Health Center serves all students who are enrolled in the University and is under the direction of a Licensed Vocational Nurse. Health Services operates Monday through Friday, from 8:30 a.m. to 5:30 p.m. The University maintains a cooperative relationship with Dr. Guadalupe Zamora, 2200 E. Sixth Street and there are several major hospitals in the City of Austin.

Each student must have a completed health form on file. The University requires health insurance for all full-time students (those enrolled for 12 or more credit hours) and offers a year-round insurance program for a nominal fee. Insurance information cards and instructions regarding supporting documents are available in Health Services. **A student covered by parents' insurance must present a valid health insurance card at the time of registration. If a card is not presented, the student will be enrolled in the University health plan.**

**All students must comply with institutional immunization requirements in order to reside on-campus and attend classes.**

In accordance with the Texas Department of Health and Human Services, all students must present a certificate to the University that they have been vaccinated against specified diseases. As of January 1, 2010, first-time students, including transfer students, who reside in or have applied for on-campus housing, must present proof of vaccination against bacterial meningitis. Additional information regarding health services immunization requirements and other policies can be found at <http://htu.edu/students/services/health-services/>.

A student may be exempt from the immunization requirement if he/she presents a statement signed by a physician that the vaccination would injure the health of the student or if he/she presents a signed affidavit, or if a minor, an affidavit signed by a parent or guardian, stating that the student declines immunization for reasons of conscience, including a religious belief. The latter provision does not apply during "a public health emergency, terrorist attack, hostile military or paramilitary action or extraordinary law enforcement emergency." the affidavit request for exemption from immunizations for reasons of conscience form can be obtained online at the Texas Department of State Health Services' website: <http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>.

For after-hours emergencies, please notify a residence life staff member or Campus Safety (512.505.3010) who will page the Campus Nurse. For more information about Health Services, please call 512.505.3039 or pick up a Health Services manual in the office.

## **Student Government Association (SGA)**

All full-time and part-time students at Huston-Tillotson University are members of the Student Government Association (SGA). Since SGA is one of the principal organizations through which students share in the administration of the University, its success is in direct proportion to each student's active participation in student affairs. The SGA advises and works with the University administration on student issues and helps plan and coordinate a variety of activities for the entire campus. Students interested in working with the SGA should contact the SGA Office. To serve as an executive officer of the Student Government Association, students must have completed a total of at least 30 credit hours (15 of which have been earned at Huston-Tillotson University), be in good disciplinary standing, and maintain a 2.50 session and cumulative GPA.

## **Greek-Letter Organizations - The National Pan-Hellenic Council (NPHC)**

All of the Huston-Tillotson University Greek-letter organizations are campus chapters of international groups. The HT affiliate of the National Pan-Hellenic Council (NPHC) is composed of elected representatives from all University-recognized sororities and fraternities. The National Pan-Hellenic Council (NPHC) provides the guidelines by which the Director of Campus Life and the faculty or staff advisor supervise all activities related to Greek-letter organizations.

Students seeking admission into Greek-lettered organizations must have completed a total of at least 30 credit hours (15 at Huston-Tillotson University) and meet all of the specified criteria for the particular organization of interest, be in good disciplinary standing with the University, and possess a minimum 2.50 session and cumulative GPA regardless of organizational GPA requirements.

## **Academic Organizations**

Students may join special interest organizations associated with the work of academic disciplines. Academic organizations have been established in the fields of education, biology, communication, sociology, kinesiology, music, and government. These organizations are extensions of the classroom experience. On-campus and community service projects are among the activities sponsored by these groups. Membership is open to all students.

## **Other Student Organizations**

The Director of Campus Life and the faculty or staff advisor to an organization supervise each student organization. Organizations that stimulate intellectual life, satisfy spiritual life, or advance the social life of their members are encouraged. Participation in such student organizations offers experience in assuming leadership, developing character and personality, and contributing to the life of the University.

Students who are interested in starting new student organizations must submit proposal applications and start-up documents to the Director of Campus Life and receive official written approval prior to conducting any activities. All student organizations are subject to administrative approval. To participate in the activities of any of these other organizations, students must have completed 12 credit hours, be in good disciplinary standing, and maintain a 2.50 session and cumulative GPA.

## **Religious Life**

Huston-Tillotson University is affiliated with The United Methodist Church and the United Church of Christ. Students and staff represent many religious faiths. The University respects the faith commitments of all students. The University Chaplain coordinates campus ministry programs and leads religious life on campus. The Chaplain is also available to counsel students regarding a variety of matters. In addition, the University Chaplain is responsible for development of programs that encourage spiritual growth and development. The Chaplain is located in the Center for Religious Life, 1001 Chicon, and can be reached at 512.344.9380.

## **Intercollegiate Athletics**

The University provides intercollegiate competition in a number of varsity sports: men's and women's basketball, men's baseball, women's volleyball, men's soccer, and men's and women's track and field/cross country.

The Intercollegiate Athletic Program is under the guidance of the National Association for Intercollegiate Athletics (NAIA), District I. The University participates as a member of the Red River Conference. Student athletes are governed by the same recruitment, admission, financial aid, and continuing eligibility standards as all other students as noted in the *University Bulletin*. In addition, student athletes are also required to adhere to all NAIA policies. A student must satisfy the criteria set by the National Association for Intercollegiate Athletics and must be in good standing with the University in order to participate in varsity athletics.

## **Intramural Sports**

The University encourages sound physical fitness for every student. A variety of intramural sports is offered each year to promote good sportsmanship, healthy competition, and the enjoyment of recreational activities.

## **Miss Huston-Tillotson University**

Miss Huston-Tillotson University is chosen normally during a spring pageant. She serves as official school hostess and represents the student body at various activities; is a positive role model; and promotes a closer relationship among students, staff, faculty and the community. She is also an executive member of the Student Government Association. Specific eligibility requirements apply and can be found in the Campus Life manual on-line.

## **Miss UNCF**

Huston-Tillotson University is a member of the United Negro College Fund (UNCF) and hosts an annual UNCF fundraising drive. The student who raises the most money during the drive is crowned "Miss UNCF" and she is eligible to represent the college at the National Miss UNCF Conference and competition. The Director of Alumni Affairs serves as the advisor for Miss UNCF.

## **COUNSELING AND CONSULTATION CENTER**

Counseling and Consultation Center (CCC) is located at Agard-Lovinggood, 2<sup>nd</sup> floor. It is a University-wide program which provides counseling and disability services. Campus Support Programs (CSP) staff members interface with faculty and staff to assist students with issues

affecting their personal and academic development. Further, CSP offers programming that encourages the development of the whole person including topics such as: conflict resolution, healthy relationships, depression, eating disorders, and sexual violence. This holistic approach promotes positive behavior, educational support, and physical and emotional wellness.

Student empowerment is the underlying theme of the office. This phrase is used to strengthen our interaction with each student. To aid in empowering our students, the office makes periodicals, videos, brochures, and magazines available which assist students in their University experience.

CSP is open during normal business hours Monday through Friday 8:30 a.m.-5:30 p.m. For after-hours emergencies, students, faculty, and staff should contact Campus Safety at 512.505.3010.

## **Counseling**

The Director of Counseling and Consultation Center/Counselor offers a multi-dimensional counseling program that provides individual and group sessions. The Director's role is to administer the overall CSP office as well as to provide short-term counseling services to students. The Director also functions as a consultant involving mental health emergencies and students in need. Faculty, staff, and students may refer students in need to the Director at 512.505.3044 or 512.505.3036. The Director makes appropriate assessments and referrals as necessary to off campus agencies. Please note counseling sessions are confidential and cannot be shared except as applicable by law.

## **Disability Services**

Huston-Tillotson University is committed to making its academic programs and other services accessible to qualified students with disabilities. The University is committed to providing equal opportunities for students with disabilities to develop and demonstrate their academic skills while maintaining the academic integrity of University programs. Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, it is the policy of Huston-Tillotson University that no otherwise qualified person with a disability shall be subjected to discrimination because of that disability under any program or activity conducted or sponsored by the University.

The Office of Disability Services (ODS) serves as a contact point for students with disabilities. The goal of ODS is to support academic efforts of students with disabilities by providing a physically and educationally accessible University environment that ensures an individual is viewed on the basis of ability. ODS works individually with students to determine appropriate and reasonable academic accommodations and to ensure that students receive equal access to programs, services, and opportunities to succeed academically.

Registered students with disabilities who need academic accommodations or disability-related support services are asked to contact the Office of Disability Services to arrange an intake appointment with the Coordinator of Disability Services. The ODS requires that a student with a disability provide appropriate documentation from a medical and/or mental health professional to verify the disability and need for accommodation(s). If students are unsure of their disability status, they are encouraged to contact the ODS (512.505.3149) for more information regarding disability-related support services.

## **Campus Life**

### ***Campus Life***

The Director of Campus Life oversees social, cultural, and academic programming within the Division of Student Affairs. Campus Life encompasses student activities, residence hall programming and oversight, development of learning communities, and supervises the Residence Hall Directors. The Director of Campus Life can be reached at 512.505.3037.

Located in the basement level of Allen-Frazier Residence Hall, Campus Life provides administrative oversight for all student-sponsored campus activities and maintains records for all registered organizations. The Director serves as advisor to the Student Government Association (SGA) and National Pan-Hellenic Council (NPHC). The Office strongly encourages students to be involved on campus, giving students organizational and leadership experience to prepare them to serve as leaders in a diverse and changing, global society. Organizations seeking official University recognition must register annually with the Campus Life office in accordance with the established guidelines for registration of student organizations. The Director must approve all posters, announcements, etc., prior to campus postings. Additional information regarding student organizational membership and programming guidelines can be found in the Campus Life policy manual.

### ***First Year Experience***

The goal of First Year Experience (FYE) is to empower students to be more academically and socially successful and persist at HT. The First Year Experience (FYE) Program at Huston-Tillotson University (HT) is designed to assist students in making a successful transition to HT and college life in general. The program begins with the new student orientation process. Orientation consists of various activities which help students become more familiar with the University and provide an opportunity for team building as a class. During orientation, each student is assigned a Peer Learning Consultants. A Peer Advisor is a returning student who serves as the new student's "mentor" during her/his first year. The FYE program also includes various other programs and resources for students.

## **Career and Graduate Development Center**

Located in Connor-Washington, 1<sup>st</sup> floor, the Career and Graduate Development Center (C&GDC) provides comprehensive lifelong career development assistance to present and former students regarding areas of self-assessment, career exploration and decision-making, leading to personal success in part-time jobs, internships, higher education and/or full-time career employment.

The Center sponsors annual internship, career and graduate school fairs, resume and cover letter writing and review, and mock interviews. View extensive career exploration, employer research, job search, financial aid and graduate school resources at [www.htu.edu/cgd/](http://www.htu.edu/cgd/). The Center also includes a Resource Center containing standardized testing materials, employer profiles, job postings, and various publications pertaining to graduate schools, salary surveys and job search strategies.

The C&GDC is open Monday through Friday, 8:30 a.m.-5:30 p.m. Please contact the Career and Graduate Development Center at 512.505.3041 or email [cgd@htu.edu](mailto:cgd@htu.edu).

# **STUDENT COMPLAINT AND GRIEVANCE PROCEDURES**

Student Complaint and Grievance procedures at Huston-Tillotson University are intended to provide a formal and consistent process for students to seek redress concerning actions of the University and/or by University faculty, administrators, and staff. Students considering filing a formal grievance should read the complete text of the Student Complaint and Grievance Procedure described in this volume of the Huston-Tillotson Policy Manual.

Situations may arise in which a student believes that the student has not received fair treatment by a representative of the University or the student has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student. A student who wishes to have a complaint addressed by the University should first use the following Complaint Procedure and then utilize the Grievance Procedure if the Complaint Procedure proves unsatisfactory. Students are encouraged to seek assistance from the Provost and Vice President of Academic and Student Affairs Office, Department Chair, College or School Dean, their advisor, or another member of the faculty or staff. If the complaint concerns unlawful discrimination, the Director of Human Resources will investigate claims of harassment and serve as the University's Affirmative Action Officer. In the event that a student wishes to dispute a grade, the student should consult the Appeal of Grades policy found in this *Bulletin*.

## **What is a Grievance?**

A grievance is a formal complaint by a student arising out of an alleged action of the University, including faculty, administrators, and/or staff of the University. Such action is alleged by the student to be unauthorized and/or unjustified and adversely affecting the status, rights or privileges of the student, including actions based on race, color, religion, sex, sexual orientation, national origin, age, handicap, or veteran status.

Students are reminded that the grievance procedure is not designed to replace open communication and understanding that are vital to the academic process. If the student wishes to proceed with a grievance, the student may withdraw the grievance at any stage and the process will immediately terminate.

## **Complaint Procedure**

A written complaint should be directed as soon as possible to the person or persons whose actions or inactions have given rise to the complaint. Every effort should be made to resolve the problem fairly and promptly at this level.

If the student is not able to resolve the complaint satisfactorily at this level, the student should meet with the employee's supervisor. This may be a department chair, program coordinator, or director. After ten (10) working days and if a satisfactory solution is not found, the complaint will be reviewed by the department or unit head which may be a Dean or Vice President. If the complaint involves allegations of sexual harassment or unlawful discrimination, the Director of Human Resources should be consulted.

## **Complaints Regarding Grades or Performance of a Faculty Member**

If the complaint concerns a grade or the performance of a faculty member, the student should first confer with the course instructor. If the student does not gain resolution, the student should direct the complaint to the Department Chair. If the matter is not resolved, it should be referred to the College or School Dean. If the complaint involves allegations of sexual harassment or unlawful discrimination, the Director of Human Resources should be consulted.

## **Grievance Procedure**

### ***Step 1***

A student who believes that he/she has not received fair treatment or who has a complaint about the performance, action, or inaction of a member of the faculty or staff, and believes that the student has not received appropriate redress through the complaint procedure within a reasonable period of time, must file a written statement of grievance (see Statement of Grievance, below) with the chair or the coordinator of the program in which the employee served at the time of the alleged action. Each grievance must be submitted in writing and only one subject matter should be covered in any one grievance. Formal grievance statements received by the chair, coordinator, or designee may be referred to a department or program level committee that recommends action to the chair or coordinator. The chair, coordinator, the designee, or the committee will investigate the allegations and reach a conclusion regarding the student's contentions. The chair or coordinator has fifteen (15) working days to respond to the student after the conclusion of the investigation. If either the student or the person against whom the grievance was filed disagrees with the chair's or the coordinator's findings and recommendations, that person may appeal under the procedures outlined in Step Two.

### ***Step 2***

If the student or person against whom the grievance was filed is not satisfied with the results of Step One, or if the grievance is against the chair of a department or coordinator of a program, the student must next transmit the written statement of grievance to the appropriate senior administrator. The senior administrator will refer the grievance to a committee established at the University or senior administration level. Such a committee should consist of a cross-section of the University community and include faculty, staff, and student representatives.

### ***Step 3***

If a student is not satisfied with the results of Step Two, or if the grievance is against a senior administrator, the student may file a written statement of grievance with the University Student Grievance Committee. The University Student Grievance Committee consists of student, faculty, and staff representatives appointed at the beginning of the academic year. Student representatives are appointed by the Student Government Association President while faculty and staff representatives are appointed by the Provost and Vice President for Academic and Student Affairs. If the grievance involves the teaching responsibility of such an administrator, steps one and two cannot be bypassed.

### ***Step 4***

If an individual (student, faculty, staff, or other interested party) or individuals wish to claim wrongdoing or deficiency on the part of the University, a complaint may be filed directly with the Commission on Colleges of the Southern Association of Colleges and Schools. The Commission's address is 1866 Southern Lane, Decatur, Georgia 30033-4097, and the telephone number is 404.679.4500.

### **Statement of Grievance**

Basically, the statement of grievance is a clear, simple statement of fact according to the student's understanding of what happened. It should provide enough information to give the committee a complete understanding of the situation from the student's perspective. The Provost and Vice President for Academic and Student Affairs has staff to help students understand the details of the Student Complaint and Grievance Policy and should be called on for assistance. The Provost and Vice President for Student Affairs Office is located in Anthony and Louise Viaer – Alumni Hall, second floor. The telephone number is 512.505.3076.



# CORE CURRICULUM

The mission of the University can be translated into the following goals for our students:

- To be proficient thinkers and communicators;
- To cultivate intellectual openness and sensitivity to cultural diversity;
- To exercise historical, scientific and cultural awareness as personal responsibility and with an informed and compassionate understanding of society, humanity and the natural world;
- To be able to apply classroom experiences to the realities of the world, in personal, professional and civic contexts.

## CORE COMPETENCIES

All Huston-Tillotson University students are to demonstrate, through various assessments, the following core competencies:

- **Critical Thinking**

The ability to think logically, critically and creatively: to generate ideas, to interrogate, to analyze, to evaluate ideas, to employ quantitative reasoning, and to identify problems, propose solutions, and to assess the effectiveness of solutions.

- **Citizenship and Social Responsibility**

The ability to act as responsible citizens and leaders within various communities; to be knowledgeable of the interrelationship between self, society, and environment; to act in such a way that improves the communities of which one is a member; and to recognize that the health of the environment is important to human health and well-being and can be damaged by actions of corporations or individuals.

- **Ethical Reasoning and Behavior**

The ability to question, explore issues, and make sound decisions and to advance actions that involve moral dimensions implicit in personal behavior and in operations of political, social, scientific, religious, and economic institutions; to develop a personal foundation for ethical decision making and moral integrity, with awareness of diverse ethical systems.

- **Wellness**

An understanding of the importance of mental, emotional and physical well-being and how to establish a lifelong health program. Wellness encompasses the total physical, social, emotional, cognitive and spiritual human experiences.

- **Efficient Use of Technology**

The use of multimedia tools to gather, analyze and convey information. This includes the use of computers, video, audio and related devices, as well as calculators, microscopes and other scientific instruments.

- **Understanding and Applying Science**

The awareness, appreciation, and respect for scientific principles and how these principles affect personal decisions. Scientific literacy is the ability to identify scientific principles as they are applied in the world.

- **Effective Communication**

The ability to create, send, receive, and understand verbal, visual and written messages competently in public, technologically mediated, group, and interpersonal contexts.

- **Appreciation of Diversity in a Context of Global and Historical Awareness**

The awareness, appreciation, and respect for other peoples, cultures, and historical periods, both in the United States and around the world, to foster a deep personal understanding of one's approach to diversity.

- **Aesthetics**

The perception and evaluation of beauty in nature and in human culture, particularly in the arts. This includes an understanding of the ways art enriches the lives of people, communities, cultures, and societies and of aesthetic perception as a subjective experience.

## **Writing Intensive Course Requirement**

Students are required to take a minimum of fifteen hours of writing intensive courses, or nine hours of writing intensive courses beyond English 1303 and 1304; three hours of the nine must be upper-division. Writing intensive courses may also meet other core curriculum or major requirements.

Two types of writing intensive courses comprise the Writing Across the Curriculum program: courses that teach writing, which include first-year composition such as technical writing or business communications; and courses that focus on teaching content in a discipline through substantial writing assignments.

The criteria articulated here pertain to both types of writing courses, but are primarily offered for instructors teaching writing intensive courses that focus on disciplinary content (–writing to learn”). These criteria serve as guidelines instructors apply to determine if their courses meet the University’s writing intensive (W) course requirements. Intensive writing courses throughout the core, major and minor curricula are reviewed by the Core Curriculum Committee according to the following criteria.

### **Required Criteria for Writing Intensive Courses**

- Over the course of the semester, students write and submit 3700 words or approximately 15 standard pages (one-inch margins and 12-point font) of –finished” writing.
- Writing assignments comprise at least 25% of the course grade.
- More than one writing assignment is required.

- Writing intensive classes across the curriculum are capped at 25 students per instructor (20 for first-year composition, English 1301; 25 for English 1302, and 15 for English 0313 Foundations of College Writing and Reading.)
- Students must pass writing intensive courses with a “C-” or better for the course to meet the writing intensive course requirement.
- Students receive instruction on discipline-specific conventions, such as formatting and documentation styles, in all writing intensive courses taught in the disciplines.
- Students receive feedback while the writing is in process, e.g., suggestions for topic invention, revision, final editing and proofreading, or instructions for appropriate documentation according to the conventions in the field. Feedback might come in the form of peer response with instructor-provided guidelines, Writers’ Studio consultations and/or instructor’s comments on drafts-in-progress or serial assignments.
- Students receive written instructions for writing assignments that include the instructor’s expectations, grading criteria, and the learning objectives of the writing assignment.

### **Optional Courses Approved to meet the Writing Intensive Requirement**

BIOL 2431	Cellular and Molecular Biology
BUSI 2301	Business Communication
CHEM 2422	Organic Chemistry
COMM 3313	Reporting and Writing
COMM 4340	Topics in Journalism Writing and Editing
CRIJ 4312	Internship in Criminal Justice
ENGL 2353	Professional Writing Technologies
ENGL 3303	Language and Culture
ENGL 3340	Topics in English Literatures
ENGL3310	Topics in U.S. Literature
ENGL3380	Topics in World Literature
ENGL 3323	Teaching Writing
ENGL 3353	Advanced Composition
ENGL 3327	Topics in Creative Writing
ENGL 3363	Advanced Rhetoric and Argumentation
ENGL 3393	Introduction to Technical Writing
ENGL 4373	African American Literature
ENGL 4393	Senior Seminar in English
HIST 1302	U.S. History II
HIST 2381	African American History I
HIST 2382	African American History II
HIST 3341	US Constitutional Law
HIST 3364	Twentieth Century United States History
HIST 4336	Special Topics
HIST 4338	Historical Methods
HIST 4339	History Seminar
HIST 3353	Social Studies and History for Secondary History Teachers
PHIL 2301	Philosophy and Ethics
MUSI 3315	Form and Analysis
RELI 2302	Comparative Religion

RELI 3303	Philosophy of Religion
SOCI 2309	Special Topics
SOCI/PSYC 2320	Conflict Resolution
SOCI 2319	Addictions
PSYC 2310	Addictions
SOCI 3320	Victimology
SOCI 3316	Interventive Methods in Social Work
SOCI 3318	Marriage and the Family
SOCI 3319	Minority Group Relations
SOCI 4300	Social Change
SOCI 4308	Special Topics in Sociology
SOCI 4309	The Community
SOCI 4327	Senior Seminar

## **Diversity Course Requirement**

Students are required to take a total of six hours of diversity-focused courses, which can be in the core curriculum, their major or other major programs. Of the 6 hours, three (3) hours must focus on African/African Diaspora studies. Diversity courses may also meet other core curriculum or major requirements.

### **Required Criteria for Diversity Courses**

Courses that meet the diversity requirement have a 60% primary focus on one of these three areas:

- The diversity of cultural identities (e.g., race, ethnicity, gender, sexuality, religion, class) with an emphasis on traditionally underrepresented groups in the United States;
- Various cultures (with an emphasis on traditionally underrepresented groups) outside the United States;
- Advanced study of a language other than English (courses taken in addition to the 6-hours foreign language requirement);
- Each new course to be approved by the Core Curriculum Committee to meet the diversity requirement must meet the criteria outlined on the approved rubric (see table below). The objectives in the first column indicate knowledge or skills students should develop through course study. The questions in the second column are provided as a guide for professors who are preparing petitions to have courses designated as diversity courses.

**Table Detailing Required Criteria for Diversity Courses**

<b>OBJECTIVES</b>	<b>COURSE CONTENT</b>
Students will know meanings of cultural diversity as related to racial/ethnic groups, gender, religions and sexualities (underrepresented populations)	<ul style="list-style-type: none"> <li>a. How is Cultural Diversity introduced in the course?</li> <li>b. Which underrepresented population(s) is(are) the focus of this course?</li> <li>c. What assignments cover the definition of cultural diversity?</li> <li>d. What percentage of the course content focuses on underrepresented populations or issues of cultural diversity?</li> </ul>
Students will recognize the importance of learning about various cultures, customs, and ethnic groups.	<ul style="list-style-type: none"> <li>a. What experiences/assignments pertaining to various cultures, customs, and ethnic groups do students complete?</li> <li>b. Are these experiences required?</li> </ul>
Students will know about a variety of cultural and ethnic worldviews.	<ul style="list-style-type: none"> <li>a. What experiences/assignments pertaining to diverse cultural and ethnic worldviews do students complete?</li> <li>b. Are these experiences required?</li> </ul>
Students will be able to trace the historical development of cultures in terms of politics, economics, social organization, religion, worldview, artistic and scientific development, and values.	<ul style="list-style-type: none"> <li>a. What cultures are studied and in what depth?</li> <li>b. If these –cultures” are sub-cultures of American cultures, do students study the histories of these cultures in relation to the cultures of origin? For example, in studying Afro-Americans, do the students also study historical African cultures or other African diasporic cultures, and in what depth?</li> <li>c. Do students study the relationships among culture, religion, politics, geography, weather, etc., for cultures that are different from their own cultures or are they primarily concerned with the culture within which they live?</li> <li>d. If students are primarily concerned with their own culture, is the intra-diversity of that culture emphasized? If they are primarily concerned with their own subculture, is the subculture studied in the context of cultural (national or global) diversity?</li> <li>e. What experiences/assignments do students complete to show that they understand the relationship between cultures and values?</li> <li>f. d.Are these experiences required?</li> </ul>
Students will know about the ways cultures influence values and values influence culture.	<ul style="list-style-type: none"> <li>a. What experiences/assignments do students complete to show that they understand the relationship between cultures and values?</li> <li>b. Are these experiences required?</li> </ul>
Students will know about the relationship of diversity and social justice.	<ul style="list-style-type: none"> <li>a. What experiences/assignments do students complete?</li> <li>b. Are these experiences required?</li> </ul>

## **Courses Approved to meet the Diversity Requirement**

- **General Diversity Courses**

- American Literature
- Comparative Criminal Justice
- World Literature
- Foreign language courses (in addition to the foreign language requirement)
- Topics in World Literature
- World Cultures and Civilizations
- Race Relations in the Americas
- Language and Culture
- Comparative Religion
- Latin American History
- Mexican American History
- Middle Eastern History
- Comparative Government
- International Politics
- East and East Asian History
- Minority Group Relations
- Survey of Exceptional Learners
- Teaching Diverse Learners

- **African/African Diaspora Diversity Courses**

- African History
- African Government and Politics
- African American Literature
- African American History
- African Americans in Sport
- Blacks in Criminal Justice
- Introduction to African and African American Literature
- Special Topics in African American Literature or History
- Psychology of the African American Experience
- Introduction to the African American Experience
- The Music of Black Americans and Other World Cultures
- Special Topics courses focused on the study of the African Diaspora

<b>Core Curriculum Requirements</b>		
<b>Freshman Seminar</b>	<b>2 hours</b>	UNIV 1201 or RAMS 1201
<b>Composition and Rhetoric</b>	<b>6 hours</b>	ENGL 1301 and 1302
<b>Health and Wellness</b>	<b>3 hours</b>	KINE 1304 or 1338
<b>Physical Education</b>	<b>1 hour</b>	KINE 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1200, 1201, 1202, 1203, 1205, 1206
<b>Fine Arts</b>	<b>3 hours</b>	MUSI 1303 or ENGL 1315, CONCERT CHOIR (X3), MUSI 1302 CLASS PIANO or MUSI 1301 BASIC MUSICIANSHIP
<b>Public Speaking</b>	<b>3 hours</b>	COMM 1315
<b>Literature</b>	<b>3 hours</b>	ENGL 2341, 2331, 2326, or 2304
<b>Behavioral Science</b>	<b>3 hours</b>	SOCI 1301, PSYC 1301, SOCI 2300, CRIJ 1301, ECON 2301, EDUC 2303, or EDUC 3303
<b>History</b>	<b>3 hours</b>	HIST 1301 or HIST 1302
<b>Philosophy and Ethics</b>	<b>3 hours</b>	PHIL 2301, RELI 2302, or RELI 3303
<b>Government</b>	<b>3 hours</b>	PSCI 1301 or PSCI 1302
<b>Mathematics</b>	<b>3 hours</b>	MATH 1314 or HIGHER
<b>Computer Science</b>	<b>3 hours</b>	COSC 1300 or APPROVED SUBSTITUTE
<b>Natural Sciences</b>	<b>8 hours</b>	BIOL 1408, BIOL 2406, BIOL 2407, BIOL 2408, BIOL 1410, BIOL 1411, CHEM 1411, CHEM 1421 or PHYS 1415
<b>Foreign Languages</b>	<b>6 hours</b>	FREN 1311 and 1312, CHIN 1301 and 1302, SPAN 1311 and 1312

**Total 53 hours**

**Notes:**

**Fifteen hours of courses (in the core or major/minor) must have a substantial writing component.**

**Six hours of courses (in the core or major/minor) must be diversity-focused. Of the six hours, three hours must focus on African/African Diaspora studies.**

# **COLLEGE OF ARTS AND SCIENCES**

## **Mission**

Committed to excellence in teaching, academic achievement, and service, the College of Arts and Sciences provides a supportive learning environment such that students will experience rich opportunities for leadership, interaction, discovery, and cooperative learning. The College promotes critical thinking, scholarly research, and effective communication skills through innovative and cross-disciplinary teaching and learning strategies.

## **Goals**

- To support individual as well as collaborative research and creative activity by faculty and students;
- To offer challenging undergraduate programs in the arts and sciences that prepare students for careers and encourage lifelong learning;
- To provide opportunities for faculty and students to explore interdisciplinary connections through teaching, research, and intellectual discourse;
- To establish partnerships with private and public organizations that advance the University's service mission and benefit the local and regional community;
- To develop students' ability to think critically and to communicate clearly and professionally;
- To expand opportunities regionally and internationally for students and faculty to enrich their understanding of human diversity and global issues; and
- To help students grow into responsible leaders and socially aware citizens

## **Departments in the College of Arts and Sciences**

### **Department of Humanities and Fine Arts**

- African and African American Studies (AFAS) (Minor Only)
- Communication\*
- English and Communication (ENGL)\*
  - Major Concentrations
    - Literary Arts
    - Communication Arts
  - Minor
    - Professional Writing
    - 8-12 English Language Arts Certification
- Foreign Languages - Courses available in French (FREN) and Spanish (SPAN) but no major or minor
- Music (MUSI)\*
  - Major Concentrations
    - Voice
    - Instruments
- History (HIST)\*
- Philosophy (PHIL) and Religion (RELI)



- Religious Studies (Minor Only)

### **Department of Social and Behavioral Sciences**

- Criminal Justice (CRIJ)\*
- Political Science (PSCI)\*
- Psychology (PSYC)\*
- Sociology (SOCL)\*

### **Department of Educator Preparation**

- Teacher Education (EDUC)  
Major Concentrations
  - EC-6
  - Special Education
  - Technology Applications
- Alternative Teacher Education Certification Program (ATCP)

### **Department of Kinesiology (KINE)\***

Major Concentrations

- Physical Education (Teacher Certification)
- Human Performance
- Exercise Science

### **Department of Natural Sciences and Mathematics**

- Biology (BIOL)\*
- Chemistry (CHEM)\*
- Mathematics (MATH)\*
- Physics (PHYS) (Courses available in this area, but no major or minor).

*\*Denotes a minor as well as a major available in the subject area.*

### **Other courses offered by the College of Arts and Sciences**

#### **LASS1101 Honda Campus All-Star Challenge Preparation 1 Credit Hour**

This course is designed to prepare students of all classifications for competition in the Honda Campus All-Star Challenge (HCASC), a college bowl among historically black colleges and universities. HCASC play is designed to help students develop broad based knowledge from a variety of disciplines as well as logic, deductive reasoning, speed and memorization skills. This course explores a variety of topics in the liberal arts including history, geography, literature, current events, popular culture and the natural sciences.

**Prerequisite: None**

**Offered: Fall/Spring Yearly**

#### **UNIV 1201 Freshman Seminar**

**2 Credit Hours**

This course is designed to further assist the student in adjusting to University life. Topics may cover: time management, test taking skills, note-taking, team building, community involvement and various other activities that teach the students specifics about the HT campus.

**Prerequisite: None**

**Offered: Fall/Yearly**

### **RAMS 1201 Freshman Seminar**

**2 Credit Hours**

This course will provide the necessary tools for each student to manage his/her academic success. Students are introduced to Advancement via Individual Determination (AVID – Postsecondary) pedagogy and strategies that are proven methods to help students succeed academically. The course will teach academic skills, show students how to think critically, as well as address the social and emotional well-being of students. It will cover issues that typically affect first year students.

**Prerequisite: None**

**Offered: Fall/Yearly**

## **SCHOOL OF BUSINESS AND TECHNOLOGY**

### **Mission**

The School of Business and Technology strives to create an environment of academic excellence for its diverse student body by promoting life-long learning, leadership development, entrepreneurial education, global awareness, proficiency in technology, high ethical principles, and community service.

### **Departments in the School of Business and Technology**

The School of Business and Technology consists of the following departments:

#### **Department of Business Administration**

- Business Administration\*  
Concentrations
  - Accounting
  - Management
  - Marketing

#### **Department of Computer Science**

- Computer Science\*
- Computer Information Systems

*\*Denotes a minor available in the subject area.*

# **DEPARTMENT OF HUMANITIES AND FINE ARTS**

## **THE BACHELOR OF ARTS DEGREE IN COMMUNICATION**

### **Mission**

Provide students with educational preparation to exceed communication industry qualifications and produce graduates who are highly skilled and competitive for entry into the job market.

The communication program encourages students to seek advanced degrees beyond the baccalaureate in a number of fields such as public policy, integrated marketing communication, health communication, law, business, education and other fields.

In preparation of students as future professionals, this program strives to produce graduates who are career oriented and engaged with domestic and global affairs. To this end, the program seeks to provide students with learning opportunities that:

1. Train them in contemporary media industry practices;
2. Promote greater understanding of global media and international affairs while fostering an awareness of global events that impact society;
3. Assists them in developing critical thinking skills, ethics, problem-solving and self reliance throughout their academic program;
4. Immerses them in an educational environment that encourages development of communication skills in preparation for entry into the workforce.

The Bachelor of Arts degree in Communication accomplishes this by offering students two concentrations of study – Communication Studies and Journalism, both require 33 semester hours of communication courses in addition to Communication 1315, Public Speaking. Each program offers students the opportunity to pursue a professional internship with a business or non-profit organization.

### **Communication Studies**

This curriculum provides students with generalist training in communication combining areas of media management and entrepreneurship, media technology, media law and a variety of special topic courses that address the student's interests.

### **Journalism**

This area of study provides students with fundamental and applied skills required for practitioners in news reporting and production including digital media production, news writing and editing in addition to the fundamentals of media law and ethics.

Students interested in a minor in Communication undertake 18 semester hours of recommended and approved courses.

## Requirements for Major in Communication

The Communication major curriculum comprises core curriculum, Communication core courses and courses specific to the two concentrations, Communication Studies and Journalism, as well as electives.

Students must earn a grade of C- or better in all courses counted toward the major or minor in Communication.

Students must complete a minimum of 120 semester hours to obtain a degree in communication. The 120 semester hours are comprised of the following:

**A. University Core Curriculum** **51 credit hours**

<b>B. Department Core Requirements</b>	<b>24 credit hours</b>
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<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
COMM 2383	Mass Media & Society	3
COMM 2384	Information Gathering & Analysis	3
COMM 3313	News Reporting & Writing I	3
COMM 3322	Digital Video Communication	3
COMM 3323	Media Law & Ethics	3
COMM 3303	Communication Internship or	
COMM 4393	Senior Seminar in Communication	3
COMM 4333	Media Analysis	3
COMM 4303	Media Entrepreneurship & Management	3

**C. Concentration in Communication Studies      9 credit hours**

**D. Concentration in Journalism** **9 credit hours**

Course #	Course Title	Credit Hours
COMM 3333	News Reporting & Writing II	3
COMM 4312	Advanced Reporting	3
Approved electives		3

+ 3 Credit Hours of Approved “Communication-related” Electives for **Journalism**

**Option:**

- COSC 1324 Web Site Design and Maintenance
- BUSI 2301 Business Communication
- ENGL 2353 Professional Writing Technologies
- ENGL 3303 Language and Culture
- ENGL 3327 Topics in Creative Writing (depending upon topic, permission required)

- ENGL 3333 Layout and Design
- ENGL 3353 Advanced Composition
- ENGL 3363 Advanced Rhetoric and Argumentation
- ENGL 3393 Introduction to Technical Writing
- ENGL 4353 Special Topics in Literary Arts (depending upon topic, permission required)

**E. Minor or Cognate Courses** **18 credit hours**

**F. University Electives** **18 credit hours**

## **Requirements for a Minor in Communication**

The minor in Communication requires a minimum of 18 credit hours including:

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
COMM 2384	Information Gathering	3
COMM 2383	Mass Media & Society	3
and,		
COMM courses at 3000- or 4000-level		6
COMM or Approved Electives at 3000- or 4000-level		6

## A SUGGESTED COURSE SEQUENCE

### COMMUNICATION STUDIES Option, 122 Credit Hours

Year 1					
Fall			Spring		
UNIV	1201 or	Freshman Seminar	2	Fine Arts	3
RAMS	1201		ENGL	1302	College Rhetoric and
COMM	1315	Public Speaking	3		Composition
ENGL	1301	Introduction to College	3	KINE	1304 Health and Wellness
		Composition		COSC	1300 Introduction to Computers
MATH	1314	College Algebra	3	LANG II	3
KINE	1100	Physical Education	1		
LANG I			3		
Total Hours			15	Total Hours	15
Year 2					
Fall			Spring		
COMM	2383	Mass Media and Society	3	COMM	2384 Information Gathering and
HIST	1301 or	U.S. History I or II	3		Analysis
	1302		PSCI	1301 or	U.S. or Texas Government
Science I				1302	3
		English Literature	3	Science II	4
		Philosophy and Ethics	3	BEHAVIORAL SCIENCE	3
				COMM	Elective
Total Hours			16	Total Hours	16
Year 3					
Fall			Spring		
COMM	3313	News Reporting I	3	COMM	3303 Communication Internship
COMM	3322	Digital Video Communication	3	COMM	3000 Level Elective
COMM	3323	Media Law and Ethics	3	COMM	3000 Level Elective
Elective or Minor			3	Elective or Minor	3
Elective or Minor			3	Elective or	3
				Minor	
Total Hours			15	Total Hours	15
Year 4					
Fall			Spring		
COMM	4333	Media Analysis	3	COMM	4303 Media Entrepreneurship
Elective or Minor					and Management
Elective or Minor				COMM	4000 Level Elective
Elective or Minor				Elective or Minor	3
Elective or Minor				Elective or Minor	3
				Elective or Minor	3
Total Hours			15	Total Hours	15

## A SUGGESTED COURSE SEQUENCE JOURNALISM Option, 122 Credit Hours

Year 1							
Fall			Spring				
UNIV	1201 or	Freshman Seminar	2	Fine Arts		3	
RAMS	1201			ENGL	1302	College Rhetoric and Composition	3
COMM	1315	Public Speaking	3	KINE	1304	Health and Wellness	3
ENGL	1301	Introduction to College Composition	3	COSC	1300	Introduction to Computers	3
				Language II		3	
MATH	1314	College Algebra	3				
KINE	1100	Physical Education	1				
Language I			3				
Total Hours			15	Total Hours			15
Year 2							
Fall				Spring			
COMM	2383	Mass Media & Society	3	COMM	2384	Information Gathering and Analysis	3
HIST	1301	U.S. History I or II	3	PSCI	1301	U.S. or Texas Government	3
	or 1302		4		or 1302		
Science I			3	Science II			4
ENGL		Literature	3	Behavioral Science			3
		Philosophy and Ethics		COMM		Approved Elective	3
Total Hours			16	Total Hours			16
Year 3							
Fall				Spring			
COMM	3313	News Reporting I	3	COMM	3303	Communication Internship	3
COMM	3322	Digital Video Communication	3	COMM	3333	News Reporting and Writing II	3
COMM	3323	Media Law and Ethics	3	COMM	3000	Level Approved Elective	3
COMM	3000	Level Approved Elective	3	Elective or Minor			3
		Elective or Minor	3	Elective or Minor			3
Total Hours			15	Total Hours			15
Year 4							
Fall				Spring			
COMM	4333	Media Analysis	3	COMM	4303	Media Entrepreneurship and	3
		Elective or Minor	3			Management	
		Elective or Minor	3	COMM	4312	Advanced Reporting	3
		Elective or Minor	3	Elective or Minor			3
		Elective or Minor	3	Elective or Minor			3
				Elective or Minor			3
Total Hours			15	Total Hours			15

## COURSES IN COMMUNICATION (COMM)

### COMM 1315 Public Speaking 3 credit hours

This course develops public speaking skills with an emphasis on personal interaction in business and other professional settings. Students are introduced to basic principles of oral communication through community and classroom speaking experiences and in group interaction. Students give individual performances and engage in constructive critiques.

**Prerequisite:** None

**Offered:** Fall/Spring

### COMM 2383 Mass Media and Society 3 credit hours

Survey of the history, structure, organization and cultural role of major forms of mass media. Historical development of media and their cultural influence, aesthetic qualities and future developments are examined critically to foster understanding of the increasingly crucial role media have and their effects on individuals, society and culture.

**Prerequisite:** ENGL1301 or COMM1315 with at least a C

**Offered:** Fall

### **COMM 2384 Information Gathering and Analysis**

**3 credit hours**

The course exposes students to a variety of news and information sources and helps hone their ability to gather and critically evaluate the flood of information from Internet and non-web based sources. Students will learn to research, interpret, organize, synthesize, and communicate facts and information. Emphasis is placed on distinguishing fact from opinion and the importance of using multiple and credible sources.

**Prerequisite:** ENGL1301 or COMM1315 with at least a C

**Offered:** Spring

### **COMM 3303 Communication Internship**

**3 credit hours**

Students participate in practical experiences in a professional work environment. Students must complete a total of 120 clock hours of internship. May simultaneously enroll in **COMM 4306**, if needed.

**Prerequisites:** Nine hours in Communication courses with an overall 2.0 University GPA; permission from the internship supervisor

**Offered:** as needed

### **COMM 3304 Topics in Communication**

**3 credit hours**

The course covers special topics in the study of communication. Topics may vary from one semester to the next. Students may take an additional course when a different topic is offered. *(Changes 4000 level to 3000 level).*

**Prerequisite:** Permission of instructor

**Offered:** as needed

### **COMM 3305 Social Media & Communication**

**3 credit hours**

The application, use, culture, regulation and entrepreneurial opportunities in social media are explored. Emphasis is placed on the evolution of social media, global communication and the growing marketplace of ideas that surround social media and the Internet.

**Prerequisite:** Permission of instructor

**Offered:** as needed

### **COMM 3313 News Reporting and Writing I**

**3 credit hours**

Basic information gathering and reporting procedures, including news leads, organization of stories, discussion of the role of reporting in traditional and new media. Students develop research and writing skills with multiple exercises in finding facts from various sources, including the Internet, libraries, public documents, databases, surveys and expert resource people. *Writing Intensive course.*

**Prerequisite:** At least one COMM 2000 level course with at least a C

**Offered:** Fall

### **COMM 3322 Digital Video Communication**

**3 credit hours**

This course exposes students to the fundamental theories behind and practices of producing professional level digital video. Particular attention will be paid to journalistic styles and practices of visual storytelling including shooting, editing and writing to video. Students will also have the opportunity to work on alternative styles of visual communication. The course includes intensive instruction in digital video photography and editing.

**Prerequisite:** 6 credit hours of COMM 2000+ level courses  
**OR** permission of instructor

**Offered:** Fall



**COMM 3323 Media Law and Ethics****3 credit hours**

First Amendment law, libel, privacy, obscenity, contempt, copyright, trademark, the Federal Communications Act, laws affecting advertising, legal publication and other business activities of the media, including the Internet. Media ethics and performance; functions of the media in relation to the executive, judicial and legislative branches of government; agencies of media criticism; right to know versus right to privacy are presented.

**Prerequisite: 6 credit hours of COMM 2000+ level courses****Offered: Fall****OR permission of instructor****COMM 3333 News Reporting and Writing II****3 credit hours**

This course focuses on writing for the electronic media, paying particular attention to gathering audio and video in the field, learning to incorporate that audio and video into journalistic writing, and bringing these elements together using digital audio and video editing software.

**Pre-requisite: Minimum of one COMM 2000 level course****Offered: Spring****with at least a C OR permission of instructor****COMM 4301 Communication Independent Study****3 credit hours**

Available to students who seek course credit for the study of a media topic that is not readily offered in the current inventory of communication courses at the university.

**Prerequisite: Permission of instructor****Offered: as needed****COMM 4302 Community Service Communication****3 credit hours**

Introduces students to service learning as an extension of the University's mission to serve its surrounding community. Students identify and participate in a communication related community project, either independently in the field or as a class project. Students must produce a project report and presentation of their accomplishments at the end of the semester.

**Prerequisites: Senior level standing and permission of instructor****Offered: as needed****COMM 4303 Media Entrepreneurship & Management****3 credit hours**

An introduction to media management practices across various industries including advertising, entertainment, print, social media, public relations and promotion. The course studies media ownership, ownership regulation, and encourages the exploration and development of entrepreneurial ideas.

**Prerequisite: 9 credit hours of COMM courses****Offered: As Needed****OR permission of instructor****COMM 4306 Communication Internship****3 credit hours**

Offered to advanced students who will participate in an extended internship in a professional work environment. Students will complete an additional 120 clock hours of internship. May be taken simultaneously with **COMM 3303**, if needed.

**Prerequisites: Junior standing in Communication****Offered: as needed****with an overall 2.0 University GPA and  
permission of internship supervisor****COMM 4312 Advanced Reporting****3 credit hours**

Students develop, research, write, edit and process stories on deadline using multi-media digital news gathering production and communication techniques. Emphasis is placed on developing reporter packages and news productions suitable for inclusion in a resume DVD. *Writing Intensive course.*

**Pre-requisites: (NR 1, NR 2, DVP with at least a C)  
(Majors & Minors only)****Offered: Spring**

**COMM 4333 Media Analysis****3 credit hours**

This course teaches students to evaluate and critically analyze mediated and mass communicated messages. Course content varies depending upon the instructor and student interests. Qualitative and/or quantitative social science methods may be employed. Individual or class research projects will be developed and executed over the course of the semester.

**Prerequisite: 9 credit hours of COMM courses****Offered: As Needed****OR permission of instructor****COMM 4393 Senior Seminar in Communication****3 credit hours**

Students develop a senior project of their design in consultation with the seminar advisor. Project areas include a research paper on a topic of their selection, a senior portfolio reflective of a semester media project or a refinement of media projects the student has developed over their enrollment in various media courses. The latter projects must show significant editorial refinement of previously produced works. Students will work in conjunction with an advisor during the semester. The course culminates with a presentation of student research papers and/or portfolios.

**Prerequisite: Advanced senior standing and permission from the course instructor and advisor****Offered: as needed**

## **THE BACHELOR OF ARTS DEGREE IN ENGLISH**

### **Mission Statement**

The English program strives to help students develop the reading, writing, speaking, research, and critical thinking skills necessary for their professional, civic, and personal success.

The English program is a fundamental component of the University's core curriculum. All HT students take two semesters of first-year composition and rhetoric and one semester of sophomore literature. English also offers courses that meet the core curriculum writing intensive and diversity course requirements.

The English major is designed to prepare students for graduate school and/or for professional careers in areas where critical thinking and effective communication are valued. The required courses lay the foundation for the successful pursuit of graduate degrees in the humanities, law, communication, education, creative writing, etc., as well as for careers in such fields as teaching, journalism, public relations, and publishing. Students wishing to pursue careers as professional writers (in technical, journalistic, or creative fields) may also elect to take courses in these areas.

Students in the English major may choose either the Literary Arts concentration or the Writing Arts concentration. The two concentrations share a common set of major course requirements, and each concentration includes a set of courses that focus on developing skills and knowledge in the chosen area. Students in the English Literary Arts track can also choose to complete degree requirements for secondary education certification.

English majors seeking teacher certification should see the professional course sequence for certification for English Language Arts/Reading in the Educator Preparation Program section of this *Bulletin*.

1. Students must complete a comprehensive essay examination in their senior year. Students should see their English advisor to learn the minimal acceptable score.
2. Students in the English Major who are not pursuing teacher certification are required to complete a minor. English Majors may also complete the Professional Writing Minor but the same courses may not be used to meet both major and minor requirements. Depending on their career interests, English majors might consider a minor in Pre-Law, Religious Studies, Spanish, Psychology, Sociology, Criminal Justice, Political Science, Business, Computer Science, History, African and African American Studies, or Music, etc.

The English program also offers two minors: a Minor in English and a Minor in Professional Writing. The Minor in English provides students with a foundation in English language, literature and writing studies. The Minor in Professional Writing is interdisciplinary and designed to complement a wide variety of majors, including Business, History, Computer Science, Communication, Political Science, Psychology, Natural Sciences and Sociology.

### **Requirements for a Major in English**

The required English core curriculum courses for English majors include ENGL 1301, ENGL 1302 and two sophomore literature courses selected from ENGL 2341, 2331, 2326, and 2304.

The English major requires 36 semester hours of courses in addition to the English core courses.

### **Requirements for the English Major (both concentrations, Literary Arts & Writing Arts)**

3 hours ENGL 3303 Language and Culture  
3 hours ENGL 3353 Advanced Composition  
3 hours ENGL 4393 Senior Seminar in Literary and Writing Arts  
**9 hours**

### **I. Requirements for the English Major: Literary Arts**

3 hours ENGL 3310 Topics in U.S. Literature  
3 hours ENGL 3380 Topics in World Literature  
3 hours ENGL 3340 Topics in English Literatures  
3 hours ENGL 3327 Topics in Creative Writing  
3 hours ENGL 4303 Modern Critical Theory  
3 hours ENGL 4373 African American Literature  
9 hours Approved electives  
**27 hours + 9 hours major core = 36 hours**

### **Approved Electives:**

ENGL 2353 Professional Writing Technologies

BUSI 2301 Business Communications  
 COMM 4340 Topics in Journalism Writing and Editing  
 ENGL 3393 Introduction to Technical Writing  
 ENGL 2306 Literature for Children and Adolescents  
 ENGL 4353 Special Topics in Literary and Writing Arts (may be offered as a service practicum for internship)  
 ENGL 3323 Teaching Writing (required for secondary education certification)  
 ENGL 3363 Advanced Rhetoric and Argumentation  
 Any English Topics course, different topic  
 Any course from the other concentration (for Literary Arts majors)

## **II. Requirements for the English Major: Writing Arts**

3 hours ENGL 1304 Introduction to Creative Writing  
 3 hours ENGL 3310 Topics in U.S. Literature  
 OR ENGL 3380 Topics in World Literature  
 OR ENGL 3340 Topics in English Literature  
 OR ENGL 4373 African American Literature  
 9 hours ENGL 3327 Topics in Creative Writing (three different topics/genres)  
 3 hours ENGL 3333 Layout and Design  
 3 hours ENGL 3393 Technical Writing OR ENGL 3323 Teaching Writing  
 OR ENGL 3363 Advanced Rhetoric and Argumentation  
 3 hours ENGL 2353 Professional Writing Technologies  
3 hours ENGL 4301 Editing the Magazine  
**27 hours + 9 hours major core = 36 hours**

## **Requirements for a Minor in English**

Students pursuing a Minor in English must complete at least 18 semester hours of coursework.

3 hours English 3303 Language and Culture or English 4303 Modern Critical Theory  
 3 hours English 4373 African American Literature  
 6 hours upper-division writing courses:  
     ENGL 3353 Advanced Composition or  
     ENGL 3327 Topics in Creative Writing or  
     ENGL 3393 Technical Writing or  
     ENGL 3363 Advanced Rhetoric and Argumentation or Teaching Writing  
 6 hours upper-division literature courses:  
     ENGL 3340 Topics in English Literatures or  
     ENGL 3310 Topics in U.S. Literature or  
     ENGL 3380 Topics in World Literature

## **Requirements for a Minor in Professional Writing**

Students pursuing a Minor in Professional Writing must complete at least 18 semester hours of coursework.

3 hours ENGL 3353 Advanced Composition (or approved substitute for English majors)  
 3 hours ENGL 3393 Technical Writing

3 hours ENGL 3327 Topics in Creative Writing

9 hours approved electives:

BUSI 2301 Business Communications

COMM 4340 Topics in Journalism Writing and Editing

ENGL 3327 Topics in Creative Writing, different topic if taken for major

COSC 1324 Web Site Design and Maintenance

ENGL 4353 when special topic is in Writing (requires approval of the English advisor)

ENGL 2353 Professional Writing Technologies

ENGL 3323 Teaching Writing

ENGL 3363 Advanced Rhetoric and Argumentation

## A SUGGESTED COURSE SEQUENCE FOR THE ENGLISH MAJOR LITERARY ARTS

### YEAR 1

FALL				SPRING			
UNIV	1201 or	Freshman Seminar	2	COMM	1315	Public Speaking	3
RAMS	1201			ENGL	1302	College Rhetoric and	3
ENGL	1301	Introduction to College	3			Composition	
		Composition				Behavioral Science Core	3
MATH	1314	College Algebra	3	COSC	1300	Introduction to	3
Fine Arts Core			3			Computers	3
Language I			3	Language II			
KINE	1100/1101	Personal Fitness or Sport	1				
Total Hours			15	Total Hours			15

### YEAR 2

FALL				SPRING			
ENGL	2304, 2326,	Literature	3	ENGL	2304, 2326,	Literature	
	2331, or 2341				2331, or 2341,		3
Ethics Core			3	ENGL	Elective		3
Science I			4	PSCI	1301 or 1302	U.S. or Texas	3
HIST		US History I or II				Government	
KINE	1304	Health and Wellness	3	Science II			4
			3	Elective			3
Total Hours			16	Total Hours			16

### YEAR 3

FALL				SPRING			
ENGL	3380	Topics in World Literature	3	ENGL	3310	Topics in U.S. Literature	3
ENGL	3353	Advanced Composition	3	ENGL	3327	Topics in Creative Writing	3
ENGL	3303	Language and Culture	3	ENGL	3340	Topics in English	3
ENGL		Elective	3			Literature	
Elective or Minor			3	Elective or Minor			3
				Elective or Minor			3
Total Hours			15	Total Hours			15

### YEAR 4

FALL				SPRING			
ENGL	4393	Senior Seminar	3	ENGL		Topics Course	3
ENGL	4373	African American Literature	3	Elective or Minor			3
ENGL	4303	Modern Critical Theory	3	ENGL	Elective or Minor		3
ENGL		Elective or Minor	3	ENGL	Elective or Minor		3
ENGL		Elective or Minor	3				
Total Hours			15	Total Hours			12

English majors are required to take 6 hours of sophomore literature (English 2331, 2326, 2304, or 2341).

ENGL 3353, ENGL 3303, and ENGL 4373 are offered annually. All other upper-level English courses may be offered every other year. **Students should take those courses when offered to ensure timely progress through the program.**

## A SUGGESTED COURSE SEQUENCE FOR THE ENGLISH MAJOR WRITING ARTS

				YEAR 1			
FALL				SPRING			
UNIV	1201 or	Freshman Seminar	2	ENGL	1302	College Rhetoric and	3
RAMS	1201					Composition	
ENGL	1301	Introduction to College	3	KINE	1304	Dimensions Health and	3
		Composition				Wellness	
MATH	1314	College Algebra	3	COSC	1300	Introduction to Computers	3
COMM	1315	Public Speaking	3	Language II			3
KINE	1100/1101	Personal Fitness or Sport	3				
Language I			3				3
Total Hours			17	Total Hours			16
				YEAR 2			
FALL				SPRING			
ENGL	2304,	Literature	3	ENGL	2326,	Literature	3
	2326, 2331, or 2341				2304, 2330, or 2341		
HIST	1301 or	U.S. History I or II	3	ENGL	2353	Professional Writing	3
	1302					Technologies	
		Social Science Core	3	PSCI	1301/1302	US or Texas Government	3
Science I			4	Science II			4
ENGL	1304	Introduction to Creative	3	Ethics Core			3
		Writing					
Total Hours			16	Total Hours			16
				YEAR 3			
FALL				SPRING			
ENGL	3333	Layout and Design	3	ENGL		Upper-division Literature	3
ENGL	3353	Advanced Composition	3	ENGL	3327	Topics in Creative Writing	3
ENGL	3303	Language and Culture	3	Elective			3
Minor			3	Minor			3
Minor			3	Minor			3
Total Hours			15	Total Hours			15
				YEAR 4			
FALL				SPRING			
ENGL	3327	Topics in Creative Writing	3	ENGL	3323,	Teaching Writing or	3
ENGL	4391	Editing the Magazine	3		3363, or	Advanced Rhetoric and	
ENGL	4393	Senior Seminar	3		3393	Argumentation or Technical	
Elective			3			Writing	
Minor			3	ENGL	3327	Topics in Creative Writing	3
				Elective			3
				Elective or Minor			3
Total Hours			15	Total Hours			15

### COURSES IN ENGLISH (ENGL)

#### **ENGL 0311 Bridge Seminar in Writing and Reading3**

**Credits**

This seminar course focuses intensive instruction in academic writing and reading skills in preparation for college. Students who complete this seminar with a C or better earn college admission and take placement exams to determine ENGL 3013 or 1301 enrollment. ***Concurrent enrollment in ENGL 1101 Writing Center Review recommended.***

**Prerequisite: None**

**Offered: Fall/Spring Yearly**

**ENGL 0313 Foundations of College Writing and Reading 3 Credit Hours**

This course helps students develop English skills needed for college writing- and reading-intensive courses. It provides students with instruction in reading concepts through analysis, critical thinking, and problem solving and offers intensive practice in writing techniques through sentence, paragraph, and essay structure while integrating cohesion and organization into the composing process. Additionally, students work on grammar, punctuation, and vocabulary while incorporating information from assigned readings as part of writing assignments and class discussion. To pass, students are required to make a grade of “C” or better.

**Prerequisite: None**

**Offered: Fall/Spring Yearly**

**ENGL 0323 Intensive English 3 Credit Hours**

This is a course for international students who score between 400 and 499 on the Test of English as a Foreign Language (TOEFL) and who have been admitted to the University conditionally. Beginning with the fluency model or whole-language-acquisition approach and routinely using computers, students rapidly proceed to grammatical refinement; English listening, speaking, and note-taking skills; reading comprehension; and vocabulary building. Thus they strengthen their foundation for University-level academic studies.

**Prerequisite: None**

**Offered: As Needed**

**ENGL 1101 and ENGL 1102 Writing Center Review 1 Credit Hour**

This course is designed to reinforce writing skills taught in ENGL 0313 and ENGL 1301 and other writing and writing intensive courses. Concurrent enrollment in ENGL 1301 and ENGL 1101/ENGL 1102 is recommended.

**Prerequisite: None**

**Offered: Fall/Spring**

**ENGL 1301 Introduction to College Composition 3 Credit Hours**

English 1301, the first course in the college composition sequence, helps students develop critical reading skills and a clear and effective writing style appropriate for academic contexts. The course familiarizes students with academic audiences, situations, purposes, genres, and primary conventions of those genres, and introduces students to incorporating sources into their writing. Students develop planning, organizing, and revising skills. This course reviews standard American grammar and usage in the context of student writing and fosters vocabulary acquisition. Major assignments might include personal experience, comparison/contrast, analytical and persuasive essays. Students must earn at least a “C” to progress to ENGL 1302.

**Prerequisite: Acceptable writing placement test score**

**Offered: Fall/Spring Yearly**

**ENGL 1302 College Rhetoric and Composition 3 Credit Hours**

The second course in the college composition sequence, English 1302 develops students’ ability to read analytically and to write clear, logical, rhetorically astute, substantiated arguments appropriate for academic and public discourse. Students learn to use library and information technologies to locate, evaluate and select relevant and authoritative evidence. Effectively incorporating and appropriately documenting sources and understanding the ethics of academic discourse is emphasized. This course helps students further develop an expressive, grammatical and coherent writing style. Major assignments might include definitional, evaluative, ethical, narrative and proposal arguments. Students must pass the writing portion of the THEA while enrolled in this course, unless they have already passed it.

**Prerequisite: ENG 1301 with a “C” or better**

**Offered: Fall/Spring Yearly**



**ENGL 1304 Introduction to Creative Writing****3 Credit Hours**

An introductory course in writing as an art. Students will learn and practice writing in several creative genres and learn strategies for creation and crafting. *Attendance at creative writing events (poetry or fiction, theater or other literary performances) may be required.*

**Prerequisite:** None**Offered:** Spring/As needed**ENGL 1315 Introduction to the Arts****3 Credit Hours**

This is an introductory study of the visual, literary, dramatic, and musical arts, which includes approaches to understanding the arts and consideration of the roles of artistic expression in human cultures. It includes attendance at live performances, gallery presentations and/or other cultural events. Cross-listed with MUSI 1303.

**Prerequisite:** None**Offered:** As needed**ENGL 2341 Literature Through Film****3 Credit Hours**

This course offers a comparative look at film and literature in order to examine how the two have increasingly intertwined. English 2341 examines adaptations of literature, the written word, into today's dominant popular visual form, film. Students will read and analyze literature and view and critique film, thereby gaining an understanding of both forms.

**Prerequisite:** ENGL 1302 with a "C" or better**Offered:** Rotates with  
ENGL 2331, 2326, and 2304**ENGL 2331 World Literature****3 Credit Hours**

Students in ENGL 2331 study a variety of literary works from the world's cultures. Attention is given to aesthetics, to cultural and historical contexts, including the effects of translation, inscription, and dissemination in the creation of meanings of texts. Study may include comparison of literary texts with other forms of cultural expression. Students learn to examine texts in their cultural, historical, social, and political contexts. Assignments encourage students to develop critical and creative thinking, analytical communications, vocabulary, and research skills.

**Prerequisite:** ENGL 1302 with a "C" or better**Offered:** Rotates with  
ENGL 2341, 2326, and 2304**ENGL 2326 American Literature****3 Credit Hours**

This course is a comparative study of American literature in a world context, focusing on diverse U.S. texts and their relationship with world literature. Students will be encouraged to investigate the definition of "American," and to situate that definition in a world context, exploring literary and cultural heritages, as well as varied and shared experiences. Study might include such comparisons as African American literature and the literature of Africa and other African diasporas, or Chicano/a literature and Hispanic Caribbean, Spanish, indigenous American and Latin American literature. Focused on American pluralism as manifested in multicultural, multilingual, multiethnic, and transnational literature, this course fosters respect for cultural diversity and understanding of international relations as it develops analytical, communication, critical writing and research skills.

**Prerequisite:** ENGL 1302 with a "C" or better**Offered:** Rotates with  
ENGL 2341, 2326, and 2304**ENGL 2304 Introduction to African & African American Literature 3 Credit Hours**

This survey course studies seminal African and African American literary texts of the 16<sup>th</sup>-21<sup>st</sup> centuries. These works include spirituals, slave narratives, poetry, political arguments, social commentary, sermons, and blues, and jazz and hip hop lyrics. These works contribute—in their own way—to the rich traditions of African and African American literature. In reading, studying, discussing, and interpreting these works, students develop a greater appreciation of them and their contribution to the United States and the world. In addition to studying these works as literary texts, students look closely at the historical, cultural, social, and political events that influenced

the writers, preachers, musicians, and artists. This course emphasizes writing assignments and class discussion.

**Prerequisite:** ENGL 1302 with “C” or better

**Offered:** Rotates with  
ENGL 2341, 2331, and 2326

**ENGL 2306 Literature for Children and Adolescents**

**3 Credit Hours**

This course is a survey of literature appropriate for younger readers, designed to prepare prospective educators. Assignments encourage an appreciation of the importance of creative writing for children and adolescents.

**Prerequisite:** ENGL 1302 with “C” or better

**Offered:** As needed

**ENGL 3303 Language and Culture**

**3 Credit Hours**

This course is an introduction to the study of language and its role in culture, which includes study of the historical, social, cultural, technological, and political factors that have influenced the history and diversity of the English language; English as a global language; the influence of language in the construction of social, communal and individual identities; the role of language in relationships; language acquisition studies; language and media; the basics of linguistics and socio-linguistics; and social and political language issues.

**Prerequisite:** ENGL 1302 with a “C” or better

**Offered:** Fall

**ENGL 3310 Topics in U.S. Literature**

**3 Credit Hours**

This course focuses on genres, historic periods, or schools of U.S. Literature. Topics vary but may include Hispanic-American Literature, U.S. Women’s Literature, Native American Literature, Literature of the U.S. to the Civil War, Twentieth-century U.S. Literature, the U.S. novel, U.S. poetry, etc. *May be repeated for credit when topics vary.*

**Prerequisite:** 2000 level literature course; may take concurrently

**Offered:** Spring

**ENGL 2353 Professional Writing Technologies**

**3 Credit Hours**

In this course, students develop proficiency with technologies of technical and professional writing including digital environments and software applications.

**Prerequisite:** ENGL 1302 with a “C” or better

**Offered:** Spring

**ENGL 3323 Teaching Writing**

**3 Credit Hours**

In this writing intensive course, students explore theories, research, and approaches to the teaching of writing. The study considers writing for diverse audiences, purposes and communities, writing processes, writing in collaboration, peer tutoring, and the role of learning differences in the development of writing skills. This course is required for English majors seeking teacher certification.

**Prerequisite:** ENGL 1302 with a “C” or better

**Offered:** Spring

(May be offered every other year.)

**ENGL 3333 Layout and Design**

**3 Credit Hours**

This production laboratory includes study of visual rhetoric and principles of design, including the use of form, line and color. Students will work with advanced publication technologies.

**Prerequisite:** ENGL 1302 with a “C” or better

**Offered:** Fall

**ENGL 3340 Topics in English Literatures**

**3 Credit Hours**

This upper-division course focuses on a region, genre, or historical period of literature in English. Topics vary, but may include Postcolonial Literature in English, Early British Literature (Old English-Restoration), Drama in English, Black British Authors, Irish Literature, Writers of the English Caribbean, etc. *May be repeated for credit when topics vary.*

**Prerequisite:** 2000 level literature course; may take concurrently

**Offered:** Spring

**ENGL 3353 Advanced Composition****3 Credit Hours**

In this advanced writing course, students learn to use the tools of style, revision, rhetoric, and technology. The difference between first draft writing and writing for print or electronic publication is stressed. Students also learn to compose in new media, to consider visual rhetoric, to integrate media and design principles. This course combines theory and practice of research with the study of rhetorical and stylistic approaches to the use of writing conventions and appropriate grammar and usage.

**Prerequisite:** ENGL 1302 with a “C” or better **Offered:** Fall/Yearly **Offered:** Fall /Yearly

**ENGL 3363 Advanced Rhetoric and Argumentation****3 Credit Hours**

This course offers a survey of the history of rhetoric from classical to contemporary and the analysis of significant argumentation, particularly law and politics. The study is sensitive to the historical and cultural contexts in which arguments are produced and received and considers how rhetorical theory and practice change over time.

**Prerequisite:** ENGL 1302 with a “C” or better;

**Offered:** as needed

**Recommended:** ENG 3353

**ENGL 3327 Topics in Creative Writing****3 Credit Hours**

Topics for this literary writing workshop vary, but might be specific genres (poetry, new media, spoken word, short fiction, novel, drama, screenplay, song, creative non-fiction, etc.) or areas of special interest, (travel writing, memoir, nature writing, etc.). Students develop creative and critical thinking skills as they learn to invent, revise and edit creative writing for performance, for print or for online publication. *May be repeated for credit when topics vary.*

**Prerequisite:** ENGL 1302 with a “C” or better

**Offered:** Fall/Spring

**and 2000 level literature course; may be taken concurrently**

**ENGL 3380 Topics in World Literature****3 Credit Hours**

This is an upper-division comparative literature course focusing on areas such as The Modern African Novel, Caribbean Literature, Literature of the Ancient World, World Folklore, and Literature of Latin America. *May be repeated for credit when topics vary.* (May be offered every other year)

**Prerequisite:** 2000 level literature course; may be taken concurrently

**Offered:** Fall**ENGL 3393 Introduction to Technical Writing****3 Credit Hours**

This course helps students gain understanding, experience, and skill in scientific, technical, and business communication. They learn basic theories of scientific and technical writing and explore how to use logic, arrangement, and style in writing for various scientific and technical audiences. Major writing assignments, class discussions, and other coursework introduce students to principles and contexts of specific types of scientific, technical, and professional documents. Genres might include research proposals, research reports, lab reports, professional resumes, and job application letters.

**Prerequisite:** ENGL 1301 with a “C” or better;

**Offered:** Yearly

**Recommended:** completion of Advanced Composition.

**ENGL 4301 Editing the Magazine****3 Credit Hours**

A course in which students learn through the production of an online and/or print magazine. Students will have hands-on experience reading, analyzing and selecting among writing and art submissions, developing layout and design, preparing the document for publication, marketing the magazine and other aspects of literary publication. May be repeated once for credit.

**Prerequisite:** English 1302 with a “C” or better

**Offered:** As needed

**ENGL 4303 Modern Critical Theory****3 Credit Hours**

This course is a study of modern critical terms and approaches literary scholars employ to analyze texts, including aesthetic, structural and post-structural, genre, feminist, historicist, critical cultural, and audience response theories. It considers the role of history and political ideologies in the formation of literary texts and canons. **(May be offered every other year)**

**Prerequisite: ENGL 1302 with a “C” or better****Offered: Fall****and 2000 level literature course; may be taken concurrently****ENGL 4373 African American Literature****3 Credit Hours**

This is an upper-division course studying literary texts from the 15<sup>th</sup> century to the 21<sup>st</sup> century written by African Americans in the United States and the African Diaspora. Students will study African American writers’ depictions and experiences of African Americans in non-fiction and fiction, drama, poetry, sermons, song and folklore. In reading, studying, discussing and interpreting works by African American writers, students will develop a greater appreciation of them and their contributions to the U.S. In addition to studying these works as literary texts, students will look closely at the historical, cultural, social and political events that influenced the writers. Students will also use different critical literary approaches to gain a deeper understanding of these texts as means of production and representation. There is a strong emphasis on writing assignments and class discussion.

**Prerequisite: 2000 level literature; may be taken concurrently****Offered: Fall/Yearly****ENGL 4393 Senior Seminar in Literary and Writing Arts****3 Credit Hours**

A capstone course in English literature and language in which students will write and defend a thesis that allows them to demonstrate knowledge and analytic skills gained over the course of study in the English literary arts or communication arts program and provides them with a polished writing sample for graduate school or job applications. Three faculty readers, one of whom is the primary advisor, will read the senior thesis, which will culminate in an oral presentation delivered to the faculty readers and open to the University community.

**Prerequisite: Senior standing within the English program; or advisor approval.****Offered: Fall****ENGL 4353 Special Topics in Literary and Writing Arts****3 Credit Hours**

This course serves to cover special topics or as a practicum in the area of English, and topics may vary from one semester to the next. *May be repeated when topics vary.*

**Prerequisite: Course Instructor approval****Offered: As Needed**

## **THE BACHELOR OF ARTS DEGREE IN HISTORY (HIST)**

### **Mission**

The study of History is an important part of the journey for intellectual development and human understanding. Through a study of History, we cultivate and develop an understanding of the varieties of the human experience. History helps students develop analytical skills to interpret both the past and the present as well as identify trends and explore human existence. History helps students appreciate both the possibilities and the limits of our own age.

The History program at Huston-Tillotson University provides students with a global perspective and solid grounding in the methods and fields of History. The History

program prepares students to find patterns, ideologies, experiences, and narratives that can serve as connecting points for diverse communities and societies. With their knowledge of the past and their historical perspective, History students go on to careers in all levels of education, government, and law, as well as social service, communications, museum and archival work, and business.

History majors seeking teacher certification should see the degree program for certification in History in the Teacher Education section of this *Bulletin*.

### **Degree Requirements for a Major in History**

History requires 39 credit hours of course work including 9 credit hours of history electives and 3 credit hours of either an upper division social science or humanities course. A grade of “C” or higher is required in all major courses.

#### History Courses:

HIST 1301 – United States History I

HIST 1302 – United States History II

HIST 2321 – World Cultures and Civilizations I or HIST 2322 – World Cultures and Civilizations II

HIST 3351 – Latin American History or HIST 3371 – Mexican American History

HIST 3353 – Social Studies and History for Secondary Teachers

HIST 2381 – African American History I

HIST 2382 – African American History II

HIST 4331 – Early Modern Europe *or* HIST 4352 – Modern Europe

HIST 4352 – Modern Europe

HIST 4338 – Historical Methods

HIST 4339 – History Seminar

#### Electives:

HIST Non-Western History Elective

HIST History Elective

HIST History Elective

Elective: Upper Division Social Science or Humanities course

### **Requirements for a Minor in History**

Students pursuing a minor in History must complete at least 18 semester hours. HIST 1301 and HIST 1302 are required. A grade of “C” or higher is required in all minor courses. In addition, students must select one course from each of the following three areas:

#### United States History

HIST 3341 US Constitutional Law

HIST 3364 Twentieth Century United States History

HIST 3371 Mexican American History  
HIST 2301 Texas History in the Borderlands  
HIST 4336 Special Topics in History (when the topic relates to U.S. History)

African and African American History

HIST 2381 African American History I  
HIST 2382 African American History II  
HIST 3357 African History  
HIST 4334 Race Relations in the Americas  
HIST 4336 Special Topics in History (when the topic relates to African American History)

World History

HIST 3351 Latin American History  
HIST 3352 Asian and East Asian History  
HIST 4331 Early Modern European History  
HIST 4352 Modern European History  
HIST 4353 Middle Eastern History  
HIST 4336 Special Topics in History (when the topic relates to World History)

Internship

HIST 4367 Internship in History

- Archives and History Collections
- Museums and Cultural Centers
- Historical Research Assistant

Students also must take an additional three credit hours of History. Students must maintain a 2.5 GPA in the minor and not receive any grades of “D” or lower. Students who select a minor in History are strongly encouraged to complete an internship for academic credit.

## A SUGGESTED COURSE SEQUENCE FOR THE HISTORY MAJOR

### YEAR 1

FALL				SPRING			
UNIV	1201 or	Freshman Orientation	2	KINE	1304	Dimensions of Health and Wellness	3
RAMS	1201						
MATH	1314	College Algebra	3	ENGL	1302	College Rhetoric and Composition	3
ENGL	1301	Introduction to College Composition	3	COMM	1315	Public Speaking	3
COSC	1300	Introduction to Computers	3	PSCI	1302	American Government	3
KINE	1100 or	Personal Fitness or Sport	1			State Local	
	1101			HIST	1301	US History I	3
HIST	2321	World Culture and Civil I or II	3				
Total Hours			15	Total Hours			15

### YEAR 2

FALL				SPRING			
HIST	1302	U.S. History II	3	HIST	3351	Latin American History	3
SPAN or FREN		Language I	3	SPAN or FREN		Language II	3
Elective or Minor			3			Elective or Minor	3
PSCI	1301	American Government	3	Fine Arts Core			3
		Federal		Science II			4
Science I			4				
Total Hours			16	Total Hours			16

### YEAR 3

FALL				SPRING			
Behavioral Science Core			3	HIST	2382	African American Hist. II	3
HIST	4338	Historical Methods	3		or 3357	African American History	
HIST	2381	African Amer. History I	3		or 4353	Middle East History	
Ethics/Religion Core			3	Elective Upper Division Social Science or Humanities			3
Elective or Minor			3	ENGL	2000 level	Literature course	3
				HIST		Elective or Minor	3
				Elective or Minor			3
Total Hours			15	Total Hours			15

### YEAR 4

FALL				SPRING			
HIST	4331 or	Early Modern Europe	3	HIST		Non-Western History	3
HIST	4352	Modern Europe		Elective			
HIST	4339	History Seminar	3	Elective or Minor			3
HIST		Elective or Minor	3	Elective or Minor			3
Elective or Minor			3	Elective or Minor			3
Elective or Minor			3	HIST		Elective	3
Total Hours			15	Total Hours			15

## COURSES IN HISTORY (HIST)

### **HIST 1301 United States History I: Colonial Era to 1865 3 Credit Hours**

An introduction to United States history from the pre-colonial period through Reconstruction. ***It is required of all teacher certification candidates.***

**Prerequisite:** ENGL 1301

**Offered:** Fall/Spring Yearly

### **HIST 1302 United States History II: Reconstruction to the Present 3 Credit Hours**

An introduction to United States history from Reconstruction to the present. *It is required of all teacher certification candidates. This is a writing intensive course.*

**Prerequisite:** ENGL 1301

**Offered:** Fall/Spring Yearly

**HIST 1381 Introduction to the African American Experience 3 Credit Hours**

An interdisciplinary course that studies African Americans in the United States. The course includes a survey of ancient Africa, slavery in the United States, the Civil War, Reconstruction, segregation, the Harlem Renaissance, and the Civil Rights Movement. *This course also meets a diversity requirement.*

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

**HIST 2301 Texas History in the Borderlands 3 Credit Hours**

An examination of southwestern history with a special emphasis on Texas history. This course takes a chronological/thematic approach beginning with the earliest exploration of New Spain in the 16<sup>th</sup> century and culminating in an analysis of contemporary challenges and concerns in the Borderlands.

**Prerequisite:** HIST 1301 or HIST 1302

**Offered:** Spring/Every Two Years

**HIST 2321 World Cultures and Civilizations I 3 Credit Hours**

A broad survey of Asian, Middle Eastern, Greek, Roman, European, African, and American cultures with an emphasis on the classical and medieval civilizations of the East and West. *This course also meets a diversity requirement.*

**Prerequisite:** None

**Offered:** Fall/Yearly

**HIST 2322 World Cultures and Civilizations II 3 Credit Hours**

A broad survey of Asian, Middle Eastern, Greek, Roman, European, African, and American cultures with an emphasis on the interaction among these civilizations from 1400 to the present. *This course also meets a diversity requirement.*

**Prerequisite:** None

**Offered:** Spring/Yearly

**HIST 2381 African American History I 3 Credit Hours**

Commencing with the West African origins, this course examines the history of African American people and their search for freedom from the era of the Atlantic slave trade through the period of the Civil War. *This is a writing intensive course and also meets a diversity requirement.*

**Prerequisite:** ENGL 1301 and  
one 1000 or 2000 level history course

**Offered:** Fall/Every Two Years

**HIST 2382 African American History II 3 Credit Hours**

An examination of historical trends, ideological issues, key personalities, and major events that have characterized the African American experience from the Reconstruction period to the present. *This is a writing intensive course and also meets a diversity requirement.*

**Prerequisite:** ENGL 1301 and  
one 1000 or 2000 level history course

**Offered:** Spring/Every Two years

**HIST 3314 Constitutional Law 3 Credit Hours**

This course examines the Federal Constitution and its development throughout our nation's history. Using the case law method and essays by historians, legal scholars, and law practitioners, the class studies the Constitution document, judicial rulings, opinions, and other aspects of legal history. The course covers landmark decisions of the Supreme Court of the United States from the early nineteenth century to the present, including those decisions that have interpreted both the extent of and limits to the powers residing in all branches of the government and those constitutional rights granted to the American people. *This is a writing intensive course.*



**Prerequisite: HIST 1301 or HIST 1302**

**Offered: Every Two Years**

**HIST 3351 Latin American History**

**3 Credit Hours**

A survey of Latin American History. Special emphasis is placed on contact, colonization, and independence. *This course also meets a diversity requirement.*

**Prerequisite: ENGL 1301**

**Offered: Fall/Every Two Years**

**HIST 3352 Asian and East Asian History**

**3 Credit Hours**

An examination of the peoples and cultures of Asia and the impact that contact with the West has had on both Asia and the world. *This course also meets a diversity requirement.*

**Prerequisite: ENGL 1301**

**Offered: Fall/Every Two Years**

**HIST 3353 Social Studies and History for Secondary Teachers**

**3 Credit Hours**

An exploration of the history and social studies curriculum taught in Texas middle and high schools. Although topics include government, geography, and economics, the primary focus is history. The course includes both classroom discussions as well as field work.

**Prerequisite: HIST 1301 or HIST 1302**

**Offered: Spring/Every Three Years**

**HIST 3357 African History**

**3 Credit Hours**

A survey of African history from prehistoric times to the present. *This course also meets a diversity requirement.*

**Prerequisites: ENGL 1301 and**

**Offered: Spring/Every Two Years**

**one 1000 or 2000 level history course**

**HIST 3361 U.S. Women's History**

**3 Credit Hours**

A scholarly examination of the significant contours in American women's lives from the colonial era through the twentieth century. With a reliance on archival records, literary sources as well as standard history texts, students will explore key institutions, various ideologies, and societal perceptions as they have impacted women's experiences over the past two centuries.

**Prerequisites: ENGL 1301 and HIST 1301 or HIST 1302**

**Offered: Every Two Years**

**HIST 3364 Twentieth Century United States History**

**3 Credit Hours**

An examination of both the changing role of the United States in global affairs as well as the changing nature of United States' society and culture during the 20<sup>th</sup> century. *This is a writing intensive course.*

**Prerequisites: ENGL 1301 and one 1000 or 2000 level history course**

**Offered: As Needed**

**HIST 3371 Mexican American History**

**3 Credit Hours**

Examines the major themes and currents of the Mexican American (Chicano) experience from the Spanish conquest to the end of the 20<sup>th</sup> Century. This course chronicles the story of Mexican American people and their communities through the lens of economical, ideological, political and socio-cultural constructs.

**Prerequisites: ENGL 1301 and HIST 1301 or HIST 1302**

**Offered: Every Two Years**

**HIST 4331 Early Modern Europe**

**3 Credit Hours**

A survey of the history of Europe from about 1400 to 1800. Topics will include the Renaissance and Reformation; transitions from feudal to capitalist and colonial economies; health and epidemic diseases; women's experiences, sexuality and family life; the Scientific Revolution and Enlightenment; absolutism and the development of modern nation states.

**Prerequisites: ENGL 1301 and**

**Offered: Fall/Every Two Years**

**one 1000 or 2000 level history course**

**HIST 4334 Race Relations in the Americas****3 Credit Hours**

A comparative study of the interactions of Europeans, Africans, Asians, Latinos, and Amerindians in the Western Hemisphere from the colonial period to the present.

**Prerequisites:** ENGL 1301 and  
one 1000 or 2000 level history course

**Offered:** Spring/Every Two Years

**HIST 4336 Special Topics****3 Credit Hours**

Topics vary according to current interests of the department and/or students. May be repeated once for credit when the topic varies. *This is a writing intensive course.*

**Prerequisites:** ENGL 1301 and  
one 1000 or 2000 level history course

**Offered:** Spring/Every Year

**HIST 4338 Historical Methods****3 Credit Hours**

An examination and application of various techniques of historical research and writing, such as the use of primary source materials and comparative analysis. The course explores historical schools of thought as reflections of the history writer, the context, and the time frame. *This is a writing intensive course.*

**Prerequisite:** 9 semester hours in history,  
or departmental approval

**Offered:** Every Year

**HIST 4339 History Seminar****3 Credit Hours**

A course covering topics such as original research, data collection, and history writing. Students explore aspects of the history profession and career opportunities within the field. Students also acquire technology literacy in the field of history through e-portfolio or e-publishing assignments. *This is a writing intensive course.*

**Prerequisite:** HIST 4338

**Offered:** Every Year

**HIST 4352 Modern Europe****3 Credit Hours**

A survey history of Europe from the French Revolution of 1789 to the present, emphasizing the development of new political traditions and social structures, the establishment of new forms of international organizations, the transformation of work, changes in the lived environment, and the evolution of understandings of self.

**Prerequisites:** ENGL 1301 and  
one 1000 or 2000 level history course

**Offered:** Fall/Every Three Years

**HIST 4353 Middle Eastern History****3 Credit Hours**

A survey of Middle Eastern history, with emphasis on the region's relationship with the West, the rise of nationalism, and the conflict between traditionalism and modernization. *This course also meets a diversity requirement.*

**Prerequisites:** ENGL 1301 and  
one 1000 or 2000 level history course

**Offered:** Spring/Every Three Years

**HIST 4367 Internship in History****3 Credit Hours**

An internship experience for History students. Students work as interns with three options: Archives and History Collections, Museums and Cultural Centers, Historical Research Assistant

**Prerequisite:** 9 semester hours in history  
or departmental approval

**Offered:** By Arrangement

## **THE MINOR IN AFRICAN AND AFRICAN AMERICAN STUDIES**

### **Description and objectives**

This interdisciplinary, comparative, and cross-cultural unit of courses allows students to examine critically important information derived from a variety of academic disciplines included in the broad fields of African Studies and African Diaspora Studies. The minor encompasses courses that cover the histories, socio-political constructs, religions, literature, music, and philosophies of African and African-descendant peoples. Beyond the acquisition of knowledge, the minor in African and African American Studies will introduce students to methodologies for the application of their acquired knowledge through internships, research projects, and perspectives about social change.

### **Requirements for the Minor in African and African American Studies**

1. The minor comprises 18 semester hours (6 courses). Two of the six courses must be history courses.
2. A grade of “C” or higher is required in all minor courses.
3. Students must choose one of the following courses for the minor:  
AFAS 2319 Introduction to African and African American Studies or  
HIST 1381 Introduction to the African American Experience
4. Students select five (5) additional courses to complete the minor.

CRIJ	3316	Blacks in Criminal Justice
HIST	2381	African American History I
HIST	2382	African American History II
HIST	3357	African History
HIST	4334	Race Relations
HIST	4336	Special Topics with African and African American content
ENGL	2304	Introduction to African American Literature
ENGL	4373	African American Literature
ENGL	4353	Special Topics in Literary and Communication Arts with African and African American content
MUSI	2301	Music of Black America and Other World Cultures
EDUC	3303	Teacher and Student in a Multicultural Society
PSCI	4317	African Government and Politics
RELI	3308	Special Topics in Religion with African and African American content
PSYC	3308	Psychology of the African American Experience
SOCI	3319	Minority Group Relations

### **COURSES IN AFRICAN AND AFRICAN AMERICAN STUDIES (AFAS)**

#### **AFAS 2319 Introduction to African & African American Studies 3 Credit Hours**

An exploration of some of the key texts, authors, ideologies, and issues in African and African American Studies from a range of disciplinary perspectives. If possible, the course will be team

taught with two or more members of the faculty leading class discussions in their areas of specialization. As the alternative, one faculty member will serve as the primary instructor and coordinate the schedules of colleagues from other disciplines to give lectures and lead discussion sessions.

**Prerequisite:** None

**Offered:** Fall/Spring

**AFAS2333 Afro-Latino Culture**

**3 Credit Hours**

This course offers a survey of the history, literature, music, art or socio-political imperatives of the populations of African descent in the Americas.

**Prerequisite:** ENGL 1301

**Offered:** Fall/Spring

**AFAS 3325 Supervised Reading and Research**

**3 Credit Hours**

Prior to enrollment, students must consult with the program coordinator to identify a topic or topics for approval and to identify the proposed instructor who will supervise and grade the student's reading and research activities.

**Prerequisite:** None

**Offered:** Yearly

**AFAS 3353 Women and Families in Africa and the Diaspora**

**3 Credit Hours**

Employing a social science or humanities-based methodology, this course examines issues relating to women and the dynamics of race and gender roles in various nations of Africa and the African Diaspora. Course themes may emphasize any of the following disciplinary perspectives, including history, political science, psychology, literature, or sociology.

**Prerequisite:** ENGL 1301

**Offered:** Fall/Every Two Years

**AFAS 3363 Topics in African and African American Studies**

**3 Credit Hours**

This series of courses provides opportunities for semester-long, in-depth study and analysis of issues, theories, personalities, and events of significance concerning Africa and the African Diaspora, its people, their challenges, and their opportunities.

**Prerequisite:** ENGL 1301

**Offered:** As Needed

**AFAS 4323 Internship**

**3 Credit Hours**

Students wishing to enroll must consult with the program coordinator for review and selection of internship positions and approval of a specific internship project.

**Prerequisite:** One of the following courses:

**Offered:** As Needed

**AFAS 2319, HIST 1381, or HIST 2382**

## **THE MINOR IN RELIGIOUS STUDIES (RELI)**

### **Description and objectives**

In this program students become familiar with a diverse range of religious phenomena. They are able to compare foundational beliefs among many religious traditions (including the Zulu religion, Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam) about such topics as human nature, the origin of the universe, life after death, gender roles, the relation between science and religion, the relation between religion and philosophy, and the grounding of ethics. The instruction focuses on helping students develop 1) their own approach to religious diversity, 2) their own perspective on religion and spirituality, 3) an ability to interpret scripture, 4) credentials for ministry and/or further scholarship, 5) an awareness and understanding of key 21<sup>st</sup> century issues surrounding religion, such as the manner of promoting religious tolerance, the role of religion in global ethics, the ability of religion to promote environmental awareness, the

compatibility of deep religious differences, the role of religion in local and global politics, the part religion plays in race relations, the role of gender in the world's religion, and the relation between science and religion.

### **Requirements for the Minor in Religious Studies**

The minor comprises 18 semester hours of courses beyond the Core Curriculum requirement of 3 semester hours of either "Philosophy and Ethics" or "Comparative Religion." A grade of "C" or higher is required in all minor courses.

1. The following 12 hours are required for the minor:  
RELI 2302 Comparative Religion or PHIL 2301 Philosophy and Ethics.  
*One of these two classes satisfies the Core Curriculum requirement. The other satisfies a requirement for the minor. Both classes must be taken to graduate with the minor.*  
RELI 3303 Philosophy of Religion  
RELI 3304 Interpretation of the Bible  
RELI 3305 Science and Religion
2. Six hours of elective courses chosen from the following:  
RELI 3306 History of Christianity  
RELI 3308 Special Topics in Religion: "American Religious History,"  
"Chinese Religions," "Religion and Ethics,"  
"Methodology for Inter-religious Dialogue"  
SOCI 4308 Special Topics: Sociology of Religion
3. Students must also fulfill 20 hours of service learning engaged in a project centered on a particular religious community. The service learning can be ministry or research oriented.

### **COURSES IN RELIGION (RELI) AND PHILOSOPHY (PHIL)**

#### **RELI 2302 Comparative Religion**

**3 Credit Hours**

This course describes and compares the fundamental beliefs and practices of many religions from the East and West, from the North and the South, and from both pre-historic and historic times, although emphasis will be on present day religions. This course compares the religions with respect to their views on: 1) the origin of our universe, 2) the nature and meaning of the individuality of persons, 3) the individual's relation to society, 4) the natural environment, and 5) the role of women. Other topics include the future of religion, the relation between religious belief and science, the diversity within religions, and the basis for dialogue among religions. Emphasis is placed on the challenge religious diversity gives to belief retention.

**Prerequisite:** ENGL 1301

**Offered:** Fall/Spring Yearly

#### **PHIL 2301 Philosophy and Ethics**

**3 Credit Hours**

This course presents foundational and diverse perspectives on key issues engaged in philosophy and ethics. We compare thinkers from the East and West, the North and South, in order to highlight the unique qualities of each. We discuss, in a comparative fashion, central philosophers from many different periods of philosophy. Stressing primary texts, we consider the philosophers in their historical contexts, and discuss their answers to central philosophical issues such as the

foundations of 1) religion, 2) ethics, 3) reality, 4) knowledge, 5) individuality, and 6) freedom. Emphasis is placed on the challenge religious and philosophical diversity gives to belief retention.

**Prerequisite:** ENGL 1301

**Offered:** Fall/Spring Yearly

### **PHIL 2307 Logic**

**3 Credit Hours**

This course rigorously introduces students to central forms of argumentation. Emphasis is on helping students learn how to argue better in speech and writing. Skills learned help students deepen and better organize their thoughts and arguments in speech and writing so as to express better what is meant in an argument and to be more convincing. Students learn several systems of logic: categorical, propositional, predicate, and modal. We will investigate some of the most central and difficult issues within the study of logic.

**Prerequisite:** ENGL 1301

**Offered:** Once Every Two Years

### **RELI 3303 Philosophy of Religion**

**3 Credit Hours**

In this class, we explore answers to some of the most important issues surfacing during the long history of the philosophy of religion. The course facilitates the development of each participant's views on crucial life issues such as: 1) the relation between reason and faith, 2) the nature of religious experience, 3) the possibility of a rational justification for religious belief, 4) the possibility of miracles, 5) the problem of evil, 6) the relation between science and religion, 7) the possibility of unity among religions, and 8) the nature of religious knowledge. Students produce research papers arguing for what they believe is the best way of relating faith and reason.

**Prerequisite:** ENGL 1301

**Offered:** Once Every Two Years

### **RELI 3304 Interpretation of the Bible**

**3 Credit Hours**

Contemporary understandings of both the Old Testament and New Testament are explored in this class. The course takes a historical approach to the study of scripture, pointing out the influences of temporal context wherever possible. This course introduces students to the central tools within the study of the Bible. The historical-critical method is thoroughly described. Students produce two exegetical papers using the tools they have learned for interpreting and understanding the Bible.

**Prerequisite:** ENGL 1301

**Offered:** Once Every Two Years

### **RELI 3305 Science and Religion**

**3 Credit Hours**

This course explores many ways of relating religion and science, and starts with the fourfold classification system developed by Ian Barbour for relating science and religion (they conflict, can be integrated, are independent, or can dialogue). The course compares how knowledge is attained in the sciences to how knowledge is acquired in religion. The course describes the history of attempts to relate science and religion, focusing on Galileo, Newton, and Darwin. It describes the evolutionary theory within modern Biology and discusses different ways religious people respond to it. It examines the significance modern perspectives on the origin of the universe have for competing religious views. Developments in neuroscience and quantum physics are discussed as they related to religious views about the individual and the nature of reality.

**Prerequisite:** ENGL 1301

**Offered:** Once Every Two Years

### **RELI 3306 History of Christianity**

**3 Credit Hours**

This course presents the history of Christianity. It discusses the Roman, Jewish, and Near Eastern contexts in which Christianity was born, the life and teachings of Jesus Christ, and asks the question, "To what extent can we have knowledge about the life of Jesus?" The course explores the teaching of St. Paul and his impact on the development of Christianity. The course describes the formation of New Testament scripture, explains the major developments in the Patristic, Medieval, and Modern periods of Christian history, and discusses the key ideas, events, figures, and developments of the Protestant Reformation.

**Prerequisite:** ENGL 1301

**Offered:** Once Every Two Years

**RELI 3308 Special Topics in Religion**

**3 Credit Hours**

This course investigates a particular topic of current interest in religious studies. The topic varies from year to year depending on student interest and faculty research.

**Prerequisite:** None

**Offered:** Once Every Two Years

**COURSES IN CHINESE (CHIN)**

**CHIN 1301 Elementary Chinese I**

**3 Credit Hours**

This is an introductory course for the basics of Mandarin Chinese and is intended for students with no prior knowledge of the language and who have never taken a Chinese language course. This course focuses on the Chinese Pinyin system in developing a student's listening, speaking, reading, and writing skills. Upon completion of this course, students should be able to take part in general conversation as well as read and write simple articles in simplified characters.

**Prerequisites:** None

**Offered:** Fall

**CHIN 1302 Elementary Chinese II**

**3 Credit Hours**

This course is a continuation of CHIN 1301. It continues introducing students to the basics of Mandarin Chinese in addition to introducing Chinese cultural values, philosophies, and history.

**Prerequisite:** CHIN 1401

**Offered:** Spring

**COURSES IN FRENCH (FREN)**

**FREN 1311 French I**

**3 Credit Hours**

This course is an introduction to French language and culture. It emphasizes speaking, listening, reading, and writing competencies in French and stresses syntax, grammar, and vocabulary.

**Prerequisite:** None

**Offered:** Fall/Yearly

**FREN 1312 French II**

**3 Credit Hours**

This course is a continued study of French language and culture. It advances skills in speaking, listening, reading, and writing in French and assists vocabulary enrichment.

**Prerequisite:** FREN 1311

**Offered:** Spring/Yearly

**FREN 2306 Intermediate French I**

**3 Credit Hours**

This is a continuation of LFR 123 with an emphasis on speaking and listening.

**Prerequisite:** FREN 1312

**Offered:** As needed

**COURSES IN SPANISH (SPAN)**

**SPAN 1311 Spanish I**

**3 Credit Hours**

This course is an introduction to Spanish language and culture. It emphasizes speaking, listening, reading, and writing competencies in Spanish and stresses syntax, grammar, and vocabulary.

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

**SPAN 1312 Spanish II**

**3 Credit Hours**

This course is a continued study of Spanish language and culture. It advances skills in speaking, listening, reading, and writing in Spanish and assists vocabulary enrichment.

**Prerequisite:** SPAN 1311

**Offered:** Fall/Spring Yearly

**SPAN 2311 Intermediate Spanish I**

**3 Credit Hours**

This course is a continuation of SPAN 1312 with an emphasis on speaking and listening.

**Prerequisite:** SPAN 1312

**Offered:** As needed

**SPAN 2312 Intermediate Spanish II****3 Credit Hours**

This course is a continuation of SPAN 2311 with an emphasis on speaking and listening.

**Prerequisite: SPAN 2311****Offered: As needed****SPAN 1300 Spanish Conversation and Composition I****3 Credit Hours**

This course involves intensive practice in the Spanish language in speaking and writing.

**Prerequisite: SPAN 2311****Offered: As needed****SPAN 2306 Spanish Conversation and Composition II****3 Credit Hours**

This course involves intensive practice in the Spanish language in speaking and writing.

**Prerequisite: SPAN 1300****Offered: As needed****SPAN 2321 Survey of Hispanic Literature I****3 Credit Hours**

This course involves a study of representative selections from Hispanic Literature from the beginnings to the present day.

**Prerequisite: SPAN 2306 or Instructor Permission****Offered: As needed****SPAN 2322 Survey of Hispanic Literature II****3 Credit Hours**

This course is a continuation of SPAN 2321.

**Prerequisite: SPAN 2321 or Instructor Permission****Offered: As needed**

## **THE BACHELOR OF ARTS DEGREE IN MUSIC (MUSI, MUAP, MUEN)**

**Mission**

The Music Program plays a vital role in the life of the University and the community. The training environment it provides continues to produce musicians of distinction for careers in a variety of professional fields including performance and music education.

The faculty is comprised of dedicated professional musicians who are active in both performance and teaching.

**Admission Requirements to the Music Program**

All Students are required to apply for admission and readmission to the University through the Director of Admissions.

1. In addition to the general admission requirements of the University, a student must pass an audition conducted by the music faculty.
2. New students and transfer students must also complete a written diagnostic examination in music theory and piano or other keyboard proficiency examination. Students who show deficiencies must enroll in a piano class.

**Degrees Offered**

The Bachelor of Arts in Music is designed for students seeking careers in performance, independent studio teaching, church music, and other music-related professions. The degree will also prepare students for admission to graduate degree



programs in music. Students who desire teacher certification in music must fulfill B.A. requirements in music as well as requirements in the Educator Preparation Program (EDUC). All students pursuing a B.A. in music should be prepared to begin their music major courses during the freshman year.

### **Degree Requirements for a Major in Music**

1. 16 hours of music performance
  - a. 8 hours of applied principal instrument or voice (or each semester the student is enrolled in a music degree program), Junior Recital prepared and performed during the junior year, Senior Recital prepared and performed during the senior year. The Junior Recital and Senior Recital may not be performed during the same semester. Students seeking teacher certification in music are not required to perform a Junior Recital.
  - b. Piano Proficiency Requirement: 8 hours of class piano (MUSI 1211, 1212, 2211, 2212). Music majors must take the piano proficiency exam at the end of MUSI 2212. Students who do not pass all parts of the exam are required to register for an applied piano lesson until they can pass all parts of the exam. Passing the piano proficiency exam is a graduation requirement for all music majors. Piano majors must enroll in a secondary applied lesson for four semesters in lieu of class piano.
2. 34 hours of music theory, history, literature, and pedagogy: MUSI 1411, 1412, 2411, 2412, 3314, 3315, 3317, 3318, 4319, 3311 or 3316
3. 8 hours of music ensemble or each semester of enrollment as a music major. Students seeking teacher certification in music are not required to enroll in an ensemble during the semester of student teaching.
4. Music majors must enroll in Music Seminar each semester of enrollment as a music major. Students seeking teacher certification in music must also complete the following music education courses: MUSI 2231, 2232, 3312, 3313, 3211, 4111
5. 6 hours of French (voice concentration only)
6. African American Literature (voice concentration only)
7. A grade of "C" or higher is required in all major courses.

### **Requirements for a Minor in Music**

Students pursuing a minor in music must complete 18 credit hours as follows:

1. 8 hours of music theory: MUSI 1411, 1412
2. 3 hours of music history: MUSI 1301, 3317 or 3318

3. 2 semesters of music performance chosen from the following: MUSI 1111, 1302, 1211, 1212, MUAP 1169, 1181, 1101, 1117, 1137, 1157, 1161, 1165
4. 2 hours of music ensemble
5. Remaining hours may be chosen from any courses offered in music.
6. A grade of "C" or higher is required in all minor courses.

## A SUGGESTED COURSE SEQUENCE FOR THE MUSIC MAJOR

			YEAR 1				
FALL				SPRING			
UNIV	1201	Freshman Seminar	2			Music Ensemble	1
RAMS	or 1201					Instrument or Voice	1
Music Ensemble		Choir or Band	1	MUSI	1212	Class Piano II*	2
Lower Division		Instrument or Voice	1	MUSI	1101	Music Seminar	1
MUSI	1101	Music Seminar	1	MUSI	1412	Music Theory II	4
MUSI	1211	Class Piano I*	2	COSC	1300	Introduction to	3
MUSI	1411	Music Theory I				Computers	
ENGL	1301	Introduction to College	4	ENGL	1302	College Rhetoric and	3
		Composition	3			Composition	
Physical Education			1				
Total Hours			15	Total Hours			15
			YEAR 2				
FALL				SPRING			
		Music Ensemble	1			Music Ensemble	1
Lower Division		Instrument or Voice	1	Lower Division		Instrument or Voice	1
MUSI	2211	Class Piano III*	2	MUSI	2212	Class Piano IV*	2
MUSI	2101	Music Seminar	1	MUSI	2101	Music Seminar	1
MUSI	2411	Music Theory III	4	MUSI	2412	Music Theory IV	4
Language I			3	Language II			3
MATH	1314	Algebra	3	Religion/Philosophy			3
Total Hours			15	Total Hours			15
			YEAR 3				
FALL				SPRING			
		Music Ensemble	1			Music Ensemble	1
Upper Division		Instrument or Voice	1	Upper Division		Instrument or Voice	1
MUSI	3101	Music Seminar	1	MUSI	3101	Music Seminar	1
MUSI	3314	20 <sup>th</sup> Century Musical	3	MUSI	3315	Form and Analysis	3
		Analysis					
MUSI	3211	Conducting and Performance	2	Literature			3
History			3	Government			3
COMM	1315	Public Speaking	3	Behavioral Science			3
KINE	1304	Health and Wellness	3	MUAP	3000	Junior Recital	
Total Hours			17	Total Hours			15
			YEAR 4				
FALL				SPRING			
		Music Ensemble	1			Music Ensemble	1
Upper Division		Instrument or Voice	1	Upper Division		Instrument or Voice	1
MUSI	4101	Music Seminar	1	MUSI	4101	Music Seminar	1
MUSI	3317	Music History I	3	MUSI	3318	Music History II	3
MUSI	4319	Instrumentation/Orchestration	3	Pedagogy			3
Science I			4	Science II			4
Elective			3	Elective			3
				MUAP	4000	Senior Recital	
Total Hours			16	Total Hours			17

\*NOTE: Piano majors will take a secondary instrument or voice for four semesters in lieu of Class Piano.

## **COURSES IN MUSIC (MUSI)**

**MUSI 1101 Music Seminar** **1 Credit Hour**  
Emphasis on elements of performance and professionalism. Open to all students.  
**Prerequisite:** None **Offered:** Fall/Spring Yearly

**MUSI 2101 Music Seminar** **1 Credit Hour**  
Emphasis on elements of performance and professionalism. Open to all students.  
**Prerequisite:** MUSI 1101 **Offered:** Fall/Spring Yearly

**MUSI 3101 Music Seminar** **1 Credit Hour**  
Emphasis on elements of performance and professionalism. Open to all students.  
**Prerequisite:** MUSI 2101 **Offered:** Fall/Spring Yearly

**MUSI 4101 Music Seminar** **1 Credit Hour**  
Emphasis on elements of performance and professionalism. Open to all students.  
**Prerequisite:** MUSI 3101 **Offered:** Fall/Spring Yearly

**MUSI 1111 Class Voice** **1 Credit Hour**  
Techniques of solo and ensemble singing through the study of vocal literature for non music majors and music majors desiring to study a secondary instrument. May be repeated for credit.  
**Prerequisite:** None **Offered:** Fall/Spring Yearly

**MUSI 1211 Class Piano I** **2 Credit Hours**  
This course is designed for the University music major who must demonstrate a variety of skills at the keyboard, including repertoire, technique, sight reading, transposition, harmonization, and improvisation.  
**Prerequisite:** None **Offered:** Fall/Spring Yearly

**MUSI 1212 Class Piano II** **2 Credit Hours**  
This course is designed for the University music major who must demonstrate a variety of skills at the keyboard, including repertoire, technique, sight reading, transposition, harmonization, and improvisation.  
**Prerequisite:** Music major **Offered:** Fall/Spring Yearly

**MUSI 2211 Class Piano III** **2 Credit Hours**  
This course is a continuation of MUSI 1212 with increased emphasis on preparing students for the Piano Proficiency examination, which is taken at the end of MUSI 2212.  
**Prerequisite:** MUSI 1212 **Offered:** Fall/Spring Yearly

**MUSI 2212 Class Piano IV** **2 Credit Hours**  
This course is a continuation of MUSI 2211. University music majors who must pass the Piano Proficiency Examination will take the examination at the end of MUSI 2212.  
**Prerequisite:** MUSI 2211 **Offered:** Fall/Spring Yearly

**MUSI 1301 Basic Musicianship** **3 Credit Hours**  
A course in the rudiments of music. The study of notation, elements of melody, harmony and rhythm, elementary aural skills, analysis, and composition of music.  
**Prerequisite:** None **Offered:** Fall/Yearly

**MUSI 1302 Beginning Class Piano for Non-music Majors** **3 Credit Hours**  
An introduction to the piano for students who have had no prior experience at the piano.  
**Prerequisite:** None **Offered:** Fall/Spring Yearly

**MUSI 1303 Introduction to the Arts****3 Credit Hours**

An introductory study of the visual, literary, dramatic, and musical arts, which includes approaches to understanding the arts and consideration of the roles of artistic expression in human cultures. It includes attendance at live performances, gallery presentations, and/or other cultural events. Same as ENGL 1315.

**Prerequisite: None****Offered: Fall/Spring Yearly****MUSI 1411 Music Theory I****4 Credit Hours**

The study of tonal harmony through analysis, composition sight singing, ear training, and keyboard skills. Emphasis is placed on the music of the seventeenth century through 1900, including compositional practices related to scales, intervals, chord structure, and part-writing.

**Prerequisite: None****Offered: Fall Yearly****MUSI 1412 Music Theory II****4 Credit Hours**

The study of tonal harmony through analysis, composition sight singing, ear training, and keyboard skills. Emphasis is placed on the music of the seventeenth century through 1900, including compositional practices related to scales, intervals, chord structure, and part-writing.

**Prerequisite: MUSI 1411****Offered: Spring Yearly****MUSI 2411 Music Theory III****4 Credit Hours**

Advanced study of harmony with increased emphasis on chromaticism through identification and analysis of secondary functions, modulation, the Neapolitan chord, and augmented sixth chords. Advanced training in sight singing and ear training includes harmonic dictation.

**Prerequisite: MUSI 1412****Offered: Fall Yearly****MUSI 2412 Music Theory IV****4 Credit Hours**

Advanced study of harmony with increased emphasis on chromaticism through identification and analysis of secondary functions, modulation, the Neapolitan chord, and augmented sixth chords. Advanced training in sight singing and ear training includes harmonic dictation. MUSI 2412 includes an introduction to the techniques of twentieth century composers.

**Prerequisite: MUSI 2411****Offered: Spring Yearly****MUSI 2301 The Music of Black Americans and Other World Cultures 3 Credit Hours**

This course involves an in-depth study of the many genres and styles which define African American music from Africa to the present as well as multicultural children's literature, songs, and games.

**Prerequisite: None****Offered: Fall/Every Three Years****MUSI 2311 Music Business Management****3 Credit Hours**

This course is an integrated approach to music business management. It combines the traditional management process with more contemporary systems. Specific attention is devoted to organization, ethics, professional memberships, leadership and managerial skills and an introduction to technology, production, marketing, and cost-control functions of the music business world.

**Prerequisite: None****Offered: Spring/Every Other Year****MUSI 2231 Instrumental Techniques and Materials: Strings and Woodwinds****2 Credit Hours**

This course reviews the basic techniques of playing each instrument of the String and Woodwind families and the study of teaching methods, books, and materials for beginning students.

**Prerequisite: None****Offered: Spring/Every Other Year**

**MUSI 2232 Instrumental Techniques and Materials: Brass and Percussion 2 Credit Hours**

This course reviews the basic techniques of playing each instrument of the Brass and Percussion families and the study of teaching methods, books, and materials for beginning students.

**Prerequisite:** None

**Offered:** Fall/Every Other Year

**MUSI 3311 Piano Pedagogy**

**3 Credit Hours**

This course explores the art of piano teaching, particularly at the pre-college level. The course surveys the various piano teaching materials and repertoires available for beginning, intermediate, and advanced piano students. The business aspects of starting and operating a private piano teaching studio are also presented. Students enrolled in piano pedagogy teach one private piano student arranged by the instructor.

**Prerequisite:** MUSI 1169

**Offered:** Spring/Every Other Year

**MUSI 3312 Music Concepts: Elementary General Music**

**3 Credit Hours**

This class explores the relationship between music learning and the cognitive, emotional, social and psychomotor development of young children. The emphasis is on concepts, materials, and literature appropriate for children. 20 hours of field observation is required.

**Prerequisite:** Upper division standing

**Offered:** Fall/Yearly

**MUSI 3313 Advanced Concepts: Secondary General Music**

**3 Credit Hours**

This course reviews the organization of instrumental music departments in middle and high schools and gives attention to feeder programs and classes for bands (marching, concert and jazz) and orchestras. 20 hours of field observation is required.

**Prerequisite:** Upper division standing

**Offered:** Spring/Yearly

**MUSI 3314 Twentieth Century Musical Analysis**

**3 Credit Hours**

This course is a study of compositional practices in the art music of the twentieth century to the present. Consideration is given to techniques used by composers of the post common practice era to include impressionism, non-serial atonality, serialism, aleatoric music, minimalism and beyond. Aesthetic features related to rhythm, texture, and the introduction of electronic music are also discussed.

**Prerequisite:** MUSI 2412

**Offered:** Fall/Yearly

**MUSI 3315 Form and Analysis**

**3 Credit Hours**

This course is a detailed investigation of the tonal and post-tonal structure of instrumental and choral compositions. Consideration is also given to musical style and general development of selected works accompanied by assigned readings, listening, and analytical projects.

**Prerequisite:** MUSI 2412

**Offered:** Fall/Yearly

**MUSI 3211 Conducting and Performance**

**2 Credit Hours**

This course is the study of literature and rehearsal and performance techniques of choirs and small ensembles. It includes an emphasis on score analysis and conducting regular and irregular beat patterns, expressive and phrasal gestures. 20 hours of field observation is required.

**Prerequisite:** Upper division standing

**Offered:** Fall /Yearly

**MUSI 3316 Vocal Pedagogy - Teaching Youth to Sing (K-12)**

**3 Credit Hours**

This course involves the study of the art and science of classroom and individual voice instruction through appropriate literature and vocal repertoire.

**Prerequisite:** Upper division standing

**Offered:** Spring/Yearly

**MUSI 3317 Music History: Middle Ages to Late Sixteenth Century 3 Credit Hours**

This course is the study of Western Music history from the end of the Ancient World to vocal music of the late Baroque.

**Prerequisite:** MUSI 1412

**Offered:** Fall/Every Other Year

**MUSI 3318 Music History: Late Sixteenth Century to the Present 3 Credit Hours**

This course is the study of Western Music history beginning with instrumental music from late Baroque to the present.

**Prerequisite:** MUSI 1412

**Offered:** Spring/Every Other Year

**MUSI 4111 TExES Preparation**

**1 Credit Hour**

This is a course designed to introduce students to the components of the TExES examination and to impart techniques and skills for taking the examination.

**Prerequisite:** Upper division standing

**Offered:** As Needed

**MUSI 4319 Instrumentation and Orchestration**

**3 Credit Hours**

This course is the study of orchestration and arranging for band, orchestra, and chamber ensembles; also arranging and techniques of voicing for choirs and vocal chamber ensembles.

**Prerequisite:** MUSI 2412

**Offered:** Fall/Every Other Year

**APPLIED MUSIC**

**MUAP 1165 Lower Division Organ**

**1 Credit Hour**

This course involves individual instruction in organ performance. May be repeated for credit.

**Prerequisite:** Keyboard skills as determined by the professor

**Offered:** Fall/Spring Yearly

**MUAP 3165 Upper Division Organ**

**1 Credit Hour**

This course involves individual instruction in organ performance. May be repeated for credit.

**Prerequisite:** Keyboard skills as determined by the professor

**Offered:** Fall/Spring Yearly

**MUAP 1169 Lower Division Piano**

**1 Credit Hour**

This course involves individual instruction in piano performance. May be repeated for credit.

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

**MUAP 3169 Upper Division Piano**

**1 Credit Hour**

This course involves individual instruction in piano performance. May be repeated for credit.

**Prerequisite:** MUAP 1169

**Offered:** Fall/Spring Yearly

**MUAP 1181 Lower Division Voice**

**1 Credit Hour**

This course involves individual instruction in solo vocal performance. May be repeated for credit.

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

**MUAP 3181 Upper Division Voice**

**1 Credit Hour**

This course involves individual instruction in solo vocal performance. May be repeated for credit.

**Prerequisite:** MUAP 1181

**Offered:** Fall/Spring Yearly

**MUAP 1101 Lower Division Strings**

**1 Credit Hour**

This course involves individual instruction in music performance for stringed instruments. May be repeated for credit.

**Prerequisite:** None

**Offered:** As Needed

**MUAP 3101 Upper Division Strings**

**1 Credit Hour**

This course involves individual instruction in music performance for stringed instruments. May be repeated for credit.

**Prerequisite: MUAP 1101**

**Offered: As Needed**

**MUAP 1117 Lower Division Woodwinds**

**1 Credit Hour**

This course involves individual instruction in music performance for woodwinds. May be repeated for credit.

**Prerequisite: None**

**Offered: As Needed**

**MUAP 3117 Upper Division Woodwinds**

**1 Credit Hour**

This course involves individual instruction in music performance for woodwinds. May be repeated for credit.

**Prerequisite: MUAP 1117**

**Offered: As Needed**

**MUAP 1137 Lower Division Brass**

**1 Credit Hour**

This course involves individual instruction in music performance for brass instruments. May be repeated for credit.

**Prerequisite: None**

**Offered: As Needed**

**MUAP 3137 Upper Division Brass**

**1 Credit Hour**

This course involves individual instruction in music performance for brass instruments. May be repeated for credit.

**Prerequisite: MUAP 1137**

**Offered: As Needed**

**MUAP 1157 Lower Division Percussion**

**1 Credit Hour**

This course involves individual instruction in music performance for percussion instruments. May be repeated for credit.

**Prerequisite: None**

**Offered: As Needed**

**MUAP 3157 Upper Division Percussion**

**1 Credit Hour**

This course involves individual instruction in music performance for percussion instruments. May be repeated for credit.

**Prerequisite: MUAP 1157**

**Offered: As Needed**

**MUAP 1161 Lower Division Guitar**

**1 Credit Hour**

This course involves individual instruction in music performance for guitar. May be repeated for credit.

**Prerequisite: None**

**Offered: As Needed**

**MUAP 3161 Upper Division Guitar**

**1 Credit Hour**

This course involves individual instruction in music performance for guitar. May be repeated for credit.

**Prerequisite: MUAP 1161**

**Offered: As Needed**

**MUAP 3000 Junior Recital**

**0 Credit Hours**

This course involves individual instruction, designed for music majors and minors. Students must prepare and perform a thirty-minute public recital.

**Prerequisite: Upper division standing**

**Offered: Fall/Spring Yearly**

**MUAP 4000 Senior Recital**

**0 Credit Hours**



This course involves individual instruction, designed for music majors and minors. Students must prepare and perform a one-hour public recital.

**Prerequisite:** Upper division standing

**Offered:** As Needed

## **ENSEMBLES**

### **MUEN 1121 Band**

**1 Credit Hour**

This course involves three one-hour sessions per week, open to all University students. It involves instruction in Band/Instrumental Ensemble literature and performance. May be repeated for credit.

**Prerequisite:** None

**Offered:** As Needed

### **MUEN 2121 Band**

**1 Credit Hour**

This course involves three one-hour sessions per week, open to all University students. It involves instruction in Band/Instrumental Ensemble literature and performance. May be repeated for credit.

**Prerequisite:** MUEN 1121

**Offered:** As Needed

### **MUEN 3121 Band**

**1 Credit Hour**

This course involves three one-hour sessions per week, open to all University students. It involves instruction in Band/Instrumental Ensemble literature and performance. May be repeated for credit.

**Prerequisite:** MUEN 2121

**Offered:** As Needed

### **MUEN 4121 Band**

**1 Credit Hour**

This course involves three one-hour sessions per week, open to all University students. It involves instruction in Band/Instrumental Ensemble literature and performance. May be repeated for credit.

**Prerequisite:** MUEN 3121

**Offered:** As Needed

### **MUEN 1141 Concert Choir**

**1 Credit Hour**

This course involves three one-hour sessions per week, open to all University students. It involves performance and instruction in concert choral literature. May be repeated for credit.

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

### **MUEN 2141 Concert Choir**

**1 Credit Hour**

This course involves three one-hour sessions per week, open to all University students. It involves performance and instruction in concert choral literature. May be repeated for credit.

**Prerequisite:** MUEN 1141

**Offered:** Fall/Spring Yearly

### **MUEN 3141 Concert Choir**

**1 Credit Hour**

This course involves three one-hour sessions per week, open to all University students. It involves performance and instruction in concert choral literature. May be repeated for credit.

**Prerequisite:** MUEN 2141

**Offered:** Fall/Spring Yearly

### **MUEN 4141 Concert Choir**

**1 Credit Hour**

This course involves three one-hour sessions per week, open to all University students. It involves performance and instruction in concert choral literature. May be repeated for credit.

**Prerequisite:** MUEN 3141

**Offered:** Fall/Spring Yearly

# **DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

## **THE BACHELOR OF ARTS DEGREE IN CRIMINAL JUSTICE (CRIJ)**

### **Mission**

The University strives to endow students with the skills necessary for critical knowledge, communication, personal growth, and real-world application opportunities within the Criminal Justice discipline.

The Bachelor of Arts in Criminal Justice is a four-year interdisciplinary program in the study of crime and the administration of the justice system. The “criminal justice system” study consists of law enforcement, courts, and corrections as a system for the administration of city, county, state, and federal laws and procedures. The curriculum includes a historical overview of the stages of development through which the criminal justice system has evolved and the current state of the system. A broad range of analyses will be offered to meet the academic needs of both professional students who plan future careers in the criminal justice field and those already employed in the criminal justice system.

The primary focus of the program is on the interrelationship of the criminal justice system with other social institutions: crime prevention; types of crimes and classification of offenders; causes and remediation of deviant behavior; policing and crime control; crime scene reconstruction and evidence gathering; the court; probation and parole; rehabilitation; treatment and group counseling programs; and statistical methods in the measurement and analysis of crime.

### **Degree Requirements for a Major in Criminal Justice**

The major requires 45 credit hours of courses in Criminal Justice of which 39 hours are required core classes and (6) hours are electives. In addition, there are two tracks of supporting coursework to choose from to be determined by professional career path. A grade of “C” or higher is required in all major courses.

### **Required Criminal Justice classes (39 hours) include:**

CRIJ 1301 Introduction to Criminal Justice  
CRIJ 1312 Community Policing  
CRIJ 2328 Police Practices and Procedures  
CRIJ 2304 Criminal Law / Procedures  
CRIJ 2336 Criminology  
CRIJ 3306 Juvenile Justice  
CRIJ 3308 American Court System  
CRIJ 3329 Methods in Social Research  
CRIJ 3308 American Court System  
CRIJ 4310 Corrections / Rights

CRIJ 4311 Ethics and Criminal Justice  
CRIJ 4312 Internship I and II in Criminal Justice  
CRIJ 4313 Senior Seminar

**Six credits hours of electives are chosen from the following:**

CRIJ 2314 Contemporary Issues in Criminal Justice  
CRIJ 3315 Comparative Criminal Justice  
CRIJ 3316 Blacks in Criminal Justice  
CRIJ 3317 Special Topics  
CRIJ 4317 Crime Prevention  
CRIJ 4318 Probation and Parole

Supporting Course Work Track I – Twenty-four hours – social science emphasis.

Eighteen hours drawing from at least two disciplines. Course options include but are not limited to:

**Political Science:**

PSCI 2304 Information Management  
PSCI 2305 Social Science Statistics  
PSCI 2316 Comparative Government  
PSCI 3310 Constitutional Law  
PSCI 3329 Urban Politics  
PSCI 3328 Ancient Political Theory  
PSCI 3317 Public Policy  
PSCI 3316 Public Administration  
PSCI 3315 Social Welfare Policy  
PSCI 4308 Modern Political Theory

**Sociology:**

SOCI 2329 Human Sexuality  
SOCI 2320 Conflict Resolution  
SOCI 2319 Addictions  
SOCI 3310 Social Psychology  
SOCI 3319 Minority Group Relations  
SOCI 3320 Victimology  
SOCI 3312 Social Theory  
SOCI 3318 Marriage and the Family  
SOCI 3316 Interventive Methods of Social Work  
SOCI 4300 Social Change  
SOCI 4309 Community  
SOCI 4308 Special Topics

**Psychology:**

PSYC 2302 Human Growth and Development  
PSYC 2308 Special Topics: AIDS/HIV  
PSYC 3328 Adolescent Psychology  
PSYC 3308 Psychology and the African American Experience

PSYC 4316 Abnormal Psychology  
PSYC 4308 Counseling Theory and Application

Students will select supporting courses with their major advisor with consideration for needs for professional preparation.

**Quantitative: One of the following quantitative courses is also required**

ACCT 2301 Principles of Financial Accounting  
ACCT 4367 Special Topics: Forensic Accounting  
PSCI/PSYC/SOCI 2313 Social Science Statistics  
PSCI/SOCI 3314 Social Science Statistics II

**One of the following courses is also required:**

ENGL 3353 Advanced Composition  
ENGL 3363 Advance Rhetoric and Argumentation  
ENGL 3393 Introduction to Technical Writing

**Supporting Course Work Track II - Twenty-two hours - computer forensics emphasis.**

COSC 1312 Programming Foundations 1  
COSC 1323 Programming Foundations 2  
COSC 3325 Computer Forensics  
COSC 3321 Computer Organization  
COSC 3315 Operating Systems and Theoretical Foundations  
COSC 3427 Computer Networks and Distribution Systems

**One of the following courses is also required:**

ENGL 3353 Advanced Composition  
ENGL 3363 Advance Rhetoric and Argumentation  
ENGL 3393 Introduction to Technical Writing

**Requirements for a Minor in Criminal Justice**

Students must complete 18 credit hours. A grade of "C" or higher is required in all minor courses.

*Required:*

CRIJ 1301 Introduction to Criminal Justice  
CRIJ 2336 Criminology

*Of the twelve additional CRIJ credit hours,*

six hours (two classes) must be upper division courses;  
three hours (one class) must be senior level.

## A SUGGESTED COURSE SEQUENCE FOR THE CRIMINAL JUSTICE MAJOR

YEAR 1							
FALL				SPRING			
UNIV RAMS ENGL	1201 or 1201 1301	Freshman Orientation	2	ENGL	1302	College Rhetoric and Composition	3
		Introduction to College Composition	3	COMM KINE	1315 1304	Public Speaking	3
MATH	1314	College Algebra	3			Dimensions of Health and Wellness	3
CRIJ	1301	Introduction to Criminal Justice	3	Fine Arts Core Language II			3
KINE		Personal Fitness/Sports	1				
Language I			3				
Total Hours			15	Total Hours			15
SUMMER 1							
COSC	1300	Introduction to Computers	3				
YEAR 2							
FALL				SPRING			
Science I			4	Science II			4
ENGL	2326	American Literature	3	CRIJ	1312	Community Policing	3
HIST	1301/1302	U.S. History I or II	3	PSCI	1301/1302	U.S. <i>or</i> Texas Government	3
RELI	2302	Comparative Religion <i>or</i>		Behavioral Science			3
PHIL	2301	Philosophy and Ethics	3	Supporting Class			3
		Supporting Class	3				
Total Hours			16	Total Hours			16
YEAR 3							
FALL				SPRING			
CRIJ		CJP Elective	3	Supporting Course			3
CRIJ	2328	Police Practice/Procedures	3	CRIJ	3306	Juvenile Justice	3
CRIJ	2304	Criminal Law/Procedures	3	CRIJ	3307	Criminal Investigation	3
CRIJ	2336	Criminology	3	CRIJ	3329	Research Methods	3
CRIJ	3308	American Court System	3	CRIJ		Elective for CJP	3
Total Hours			15	Total Hours			15
YEAR 4							
FALL				SPRING			
CRIJ	4310	Corrections and Rights	3	Quantitative Course			3
CRIJ	4311	Ethics and Criminal Justice	3	CRIJ	4313	Senior Seminar	3
CRIJ		Supporting Course	3	ENGL		Advanced Writing Class	3
CRIJ	4312	Internship in Criminal Justice	3	Elective			3
Supporting Course			3	Supporting Course			3
Total Hours			15	Total Hours			15

### COURSES IN CRIMINAL JUSTICE (CRIJ)

#### **CRIJ 1301 Introduction to Criminal Justice**

**3 Credit Hours**

This is an introductory course designed to familiarize students with the history, philosophy and progress of the criminal justice system in the United States. Included is an overview of the ethical considerations, crime defined, law enforcement, court system, prosecution and defense, trial process and corrections. The responsibilities of various agencies of the Criminal Justice System will also be delineated.

**Prerequisite:** None

**Offered:** Yearly

**CRIJ 1312 Community Policing****3 Credit Hours**

This is a basic introductory course treating the broad field of police and relations, focusing particularly on police and community response. Included in this course will be discussion of the philosophy of community policing, its impact on police administration and personnel, and implementation and evaluation issues.

**Prerequisite: None****Offered: Yearly****CRIJ 2304 Criminal Law and Procedures****3 Credit Hours**

This course is a study of the nature of criminal law: philosophy and historical developments, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas Statutes as illustrations, and justifications of and defenses to criminal responsibility. Criminal procedure also addresses: prosecution, right to counsel, pre-trial release, grand juries, the adjudication process, types and rules of evidence, and sentencing.

**Prerequisite: CRIJ 1301****Offered: Yearly****CRIJ 2314 Contemporary Issues in Criminal Justice****3 Credit Hours**

This course will address current issues in the criminal justice system such as racial profiling, terrorism, safety, and community involvement related to safety issues.

**Prerequisite: None****Offered: Every Other Year****CRIJ 2328 Police Practice and Procedures****3 Credit Hours**

This course is an overview of the history and philosophy of law enforcement in a democratic society in accordance with the Constitution. Emphasis is given to the police profession: organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

**Prerequisite: CRIJ 1301****Offered: Yearly****CRIJ 2336 Criminology****3 Credit Hours**

This course is a study of the nature and causation of crime, crime typologies, and the extent of criminality. Specific topics to be addressed may include crime as a form of deviant behavior; nature and extent of crime; past theories; evaluation and prevention, control, and treatment programs. This course is the same as SOCI 2336.

**Prerequisite: None****Offered: Fall/Every Other Year****CRIJ 3306 Juvenile Justice****3 Credit Hours**

This course is designed to review the nature and extent of delinquency; explanatory theories; the juvenile justice system: history, philosophy, and evaluation of the juvenile court; juvenile courts and procedures; the role of a police officer and the correctional officer.

**Prerequisite: CRIJ 1301****Offered: Yearly****CRIJ 3307 Criminal Investigations and Forensics****3 Credit Hours**

This course is a study of the fundamentals of investigation; duties and responsibilities of the investigator; interrogation techniques of protecting the crime scene; collection and preservation of evidence, scientific aids and other sources of information; court preparation and case follow-up. Students gain basic knowledge of forensic evidence development in crime scene techniques including some practical experience with techniques concerning various types of evidence including fingerprint, impressions, hair, fiber, trace, firearms, biological, accelerant, explosives and drugs.

**Prerequisites: CRIJ 1301****Offered: Yearly****CRIJ 3308 American Court System****3 Credit Hours**

This course is a study of the judiciary in the criminal justice system of the American court system including its legal basis, structure, jurisdiction and operation. It also involves an analysis of the

legal transactions involved in the accusation, arrest, adjudication, and disposition of criminal offenders.

**Prerequisite:** None

**Offered:** Yearly

**CRIJ 3315 Comparative Criminal Justice**

**3 Credit Hours**

This course is a survey of the organizational, administrative, and philosophical principles of criminal justice systems around the world. This course meets a diversity requirement.

**Prerequisite:** None

**Offered:** Every Other Year

**This course also meets a diversity requirement**

**CRIJ 3316 Blacks in Criminal Justice**

**3 Credit Hours**

This course addresses issues that have culminated in African Americans warranting closer examination/study on issues of social change, economics, education and what may be biases of the criminal justice system that serve to disenfranchise blacks, i.e., disparities in adjudication outcomes both at the criminal and juvenile justice levels as well as other phases of criminal justice processing. This course also examines the contributions made by blacks to the field of criminal justice.

**Prerequisites:** None

**Offered:** Every Other Year

**CRIJ 3317 Special Topics**

**3 Credit Hours**

Topics vary according to the current interests of the department and/or students. *May be repeated* once when topics vary.

**Prerequisite:** None

**Offered:** As Needed

**CRIJ 3329 Methods in Social Research**

**3 Credit Hours**

This course presents the application of scientific methods of investigation in the social and behavioral sciences. Same as SOCI 3329

**Prerequisites:** PSYC 1301 or SOCI 1301

**Offered:** Spring/Yearly

**CRIJ 4310 Corrections and Rights**

**3 Credit Hours**

This course is a systematic study of the official ways in which society reacts to persons who have been convicted of committing criminal acts, including persons handled by the juvenile courts. The rights of the accused are also addressed.

**Prerequisite:** CRIJ 1301

**Offered:** Yearly

**CRIJ 4311 Ethics and Criminal Justice**

**3 Credit Hours**

This course is designed to explore moral decision-making. Basic moral or ethical frameworks are applied to ethical decisions which often need to be made in the Criminal Justice System by police officers, judges, prosecutors, and correctional officers.

**Prerequisite:** CRIJ 1301

**Offered:** Yearly

**CRIJ 4312 Internship in Criminal Justice**

**3 Credit Hours**

This course provides upper-level students the opportunity to perform as participants in established criminal justice agencies at the local, state, and federal levels. This is a writing intensive course.

**Prerequisites:** Approval by instructor or Chair; May be repeated

**Offered:** Yearly

**This is a writing intensive course**

**CRIJ 4313 Senior Seminar**

**3 Credit Hours**

This capstone course synthesizes the key factors of the major courses taken during the students' previous years of study. Students prove knowledge of research methods, theory and policy through a term project. This course includes a lecture series providing and allowing students to hear criminal justice professionals address important career related issues. Other seminar

components include interviewing, resume construction, financial security, recognition of job security and professionalism. An exit exam covering undergraduate study in the major will be given.

**Prerequisites:** Approval by Instructor or Chair

**Offered:** Yearly

**This is a writing intensive course**

### **CRIJ 4317 Crime Prevention**

**3 Credit Hours**

This course is designed to review the nature, causation, and extent of personal, business, and property crimes and proven methods and techniques and experimental means of dealing with criminal activity. This course also address as the human and civil resources necessary to engage in an effective and comprehensive crime prevention program. **Prerequisites:** CRIJ 1301

**Offered:** Yearly

### **CRIJ 4318 Probation and Parole**

**3 Credit Hours**

This course is a study of the philosophy, evaluation, and functions of probation and parole. Specific topics include differentiation between probation and parole, the processes involved in the consideration for granting probation and parole and the related conditions. This course also looks closely at how probation and parole are impacted by recidivism (or the effectiveness of probation and parole).

**Prerequisites:** CRIJ 1301

**Offered:** Yearly

## **THE BACHELOR OF ARTS DEGREE IN POLITICAL SCIENCE (PSCI)**

### **Mission**

The curriculum in Political Science is designed to provide knowledge and understanding of the basic concepts of political science, the fundamental theories of the state and its evolution, the national and international political forces and the constitutional system.

The major or minor sequence in Political Science may serve as basic undergraduate preparation for (1) entrance into graduate school, (2) entrance into law school, (3) a career in public service, or (4) the teaching of government, civics, or other related social studies in the public schools.

### **Requirements for a Major in Political Science**

The major in Political Science consists of a minimum of 36 credit hours (in addition to the PSCI 1301 Core requirement) and a maximum of 39 credit hours.

1. The following courses are required: PSCI 1302, 1303, 2304, 2313, 2316, 3316, 3328, 4308, and 4329.
2. The balance of required semester hours must be selected from the list of Political Science electives: PSCI 1300, 2300, 2309, 3310, 3329, 3314, 3317, 3315, 4300, 4319, 4318, 4317, 4307, and ECON 2301 or ECON 2302.
3. A grade of "C" or higher is required in all major courses.



## **Requirements for a Minor in Political Science**

The minor in Political Science consists of 18 credit hours.

1. The following courses are required: PSCI 1302, 1303, and 3317.
2. The balance of the credit hours may be selected from the list of required Political Science electives: PSCI 1300, 2313, 3310, 3329, 3317, 3328, 3315, 4300, 4319, 4318, 4317, 4308, and 4307.
3. A grade of “C” or higher is required in all minor courses.

## A SUGGESTED COURSE SEQUENCE FOR THE POLITICAL SCIENCE MAJOR

			YEAR 1					
FALL			SPRING					
UNIV RAMS ENGL	1201 or 1201 1301	Freshman Orientation	2	ENGL	1302	College Rhetoric and Composition	3	
		Introduction. to College Composition	3	COMM COSC	1315 1300	Public Speaking	3	
MATH	1314	College Algebra	3			Introduction to Computers	3	
PSCI	1301	American Government	3			Fine Arts Core	3	
KINE	1100/1101	Personal Fitness/Sports	1			Language II	3	
Language I			3					
Total Hours			15	Total Hours			15	
			YEAR 2					
FALL			SPRING					
KINE	1304	Dimensions of Health and Wellness	3			Science II	4	
Science I			4			Behavioral Science Core	3	
World Literature I/II or American Literature			3			Political/Social Science	3	
HIST	1301/1302	U.S. History I or II	3	PSCI	2304	Information. Management for Social Sciences	3	
PSCI	1301	Introduction. to Political Science	3	PHIL	2301	Philosophy and Ethics	3	
Total Hours			16	Total Hours			16	
			YEAR 3					
FALL			SPRING					
PSCI	2313	Social. Science Statistics I	3	PSCI	3328	Ancient Political Theory	3	
PSCI	3316	Public Administration	3	PSCI	4308	Modern Political Theory	3	
Diversity Core I			3	Political Science Elective				3
RELI	2302	Comparative Religion	3	Diversity Core II				3
Elective			3	Elective				3
Total Hours			15	Total Hours			15	
			YEAR 4					
FALL			SPRING					
PSCI	2316	Comparative Government	3	Political Science Elective				3
Political Science Elective			3	PSCI	4329	Senior Seminar	3	
Elective			3	Elective				3
Elective			3	Elective				3
Elective			3	Elective				3
Total Hours			15	Total Hours			15	

### COURSES IN POLITICAL SCIENCE (PSCI)

**PSCI 1300 Introduction to Transportation** **3 Credit Hours**  
 This course is a survey of concepts, research methods, career opportunities, institutions and groups involved in the field of transportation studies.  
**Prerequisite:** PSCI 1303 or consent of instructor **Offered:** Fall/Every Three Years

**PSCI 1301 American Government (Federal)** **3 Credit Hours**

A study of the organization, processes, and functions of the Federal government of the United States, emphasizing an analysis of the U.S. Constitution, its origins, development, and interpretation. Other topics include the operation of our representative democracy, civil rights and civil liberties, political parties, and elections. *It is required of all teacher certification candidates.*

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

**PSCI 1302 American Government (State and Local)**

**3 Credit Hours**

This course is a study of the organizational processes and problems of state and local government in our country, with particular emphasis on the government of the State of Texas. The course covers the Texas Constitution, its legislative, executive, and judicial functions, and how policy is formed at the state and local level. *It is required of all teacher certification candidates.*

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

**PSCI 1303 Introduction to Political Science**

**3 Credit Hours**

This course is a study of the evolution of the discipline, contributions of major political thinkers, techniques of political analysis, and career options for students of political science. *This course is required for all Political Science majors.*

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

**PSCI 2300 International Politics**

**3 Credit Hours**

This course is a review of political principles, problems, and factors involved in the foreign policies and relations of nation-states. Particular emphasis is placed on the sources and uses of national power and difficulties in limiting the use of such power.

**Prerequisite:** None

**Offered:** Spring/Every Three Years

**PSCI 2304 Information Management for the Social Sciences**

**3 Credit Hours**

This course focuses on the Internet, intermediate to advanced level applications on electronic spreadsheet, database, graphics, and other modes of presenting ideas and reports. It involves a survey of case applications in public and private organizations, and one hour of lecture and three hours of laboratory work. Same course as SOCI 2304.

**Prerequisite:** COSC 1300

**Offered:** Spring

**PSCI 2313 Social Science Statistics I**

**3 Credit Hours**

This course introduces concepts and methods used in social science statistics and helps students learn how to use statistical tools wisely. *It is required for Psychology and Sociology majors.*

**Prerequisite:** MATH 1314

**Offered:** Fall/Yearly

**PSCI 2316 Comparative Government**

**3 Credit Hours**

This course is a comparative treatment of the governmental and political institutions of selected modern states and of state and local governments of the U.S.

**Prerequisite:** None

**Offered:** Fall/Every Other Year

**PSCI 3310 American Constitutional Law**

**3 Credit Hours**

This course is a study of the origin and development of American constitutional principles, law, and practices; judicial review; and the impact of constitutional law and practice on policy development and execution. Case materials consist of leading constitutional decisions of the U.S. Supreme Court.

**Prerequisite:** None

**Offered:** Fall/Every Other Year

**PSCI 3314 Social Science Statistics II**

**3 Credit Hours**

This course emphasizes advanced quantitative methods needed to perform statistical analysis using microcomputers. Students learn how to use the SPSS/PC+ program to perform statistical analysis.

Emphasis is on analysis of variance (ANOVA) and multiple regression. May be counted as an elective in Psychology.

**Prerequisite: PSCI 2305**

**Offered: Spring/Yearly**

**PSCI 3315 Social Welfare Policy**

**3 Credit Hours**

This course is a survey of the development of selected legislation, such as adoptions, housing, child labor, physical and mental health, and social security, with emphasis on pre-legislative and legislative developments affecting welfare services. Same as SOCI 3315.

**Prerequisite: SOCI 1301 or PSCI 1302  
or CRIJ 1301**

**Offered: Spring (during Legislative Session)**

**PSCI 3316 Public Administration**

**3 Credit Hours**

This course is an examination of all aspects of the art and science of administering governmental agencies: coordination and control, communication, personnel management, public relations, and planning. Comparisons are made with private management.

**Prerequisite: None**

**Offered: Fall/Yearly**

**PSCI 3317 Public Policy**

**3 Credit Hours**

This course emphasizes introductory concepts and analytical techniques in policy analysis as well as the role of various constituents in the policy process.

**Prerequisite: None**

**Offered: Fall/Yearly**

**PSCI 3328 Ancient Political Theory**

**3 Credit Hours**

This course is an examination of the classical foundations of political thought.

**Prerequisite: None**

**Offered: Spring/Yearly**

**PSCI 3329 Urban Politics**

**3 Credit Hours**

This course is an examination of political behavior in urban areas of the United States. It reviews patterns of urban political systems and politics in America's large cities and their relations to and impact on minorities living in the inner city. It emphasizes the strategies and tactics of groups in shaping urban politics and programs.

**Prerequisite: None**

**Offered: Spring/Every Other Year**

**PSCI 4300 Internship/Coop in Political Science**

**3 Credit Hours**

This is an internship experience for Political Science majors. Students work as interns with three options: Legislative Work; Parties, Campaigns and Elections; Governmental Research.

**Prerequisite: PSCI 2305, nine hours upper division  
or instructor approval**

**Offered: As Needed**

**PSCI 4307 Special Topics in Political Science**

**3 Credit Hours**

This course covers specific topics in Political Science, which vary from one semester to the next. Examples of possible topics include, but are not limited to, Technology and World Politics, The Geo-Politics of Energy/Environment, Global Terrorism, and the Politics of Global Narcotics. Students may take the course twice when a different topic is covered. The course is open to upper-level majors and minors or by permission of the instructor.

**Prerequisite: None**

**Offered: As Needed**

**PSCI 4308 Modern Political Theory**

**3 Credit Hours**

This course is a survey of major political philosophers, theorists, periods, and movements. Emphasis is placed on modern ideologies and on the evolution and development of the American political system.

**Prerequisite: None**

**Offered: As Needed**

**PSCI 4317 African Government and Politics**

**3 Credit Hours**

This is a survey course on contemporary government and politics of Sub-Saharan Africa designed to broaden political perspective through exposure to African political culture and to provide historical background from which the student may examine and analyze political trends and ideologies in contemporary Africa.

**Prerequisite: None**

**Offered: Fall/Every Three Years**

**PSCI 4318 Foreign Policy**

**3 Credit Hours**

This course is a study of the principles, problems, and issues involved in the formulation and execution of American foreign policy as well as analysis of current trends in foreign policy.

**Prerequisite: None**

**Offered: Fall/Every Three Years**

**PSCI 4319 Quantitative Methods for the Social Sciences**

**3 Credit Hours**

This course covers introductory concepts, models, and techniques of quantitative analysis designed to facilitate decision making and problem solving for students interested in public management. Topics include project management, simulation, scheduling, and quality control.

**Prerequisite: PSCI 2305**

**Offered: Fall/Every Other Year**

**PSCI 4329 Senior Seminar**

**3 Credit Hours**

This is a capstone course involving a comprehensive review of the discipline including its core competencies. It covers test preparation and test taking techniques and includes a comprehensive departmental examination.

**Prerequisite: Senior status**

**Offered: Spring/Yearly**

## **THE PRE-LAW MINOR**

### **Description and objectives**

In this program students will take an interdisciplinary course of study that will help prepare them to gain admission to, and graduate from, accredited law schools in the United States.

### **Requirements for the Minor in Pre-Law Studies**

A grade of "C" or better is required in all minor courses.

The minor comprises 18 hours of courses beyond the Core Curriculum from the list of courses below:

PSCI 3310 American Constitutional Law

PSCI 3328 Ancient Political Theory

ENGL 3353 Advanced Composition

ENGL 3363 Advanced Rhetoric and Argumentation

ENGL 3393 Introduction to Technical Writing

HIST 1302 U.S. History II

PHIL 2307 Logic

ECON 2301 Principles of Microeconomics

## **COURSES IN THE PRE-LAW MINOR**

### **PSCI 3310 American Constitutional Law 3 Credit Hours**

This course is a study of the origin and development of American constitutional principles, law, and practices; judicial review; and the impact of constitutional law and practice on policy development and execution. Case materials consist of leading constitutional decisions of the U.S. Supreme Court.

**Prerequisite:** None

**Offered:** Fall/Every Other Year

### **PSCI 3328 Ancient Political Theory 3 Credit Hours**

This course is an examination of the classical foundations of political thought.

**Prerequisite:** None

**Offered:** Spring/Yearly

### **ENGL 3353 Advanced Composition 3 Credit Hours**

This is an advanced writing course combining theory and practice of modern research with an examination of modern standard American English that stresses rhetorical and pragmatic approaches to the use of writing conventions and appropriate grammar and usage. Students learn to use the tools of revision, rhetoric, and technology. The difference between first draft writing and writing for publication is stressed.

**Prerequisite:** ENGL 1302 or its equivalent

**Offered:** Fall Yearly

### **ENGL 3363 Advanced Rhetoric and Argumentation 3 Credit Hours**

This course offers a survey of the history of rhetoric from classical to contemporary and the analysis of significant argumentation, particularly law and politics. The study is sensitive to the historical and cultural contexts in which arguments are produced and received and considers how rhetorical theory and practice change over time.

**Prerequisite:** ENGL 1302; **Recommended:** ENGL 3353

**Offered:** Spring Yearly

### **ENGL 3393 Introduction to Technical Writing 3 Credit Hours**

This course helps students gain understanding, experience, and skill in scientific, technical, and business communication. They learn basic theories of scientific and technical writing and explore how to use logic, arrangement, and style in writing for various scientific and technical audiences. Major writing assignments, class discussions, and other coursework introduce students to principles and contexts of specific types of scientific, technical, and professional documents. Genres might include research proposals, research reports, lab reports, professional resumes, and job application letters. Assignments model real-world scientific and professional writing and include team projects and oral presentations. The course reinforces general principles of good writing. Students assess, revise, and edit their own writing. By the end of the course, students should have the ability to write clearly and succinctly on technical subjects.

**Prerequisite:** Completion of the English core curriculum courses;

**Offered:** Yearly

**Recommended:** completion of Advanced Composition

### **HIST 1302 United States History II 3 Credit Hours**

An introduction to United States history from Reconstruction to the present. *It is required of all teacher certification candidates.*

**Prerequisite:** HIST 1301 or Instructor approval

**Offered:** Fall/Spring Yearly

### **PHIL 2307 Logic 3 Credit Hours**

This course rigorously introduces students to central forms of argumentation. The emphasis is on helping students improve oral and written argumentative skills. These skills help students express

themselves in a more efficacious and convincing manner. We discuss three systems of logic: categorical logic, propositional logic, and predicate logic.

**Prerequisite:** ENGL 1301

**Offered:** Once Every Two Years

**ECON 2301 Principles of Microeconomics**

**3 Credit Hours**

An introduction to the basic descriptive, analytical, and policy problems at the microeconomic level. Emphasis is placed on the roles of supply, demand, and price in the allocation of scarce resources.

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

## **THE BACHELOR OF ARTS DEGREE IN PSYCHOLOGY (PSYC)**

### **Mission**

The Psychology curriculum is flexible and may be tailored to meet each student's needs and interests to prepare them for careers and/or advanced study in psychology or other areas of interest.

Psychology is a relevant field of study for many professions and careers in psychology as well as other professions such as social work, counseling, education, medicine and health, business and industry, and law and criminal justice.

### **Requirements for a Major in Psychology**

Students pursuing a major in psychology must complete at least 36 credit hours.

1. 27 required hours consisting of the following:
  - PSYC 2313 or SOCI 2313 Statistics I
  - PSYC 1301 Introduction to Psychology
  - PSYC 2302 Human Growth and Development
  - PSYC 3314 Theories in Psychology
  - PSYC 4308 Counseling Theory and Applications
  - PSYC 4316 Abnormal Psychology
  - PSYC 4319 Field Placement
  - PSYC 4327 Senior Seminar
  - PSYC 3329 or PSYC 3319 Program Evaluation
2. 9 hours of psychology electives are to be taken from the psychology offerings. One course may be substituted for another with the major advisor's approval.
3. A student, who chooses not to select a minor, must also take SOCI 1301 Introduction to Sociology and ENGL 3353 Advanced Composition.

4. Psychology majors must complete a total of 124 hours.
5. A grade of “C” or higher is required in all major courses.

### **Requirements for a Minor in Psychology**

Students pursuing a minor in psychology must complete at least 18 credit hours.

1. The following courses are required for a minor in Psychology:
  - PSYC 1301 Introduction to Psychology
  - PSYC 2302 Human Growth and Development
  - PSYC 3314 Theories in Psychology
  - Nine additional credit hours excluding PSYC 4319 Field Placement
  - Only one of the following courses may be included – PSYC 4300 Independent Research or PSYC 2308 Special Topics in Psychology
  - A grade of “C” or higher is required in all minor courses.



## A SUGGESTED COURSE SEQUENCE FOR THE PSYCHOLOGY MAJOR

YEAR 1							
FALL				SPRING			
UNIV	1201 or	Freshman Seminar	2	ENGL	1302	College Rhetoric and	3
RAMS	1201	Freshman Seminar				Composition	
ENGL	1301	Introduction to College	3	COMM	1315	Public Speaking	3
		Composition		KINE	1304	Health and Wellness	3
MATH	1314	College Algebra	3			Fine Arts Core	3
PSYC	1301	Introduction to Psychology	3			Language II	3
KINE	1100/1101	Personal Fitness/Sports	1				
		Language I	3				
Total Hours			15	Total Hours			15
YEAR 2							
FALL				SPRING			
		Science I	4			Science II	4
PSCI	2305	Social Science Statistics I	3	PSYC	2302	Human Growth and Develop	3
HIST	1301/1302	U.S. History I or II	3	PSCI	1301/1302	U.S. or Texas Government	3
RELI	2302 or	Comparative Religion	3			Diversity Core I	3
PHIL	2301	Philosophy and Ethics				World Literature I, II, or American Literature	3
COSC	1300	Introduction to Computers	3				
Total Hours			16	Total Hours			16
YEAR 3							
FALL				SPRING			
PSYC	3314	Theories in Psychology	3	PSYC	4308	Counseling	3
		Psychology Elective	3			Theory/Application	
		Psychology Elective	3	PSYC/SOCI	3329	Methods in Social	3
		Diversity Core II	3			Research	
		Elective	3			Psychology Elective	3
						Psychology Elective	3
						Elective	3
Total Hours			15	Total Hours			15
YEAR 4							
FALL				SPRING			
PSYC	4319	Field Placement	3	PSYC	4327	Senior Seminar	3
		Psychology Elective	3			Elective	3
		Elective	3			Elective	3
		Elective	3			Elective	3
		Elective	3			Elective	3
		Elective	1			Elective	1
Total Hours			16	Total Hours			16

## COURSES IN PSYCHOLOGY (PSYC)

### PSYC 1301 Introduction to Psychology

**3 Credit Hours**

This is a general survey of the field of psychology with specific coverage of the use of the scientific method in increasing knowledge about psychology, biological explanations of human behavior, and the different basic theoretical perspectives on the description and explanation of human behavior, such as behaviorism, psychoanalysis, cognitive and humanistic psychology. It This course is an eclectic and multicultural approach attempting to understand people through a dynamic interaction of biological, psychological, socio-cultural, and historical factors and balancing principles and

contemporary applications of psychology. This is a fundamental course to prepare students for more advanced study in the social sciences

**Prerequisite:** None

**Offered:** Fall/Yearly

**PSYC 2300 Biopsychosocial Aspects of Racial Disparities**

**3 Credit Hours**

**In Health/Mental Health: Unequal Treatment**

This course surveys the psychological, biological, and social factors associated with racial disparities in health and mental health. The Institute of Medicine's (IOM) historic report *Unequal Treatment: Confronting Racial and Ethnic Disparities in Health Care* will serve as a launching point. This course is presented from the perspective of the reciprocal interactionism model that focuses on how consumer and health system dynamics reciprocally influence each other through a myriad of influencing variables, including culture, race, ethnicity, gender, sexual orientation, religion, income, lifestyle, racism, discrimination, and sexism.

**Prerequisite:** PSYC 1301, PSYC 2313

**Offered:** Every two years

**PSYC 2302 Human Growth and Development**

**3 Credit Hours**

This course examines: physical, cognitive, emotional, language, social, and moral development throughout the entire lifespan of humans, including conception, prenatal, infancy, childhood, adolescence, and adulthood within a socio-cultural environmental perspective; and psychodynamic, behavioral, humanistic, and cognitive theories of development. Same as EDUC 2303.

**Prerequisite:** None

**Offered:** Spring/Every two years

**PSYC 2308 Special Topics in Psychology**

**3 Credit Hours**

This course covers specific topics in the area of Psychology. Topics vary from one semester to the next. Examples of possible topics are: health psychology; survey of the application of psychology to contemporary issues in African America; the psychology of violence; experimental psychology, physiological psychology, history and systems of psychology; etc. It is open to upper-level majors and minors and requires the instructor's approval. Two of these courses can count toward a major degree requirement in psychology and only one of these courses can count toward a minor degree requirement in psychology.

**Prerequisite:** PSYC 1301

**Offered:** Yearly

**PSYC 2310 Addictions**

**3 Credit Hours**

The course examines drug, alcohol, eating, cigarette, sexual and gambling addictions, and the addictive process. Treatment and recovery for addictive individuals will be covered. This course is cross-referenced to Sociology (SOC 2319) and is a support course for the Criminal Justice Program.

*This is a writing intensive course.*

**Prerequisite:** None

**Offered:** Fall/ Every two years

**PSYC 2313 Social Science Statistics I**

**3 Credit Hours**

This course introduces concepts and methods used in social science statistics and helps students learn how to use statistical tools wisely. Same as PSCI 2313/SOC 2313.

**Prerequisite:** MATH 1314

**Offered:** Fall/Yearly

**PSYC 2320 Conflict Resolution**

**3 Credit Hours**

Conflicts often occur when there is a perceived divergence of interest or when there is a belief that individual or group aspirations cannot be met simultaneously. Consequently, interpersonal and inter-group relationships frequently are unsatisfactory, unproductive, and abusive. This course focuses on types of conflicts, forces that escalate conflicts, and models of conflict resolution. This course is cross referenced to Sociology (SOC 2320) and is a support course for the Criminal Justice Program. *This is a writing intensive course.*

**Prerequisite:** None

**Offered:** Spring/ Every two years

**PSYC 3300 Learning and Memory**

**3 Credit Hours**

After covering in detail classical and operant conditioning, this course will address other models of learning (e.g., cognitive learning, social learning). Modern models of memory are addressed, including short-term and long-term memory, and depth of processing models.

**Prerequisite:** PSYC 1301

**Offered:** Every Year

**PSYC 3308 Psychology of the African American Experience**

**3 Credit Hours**

This course covers the unique experiences of African Americans from a perspective that focuses on psychology, including affective, cognitive, and social aspects, but is interdisciplinary in its scope. Topics include: the importance of culture in understanding psychological development; theoretical and methodological considerations necessary in doing research in African American psychology; coping with racism and oppression and other mental health issues; workplace social pathology; cultural competence training; correlates of achievement; and the use of African-centered principles to re-socialize and re-educate African American youth in the new millennium.

**Prerequisite:** None

**Offered:** Every Year

**PSYC 3309 Personality**

**3 Credit Hours**

The course explores the major current and historical theoretical approaches (psychodynamic, trait, behaviorism, and humanism) to the study of the different characteristic patterns of behaving, thinking, and feeling that exist across individuals; the variety of tests and inventories used to assess personality; and their contemporary application.

**Prerequisite:** PSYC 1301

**Offered:** Every two years

**PSYC 3310 Social Psychology**

**3 Credit Hours**

This course surveys theories about the factors that shape individuals' feelings, behaviors, and thoughts in social situations and the use of the scientific method in understanding these factors. A wide range of social, cognitive, environmental, cultural, and biological conditions that shapes the social behavior and thought of individuals is covered.

**Prerequisite:** PSYC 1301 or SOCI 1301

**Offered:** Fall/Every two years

**PSYC 3314 Theories in Psychology**

**3 Credit Hours**

This course is a systematic analysis of the major theoretical perspectives in psychology on behavior, e.g., behavioral, humanistic, cognitive, motivational, and psychodynamic perspectives.

**Prerequisite:** PSYC 1301

**Offered:** Fall/Yearly

**PSYC 3317 Perception and Cognition**

**3 Credit Hours**

The focus of this course is how humans take in and process information about the world around them. It addresses cognitive styles, patterns of thinking, neural bases of thought, and current models of cognitive processing.

**Prerequisite:** PSYC 1301

**Offered:** Fall/Every two years

**PSYC 3319 Program Evaluation**

**3 Credit Hours**

In this course, students learn to apply quantitative and qualitative social science research methods to evaluate the effectiveness of programs and how to use that information for program improvement and strategic planning. It focuses on connecting theory and practice by teaching students how to conduct research based evaluation through hands-on application of theory, research, and statistics to demonstrate effectiveness. Learning how to evaluate programs and organizations is a highly marketable skill which will help prepare students for leadership roles in the workplace; it is an invaluable tool for grant writing and the non-profit sector (may be taken instead of PSYC 3329 research methods).

**Prerequisite:** PSYC 1301, PSYC 2313, and PSYC 3314

**Offered:** Every two years

**PSYC 3320 Educational Psychology and Measurements**

**3 Credit Hours**

This course is a study of the application of scientific knowledge about individual differences, personality development, and the process of learning to the problems of teaching and learning. This course includes the examination of measurement and evaluation of student achievement using standardized tests and informal assessment procedures.

**Prerequisite:** PSYC 1301

**Offered:** Spring/Every two years

**PSYC 3328 Adolescent Psychology**

**3 Credit Hours**

This course is a detailed study of the physical, emotional, and intellectual development of adolescents.

**Prerequisite:** PSYC 1301

**Offered:** Spring/Every two years

**PSYC 3329 Methods in Social Research**

**3 Credit Hours**

This course presents the application of scientific methods of investigation in the social and behavioral sciences. Same as CRIJ 3329 and SOCI 3329.

**Prerequisite:** PSYC 1301 or SOCI 1301

**Offered:** Spring/Yearly

**PSYC 4300 Independent Research**

**3 Credit Hours**

The purpose of this course is to encourage Psychology majors and the Psychology faculty to collaborate in hands-on research. Students will receive three hours credit for undertaking research with a faculty member. The question being addressed by the research need not be original with the student, but the student must play a significant role in the conduct of the research. The student and faculty member decide what that role will be. \*A student can take only one of these courses and the professor's approval is required.

**Prerequisite:** PSYC 1301, PSCI 2305, PSYC 3329 or SOCI 3329, and two other PSYC courses

**Offered:** As Needed

**PSYC 4308 Counseling Theory and Application**

**3 Credit Hours**

This course covers counseling theory and how it is applied, including the different models of psychotherapy.

**Prerequisite:** PSYC 1301 or SOCI 1301

**Offered:** Every Year

**PSYC 4316 Abnormal Psychology**

**3 Credit Hours**

This course covers historical and current approaches to mental abnormality and how psychologists use these approaches to diagnose and treat patients. The schizophrenias, mood, anxiety, somatoform, dissociative, personality, and sexual and gender disorders and the different models of psychotherapy are examined.

**Prerequisite:** PSYC 1301

**Offered:** Fall/Every two years

**PSYC 4319 Field Placement**

**3 Credit Hours**

This course provides pre-graduation exposure to the real-world setting in which psychologists are employed. Students work 12-15 hours per week toward a minimum of 156 hours in the field. Students must have at least second semester junior standing and the approval of the professor.

**Prerequisite:** PSYC 1301, PSCI 2305, PSYC 3329, and four other PSYC courses

**Offered:** Fall/Every Year

**PSYC 4327 Senior Seminar**

**3 Credit Hours**

This is a capstone course that provides students with a comprehensive review of the discipline of psychology, including the development of a senior thesis project that demonstrates their accomplishments. Each of the following must be passed at 70% or better to pass this course and graduate in psychology: the comprehensive exam over the field of psychology, the thesis project, and

the average of other class content. Students must have completed at least 33 hours in psychology and have last semester senior standing or permission from the professor.

**Prerequisite: 24 hours in Psychology**

**Offered: Spring/Every Year**

## **THE BACHELOR OF ARTS DEGREE IN SOCIOLOGY (SOCI)**

### **Mission Statement**

Provide broad knowledge and understanding of the organization, institutions, culture, and processes of society.

The curriculum in the field of Sociology is designed to:

1. Make clear the interrelatedness of Sociology and other social disciplines.
2. Provide the viewpoints and tools essential for significant, systematic study and interpretation of social problems.
3. Prepare students for advanced study in graduate and professional institutions and for work.
4. Incorporate technology into the discipline.
5. Help students master the nine core competencies.

### **Requirements for a Major in Sociology**

A student majoring in Sociology must complete 36 credit hours.

1. Twenty-four of these hours must be: SOCI 1301, *Introduction to Sociology*; SOCI 2313, *Social Science Statistics I*; SOCI 3312, *Social Theory*; SOCI 3329, *Methods in Social Research*; SOCI 3316, *Interventive Methods of Social Work*; SOCI 4327, *Senior Seminar*; SOC 4328, *Field Experience*; and SOC 2304, *Information Management for the Social Sciences*. SOCI 1301 is a prerequisite for other courses unless otherwise noted.
2. 12 additional credit hours are to be taken from the Sociology offerings.
3. A student without a minor must also take PSYC 1301 and two 3000 level English writing courses and receive a "C" or above in each course (total of nine hours).
4. Students wishing to emphasize Social Welfare Studies should include in their program the social welfare sequence: SOCI 2300, 3319, 3318, 3315, 3316, and 4328.
5. All majors must complete a professional portfolio and pass a comprehensive Sociology exam at 75% or better.
6. Sociology majors must complete a total of 122 hours.
7. A grade of "C" or higher is required in all major courses.

### **Requirements for a Minor in Sociology**

A student who minors in Sociology is required to complete 21 credit hours.

1. Required courses are SOCI 1301 and SOCI 3316.
2. 15 additional hours.

3. SOCI 1301 is a prerequisite for other courses unless otherwise noted.
4. A grade of "C" or higher is required in all minor courses.

### SUGGESTED COURSE SEQUENCE FOR THE SOCIOLOGY MAJOR

YEAR 1							
FALL				SPRING			
UNIV	1201 or	Freshman Seminar	2	ENGL	1302	College Rhetoric and	3
RAMS	1201	Freshman Seminar				Composition	
ENGL	1301	Introduction to College	3	COMM	1315	Public Speaking	3
		Composition		KINE	1304	Dimensions of Health and	3
MATH	1314	College Algebra	3			Wellness	
KINE	1100/1101	Personal Fitness/Sports	1		Fine Arts Core		3
		Language I	3		Language II		3
SOCI	1301	Introduction to Sociology	3				
Total Hours			15	Total Hours			15
YEAR 2							
FALL				SPRING			
		Science I	4			Science II	4
SOCI	2313	Social Science Statistics I	3	PSCI	3304	Information Management for	3
SOCI	2300	Contemporary Social Problems	3			the Social Sciences	
HIST	1301/1302	U.S. History I or II	3			Sociology Elective	3
COSC	1300	Introduction to Computers	3			Elective	3
						Literature	3
Total Hours			16	Total Hours			16
YEAR 3							
FALL				SPRING			
PHIL	2301 or	Philosophy and Ethics		SOCI	3329	Methods in Social Research	3
RELI	2302	Comparative Religion	3			Diversity Core I	3
SOCI	3312	Social Theory	3			Sociology Elective	3
SOCI	3316	Methods in Social Work	3			Minor or	3
		Sociology Elective or Minor	3			3000 Level Writing	
		3000 Level Writing	3			Elective or minor	3
Total Hours			15	Total Hours			15
YEAR 4							
FALL				SPRING			
		Elective Sociology	3	SOCI	4327	Senior Seminar	3
		Elective or minor or Introduction Psychology	3	SOCI	4328	Field Experience	3
		Diversity Core II	3			Elective	3
		Elective	3			Elective	3
		Elective	3			Elective	3
Total Hours			15	Total Hours			15

**\*Note:** Two required English courses and Introduction to Psychology will substitute for 9 hours of electives if student does not have a minor. Those having a minor will substitute minor courses for some of the elective courses.

### COURSES IN SOCIOLOGY (SOCI)

#### **SOCI 1301 Introduction to Sociology**

**3 Credit Hours**

This course is a preliminary survey of the field of Sociology. It introduces students to concepts, research areas, and precepts in Sociology. Portfolios will be developed.

**Prerequisite:** None

**Offered:** Fall/Yearly

**SOCI 2300 Contemporary Social Problems****3 Credit Hours**

This course is a study of contemporary social issues, problems, and trends in the United States and a cursory examination of world problems. Basic social institutions in crisis (family, education, religion, government, economics, etc.) are examined.

**Prerequisite:** None**Offered:** Spring/Yearly**SOCI 2304 Information Management for the Social Sciences****3 Credit Hours**

This course focuses on the internet, intermediate to advanced level applications on electronic spreadsheet, database, graphics, and other modes of presenting ideas and reports. It involves a survey of case applications in public and private organizations, one hour of lecture and three hours of laboratory work per week. Same as PSCI 2304

**Prerequisite:** CIS 103**Offered:** Spring/Yearly**SOCI 2309 Special Topics****3 Credit Hours**

The topic will vary, allowing for the expertise of professors and the emerging information in the field. It can be taught either semester. Examples are: Collective Behavior, Cultural Anthropology, and Gangs. Students may only take a total of two special topics selected from SOCI 2309 or SOCI 4308.

**Prerequisite:** May vary depending upon the course**Offered:** As Needed**This is a writing intensive course****SOCI 2313 Social Science Statistics I****3 Credit Hours**

This course introduces concepts and methods used in social science statistics and helps students learn how to use statistical tools wisely. Same as PSCI 2313/PSYC 2313

**Prerequisite:** MATH 1314**Offered:** Fall/Yearly**SOCI 2319 Addictions****3 Credit Hours**

The course examines drug, alcohol, eating, cigarette, sexual and gambling addictions, and the addictive process. Treatment and recovery for addictive individuals will be covered. This course is cross referenced to Psychology and is a support course for the Criminal Justice Program. Same as PSYC 2320. *This is a writing intensive course.*

**Prerequisite:** None**Offered:** Spring/ Every two years**SOCI 2320 Conflict Resolution****3 Credit Hours**

Conflicts often occur when there is a perceived divergence of interest or when there is a belief that individual or group aspirations cannot be met simultaneously. Consequently, interpersonal and inter-group relationships frequently are unsatisfactory, unproductive, and abusive. This course will focus on types of conflicts, forces that escalate conflicts, and models of conflict resolution. This course is crossed referenced to Psychology and is a support course for Criminal Justice Program. Same as PSYC 2320. *This is a writing intensive course.*

**Prerequisite:** None**Offered:** Spring/ Every two years**SOCI 2329 Human Sexuality****3 Credit Hours**

Human reproduction, birth control, and sexually transmitted diseases are among the topics discussed. The development of sex roles and the cultural impact on sexual relationships are introduced. Students are allowed to explore any issue related to human sexuality. A research paper is required.

**Prerequisite:** None**Offered:** Spring/Yearly**SOCI 2336 Criminology****3 Credit Hours**

This course is a critical examination of criminal behavior as an aspect of social deviation, including theories of criminality, causes, and treatment.

**Prerequisite: None**

**Offered: Fall/Every two years**

**SOCI 3310 Social Psychology**

**3 Credit Hours**

This course surveys theories about the factors that shape individuals' feelings, behaviors, and thoughts in social situations and the use of the scientific method in understanding these factors. The wide range of social, cognitive, environmental, cultural, and biological conditions that shape the social behavior and thought of individuals will be covered. Same as PSYC 3310.

**Prerequisite: SOCI 1301 or PSYC 1301**

**Offered: Fall/Every two years**

**SOCI 3312 Social Theory**

**3 Credit Hours**

This course is a systematic analysis of the development of concepts and theories of Sociology, with extensive readings from outstanding writers, with an emphasis on the relationship of social theory to political, social, and economic backgrounds.

**Prerequisite: SOCI 1301 or SOCI 2300 or CRIJ 1301**

**Offered: Fall/ Every two years**

**SOCI 3314 Social Science Statistics II**

**3 Credit Hours**

This course emphasizes advanced quantitative methods needed to perform statistical analysis using microcomputers. Students learn how to use SPSS/PC+ program to perform statistical analysis. Emphasis is on analysis of variance (ANOVA) and multiple regressions. Same as PSCI 3314

**Prerequisites: PSCI 2313, PSYC 2313, SOCI 2313**

**Offered: Spring/yearly**

**SOCI 3315 Social Welfare Policy**

**3 Credit Hours**

This course is a survey of the development of selected legislation, such as adoptions, housing, child labor, physical and mental health, and social security, with emphasis on pre-legislative and legislative developments affecting welfare services. Same as PSCI 3315.

**Prerequisite: SOCI 1301 or PSCI 1302 or CRIJ 1301**

**Offered: Spring (during Legislative Session)**

**SOCI 3316 Interventive Methods in Social Work**

**3 Credit Hours**

This course is a study of techniques used by the professional social worker, emphasizing methods of working with individuals, groups, and communities. Writing, interviewing, listening, and problem assessment skills are emphasized. Case assessment and record keeping are stressed. *This is a writing intensive course*

**Prerequisite: SOCI 1301 or SOCI 2300 or PSYC 1301 or CRIJ 1301**

**Offered: Fall/Yearly**

**SOCI 3318 Marriage and the Family**

**3 Credit Hours**

This course examines relationships within traditional and non-traditional marriages. Families are analyzed cross-culturally according to their form, structure, and life-cycle. Family violence will be examined. It is a support course for the Criminal Justice Program. *Writing intensive course.*

**Prerequisite: Sophomore Standing**

**Offered: Fall/Every two years**

**SOCI 3319 Minority Group Relations**

**3 Credit Hours**

This course will focus primarily on race, gender, class and sexuality and the interrelated systems of inequality based in social relationships of power and control. It will examine the privileged positions of those with power and control and the oppressions that harm and restrict others. A conceptual framework will be used to understand and recognize dimensions of privilege and oppression and how these processes are manifested within interpersonal and institutional relationships. *This is a writing intensive course and meets a diversity requirement.*

**Prerequisite: None**

**Offered: Spring/Every two years**



**SOCI 3320 Victimology****3 Credit Hours**

This course examines the wide range of victimization experiences from the perspective of the victim, families and society. Discussions will center on the historic plight of crime victims, problems and dilemmas faced by crime victims, relationship between offenders and victims, victim's rights, victim justice, attitudes toward victimization and the emergence of the victim's role in the criminal justice process. Students are to learn and be able to apply theoretical and/or practical responses to issues involving victimization and victim assistance programs. Crimes that may be studied include workplace violence, corporate crime, robbery, burglary, assault, rape, stalking, domestic violence, homicide, suicide, elderly abuse and child sexual abuse and exploitation. *This is a writing intensive course.*

**Prerequisite:** SOCI 1301 or SOCI 2300 or CRIJ 1301 or PSYC 1301

**Offered:** Fall/ Every two years

**SOCI 3329 Methods in Social Research****3 Credit Hours**

This course presents the application of scientific methods of investigation in the social and behavioral sciences. Same as CRIJ 3329, PSYC 3329

**Prerequisites:** SOCI 2313 and SOCI 1301 or PSYC 1301

**Offered:** Spring/Yearly

**SOCI 4300 Social Change****3 Credit Hours**

This course examines the state of society: what it is, how it works, and how it changes. It includes studies of the progress, problems, and prospects of contemporary society; trends and the dynamics of world development. Attention is also given to individual reactions to social change.

*This is a writing intensive course.*

**Prerequisite:** Junior Status

**Offered:** Every Other Year

**SOCI 4308 Special Topics in Sociology****3 Credit Hours**

This course covers specific topics in the area of Sociology which vary from one semester to the next. Examples of possible topics are: gender issues, urban sociology, homelessness, population problems, the sociology of poverty, and sociology of the arts. Topics are not restricted to those listed. Students may take the course twice when a different topic is covered. Open to upper-level majors and minors or by permission of the instructor. *This is a writing intensive course.*

**Prerequisite:** May vary depending upon the course

**Offered:** As Needed

**SOCI 4309 The Community****3 Credit Hours**

This course is a study of the physical, social, psychological, and institutional characteristics of communities in the United States. Problems in the community are stressed. *This is a writing intensive course.*

**Prerequisite:** SOCI 1301 and three additional hours in Sociology

**Offered:** As needed

**SOCI 4327 Senior Seminar****3 Credit Hours**

As a capstone course, students will engage in a comprehensive review of the discipline of Sociology and the core competencies they were to have mastered. Students will contact graduate schools and potential employers, as well as develop a comprehensive portfolio that demonstrates their accomplishments, take a practice GRE, LSAT, or MCAT, and pass the Sociology comprehensive exam with a score of 75% or above. *This is a writing intensive course.*

**Prerequisite:** 24 hours in Sociology

**Offered:** Spring/Yearly

**SOCI 4328 Field Experience****3 Credit Hours**

The focus is on the translation and extension of social work knowledge in professionally supervised practice with individuals, groups, and/or communities in public or private organizations. Students work 12 hours per week and a minimum of 156 hours total in the field. Students must have junior or

senior standing and the approval of the professor. The agency supervisor MUST evaluate the student. The course can be repeated once at a different placement for Sociology credit.

**Prerequisites:** SOCI 1301, SOCI 3316 and two other Sociology courses

**Offered:** Spring /Yearly

## DEPARTMENT OF EDUCATOR PREPARATION (EDUC)

### Mission

The Educator Preparation Program at Huston-Tillotson University is framed within a social justice perspective that enhances educator candidate's ability to apply research-based pedagogy in a wide range of educational settings.

To fulfill this mission, the educator candidates engage in field-based experiences with diverse populations through collegial relationships, reciprocal dialogue, and authentic practices. HT educator candidates emerge as professionals with the competence and commitment to participate in and contribute to a complex and changing society. This program is committed to ethics and excellence in teaching, research, and service.

### General Information

Graduates from this program receive an a degree in Teacher Education with an interdisciplinary focus or a specific academic concentration (e.g. Math, History, and Music). Every educator candidate must complete a bachelor's degree with an academic major or interdisciplinary academic major as well as the Professional Development sequence of educator preparation courses. After admission into the Educator Preparation Program, students complete the Professional Development Sequence of courses. Candidates who fulfill degree requirements are designated **Program Completers**.

Huston-Tillotson University has approval from the State Board for Educator Certification to prepare candidates for teacher certification in the following areas:

### DEGREES OFFERED

Academic Major	Degree	Educator Certificate	Grade Level
Teacher Education	BA	EC-6 Generalist	EC-6
Teacher Education	BA	Special Education	EC-12
Teacher Education	BA	Technology Applications	8-12
Mathematics	BA	Mathematics	4-8
Mathematics	BS	Mathematics	8-12
Biology	BA	Life Science	8-12
Computer Science	BA	Computer Science	8-12
Chemistry	BS	Physical Science	8-12

English	BA	English, Language Arts & Reading	8-12
History	BA	History	8-12
Kinesiology	BA	Physical Education	EC-12
Music	BA	Music	EC-12

## GENERAL PROGRAM REQUIREMENTS

Students seeking admission to the Educator Preparation Program are encouraged to inform their advisor of the intent to become a certified teacher and declare a major early in their college career. The academic advisors, with guidance from the Educator Preparation Program faculty, work with students to ensure the curriculum sequence outlined supports the requirements for certification. **Declaration of an academic major associated with teacher education is not equivalent to admission into the Educator Preparation Program.** Prospective candidates must follow the admission and certification process.

### I. Admission to the Educator Preparation Program

Students seeking teacher certification must submit an *Educator Preparation Application for Admission* during the 2<sup>nd</sup> semester of the sophomore year or during enrollment in EDUC 1301 Orientation to the Teaching Profession. Following review of the application, students and the academic department advisor will receive written notification of admission or recommendations to correct deficiencies prior to re-applying. The following criteria must be satisfied for admission to the Educator Preparation Program.

**NOTE:** Admission to the Educator Preparation Program is required before enrollment in EDUC 3303 The Student and Teacher in a Multicultural Society, EDUC 3365 K-12 TEKS Curriculum, and EDUC 4306 Assessment and Instructional Management.

- A. Junior status – 60 college credit hours that include a grade of “C” or better in the following courses:
  - a. 12 hours in subject-specific content/academic major area
  - b. Enrollment or completion of EDUC 1301 Introduction to the Teaching Profession
  - c. College Algebra or higher math course
  - d. English I and English II
  - e. 3 hours of U.S. History I or U.S. History II
  - f. 3 hours of Texas or Federal Government
- B. A cumulative Huston-Tillotson grade point average (GPA) of 2.5 or higher
- C. Proof of membership in an affiliate teacher organization (i.e., TCTE, ATPE, or TMA)

### II. Educator Certification Professional Development Sequence

Field based experiences during regular K-12 school hours are required for the professional development sequence. Therefore, students must provide a current criminal history record and proof of educational liability insurance.

**Note: Criminal History Search:** Prior to an educator candidate beginning a field experience, the school district has the right to conduct a criminal history check on the candidate. Signing the *Acknowledgement of Criminal Search Requirements* form represents acknowledgement and understanding of this policy and its implications.

Course #	Professional Development Course	SCH	Field Based Hours
EDUC 1301	Introduction to the Teaching Profession*	3	16
EDUC 2302	Technology Applications in Ed*	3	5
EDUC 3303	Teacher and Student in Multicultural Society	3	25
EDUC 3365	K-12 TEKS Curriculum and Exam Prep	3	25
EDUC 4306	Assessment and Instructional Management	3	25
EDUC 4307	Student Teaching Seminar	3	
EDUC 4907	Student Teaching – Field (12 weeks)	9	
SEDL 2301	Survey of Exceptional Learners*	3	5
RDNG 3312 or RDNG 3321	Reading in the Content Area, Grades 4-12 or Language Arts Across the Curriculum*	3	

\*May be taken prior to acceptance to the program

### III. Student Teaching Placement

Acceptance into the Educator Preparation Program does not guarantee a student teaching assignment. The semester prior to student teaching placement, the student must submit the *Educator Preparation Candidate Application for Final Admission* and the *Student Teaching Assignment Request* form with documentation of:

- A. Cumulative 2.50 GPA
- B. A grade of “C” or better in all required EDUC, RDNG, SEDL courses
- C. A grade of “C” or better in all required major courses, as designated on degree plan
- D. Complete Professional Development sequence of courses
- E. No more than 18 remaining Semester Credit Hours (SCH) including student teaching
- F. Enroll in no more than three (3) additional SCH during student teaching
- G. Finalize professional portfolio
- H. Demonstrate readiness to pass TExES
- I. Membership in a professional educational organization (i.e., TCTE, ATPE, or TMA)
- J. Approval through interview with the Educator Preparation Program Committee (EPPC)

#### Student Teaching Assignment Request Deadline

Fall assignment March 1

Spring assignment September 15

### **Application for Teacher Certification**

A student must be designated as a ***program completer*** and pass all state required certification exams before the HT Certification Officer can recommend the student for educator certification in Texas. Requirements for **program completers** are:

- A. Cumulative HT grade point average (GPA) of 2.5 or higher
- B. Completed student teaching with a grade of “C” or better
- C. Degree conferred from Huston-Tillotson University

### **Requirements for Teacher Certification**

- A. Register online with State Board for Educator Certification (SBEC)
- B. Pass Pedagogy and Professional Responsibilities TExES
- C. Pass applicable content TExES
- D. Apply for certification with the State

**Note:** The HT Certification Officer may request Program Completers who have not attained certification within one year after graduation to return to campus for additional preparation.

## **IV. Cause for Probation and/or Dismissal from Educator Preparation Program**

Graduates of the Huston-Tillotson Educator Preparation Program are expected to demonstrate the knowledge, skills, and dispositions essential to a beginning professional educator. If a student falls below minimum standards of performance after being accepted into the program, the student may be placed on probation and/or dismissed from the program. Probation can be administered by any full-time educator preparation faculty member, with documentation submitted to the Department Chair of Educator Preparation. Dismissal and re-admittance to the program requires a recommendation from a full-time educator preparation faculty member and a majority vote from all members of the Educator Preparation Committee. Dismissal from the program can result from repeated or egregious violations of the program’s standards of performance. Listed below are the minimum standards of performance expected of every educator preparation candidate.

- A. Maintain a minimum 2.50 cumulative grade point average (GPA).
- B. Adhere to the Texas Education Agency’s Code of Ethics (TAC Title 19, Part 7, Chapter 247)
- C. Adhere to HT Student Code of Conduct

## **Educator Preparation Professional Development Benchmarks**

- A. Maintain a minimum 2.50 cumulative GPA
- B. Complete pre-admission assessments (EDUC 1301)
- C. Submit *Educator Preparation Candidate Application for Admission* during the second semester of the sophomore year
- D. Complete Professional Development sequence of courses
- E. Finalize professional portfolio
- F. Submit *Educator Preparation Candidate Application for Final Admission*
- G. Submit *Student Teaching Assignment Request* the semester before expected placement

- Fall assignment March 1
- Spring assignment September 15
- H. Complete student teaching
- I. Pass Pedagogy and Professional Responsibilities TExES and applicable certification area TExES
- J. Seek/obtain a teaching position
- K. Complete Educator Preparation Exit Interview with advisor.

## **DEGREE REQUIREMENTS**

### **Educator Preparation Major – EC-6 Certification**

Degree course requirements:

- Satisfy science I core requirement with BIOL 1408 or 2406
- Satisfy science II core requirement with PHYS 1415
- Satisfy behavioral science core requirement with EDUC 2303
- Earn a Grade of “C” or better in all of the following courses.
  - ENGL 2306 Literature for Children and Adolescents
  - EDUC 3311 Creative Arts, Music, and Movement
  - EDUC 2305 Teaching Learners of Diverse Cultures
  - EDUC 3363 Social Studies for Teachers, Grades K-8
  - MATH 1350 Fundamental Concepts of Math for Elementary Education I
  - MATH 1351 Fundamental Concepts of Math for Elementary Education II
  - BIOL 3301 Science Knowledge and Skills in Elementary Schools
  - Additional four credit hours of biology from BIOL 1408 or BIOL 2406 or BIOL 2431
  - RDNG 3311 Fundamentals of Literacy Instruction, EC-6
  - RDNG 4322 Diagnostic and Corrective Reading
  - Six hours of electives chosen from: KINE 1331, RDNG, SEDL, BIOL, HIST, Upper Division Math, Upper Division English
- Professional Development Courses (Grade of “C” or better): EDUC 1301, 2301, 2302, 3303, 3365, 4306, 4307, 4907, SEDL 2301, RDNG 3312 or 3321

### **Educator Preparation Major – Special Education Certification**

Degree course requirements:

- Satisfy behavioral science core requirement with EDUC 2303
- Earn a Grade of “C” or better in all of the following courses.
  - SEDL 2301 Survey of Exceptional Learners
  - SEDL 3312 Physical Activities for Learners with Special Needs
  - SEDL 3322 Assessment and Programming of Exceptional Learners
  - SEDL 3323 Curriculum for Exceptional Learners
  - SEDL 3314 Behavior Management of Exceptional Learners
  - SEDL 3304 Observation in Special Education
  - SEDL 4322 Diagnostic and Corrective Reading
  - EDUC 2305 Teaching Learners of Diverse Cultures
  - EDUC 3311 Creative Arts, Music, and Movement

- RDNG 3311 Fundamentals of Literacy Instruction, EC-6
- MATH 1350 Fundamental Concepts of Math for Elementary Education I
- MATH 1351 Fundamental Concepts of Math for Elementary Education II
- Professional Development Courses (grade of –C– or better): EDUC 1301, 2301, 2302, 3303, 3365, 4306, 4307, 4907, SEDL 2301, RDNG 3312 or 3321

### **Educator Preparation Major – Technology Applications Certification**

Degree course requirements:

- Earn a grade of –C– or better in all of the following courses:
  - COSC 1300 Introduction to Computers
  - COSC 1312 Programming Foundations I
  - COSC 1324 Website Design and Maintenance
  - COSC 1327 Advanced Applications
  - COSC 2365 Introduction to Multimedia
  - COSC 4366 Computer Graphics
  - EDUC 3324 Video Foundations
  - COMM 3322 Visual Storytelling
  - ENGL 3393 Introduction to Technical Writing
- Additional 12 upper division credit hours selected from ENGL/COSC
- Professional Development Courses (grade of –C– or better): EDUC 1301, 2302, 3303, 2301, 3365, 4306, 4307, 4907, SEDL 2301, RDNG 3312 or 3321

### **Educator Preparation Major – Learning Specialist (Non-completer)**

Degree requirements:

- 120 total SCH
  - 30 credit hours from EDUC, RDNG, and SEDL courses
 At least 21 of the 30 SCH must be upper division.

Learning Specialist majors may not enroll in EDUC 4907 Student Teaching; does not meet program completer requirements; and is not eligible for recommendation for certification.

**NOTE:** *This degree designation applies to students whose Academic Major is Interdisciplinary Studies (EC-6, Special Education EC-12, or Technology Applications 8-12) **and** have been admitted to the Educator Preparation Program **but** subsequently elect not to complete student teaching. Students seeking certification in academic subjects (Math, History, Music, etc.) should consult advisors in the respective academic areas to determine graduation requirements.*

**SUGGESTED COURSE SEQUENCE**  
**EDUCATOR PREPARATION MAJOR TOTAL HOURS – 120**  
**COURSE SEQUENCE LEADS TO AN EC-6**  
**GENERALIST CERTIFICATE**

YEAR 1							
FALL				SPRING			
UNIV	1201 or	Freshman Seminar	2	COMM	1315	Public Speaking	3
RAMS	1201			HIST	1301	US History I or II	3
COSC	1300	Introduction to Computers	3		or 1302		
MATH	1314	College Algebra	3	EDUC	1301	Introduction to Teaching Profession	3
ENGL	1301	Introduction to College Composition	3	ENGL	1302	College Rhetoric and Composition	3
KINE		Physical Education	1	PSCI	1301/	American Government: Federal or	3
KINE	1304	Health and Wellness	3		1302	State	
Total Hours			15	Total Hours			15
YEAR 2							
FALL				SPRING			
Language I			3	Language II			3
BIOL	Science I (BIOL 1408 or 2406)		4	PHYS	1415	Science II (Physical Science)	4
ENGL	2331	World Literature	3	EDUC	2302	Technology Application in Education	3
RELI	2302	Ethics or Religion Core	3				
	Fine Arts Core		3	EDUC	2303	Education Psychology and Human Growth	3
				EDUC	2305	Teaching Learners of Diverse Cultures	3
Total Hours			16	Total Hours			16
YEAR 3							
FALL				SPRING			
SEDL	2301	Survey of Exceptional Learners	3	EDUC	3303	Teacher and Student in a Multicultural Society	3
EDUC	3311	Creative Arts, Music, and Movement	3	EDUC	3363	Social Studies for Teachers	3
RDNG	3311	Fundamentals of Literacy Instruction	3	RDNG		RDNG 3312 OR RDNG 3321	3
MATH	1350	Fundamental Concepts of Math for Elementary Education I	3	MATH	1315	Fundamental Concepts of Math for Elementary Education II	3
BIOL	1408 or 2406 or 2431		4	BIOL	3301	Science Knowledge and Skills in Elementary Schools	3
Total Hours			16	Total Hours			15
YEAR 4							
FALL				SPRING			
EDUC	3365	K-12 TEKS Curriculum Exam Preparation	3	EDUC	4907	Student Teaching – Field	9
EDUC	4306	Assessment and Instructional Management	3	EDUC	4307	Student Teaching – Seminar	3
ENGL	2306	Literature for Children and Adolescents	3				
RDNG	4322	Diagnostic and Corrective Reading	3				
Approved Elective			3				
Total Hours			15	Total Hours			12



**SUGGESTED COURSE SEQUENCE**  
**EDUCATOR PREPARATION MAJOR TOTAL HOURS – 122**  
**COURSE SEQUENCE LEADS TO AN EC-12 SPECIAL EDUCATION**  
**CERTIFICATE**  
**Special Education Degree Plan**

YEAR 1							
FALL				SPRING			
UNIV RAMS	1201 or 1201	Freshman Seminar	2	ENGL	2331	World Literature	3
KINE	1304	Health and Wellness	3	ENGL	1302	College Rhetoric and Composition	3
COSC	1300	Introduction to Computers	3	COMM	1315	Public Speaking	3
MATH	1314	Algebra	3	EDUC	1301	Introduction to the Teaching Profession	3
ENGL	1301	Introduction to College Composition	3	PSCI	1301 or 1302	American Government: Federal or State	3
KINE		Physical Education	1				
Total Hours			15	Total Hours			15
YEAR 2							
FALL				SPRING			
HIST	1301/1302	US History I or II	3	RELI	2302	Ethics or Religion Core	3
Language I			3	PHIL	or 2301		
Science I			4	Language II			3
EDUC	2302	Technology Application in Education	3	Science II			4
SEDL	2301	Survey of Exceptional Learners	3	EDUC	2303	Educational Psychology and Human Development	3
				Elective		Fine Arts	3
Total Hours			16	Total Hours			16
YEAR 3							
FALL				SPRING			
SEDL	3314	Behavior Management of Exceptional Learners	3	EDUC	3303	Teacher and Student in a Multicultural Society	3
EDUC	2305	Teaching Learners of Diverse Cultures	3	SEDL	3323	Curriculum for Except Learner	3
RDNG	3311	Fundamentals of Literacy Instruction	3	SEDL	3312	Physical Activities for Learners with Special Needs	3
		Fundamental Concepts of Math for Elementary Education I	3	RDNG	3312	Reading in the Content Area	3
MATH	1350	Math for Elementary Education I	3	MATH	1351	Fundamental Concepts of Math for Elementary Education II	3
EDUC	3311	Creative Arts, Music, and Movement	3				
Total Hours			15	Total Hours			15
YEAR 4							
FALL				SPRING			
EDUC	3365	K-12 TEKS Curriculum Exam Preparation	3	EDUC	4907	Student Teaching – Field	9
EDUC	4306	Assessment and Instructional Management	3	EDUC	4307	Student Teaching – Seminar	3
SEDL	3304	Observation in Special Education	3	SEDL	3322	Assessment and Programming for the Exceptional Learner	3
SEDL	4322	Diagnostic and Corrective Reading	3				
Elective			3				
Total Hours			15	Total Hours			15

**BACHELOR OF ARTS**  
**EDUCATOR PREPARATION MAJOR TOTAL HOURS – 122**  
**COURSE SEQUENCE LEADS TO AN 8-12 TECHNOLOGY**  
**APPLICATIONS CERTIFICATE**

YEAR 1							
FALL				SPRING			
UNIV RAMS	1201/1201	Freshman Seminar	2	EDUC	1301	Introduction to the Teaching Profession	3
KINE	1304	Health and Wellness	3	COMM	1315	Public Speaking	3
COSC	1300	Introduction to Computers	3	ENGL	1302	College Rhetoric and Composition	3
ENGL	1301	Introduction to College	3				
MATH	1314	Algebra	3	Elective		Fine Arts	3
		Composition		PSCI	1301	American Government: Federal	3
Elective		Physical Education	1		or 1302	or State	
Total Hours			15	Total Hours			15
YEAR 2							
FALL				SPRING			
HIST	1301/1302	US History I or II	3	RELI PHIL	2302 or 2301	Ethics or Religion Core	3
Language I			3	Language II			3
Science I			4	Science II			4
ENGL	2331	World Literature	3	Behavioral Science			3
COSC	1324	Website Design and Maintenance	3	COSC	1300	Programming Found I	3
Total Hours			16	Total Hours			16
YEAR 3							
FALL				SPRING			
EDUC	2302	Technology Application in Education	3	EDUC	3324	Video Foundations	3
SEDL	2301	Survey of Exceptional Learners	3	EDUC	3303	Teacher and Student in a Multicultural Society	3
RDNG	3312	Reading in the Content Area	3	COSC	1327	Advanced Applications	3
COSC	2365	Introduction to Multimedia	3	COMM	3322	Visual Storytelling	3
Elective	upper division	ENGL/COSC	3	ENGL	3393	Introduction to Technical Writing	3
Total Hours			15	Total Hours			15
YEAR 4							
FALL				SPRING			
COSC	4366	Computer Graphics	3	EDUC	4907	Student Teaching – Field	9
EDUC	3365	K-12 TEKS Curriculum Exam Preparation	3	EDUC	4307	Student Teaching – Seminar	3
EDUC	4306	Assessment and Instructional Management	3	Elective		Upper Division	3
Elective	upper division	ENGL/COSC	3				
Elective	upper division	ENGL/COSC	3				
Total Hours			15	Total Hours			15

**COURSES IN EDUCATOR PREPARATION (EDUC)**

**EDUC 1301 Introduction into the Teaching Profession** **3 credit hours**  
 Designed specifically for students seeking admission into the Educator Preparation program, this introductory course offers an overview of the teacher certification process, roles and responsibilities

of Texas educators, and the structure of state educational systems. Student's academic preparation is evaluated via diagnostic instruments, a demonstration of oral and written proficiency, and initiate development of the required pre-service electronic Professional Portfolio. 16 hours of required field based experience allows students to explore different educational levels in at least two school settings.

**Prerequisite:** None

**Offered:** Fall/Spring

### **EDUC 2302 Technology Applications in Education**

**3 credit hours**

Technology Applications in Education is a required course for all educator preparation candidates. The course focuses on the identification, use, and evaluation of research based technological applications that support appropriate instructional strategies to positively impact the learning process. Students begin development of their Educator Preparation digital portfolio to document technology integration strategies. This projects-based course employs the use of common office applications, academic, audio/video/ image editing software, and dual computing platforms. This course requires 5 hours of Field Based experience.

**Prerequisite:** COSC 1300

**Offered:** Fall/Spring

### **EDUC 2303 Educational Psychology and Human Development**

**3 credit hours**

This course focuses on the study of human growth and development – physical, social-emotional, moral, and intellectual – from birth to young adulthood through the exploration of major historical and contemporary theories in educational psychology. It includes the application of scientific knowledge about individual differences and the process of teaching and learning. The course examines the measurement and evaluation of student achievement using standardized and informal assessment procedures.

**Prerequisite:** None

**Offered:** Fall/Spring

### **EDUC 2305 Teaching Learners of Diverse Cultures**

**3 credit hours**

A course open to majors and non-majors designed to help prepare teachers and other professionals to function within a culture of diverse perspective. Activities involve community research and interviews, attending cultural events in the community, field trips, research, role playing, extensive readings, and reflective activities. Emphasis is placed on understanding the needs of a diverse school population including second language learners and bilingual students as well as the ethics and execution of state and national laws.

**Prerequisite:** 30 cumulative credit hours

**Offered:** Fall/Spring

### **EDUC 3303 Teacher and the Student in a Multicultural Society**

**3 credit hours**

This course optimizes opportunities for teacher candidates to use a variety of media-technology as teaching tools. Prospective teachers will demonstrate an understanding of the code of ethics and standard practices for Texas educators, discuss controversial issues in education, develop curriculum and lessons to honor multicultural perspectives, prepare a parent involvement plan, apply concepts of child development and differentiated instruction, and acquire knowledge of principles of classroom discipline and management through effective delivery systems. Required 25 hours of field based experience. *Substantial writing component.*

**Prerequisite:** EDUC 1301 and 60 cumulative credit hours and  
a GPA of 2.5 and admission into educator preparation program

**Offered:** Fall/Spring

### **EDUC 3311 Creative Arts, Music, and Movement**

**3 credit hours**

This course is a methods course which utilizes learning styles and brain research to increase student engagement through the use of active learning with hands-on experiences in incorporating the arts and movement in teaching and learning. Practical applications in the integration of art, music and movement activities for the elementary classroom explored and practiced.

**Prerequisite:** None

**Offered:** Fall

**EDUC 3324 Video Foundations****3 credit hours**

This project based course, investigates story development and project organization concepts common to single camera field productions, techniques in camera operation, lighting, digital editing, and digital audio.

**Prerequisite:** COSC 1312**Offered:** Spring**EDUC 3363 Social Studies for Teachers, Grades K- 8****3 credit hours**

Designed specifically for teachers of young and middle school children, this course focuses on planning, organizing, and effectively delivering instruction based upon the Social Studies Texas Essential Knowledge and Skills (TEKS). Social studies content areas emphasized are history, geography, economics, government, citizenship, and culture. Discussions include the social and environmental consequences of scientific discovery and technological innovations.

**Prerequisite:** None**Offered:** Spring**EDUC 3365 K-12 TEKS Curriculum and Exam Preparation****3 credit hours**

A laboratory course designed to acquaint prospective teachers with the scope and sequence of Texas Essential Knowledge and Skills (TEKS) curriculum in their respective specialization subject areas. Students correlate TEKS to TAKS (Texas Assessment of Knowledge and Skills) and to competencies in the state subject certification tests. Students compare, contrast, and apply motivation and learning theories to practical teaching situations. Students plan lessons, prepare materials, demonstrate methods, determine assessment techniques, and strategize modifications that support and enrich state mandated curriculum. Requires time-intensive projects as well as 25 hours of field based experience.

**Co-requisite:** EDUC 3303**Offered:** Fall/Spring**Prerequisite:** Admission into educator preparation program**EDUC 4306 Assessment and Instructional Management****3 credit hours**

This course investigates laws and legalities in Texas schools, cooperative learning activities, inquiry and problem-solving strategies, formal and informal assessments for instruction and diagnosing learning needs, holistic grading and rubric formats, and the P.D.A.S. (Professional Development Appraisal System). Each teacher candidate will design a classroom management system and instructional strategies that support a positive learning environment. Requires time-intensive projects as well as 25 hours of field based experience and 6 hours of TExES certification test preparation.

**Co-requisite:** EDUC 3365**Offered:** Fall/Spring**Prerequisite:** Admission into educator preparation program**EDUC 4307 Student Teaching Seminar****3 credit hours**

This course meets on the HT campus once a week and must be taken concurrently with the student teaching field experience course. Students discuss strategies for success and issues of concern related to the field experience. Professional development activities include instructional seminars, guest speakers, and visits to off-campus sites.

**Co-requisite:** EDUC 4907**Offered:** Fall and Spring**Prerequisite:** Admission into educator preparation program**EDUC 4907 Student Teaching Field Experience****9 credit hours**

In this capstone course, the teacher candidate will practice instructional competency under the supervision of a classroom teacher five days per week, all day, for 12 weeks in a Texas Education Agency accredited school setting. As a professional practitioner, the candidate will demonstrate effective assessment, planning, implementation, and critical reflection. In addition, the candidate will participate in a weekly one-hour seminar.

**Co-requisite:** EDUC 4307**Offered:** Fall/Spring**Prerequisite:** EDUC 4306 and admission into educator preparation program

## **COURSES IN READING (RDNG)**

### **RDNG 3311 Fundamentals of Literacy Instruction, EC-6**

**3 credit hours**

This course provides primary teachers with foundation knowledge and strategies for understanding and promoting literacy development in young children in prekindergarten through grade 4. Emphasis is on beginning reading instruction, diagnosis and assessment, the Reading Standards for primary level, and the Language Arts TEKS (Texas Essential Knowledge and Skills). Teacher candidates will acquire appropriate methods to assess and teach phonological awareness, the alphabetic principle, decoding, word analysis, fluency, and reading comprehension. Materials will be created to reinforce literacy development.

**Prerequisite:** None

**Offered:** Fall

### **RDNG 3312 Reading in the Content Area, Grades 4-12**

**3 credit hours**

A course designed to prepare teachers of students in grades 4-12 an understanding of the reading process. Emphasis is on instructional strategies to assess and teach the Reading Language Arts TEKS including vocabulary, structural analysis, fluency, reading comprehension, and written communication skills across curriculum areas. By examining the social characteristics of pre-teen and adolescent learners, teacher candidates will also focus on the promotion of speaking and listening skills, inquiry skills, and the integration of technology for the advancement of student achievement.

**Prerequisite:** None

**Offered:** Spring

### **RDNG 3321 Language Arts Across the Curriculum**

**3 credit hours**

This course prepares the pre K-12th grade teacher with understandings of the spiraling objectives in the Language Arts TEKS and how these skills and concepts can be interwoven to reinforce instruction and learning in all subject areas. Emphasis is placed on strategies to nurture research explorations, creative expression and critical thinking through writing, reading, speaking, and listening experiences.

**Prerequisite:** None

**Offered:** Fall/Spring

### **RDNG/SEDL 4322 Diagnostic and Corrective Reading**

**3 credit hours**

Required for special education, ECE-4th and 4-8th grade teacher candidates, students learn to administer both formal and informal diagnostic reading assessments. Using data, students design, implement, and monitor instruction focused on individual children's needs. Interventions include direct instruction and use of games, manipulatives, and technology supported instruction. Students explore commercial materials and compare a variety of reading programs.

**Prerequisite:** RDNG 3311

**Offered:** Spring

## **COURSES IN SPECIAL EDUCATION (SEDL)**

### **SEDL 2301 Survey of Exceptional Learners**

**3 credit hours**

This course investigates terminology, historical perspectives, characteristics, and etiology of exceptional students, including physical, mental, and emotional aspects. Field based experiences involving a minimum of 5 hours of field based experience in a variety of educational settings serving exceptional students is required. *Required activities involve substantial internet research and writing components.* Open to majors and non-majors.

**Prerequisite:** None

**Offered:** Fall

### **SEDL 3304 Observations in Special Education**

**3 credit hours**

Supervised teaching and clinical experience with individuals with a variety of educational disabilities, application of learned competencies to characteristics of exceptional individuals, assessment procedures, educational programming, specific teaching approaches, and evaluation of instructional strategies are included in this course.

**Prerequisite:** Instructor approval

**Offered:** Fall/Spring

**SEDL 3312 Physical Activities for Learners with Special Needs 3 credit hours**

This course focuses on strategies designed to accommodate, modify and engage students with various disabilities as defined in IDEA in physical activities. The course also provides the opportunity for the student to learn how to write individual education plans as they relate to physical activities for the child with special needs.

**Prerequisite:** None

**Offered:** Fall/Spring

**SEDL 3314 Behavior Management of Exceptional Learners 3 credit hours**

Behavior management strategies and techniques to prevent, alter, improve, and maintain social, emotional, and academic behaviors of exceptional learners; special emphasis on environmental engineering, positive behavior supports, functional behavioral analysis, behavior modification techniques, and appropriate referral services.

**Prerequisite:** SEDL

**2301 Offered:** Fall

**SEDL 3322 Assessment and Programming of Exceptional Learners 3 credit hours**

This course focuses on various assessment and evaluation tools used to determine the strengths and weaknesses in students with disabilities. The course demonstrates how to use the information gathered for educational programming and instructional modifications.

**Prerequisite:** SEDL 2301

**Offered:** Spring

**SEDL 3323 Curriculum for Exceptional Learners 3 credit hours**

Special emphasis for this course is on teaching in an inclusive environment and specific teaching approaches appropriate for the individual different characteristics of exceptional learners. The course explores the roles and collaboration between special education teachers and general education teachers.

**Prerequisite:** SEDL 2301

**Offered:** Spring

Number	Course Name
EDUC 1301	Orientation to the Teaching Profession
EDUC 2302	Technology Applications in Education
EDUC 2303	Educational Psychology and Human Development
EDUC 3311	Creative Arts, Music and Movement
EDUC 3363	Social Studies for Teachers, Grades K-8
EDUC 3303	Teacher and the Student in a Multicultural Society
EDUC 3324	Video Foundations
EDUC 2305	Teaching Learners of Diverse Cultures
EDUC 3365	K-12 TEKS Curriculum and Exam Prep
EDUC 4306	Assessment and Instructional Management
EDUC 4307	Student Teaching Seminar
EDUC 4907	Student Teaching Field Experience
RDNG 3311	Fundamentals of Literacy Instruction EC-6
RDNG 3312	Reading in the Content Area, Grades 4-12
RDNG 3321	Language Arts Across the Curriculum
RDNG 4322	Diagnostic and Corrective Reading
SEDL 4322	Diagnostic and Corrective Reading
SEDL 2301	Survey of Exceptional Learners
SEDL 3322	Assessment and Programming of Exceptional Learners
SEDL 3323	Curriculum for Exceptional Learners
SEDL 3314	Behavior Management of Exceptional Learners
SEDL 3304	Observations in Special Education
SEDL 3312	Physical Activities for Learners with Special Needs

## **ALTERNATIVE TEACHER CERTIFICATION PROGRAM (HT ATCP)**

HT ATCP is implemented in a three-semester/three-phase sequence with Phase 1 being the initial training prior to internship and Phase 2 and 3 consisting of ongoing training during the candidate's internship or student teaching. A new cycle begins two times during the course of an academic year: spring and summer. The deadline for spring applications is December 15. The deadline for summer applications is April 15. The spring cycle begins in mid-January. The summer semester begins in mid-May. The strategy for delivering training consists of seminars, workshops, and online instruction presented by real-world practitioners who exemplify best teaching practices.

*The following certificates are offered:*

### **Elementary Level Certificate**

Generalist EC-6

### **Middle Level Certificate**

Generalist 4-8

### **Single Subject Certificates**

Computer Science 8-12

English Language Arts and Reading 8-12

History 8-12

Life Sciences 8-12

Mathematics 4-8

Mathematics 8-12

Mathematics/Science 4-8

Music EC-12

Physical Education EC-12

Physical Sciences 8-12

Science 4-8

Science 8-12

Social Studies 4-8

Social Studies 8-12

Special Education EC-12\*

Technology Applications 8-12

### **All Level Certificates\***

Bilingual Education Supplemental

English as a Second Language Supplemental

Special Education Supplemental

\*Must also earn EC-6 Generalist, 4-8 Generalist, or a single subject certification.

## Application Process

### Application Materials and Deadlines

The application process begins with an online application that can be downloaded, and printed at <http://ce.htu.edu>. The application and official recommendation forms require original signatures.

### Overall GPA and Transcripts

Admission to HT ATCP requires a baccalaureate degree from an accredited institution of higher education. The applicant must submit 2 official transcripts from every college and/or university attended. Applicants' transcripts must demonstrate a 2.5 GPA overall or in the final 60 hours of coursework taken. HT ATCP computes the GPA based on all transcripts. **Official transcripts from all colleges and universities the applicant has attended must be submitted to the HT ATCP office.**

All foreign transcripts must have official U.S. translations and evaluations showing degree and grade equivalency. It is strongly recommended that the evaluation be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Information about AACRAO and their evaluation services can be obtained from the website: [www.aacrao.org](http://www.aacrao.org). Contact Foreign Credentials Service of America at 512.459.8428 about foreign transcript evaluations. Applicants with foreign transcripts must complete the THEA requirements as described in the "Proficiency in Reading, Writing, and Math" section of this handbook as well as an English Proficiency screening, the test of English as a Foreign Language (TOEFL).

### Required Previous Coursework

- ***EC-6 Generalist and 4-8 Generalist Certificates:*** 24 semester hours to include a combination of English (minimum 6 hours), math (minimum 6 hours), science, (minimum 6 hours), and social studies (minimum 6 hours) such as government, history, political science, geography, etc.

### Single Subject Certificates

- HT ATCP does not offer content preparation for single subject certifications, i.e., math, science, music, history.
- Applicants must have 24 semester hours, with 12 of the hours being upper division (junior or senior level courses) in the core academic subject area in which they seek certification; **OR**
- Applicants take and pass the PACT content exam prior to admission to HT ATCP ([www.ets.texas.org](http://www.ets.texas.org)).

### Proficiency in Reading, Writing, and Math

In addition to the coursework requirement, an applicant must demonstrate evidence of competence in reading, writing, and math using one or a combination of the following measures:

- SAT with a minimum score of 500 in both verbal and quantitative **OR**
- ACT with a minimum score of 19 in both English and math **OR**
- GRE with a minimum score of 450 on the verbal and 450 on the analytical **OR**



- THEA (Texas Higher Education Assessment), formerly TASP (Texas Assessment of Skills and Proficiency) with minimum scores of 250 in reading, 230 in writing, and 230 in math **OR**
- COMPASS with a minimum score of 81 in reading skills, 39 in Algebra, 40 in writing skills, and 6 on the essay **OR**
- Meeting the requirements of the Texas Success Initiative.

***Test scores must be submitted to the HT ATP office prior to the application deadline.***

**NOTE:** The Test of Proficiency in the English Language Internet-based Test (TOPEL-iBT) is required of all applicants who present transcripts from a foreign country. A minimum score of 26 on the speaking section is required.

### **Recommendations**

Each applicant must submit **three** professional recommendations on the forms downloadable from the HT ATP web page. **The official HT ATP recommendation form must be used. Completed recommendation forms should be mailed in a sealed envelope by the reference directly to the HT ATP office.** Recommendations that are e-mailed or personally delivered by the candidate will not be considered.

### **Criminal Background Check**

Each participant is required to submit a Criminal Background Report from the Texas Department of Public Safety (<http://www.txdps.state.tx.us/>). ***Applicants whose background checks are unacceptable, will not be admitted to the HT ATP.*** The State Board of Educator Certification and the employing school district will also conduct a criminal background check. Current employees of public school districts are not required to submit the criminal background report. Proof of employment is required.

### **LASSI Assessment**

The Learning and Study Strategies Inventory (LASSI) is designed to gather information about learning, study practices, and attitudes. The assessment is web-based and must be taken at the HT ATP office. Applicants whose materials and references have been approved for further review will be invited to the University for the LASSI and the interview described in the next section.

### **Interview and Critical Thinking Skills**

Applicants will participate in a structured face-to-face interview. The applicant must demonstrate critical thinking skills.

### **Selection**

Candidates are selected for the program based on their qualifications as set out in the application process. All applicants who meet minimum requirements are not selected for the program. Each year the program staff identifies a maximum number of applicants who will be accepted into the program, and those applicants whose qualifications rise to the top of the applicant pool are selected. The selection criteria include overall GPA, coursework requirements per certification area, GPA on coursework, evidence of competency in reading, writing, and math, structured interview and critical thinking scores, LASSI score, quality of references, work experience, and application writing sample. Other criteria, such as language fluency for foreign language and bilingual applicants as well as applicants with foreign

transcripts, are also used. Once an applicant is selected for HT ATCP, the applicant must sign the Candidate Agreement. At this time, the participant will also register for admission to Huston-Tillotson University.

### **Course Requirements HT ATCP**

HT ATCP students will earn 18 hours of undergraduate credit in teacher education at the successful completion of the program.

#### **PHASE ONE**

##### **ATCP 456 Curriculum and Methodology**

**6 Credit Hours**

This course prepares entry level EC-12 teachers with the knowledge and skills required to create successful classrooms with successful students. The course consists of classes with workshop/seminar formats and multiple presenters which meet in the evenings and/or weekends. Upon completion of the course, students will be able to apply the knowledge and skills set forth in the Texas State Board of Educator Standards Domains and Competencies for EC-6, 4-8, and/or EC-12 teachers including English Language Arts and Reading, Mathematics, Social Studies, Science, Fine Arts, Health, and Physical Education. Students will be able to select and implement appropriate instructional methodology from a repertoire of strategies they have learned. Students will be able to establish nurturing, well-managed classrooms in which all cultures, languages, economic statuses, disabilities, and ethnicities are respected. Students will be able to individualize instruction according to student needs. Students will understand the educational accountability system in Texas including the Texas Essential Knowledge and Skills (TEKS) and the Tests of Academic Knowledge and Skills (TAKS). Students will be prepared to pass the appropriate state content exam(s). Certifications offered will be those areas approved for the HT ATCP by the State Board of Educator Certification. Credit is awarded on a pass/fail basis.

**Prerequisite: Admission to ATCP**

**Offered: Spring/Summer**

#### **PHASE TWO**

##### **ATCP 476A Teaching Internship A**

**6 Credit Hours**

During the course, the student is employed full time as a teacher of record by a Texas Education Agency (TEA) or Texas Private School Accreditation Commission (TEPAC) accredited school district, charter school, or private school (Local Education Agency or LEA). The student receives on-site supervision by a field supervisor employed by Huston-Tillotson University ATCP and a campus mentor employed by the school and compensated and trained by Huston-Tillotson University. Additionally, the student continues to attend evening classes approximately twice monthly. Students will be able to generate multiple solutions for real-life classroom situations related to academics, behavior, attendance, time-management, parental involvement, lesson development, and other topics as appropriate. Students will be prepared to pass the state EC-12 Pedagogy and Professional Responsibilities Exam. Students may also add ESL or Bilingual Certifications during this course. Credit is awarded on a pass/fail basis.

**Prerequisite: ATCP 456 and Hired by TEA**

**Offered: Fall/Spring**

#### **PHASE THREE**

##### **ATCP 476B Teaching Internship B**

**6 Credit Hours**

This course is a continuation of ATCP 476A.

**Prerequisite: ATCP476A**

**Offered: Fall/Spring**

#### **OTHER ATCP EDUCATION COURSES**

##### **ACEL 303 English as a Second Language Methods and Materials**

**3 Credit Hours**

This course acquaints educators with the identification and use of English as a Second Language. Training provides the educator with knowledge of the methods and materials to be used in this instructional environment. Teaching strategies for teaching ESL as an integrated process, including first and second language acquisition, is one of the critical components of the elements of the course. Credit is awarded on a pass/fail basis.

**Prerequisite: Permission of ACTP Director**

**Offered: Summer**

**ACBE 343 Bilingual Education**

**3 Credit Hours**

This course acquaints educators with the foundations of bilingual/bicultural education. The focus is on addressing the needs of the bilingual child at the elementary grades. Programs, strategies and materials are discussed. Credit is awarded on a pass/fail basis.

**Prerequisite: Permission of ACTP Director**

**Offered: Summer**

**ACSE 311 Survey of Exceptional Learners**

**3 credit hours**

Teacher candidates investigate terminology, historical perspectives, characteristics, and etiology of exceptional students, including physical, cognitive, and emotional needs. This class is online and face to face. Credit is awarded on a pass/fail basis.

**Prerequisite: Permission of ACTP Director**

**Offered: Spring/Summer**

**ATCP 486 Clinical Student Teaching**

**6 Credit Hours**

This course is available only to ATCP students who choose not to pursue a paid one-year internship at the conclusion of ATCP 456. During this course, the student will practice instructional competency under the supervision of a classroom teacher five days per week, all day, for 12 weeks in an unpaid public school setting. As a professional practitioner, the candidate will demonstrate effective assessment, planning, implementation, and critical reflection. In addition, the candidate will participate in a weekly seminar and be asked to complete a senior research media project and/or develop a workshop to share professional expertise. Students will be prepared to pass the state EC-12 Pedagogy and Professional Responsibilities Exam. Credit will be awarded on a pass/fail basis.

**Prerequisites: Permission of ACTP Director and ATCP 456**

**Offered: Fall/Spring**

**ATCP 490 Teaching Internship: Alternative Certification**

**No Credit**

This course is taken by ATCP students who are required to extend their internship beyond the original 180-day minimum period. This is a non-credit course.

**Prerequisite: Permission of ACTP Director**

**Offered: Fall/Spring**

# DEPARTMENT OF KINESIOLOGY (KINE)

## Mission

The Kinesiology program at Huston-Tillotson University offers a program of comprehensive academic coursework and field experience to prepare students for careers and/or graduate study related to the promotion of physically active and healthy lifestyles.

The degrees offered within the program provide opportunities for specialization in Human Performance, Physical Education, or Exercise Science. To fulfill this mission, students will engage in the development of content knowledge, professional dispositions, motor competency, and pedagogical skills.

## DEGREES OFFERED

Students may choose from the following three degree options:

Concentration	Degree	Required Credit Hours
Physical Education (Teacher Certification)	Bachelor of Arts	128
Human Performance	Bachelor of Arts	120
Exercise Science	Bachelor of Science	121

## GENERAL PROGRAM REQUIREMENTS

### Requirements for a Major in Kinesiology - Physical Education Concentration

Students pursuing teaching certification should refer to the Teacher Education section of this *Bulletin* for admission requirements for teacher certification in physical education.

#### Degree course requirements are:

1. Meet the science core requirement with BIOL 2407 Human Anatomy and BIOL 2408 Human Physiology.
2. Earn a grade of "C" or better in all of the following courses:
  - KINE 1301, 1331, 1338, 2356, 3300, 3301, 3302, 3303, 4100, 4301, 4302 or SEDL 3312, 4303.
  - Choose eight (8) hours from the following: KINE 1201, 1202, 1203, 1204, 1205, 1206, 1207 or advisor approved one credit activity classes.
  - Choose three (3) hours from the following: KINE 1308, 1336, 1321, 4302, 4304, 4310, SEDL 3304, SEDL 3314, SEDL 3322, SEDL 3323.
  - Take the following Teacher Education courses: EDUC 1301, 2302, 3303, 3365, 4306, 4307, 4907, SEDL 2301, and RDNG 3312 or RDNG 3321.

### Requirements for a Major in Kinesiology - Human Performance Concentration

The Human Performance Concentration allows students the flexibility to choose 21 hours of elective credit hours to support a Kinesiology related area of study. Students completing this concentration typically pursue careers in fields such as recreation and personal training. A student must pass the Kinesiology Comprehensive Examination with a score of at least 80 in order to pass the required KIN 4601 Human Performance Internship.

**Degree course requirements are:**

1. Meet the science core requirement with BIOL 2407 Human Anatomy and BIOL 2408 Human Physiology.
2. Earn a grade of “C-” or better in all of the following courses.
  - KINE 1301, 1331, 1338, 2356, 3300, 3301, 3302, 3303, 4100, 4301, 4303.
  - Choose eight (8) hours from the following: KINE 1201, 1202, 1203, 1204, 1205, 1206, 1207 or advisor approved one credit activity classes.
  - Choose six (6) hours from the following: KINE 1308, 1321, 1336, 4302, 4304, 4310.
  - A total of 21 elective credit hours, of which 9 credit hours must be upper division courses.

**Requirements for a Major in Kinesiology - Exercise Science Concentration**

Students completing the Exercise Science Concentration typically pursue graduate school in fields related to exercise science, such as exercise physiology or BIOL mechanics or in fields related to allied health, such as occupational therapy or physical therapy. A student must pass the Kinesiology Comprehensive Examination with a score of at least 80 in order to pass the required KINE 4601 Human Performance Internship.

**Degree course requirements are:**

1. Meet the math core requirement with MATH 2414 Calculus II.
2. Meet the science core requirement with BIOL 2407 Human Anatomy and BIOL 2408 Human Physiology.
3. Complete the following professional preparation courses.
  - BIOL 1410, 2431, CHEM 1411, 1421, PHYS 2425, 2426, PSYC 2302 or PSYC 4316.
4. Earn a grade of “C-” or better in all of the following courses.
  - KINE 1301, 1331, 1338, 2356, 3300, 3301, 3302, 3303, 4301, 4303, 4601.
  - Choose six (6) hours from the following: KINE 1308, 1321, 1336, 4302, 4304, 4310.

**Requirements for a Minor in Kinesiology**

A Minor in Kinesiology requires 24 semester credit hours. A grade of “C-” or higher is required in all minor courses.

1. Complete KINE 1200, 1301, 1331, 4303.
2. Choose no more than six (6) hours from the following: KINE 1201, 1202, 1203, 1204, 1205, 1206, 1207
3. Choose seven (7) hours from the following: KINE 1308, 1321, 1336, 2356, 3300, 3301, 3302, 3303, 4301, 4302, 4303, 4304, 4310.

## **COURSES IN KINESIOLOGY**

### **KINE 1100/1200 Personal Fitness – Non-majors/Majors**

**1 credit hour for non-majors / 2 credit hours for majors**

Students attain the skills necessary for developing personal fitness programs for others and self. Emphasis is placed on the essential components of health fitness, including cardiovascular fitness, flexibility, muscular strength and endurance, body weight, and body composition. Students perform assessment of fitness level and develop an individual activity program commensurate with personal goals.

**Prerequisite: None**

**Offered: Fall and Spring/Yearly**

### **KINE 1101/1201 Team Sports – Non Majors/Majors**

**1 credit hour for non-majors/2 credit hours for majors**

Sport history, rules, drill and practice routines, strategies, and sport-specific physical conditioning exercises for basketball, volleyball, soccer, softball, and flag football will be covered. Majors focus on information required to build quality team sports units.

**Prerequisite: None**

**Offered: Fall/Yearly**

### **KINE 1102/1202 Individual Sports – Non-Majors/Majors**

**1 credit hour for non-majors/2 credit hours for majors**

Sport history, rules, drill and practice routines, strategies, and sport-specific physical conditioning exercises for tennis, badminton, golf, archery, and pickle ball will be covered. Majors focus on information required to build quality individual sports units.

**Prerequisite: None**

**Offered: Spring/Yearly**

### **KINE 1103/1203 Outdoor Education – Non-Majors/Majors**

**1 credit hour for non-majors/2 credit hours for majors**

Course introduces skills, pedagogy, and issues of outdoor education with emphasis on wilderness travel and survival. Application of skill and knowledge includes group dynamics activities, camping, hiking, backpacking, and orienteering. One overnight camping trip is required.

**Prerequisite: None**

**Offered: Fall/Yearly**

### **KINE 1104/1204 Aérobic Exercise – Non-majors/Majors**

**1 credit hour for non-majors/2 credit hours for majors**

Development and maintenance of aerobic capacity of the circulatory and respiratory systems through various activities. Includes information on the values and means of developing and assessing aerobic fitness.

**Prerequisite: None**

**Offered: Fall/Odd Years**

### **KINE 1105/1205 Rhythmic Activities – Non-majors/Majors**

**1 credit hour for non-majors/2 credit hours for majors**

Topics covered in the class include basic motor skills, line, folk, square, and aerobic dance. Emphasis is given to instructional materials and methods for teaching developmentally appropriate activities for various rhythmic movements and dances.

**Prerequisite: None**

**Offered: Spring/Yearly**

### **KINE 1106/1206 Aquatics – Non majors/Majors**

**1 credit hour for non-majors/2 credit hours for majors**

This course presents selected movement activities that emphasize aquatic skill. Application of skill and knowledge includes stroke mechanics, water aerobics, rehabilitation and adapted water activities, diving, and water games.

**Prerequisite: None**

**Offered: Fall/Odd Years**

**KINE 1207 Special Topics**

**2 credit hours**

Course topics are designed to give an in depth study of one or two physical activities. Example courses might include, but are not limited to, golf and tennis for the business major, hiking and biking in central Texas, fencing, and martial arts.

**Prerequisite: None**

**Offered: TBA/Yearly**

**KINE 1301 Foundations of Kinesiology**

**3 credit hours**

Introduces the student to the various fields within Kinesiology, provides a historical background, and acquaints the student with the basic physiological, mechanical, psychological, and sociological principles of the profession.

**Prerequisite: None**

**Offered: Fall and Spring/Yearly**

**KINE 1304 Dimensions of Health and Wellness**

**3 credit hours**

A study of personal health issues and the concept of wellness. The course includes basic principles of safety, weight control and nutrition, disease prevention, physical fitness, stress management, substance abuse, and sexual responsibility. The laboratory portion assesses physical fitness by measuring strength, cardio-respiratory endurance, body composition, and flexibility.

**Prerequisite: None**

**Offered: Fall and Spring/Yearly**

**KINE 1308 Principles of Officiating**

**3 Credit Hours**

Emphasizes basic principles, philosophies, and methods for effective officiating. Topics include officiating philosophy and ethics, professional organizations and certifications, rule interpretations and mechanics of officiating various sports. Six hours of field experience is required.

**Prerequisite: None**

**Offered: Fall/Yearly**

**KINE 1321 Coaching Education**

**3 credit hours**

Emphasizes basic principles, philosophies, and methods for effective coaching. Topics include coaching philosophy, practice considerations, travel and budgeting, rules and regulations, and motivation. Six hours of field experience is required.

**Prerequisite: None**

**Offered: Spring/Yearly**

**KINE 1331 Developmentally Appropriate Activities**

**3 credit hours**

This course introduces the sequence and relationship of motor development and perceptual activity throughout the pre-school and elementary school years. It includes experiences related to readiness for learning physical skills, movement education approaches, and curricular content for early childhood and elementary physical education.

**Prerequisite: None**

**Offered: Fall and Spring/Yearly**

**KINE 1336 Recreational Leadership**

**3 credit hours**

The course is intended to give the necessary background and experiences that will enable the student to work in a variety of recreational settings. Topics include scheduling, budgeting, and equipment management as related to recreation. Six hours of field experience is required.

**Prerequisite: None**

**Offered: Fall/Yearly**

**KINE 1338 Concepts of Physical Fitness**

**3 credit hours**

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. Components of health related fitness are emphasized. This is an activity based course in which students perform assessment of fitness, then develop and participate in an individual activity program commensurate with personal goals.

**Prerequisite: None**

**Offered: Fall and Spring/Yearly**

**KINE 2356 Care and Prevention of Movement Injuries**

**3 credit hours**

Identification, first aid, rehabilitation, and prevention of injuries sustained in physical education, recreation, and athletic situations. Supplemental information is provided for first aid and safety in the home, school, and community.

**Prerequisite: None**

**Offered: Spring/Yearly**

**KINE 3300 Tests and Measurements**

**3 credit hours**

Course provides an introduction to various tools and measurements used to assess human physical performance. Students develop proficiency in the administration of tests and the application of the results. Emphasis will be given to the development of skill in elementary statistical procedures.

**Prerequisite: MATH 1314**

**Offered: Fall/Yearly**

**KINE 3301 Motor Behavior**

**3 credit hours**

Principles of motor control, motor development, and motor learning as they relate to skill acquisition and motor competency are examined. Topics include theories of cognitive processing, feedback, practice scheduling, and stages of learning. Laboratory activities cover practical application of theories related to skill acquisition and motor control.

**Prerequisite: BIOL 2407**

**Offered: Spring/Yearly**

**KINE 3302 Physiology of Exercise**

**3 credit hours**

Provides the essential physiological background necessary to understand the cardiopulmonary and musculo-skeletal systems response to exercise. Training principles for human performance and health/fitness promotion are emphasized. Laboratory activities cover application of physiological principles and fitness assessment techniques.

**Prerequisite: None**

**Offered: Fall/Yearly**

**KINE 3303 Biomechanics**

**3 credit hours**

Application of anatomical and mechanical principles in the study of human movement. Topics include analyses of projectile-related activities, aerodynamics in sport, principles of stability, and qualitative and quantitative analysis of sport activities. Laboratory activities cover functional anatomy and mechanical principles applied to movement and sports skills.

**Prerequisite: BIOL 2407 and MATH 1314**

**Offered: Spring/Yearly**

**KINE 4100 Teacher Certification Examination Preparation**

**3 Credit Hours**

This course is designed to allow the student to focus on requirements for teacher certification with intensive preparation for the State Physical Education TExES Examination. Students will be able to review pertinent subject matter covered on the state examination as well as learn effective test-taking techniques via practice examination. This course is required of all P.E. majors during the final semester prior to the state certification test.

**Prerequisite: Instructor approval**

**Offered: Spring/Yearly**

**KINE 4301 Adapted Physical Education**

**3 credit hours**

Emphasizes the problems underlying the need for an adapted physical education program in schools. Stresses the formation of individual programs for the most prevalent types of disabilities found in school populations. Six hours of field experience is required.

**Prerequisite: None**

**Offered: Spring/Yearly**



**KINE 4302 Nutrition for Health and Fitness****3 credit hours**

This course will provide an overview of how dietary sources impact physiological determinants of health, disease, and exercise performance. Topics include general principles of nutrition, nutrient requirements, and distinguishing fact versus fallacy related to fad diets, supplements, and performance enhancement.

**Prerequisite: KINE 1304****Offered: Fall/Yearly****KINE 4303 Theory and Methods of Teaching Physical Education****3 credit hours**

Curriculum planning, materials, and course content related to teaching all levels (K-12) physical education. Topics will include writing objectives and lesson plans, teaching and learning styles, legal liability, assessment, and State of Texas requirements. Field experience in local elementary and secondary schools is required.

**Prerequisite: 21 credit hours in Kinesiology****Offered: Spring/Yearly****KINE 4304 Structural Organization of Physical Education****3 credit hours**

Designed to consider factors in program effectiveness including: matters of finance, policymaking, curriculum construction, liability for injury, care and purchase of equipment, and staff and personnel problems. Six hours of field experience is required.

**Prerequisite: None****Offered: Fall/Yearly****KINE 4310 African Americans in Sports****3 Credit Hours**

This class deals with the problem areas of race relations and social injustice facing the African American college athlete. Topics include the historical analysis of racism and critical events: recruitment, retention and social mobility in collegiate sport; gender and race intersections of college athletics; and analysis of racism and prospects for change. A distinctive perspective is provided on racism, sexism and classism with strategies to work towards eliminating contributing conditions.

**Prerequisite: None****Offered: TBA/Yearly****KINE 4311 Special Topics****3 Credit Hours**

An in depth study of selected topics in Kinesiology. Course topic is designed to enhance the student's specialized interest within Kinesiology. Example courses might include, but are not limited to, women and minorities in sport, cardiac rehabilitation, allied health careers, and technology in physical education.

**Prerequisite: None****Offered: TBA/Yearly****KINE 4601 Human Performance Internship****6 credit hours**

Clinical experience in selected settings as a physical education practitioner under the supervision of University and program professionals. This course is the culminating experience for students who want to pursue specializations such as corporate fitness programs, personal training, hospital or clinical wellness programs, and community recreational fitness programs. Student will be responsible for performing 100 hours of designated intern duties under supervision, as well as participating in weekly on-campus seminars.

**Prerequisite: 21 credit hours in Kinesiology****Offered: Spring/Yearly**

**BACHELOR OF ARTS**  
**KINESIOLOGY MAJOR – PHYSICAL EDUCATION (Total Hours 120)**  
**COURSE SEQUENCE TO AN ALL-LEVEL PHYSICAL EDUCATION CERTIFICATE**

**YEAR 1**

<b>FALL</b>				<b>SPRING</b>			
UNIV	1201 or	Freshman Seminar	2	MATH	1314	College Algebra	3
RAMS	1201			ENGL	1302	English II	3
ENGL	1301	English I	3	COMM	1315	Public Speaking	3
KINE	1304	Health and Wellness	3	PSCI	1301	Government.- State or	3
COSC	1300	Introduction to Computers	3		/1302	Federal	
SPAN/FREN		Language I	3	SPAN/FREN		Language II	3
Total Hours			14	Total Hours			15

**YEAR 2**

<b>FALL</b>				<b>SPRING</b>			
HIST	1301/1302	U.S. History I or II	3	KINE	2356	Care and Prevention of	3
KINE	1301	Foundations of	3	Fine Arts Core		Injuries	3
		Kinesiology		EDUC	1301	Introduction to the	3
KINE	1331	Developmentally	3			Teaching Profession	
		Appropriate Activities		KINE	1338	Concepts of Physical	3
KINE	Skills Class		2			Fitness	
BIOL	2407	Human Anatomy	4	BIOL	2408	Human Physiology	4
Total Hours			15	Total Hours			16

**YEAR 3**

<b>FALL</b>				<b>SPRING</b>			
Ethics / Religion Core			3	KINE		Skills Class	2
KINE	Skills Class		2	KINE	3303	Biomechanics	3
EDUC	2302	Technology Applications	3	KINE	3301	Motor Behavior	3
KINE	3302	Physiology of Exercise	3	KINE	4301	Adapted Physical Education	3
ENGL	Literature (200 level course)		3	KINE	4310	African Americans in Sport (div)	3
SEDL	2301	Survey of Exceptional	3	EDUC	3303	Teacher and Student in a	3
		Learners				Multicultural Society	
Total Hours			17	Total Hours			17

**YEAR 4**

<b>FALL</b>				<b>SPRING</b>			
EDUC	4306	Assessment and Instructional	3	EDUC	4907	Student Teaching – Field	9
KINE	3300	Management Tests and	3	EDUC	4306	Student Teaching – Seminar	3
		Measurements					
KINE	4303	Theory and Methods of PE	3	KINE	4100	Teacher Certification Exam	1
KINE		Motor Skill Class	3			Preparation	
RDNG	3312	Reading in the content Area	3				
EDUC	3365	TEKS Curriculum and Exam	3				
		Preparation					
Total Hours			18	Total Hours			13

Education majors may test out of COSC 1300 and satisfy computer requirement by taking EDUC 2302.

**BACHELOR OF ARTS**  
**KINESIOLOGY MAJOR – HUMAN PERFORMANCE**  
**TOTAL HOURS 120**

**YEAR 1**

<b>FALL</b>				<b>SPRING</b>			
UNIV	1201 or	Freshman Seminar	2	ENGL	1302	English II	3
RAMS	1201			MATH	1314	College Algebra	3
ENGL	1301	English I	3	COMM	1315	Public Speaking	3
KINE	1304	Health and Wellness	3	PSCI	1301/1302	Government. Federal or State	3
COSC	1300	Introduction to Computers	3	SPAN/FREN		Language II	3
SPAN/FREN		Language I	3				
Total Hours			14	Total Hours			15

**YEAR 2**

<b>FALL</b>				<b>SPRING</b>			
BIOL	2407	Human Anatomy	4	BIOL	2408	Human Physiology	4
KINE	1301	Foundations of Kinesiology	3	KINE	2356	Care and Prevention of Injuries	3
KINE	1331	Developmentally Appropriate Activities	3	HIST	1301/1302	U.S. History I or II	3
KINE	1338	Concepts of Physical Fitness	3	Fine Arts Core			3
		Behavioral Science Core	3	KINE		Skills Class	2
Total Hours			16	Total Hours			15

**YEAR 3**

<b>FALL</b>				<b>SPRING</b>			
		Ethics / Religion Core	3	KINE	3303	Biomechanics	3
KINE		Skills Class	2	KINE	3301	Motor Behavior	3
KINE	3300	Tests and Measurements	3	KINE	4301	Adapted Physical Education	3
KINE	3302	Physiology of Exercise	3	KINE		KIN Elective	3
ENGL		Literature (200 level)	3	Elective supporting career path			3
KINE		Skills Class	2				
Total Hours			16	Total Hours			15

**YEAR 4**

<b>FALL</b>				<b>SPRING</b>			
KINE	4303	Theory and Methods of PE	3	KINE	4601	Human Performance Internship	6
KINE		KIN Elective	3	Elective supporting career path			3
KINE		Skills Class	2	Upper division elective			3
Elective supporting career path			3	Upper division elective			3
Upper division elective			3				
Total Hours			14	Total Hours			15

**BACHELOR OF ARTS**  
**KINESIOLOGY MAJOR – EXERCISE SCIENCE**  
TOTAL HOURS 120

**YEAR 1**

<b>FALL</b>				<b>SPRING</b>			
UNIV	1201 or	Freshman Seminar	2	COSC	1300	Introduction to	3
RAMS	1201					Computers	
KINE	1338	Concepts of Physical Fitness	3	KINE	1304	Health and Wellness	3
ENGL	1301	English I	3	ENGL	1302	English II	3
BIOL	1410	Organism and Evolution	4	COMM	1315	Public Speaking	3
SPAN/FREN		Language I	3	SPAN/FREN		Language II	3
Total Hours			15	Total Hours			15

**YEAR 2**

<b>FALL</b>				<b>SPRING</b>			
BIOL	2407	Human Anatomy	4	BIOL	2408	Human Physiology	4
KINE	1301	Foundations of Kinesiology	3	KINE	2356	Care and Prevention of Injuries	3
KINE	1331	Dev Appropriate Activities	3	HIST	1301/1302	U.S. History I or II	3
PSCI	1301/1302	Government Federal or TX	3	Fine Arts Core			3
		Elective	3	MATH	2414	Calculus II	4
Total Hours			16	Total Hours			17

**YEAR 3**

<b>FALL</b>				<b>SPRING</b>			
CHEM	1411	Chemistry I	4	CHEM	1412	Chemistry II	4
PSYC	1301	Introduction To Psychology	3	KINE	3301	Motor Behavior	3
Ethics/Religion	Core		3	KINE	3303	Biomechanics	3
BIOL	2431	Cellular and Molecular	4	ENGL	2331	World Literature	3
		Biology					
Total Hours			14	Total Hours			13

**YEAR 4**

<b>FALL</b>				<b>SPRING</b>			
PHYS	2425	Physics I	4	PHYS	2426	Physics II	4
KINE	3300	Tests and Measurements	3	KINE	4601	Human Performance	6
PSYC	2302	Growth and Development	4			Internship	
	or 4316	Abnormal Psychology		KINE	4301	Adapted Physical	3
KINE	3302	Physiology of Exercise	3			Education	
				KINE	4601	Senior KINE Elective	3
Total Hours			14	Total Hours			16

# DEPARTMENT OF NATURAL SCIENCES AND MATHEMATICS

## Mission

The Department of Natural Sciences and Mathematics provides courses of study in Biology, Chemistry/Physics, and Mathematics. The Department purposes to assist students in recognizing the cultural significance of science and mathematics and in gaining proficiency in the use of the scientific method for innovation problem solving through laboratory and technology experiences.

## Department Goals

1. To graduate proficient science majors eager to make significant contributions to their profession or to pursue graduate studies;
2. To provide all HT students with an exemplary science core education that explores historical scientific learning and issues relevant for today and the future; and
3. To equip future K----12 science educators with a state-of-the-art foundation in one or more of the sciences.

*The Department of Natural Sciences and Mathematics is aware of the global needs and challenges of society today. We, therefore, provide opportunities for men and women to be effectively and competently prepared to contribute to the development of solutions for these needs and challenges as well as to compete in our rapidly changing technological society. Our intent is to address the necessities of a multicultural student population and to provide adaptive curriculums that foster personal confidence and academic excellence. We desire that every student is successful and realize his/her full potential as well as his/her professional and personal goals.*

The following degrees are offered by the Department of Natural Sciences and Mathematics.

- Bachelor of Arts in Biology
- Bachelor of Arts in Mathematics
- Bachelor of Science in Biology
- Bachelor of Science in Chemistry
- Bachelor of Science in Mathematics

A minor can be earned in Biology, Chemistry, and Mathematics.

## Degree Requirements

The requirements for either the Bachelor of Arts or the Bachelor of Science degree are:

1. A minimum of 120 semester hours.
2. Completion of the required Core Curriculum courses.
3. Selection and completion of a major. Selection of a minor area is strongly recommended for science majors.
4. A grade of –C– or better in each required course taken in the major or minor field receives **credit**. In order to take a course with prerequisite or co-requisite requirements, a student must meet **all** of the requirements prior to enrolling in the course. A student not receiving a grade of –C– or better in a prerequisite course will not be allowed to enroll in the course requiring that prerequisite.
5. Each student in the Department who is seeking a Bachelor's degree is required to participate in the 2<sup>nd</sup> year, 3<sup>rd</sup> year and senior seminar courses. Advanced topics in the major fields as well as pre-professional and career development topics are covered in these seminar courses.
6. Students seeking teacher certification must satisfy the requirements determined by the Teacher Education Program.

### Requirements for Transfer Students

1. All requirements for the major or minor listed in this Bulletin must be fulfilled.
2. Credits for courses taken at institutions other than Huston-Tillotson University may be accepted towards the major or minor requirements in the Department of Natural Sciences and Mathematics only if the grade received was a –C– or better and those courses are determined by the Department to be equivalent to courses offered at HT.
3. In the major, at least 14 credit hours of upper division coursework (courses numbered 3000 and above) must be completed at Huston-Tillotson University. This requirement includes at least two semesters of the major Senior Seminar. Third-Year Science Seminar (3101) is not counted towards this 14-hour requirement.
4. Second- and Third-Year Science Seminar course requirements will be determined based on the number of major credits transferred to the University.
5. Students seeking a minor in the Department of Natural Sciences and Mathematics must complete at least 10 semester hours of the minor requirements while in residence at Huston-Tillotson University.

# BIOLOGY (BIOL)

## Mission

The biology program assists students in recognizing the significance of the biological sciences and in gaining proficiency in the use of the scientific method to solve problems through laboratory experiences.

The Program offers a course of study leading to the Bachelor of Arts or the Bachelor of Science degree in Biology.

## Requirements for a Major in Biology

1. A minimum of 41 semester hours in Biology.

BIOL 1410	Organisms and Evolution	4 hours
BIOL 1411	Botany	4 hours
BIOL 2431	Cellular and Molecular Biology	4 hours
BIOL 2430	Ecology and Behavior	4 hours
BIOL 2101	Second Year Science Seminar	1 hour
BIOL 3201	Field Biology	2 hours
BIOL 3402	Vertebrate Physiology	4 hours
BIOL 3101	Third Year Science Seminar	1 hour
BIOL 3403	Genetics	4 hours
BIOL 4101/4102	Senior Seminar (Fall and Spring)	2 hours
BIOL 4201	Laboratory Management	2 hours
BIOL 4302	Biological Internship <b>or</b>	
BIOL 4110-4410	Biological Research / Project	3 hours
and	2 Biology electives (upper division)	6-8 hours

2. A minimum of 3 hours of mathematics, MATH 2312 or higher.
3. CHEM 1411 and CHEM 1412, General Chemistry
4. Students seeking the Bachelor of Science degree must successfully complete MATH 2413 and MATH 2414, CHEM 2412 and CHEM 2422, and PHYS 2425 and PHYS 2426 as cognate electives.
5. Successful completion of the departmental exit examination. For students transferring from another college, please reference division requirements listed under the Department of Natural Sciences and Mathematics.

## Requirements for a Minor in Biology

1. A minimum of 21 semester hours including BIOL 1410, BIOL 2431, BIOL 2430, 1 hour of seminar (BIOL 2101 or BIOL 3101) and 8 credit hours in biology (4 hours must be upper division).
2. Successful completion of CHEM 1411, CHEM 1421 and MATH 1412 or higher.
3. Transfer students seeking a minor in biology must complete at least 10 semester hours in biology, including at least two semesters of biology Seminar while in residence at Huston-Tillotson University.

## A SUGGESTED COURSE SEQUENCE FOR THE BIOLOGY MAJOR

### YEAR 1

#### FALL

UNIV	1201 or	Freshman Orientation	2
RAMS	1201		
BIOL	1410	Organisms and Evolution	4
MATH	1316	Trigonometry	3
ENGL	1301	Introduction College Composition	3
COSC	1300	Introduction to Computers	3
Total Hours			15

#### SPRING

BIOL	1411	General Botany	4
MATH	2312	Pre-Calculus	3
ENGL	1302	Composition and Research	3
KINE	1304	Health and Wellness	3
PSCI	1301	U.S Government	3
Total Hours			16

### YEAR 2

#### FALL

BIOL	2430	Ecology and Behavior	4
BIOL	2101	2nd Year Seminar	1
CHEM	1411	General Chemistry I	4
MATH	2413	Calculus I	4
COMM	1315	Public Speaking	3
KINE	1101	Personal Fitness	1
Total Hours			17

#### SPRING

BIOL	2431	Cellular and Molecular Behavioral Science	4
CHEM	1412	General Chemistry II	4
MATH	2414	Calculus II	4
BIOL	3201	Field Biology	2
Total Hours			17

### YEAR 3

#### FALL

BIOL	3401	Microbiology	4
BIOL	3101	3rd Year Seminar	1
CHEM	2412	Organic Chemistry I	4
Language I			3
BIOL	3201	Field Biology	2
Diversity Core I such as HIST 1381			3
Total Hours			17

#### SPRING

BIOL	3402	Vertebrate Physiology	3
CHEM	2422	Organic Chemistry II	4
Language II			3
ENGL	2331	World Literature	3
Diversity Core II			3
Total Hours			16

### YEAR 4

#### FALL

BIOL	3403	Genetics	4
BIOL	4104	Senior Seminar Fall	1
BIOL	4201	Lab Management	2
PHYS	2425	Physics I	4
HIST	1301	U.S. History I or	3
HIST	1302	U.S. History II	
Fine Arts Core			3
Total Hours			17

#### SPRING

BIOL	4102	Senior Seminar Spring	1
BIOL	4302	Internship or	3/1
BIOL	4110	Research	
BIOL		Elective	
PHYS	2426	Physics II	4
PHIL	2301	Philosophy and Ethics or	3
RELI	2302	Comparative Religion	3
Total Hours			14/12

## COURSES IN BIOLOGY (BIOL)

### **BIOL 1408 Introduction to Biology**

**4 Credit Hours**

Non-majors are introduced to basic concepts in biology. Included are discussions of the scientific method, cellular organization, genetics, evolution, and diversity. Biology majors may only take this course as an elective. Three lecture hours and two laboratory hours per week.

***Core Curriculum Science Requirement***

**Offered: Fall/Spring**

### **BIOL 1410 Organisms and Evolution**

**4 Credit Hours**

This course is a survey course with discussions of organisms phylogenetically, including bacteria, protists, fungi, plants, and animals. This course is a prerequisite for all upper division biology courses. Non-majors must have consent of the instructor. Three lecture hours and three laboratory



hours per week.

**Prerequisite:** None

**Offered:** Fall/Yearly

**BIOL 1411 General Botany**

**4 Credit Hours**

Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative plant group: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant also includes reproductive and functional interactions with their environment and with humans. Three lecture hours and three laboratory hours per week.

**Prerequisite:** None

**Offered:** Spring/Yearly

**BIOL 2101 Second Year Science Seminar**

**1 Credit Hour**

Seminars are presented by faculty, guest lecturers and students. Topics will address recent findings in the sciences or pertain to professional and career development of the science major. The course meets for a minimum of 1 hour weekly. Attendance, speaker evaluations and a presentation or paper is required for satisfactory completion of these science seminar courses.

**Prerequisites:** Biology major and 24 college credits

**Offered:** Fall/Spring/Yearly

**BIOL 2406 Environmental Biology**

**4 Credit Hours**

Non-majors are introduced to basic ecological principles and the effects of humans on the environment. The course includes studies of populations, communities, ecosystems, energy flow, resources, pollution, waste management, and the effects of urbanization. Three lecture hours and two laboratory hours per week.

**Core Curriculum Science Requirement**

**Offered:** Fall/Spring

**BIOL 2407 Human Anatomy**

**4 Credit Hours**

Examines the structure and organization of the human body. The laboratory includes dissection of a similar organism, the cat. This course is for biology, health science, teacher certification and kinesiology majors. Three lecture hours and two laboratory hours per week.

**Prerequisite:** None

**Offered:** Fall/Yearly

**BIOL 2408 Human Physiology**

**4 Credit Hours**

Examines the function and operation of the human body. This course is for students in Kinesiology. Three lecture hours and two laboratory hours per week.

**Prerequisite:** BIOL 2407

**Offered:** Spring/Yearly

**BIOL 2430 Ecology and Behavior**

**4 Credit Hours**

A study of the relationships between organisms and their external environment is made. Included are studies of physiological ecology, population dynamics, community structure, energy flow through ecosystems, and evolution. Three lecture hours and three laboratory hours per week. *This course is a writing intensive course.*

**Prerequisites:** BIOL 1410 or BIOL 1411  
and MATH 1314 or MATH 1342

**Offered:** Fall/Yearly

**BIOL 2431 Cellular and Molecular Biology**

**4 Credit Hours**

Included in this course are discussions of cellular organization, cell respiration and photosynthesis, and cell reproduction. This course is a prerequisite for all upper division Biology courses. Non-majors must have consent of the instructor. Three lecture hours and three laboratory hours per week.

**Prerequisites:** BIOL 1410 or BIOL 1411, and CHEM 1411

**Offered:** Fall/Yearly

**BIOL 3101 Third Year Science Seminar Fall/Spring**

**1 Credit Hours**

Seminars are presented by faculty, guest lecturers and students. Topics will address recent findings in

the sciences or may be relative to professional and career development of the science major. The course meets for a minimum of 1 hour weekly. Attendance, speaker evaluations and a presentation or paper is required for satisfactory completion of these science seminar courses.

**Prerequisites: Biology Major and 48 College Credits**

**Offered: Fall/Spring Yearly**

**BIOL 3201 Field Biology**

**2 Credit Hours**

A study of ecological methods in terrestrial and aquatic systems is made, with an emphasis on quantitative and experimental procedures. This course may include at least 15 hours of service learning. Four laboratory hours per week.

**Prerequisites: BIOL 1410, or BIOL 1411, and BIOL 2430**

**Offered: Fall/Yearly**

**BIOL 3301 Science Knowledge and Skills in Elementary Schools**

**3 Credit Hours**

This course focuses on the concepts and skills needed to teach science in the elementary school. Topics addressed include the knowledge and skills from the Texas Essential Knowledge and Skills (TEKS) – the curriculum of Texas public schools. Students have the opportunity to observe and practice the pedagogy that they experience. A minimum of 20 hours of field experience is required of all students.

**Prerequisites: BIOL 1410 or BIOL 1411 or  
BIOL 2430 or PHYS 1415**

**Offered: Spring As Needed**

**BIOL 3401 General Microbiology**

**4 Credit Hours**

This course is a survey of bacteria and viruses with emphasis on medical, industrial, and immunological considerations. Three lecture hours and three laboratory hours per week.

**Prerequisites: BIOL 2431**

**Offered: Spring/Every Other Year**

**BIOL 3402 Vertebrate Physiology**

**4 Credit Hours**

This course is a study of the control of the internal environment with examples drawn from various vertebrates. This is a required course for biology majors. Three lecture hours and three laboratory hours per week. *This course is a writing intensive course.*

**Prerequisites: BIOL 2431 and CHEM 1421**

**Offered: Spring/Every two years**

**BIOL 3403 Genetics**

**4 Credit Hours**

An introduction to the principles of heredity at the molecular and cellular level is covered in this course. This is a required course for biology majors. Three lecture hours and three hours of laboratory each week.

**Prerequisites: BIOL 2407 and CHEM 1421  
(may be taken concurrently)**

**Offered: Spring as Needed**

**BIOL 4101 and BIOL 4102 Biology Senior Seminar Fall/Spring**

**1/ 1 Credit Hour**

Senior seminar courses are to be taken by all biology majors. The student attends one discussion hour per week and at least one science seminar participation hour per week. Oral discussion, a written report, and presentation on selected topics developed from information gathered from professional journals and reference books are required. In some cases, laboratory investigations with written reports may be substituted. Specific requirements for the satisfactory completion of this course are outlined in the course syllabi for each semester.

**Prerequisite: Senior Standing**

**Offered: Fall/Spring Yearly**

**BIOL 4110 Biological Research/Project**

**1 Credit Hour**

The student plans and implements an independent biological study using facilities available at Huston-Tillotson University or other sites if recommended by the biology faculty. If this course is taken to satisfy the major internship or research requirement, it must be taken for at least 3 credit

hours. Course may be repeated for a maximum of 10 credits.

**Prerequisite: Instructor approval**

**Offered: Fall/Spring Yearly**

**BIOL 4201 Laboratory Management**

**2 Credit Hours**

This course covers the preparation and management of laboratories for BIOL 1408, BIOL 1410, BIOL 1411, BIOL 2406 or BIOL 2431. One hour meeting with instructor and four laboratory (preparation) hours per week. Consent of instructor required.

**Prerequisites: BIOL 2430 or BIOL 2431 and senior status**

**Offered: Fall/Spring Yearly**

**BIOL 4210 Biological Research/Project**

**2 Credit Hours**

The student plans and implements an independent biological study using facilities available at Huston-Tillotson University or other sites if recommended by the biology faculty. If this course is taken to satisfy the major internship or research requirement, it must be taken for at least 3 credit hours. Course may be repeated for a maximum of 10 credits.

**Prerequisite: Instructor approval**

**Offered: Fall/Spring Yearly**

**BIOL 4301 Special Topics in Biology**

**3 Credit Hours**

This course will cover selected topics in biology of special interest to students and instructors. Topics may be a more in-depth treatment of survey courses or cover a specialty in biology. Course may include the background and current findings regarding a specific phyla, a life system, reproduction, botany, ecology molecular genetics, marine or freshwater biology, integrative or developmental biology, or neurobiology.

**Prerequisite: Instructor approval**

**Offered: As Needed**

**BIOL 4302 Biological Internship**

**3 Credit Hours**

An internship experience for majors in biology. Students work as interns in one of the areas of concentration. Students may not enroll in this course without prior department approval.

**Prerequisites: 12 biological major credits and advisor approval**

**Offered: Fall/Spring Yearly**

**BIOL 4310 Biological Research/Project**

**3 Credit Hours**

The student plans and implements an independent biological study using facilities available at Huston-Tillotson University or other sites if recommended by the biology faculty. If this course is taken to satisfy the major internship or research requirement, it must be taken for at least 3 credit hours. Course may be repeated for a maximum of 10 credits.

**Prerequisite: Instructor approval**

**Offered: Fall/Spring Yearly**

**BIOL 4410 Biological Research/Project**

**4 Credit Hours**

The student plans and implements an independent biological study using facilities available at Huston-Tillotson University or other sites if recommended by the biology faculty. If this course is taken to satisfy the major internship or research requirement, it must be taken for at least 3 credit hours. Course may be repeated for a maximum of 10 credits.

**Prerequisite: Instructor approval**

**Offered: Fall/Spring Yearly**

## **CHEMISTRY (CHEM)**

### **Mission**

Prepare students for careers in chemistry and chemistry related areas, such as health, environmental, and forensics, in the industry, government, and education sectors as well as

for pursuit of graduate and professional degrees and to provide a supportive learning environment in which students can develop to their maximum potential.

The Chemistry program provides professional preparation for advanced training, research, and employment. It seeks to develop critical thinkers and teaches students to apply the scientific method in various academic and life applications. A Bachelor of Science (B.S.) degree and minor are offered.

## **Requirements for a Major in Chemistry**

1. A minimum of 41 credit hours in Chemistry

\* CHEM 1411----1412 General Chemistry I and II 8 hours  
CHEM 2102 Second Year Science Seminar (Fall and Spring) 1 hour  
CHEM 2412----2422 Organic Chemistry I and II 8 hours  
CHEM 3413 Quantitative Analysis 4 hours  
CHEM 3103 Third Year Science Seminar (Fall and Spring) 1 hour  
CHEM 4101----4105 Senior Seminar 2 hours  
CHEM 4464----4465 Physical Chemistry I and II 8 hours  
CHEM 4308 Chemical Research 3 hours  
Two Upper Division Chemistry Electives 6-8 hours  
(CHEM 2422 strongly recommended)

2. MATH 2413, MATH 2414 Calculus I and II 8 hours

3. PHYS 2425 and PHYS 2426 Physics I and II\* 8 hours

4. Completion of departmental examinations

It is recommended that 6-12 hours of a foreign language be completed in French.

An additional 6 hours in computer science beyond the core, COSC 1300, is highly recommended.

\* Included in the core curriculum

## **Requirements for a Minor in Chemistry**

A minor in Chemistry consists of 24 credit hours, including CHEM 1411, 1421, 2412, 2422, 3413, at least three hours of chemistry electives and one year of Science Seminar from CHEM 2102 or CHEM 3103.

For students transferring from another University, please reference department requirements listed under the Department of Natural Sciences and Mathematics.

## A SUGGESTED COURSE SEQUENCE FOR THE B.S. CHEMISTRY MAJOR

### YEAR 1

#### FALL

UNIV	1201 or	Freshman Seminar	2
RAMS	1201		
CHEM	1411	General Chemistry I	4
MATH	1316	Trigonometry For Science Majors	3
ENGL	1301	Intro. College Composition	3
KINE	1100/1101	Personal Fitness/Sports	1
COSC	1300	Introduction to Computers	3

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Total Hours 16

#### SPRING

CHEM	1412	General Chemistry II	4
MATH	2312	Pre-Calculus	3
ENGL	1302	Composition and Research	3
KINE	1304	Health and Wellness	3
PSCI	1301	US Government	3

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Total Hours 16

### YEAR 2

#### FALL

CHEM	2412	Organic Chemistry I	4
CHEM	2102	2nd Year Seminar	1
MATH	2413	Calculus I	4
PHYS	2425	Physics I	3
COMM	1315	Public Speaking	3

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Total Hours 15

#### SPRING

CHEM	2422	Organic Chemistry II	4
MATH	2414	Calculus II	4
PHYS	2426	Physics II	4
		Behavioral Science	3

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Total Hours 15

### YEAR 3

#### FALL

CHEM	4464	Physical Chemistry I	4
CHEM	3103	3rd Year Seminar	1
CHEM	3413	Quantitative Analysis	4
		Language I	3
		Diversity Core I such as HIST 1381	3

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Total Hours 15

#### SPRING

CHEM	2423	Instrumental Analysis	4
CHEM	4466	Physical Chemistry II	4
ENGL	2331	World Literature	3
		Language II	3
		Diversity Core II	3

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Total Hours 17

### YEAR 4

#### FALL

CHEM	4104	Senior Seminar Fall	1
		Chemistry Elective	3
		Computer Science Elective	3
		Fine Arts Core	3
HIST	1301	US History I or	3
HIST	1302	US History II	
CHEM	4308	Chemical Research	3

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Total Hours 16

#### SPRING

CHEM	4105	Senior Seminar Spring	1
CHEM	4208	Chemical Research	2
		Computer Science Elective	3
PHIL	2301	Philosophy and Ethics or	3
RELI	2302	Comparative Religion	
		Elective	3

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Total Hours 12

## COURSES IN CHEMISTRY (CHE)

### CHEM 1411 General Chemistry I

**4 Credit Hours**

General Chemistry covers the fundamental laws and theories of chemical processes involving the common elements and their compounds. Topics include atomic structure, periodic classifications, physical states, chemical formulas and equations, stoichiometry, chemical reactions, bonding theories, molecular structure and reactions in aqueous solutions. A working knowledge of these topics is obtained through a series of lectures, laboratory exercises, computer exercises and molecular models. Basic mathematics and elementary algebra are sufficient to understand the concepts presented; additional mathematical concepts are taught if needed. The student becomes more aware of the

chemical nature of the world and understanding of everyday problems. Three lecture hours and one two-hour laboratory per week.

**Pre/Co-requisite: MATH 1314 or higher**

**Offered: Fall/Yearly**

### **CHEM 1412 General Chemistry II**

**4 Credit Hours**

This course is a continuation of CHEM 1411. This course requires a working knowledge of the topics covered in CHEM 1411. Greater success is achieved when these courses are taken in successive semesters. Fundamental laws and theories of chemical processes involving the common elements and their compounds is continued and includes the following topics: reaction rates and mechanisms, colloids, organic carbon compounds and oxidation-reduction. A working knowledge of these topics is obtained through a series of lectures, laboratory exercises, computer exercises and molecular models. Basic mathematics and elementary algebra are sufficient to understand the concepts presented; additional mathematical concepts are taught if needed. The student becomes more aware of the chemical nature of the world and more understanding of everyday problems. Three lecture hours and one two-hour laboratory per week.

**Prerequisite: CHEM 1411**

**Offered: Spring/Yearly**

### **CHEM 2102 Second-Year Science Seminar**

**1 Credit Hour**

Seminars are presented by faculty, guest lecturers and students. Topics will address recent findings in the sciences or may be relative to professional and career development of the science major. The course meets for a minimum of 1 hour weekly. Attendance, speaker evaluations and a presentation or paper is required for satisfactory completion of these science seminar courses.

**Prerequisites: Chemistry Major and 24 College Credits**

**Offered: Fall/Spring Yearly**

### **CHEM 2412 Organic Chemistry I**

**4 Credit Hours**

Organic Chemistry I is the study of aliphatic hydrocarbons and their derivatives. This course emphasizes the functionality of different classes of organic compounds, isomerism, nomenclature, reaction mechanisms, and methods of preparation. Three lecture hours and one three-hour laboratory period each week.

**Prerequisite: CHEM 1421**

**Offered: Fall/Yearly**

### **CHEM 2422 Organic Chemistry II**

**4 Credit Hours**

Continuation of CHEM 2412 and builds on the fundamentals covered in that course. Organic Chemistry II covers the study of aromatic, organometallic, and heterocyclic compounds, as well as spectroscopy. Reactions of the major functional groups and introductory biochemical structures and reactions are covered. Three lecture hours and one three-hour laboratory period each week.

**Prerequisite: CHEM 2412**

**Offered: Spring/Yearly**

### **CHEM 2423 Instrumental Analysis**

**4 Credit Hours**

Introduction to the critical use of advanced electrical and optical measurements in chemical analysis. Two lecture hours and one four-hour laboratory period each week.

**Prerequisite: CHEM 3413**

**Offered: Spring As Needed**

### **CHEM 3103 Third Year Science Seminar Fall/Spring**

**1 Credit Hour**

Seminars are presented by faculty, guest lecturers and students. Topics will address recent findings in the sciences or may be relative to professional and career development of the science major. The course meets for a minimum of 1 hour weekly. Attendance, speaker evaluations and a presentation or paper is required for satisfactory completion of these science seminar courses.

**Prerequisites: Chemistry Major and 48 College Credits**

**Offered: Fall/ Spring Yearly**

### **CHEM 3413 Quantitative Analysis**

**4 Credit Hours**

Introduction to methods of chemical analysis. Laboratory work consists of selected experiments on volumetric analysis. Emphasis is placed on physicochemical principles and stoichiometric relations involved in each determination. Two lecture hours and one four-hour laboratory period each week.

**Prerequisite:** CHEM 1421

**Offered:** Yearly

**CHEM 3423 Advanced Quantitative Analysis**

**4 Credit Hours**

This continuation of CHEM 3413 consists of an introduction to theory and practice of optical and electrical methods of analysis. Laboratory work is primarily gravimetric analysis and basic optical and electrochemical analysis. Two lecture hours and one four-hour laboratory period each week.

**Prerequisite:** CHEM 3413

**Offered:** Spring As Needed

**CHEM 3463 Biochemistry**

**4 Credit Hours**

A survey of the major constituents of living matter. Biophysical and biochemical processes in plants and animals are studied. Laboratory work includes isolation, identification, and application of quantitative analytical procedures to characteristic materials. Three lecture hours and one three-hour laboratory period each week.

**Prerequisites:** BIOL 1408 or BIOL 1410 and CHEM 2422

**Offered:** As Needed

**CHEM 4104 Chemistry Senior Seminar Fall**

**1 Credit Hour**

These seminar courses are to be taken by all Chemistry majors. The student attends one discussion hour per week and at least one science seminar participation hour per week. Oral discussion, a written report, and presentation on selected topics developed from information gathered from professional journals and reference books. In some cases laboratory investigations with written reports may be substituted. Specific requirements for the satisfactory completion of this course are outlined in the course syllabus for each semester.

**Prerequisite:** Senior Standing

**Offered:** Fall Yearly

**CHEM 4105 Chemistry Senior Seminar Spring**

**1 Credit Hour**

These seminar courses are to be taken by all Chemistry majors. The student attends one discussion hour per week and at least one science seminar participation hour per week. Oral discussion, a written report, and presentation on selected topics developed from information gathered from professional journals and reference books. In some cases laboratory investigations with written reports may be substituted. Specific requirements for the satisfactory completion of this course are outlined in the course syllabus for each semester.

**Prerequisite:** Senior Standing

**Offered:** Spring Yearly

**CHEM 4365 Advanced Organic Chemistry**

**3 Credit Hours**

A study of carbon compounds. Emphasis on modern atomic structure, molecular spectra, electrophilic and nucleophilic substitutions, elimination reactions, and free-radical reactions. *This course is a writing intensive course.*

**Prerequisite:** CHEM 2422

**Offered:** As Needed

**CHEM 4366 Advanced Inorganic Chemistry**

**3 Credit Hours**

A study of non-carbon compounds. Emphasis on the theories and principles of atomic structure, periodic classification, chemical bonding, complex ions and coordination compounds, oxidation-reduction, acids and bases, and non-aqueous solvents.

**Prerequisite:** CHEM 2422 or CHEM 3413

**Offered:** As Needed

**CHEM 4367 Special Topics in Chemistry**

**3 Credit Hours**

This course covers selected topics in chemistry of special interest to students or instructors. They may be a more in-depth treatment of survey courses or cover a specialty in chemistry. Possible topics

include chemometrics, spectroscopy, electronic materials, environmental, forensic, and polymers.

**Prerequisite:** Instructor approval

**Offered:** As Needed

**CHEM 4307 Chemistry Internship**

**3 Credit Hours**

This course is an internship experience for majors in chemistry. Students work as interns in a chemistry-related industry. Students may not enroll in this course without prior advisor approval.

**Prerequisite:** 12 Credits in Chemistry and Advisor Approval

**Offered:** Fall/Spring Yearly

**CHEM 4108 Chemical Research/Project**

**1 Credit Hour**

The student conducts independent investigation employing basic research techniques including instrumental methods such as infrared spectroscopy, gas chromatography, and visible and ultraviolet spectrophotometry, etc. The use of vacuum systems, inert solvent systems, and inert atmosphere systems may also be included. Library research is stressed as an integral part of the work. Variable hours per week.

**Prerequisite:** Instructor approval

**Offered:** Fall/Spring Yearly

**CHEM 4208 Chemical Research/Project**

**2 Credit Hours**

The student conducts independent investigation employing basic research techniques including instrumental methods such as infrared spectroscopy, gas chromatography, and visible and ultraviolet spectrophotometry, etc. The use of vacuum systems, inert solvent systems, and inert atmosphere systems may also be included. Library research is stressed as an integral part of the work. Variable hours per week.

**Prerequisite:** Instructor approval

**Offered:** Fall/Spring Yearly

**CHEM 4308 Chemical Research/Project**

**3 Credit Hours**

The student conducts independent investigation employing basic research techniques including instrumental methods such as infrared spectroscopy, gas chromatography, and visible and ultraviolet spectrophotometry, etc. The use of vacuum systems, inert solvent systems, and inert atmosphere systems may also be included. Library research is stressed as an integral part of the work. Variable hours per week.

**Prerequisite:** Instructor approval

**Offered:** Fall/Spring Yearly

**CHEM 4408 Chemical Research/Project**

**4 Credit Hours**

The student conducts independent investigation employing basic research techniques including instrumental methods such as infrared spectroscopy, gas chromatography, and visible and ultraviolet spectrophotometry, etc. The use of vacuum systems, inert solvent systems, and inert atmosphere systems may also be included. Library research is stressed as an integral part of the work. Variable hours per week.

**Prerequisite:** Instructor approval

**Offered:** Fall/Spring Yearly

**CHEM 4464 Physical Chemistry I**

**4 Credit Hours**

A presentation of the basic principles of physical chemistry with particular emphasis on thermodynamics and its application to gases, liquids, solids, and solutions. Three lecture hours and three laboratory hours each week.

**Prerequisites:** PHYS 2426, MATH 2414, and CHEM 2422

**Offered:** Fall As Needed

**CHEM 4465 Physical Chemistry II**

**4 Credit Hours**

A continuation of CHEM 4464. An elementary presentation of the kinetic-molecular theory, chemical kinetics, electrochemistry, surface chemistry, transport processes, and quantum mechanics are covered. Three lecture hours and three laboratory hours each week.



**Prerequisite: CHEM 4464**

**Offered: Spring As Needed**

### **COURSES IN PHYSICS (PHYS)**

The following physics courses are offered to fulfill requirements for the science core curriculum and for a Bachelor of Science degree in biology, chemistry, computer science, or mathematics.

#### **Physical Science PHYS 1415**

**4 Credit Hours**

This course consists of lectures, demonstrations, and laboratory exercises on topics relating to a study of the physical universe. Included is a survey of physics, astronomy, and chemistry in an integrated lecture laboratory sequence. This course develops a series of fundamental concepts in physics and chemistry through problem solving situations. The study includes empirical law and theories of matter, energy, loading, and structure. Three hours of lecture and two hours of laboratory per week.

**Pre- or Co-requisite: MATH 1314**

**Offered: Fall/Spring Yearly**

#### **General Physics I PHYS 2425**

**4 Credit Hours**

This course is primarily for science and engineering students. Vector notation and a mathematical approach are used in the development of conventional topics: mechanics, vibratory motion, wave motion and fluids. Topics from thermodynamics and relativity will be included if time permits. Three lecture hours, and one three-hour laboratory per week.

**Pre- or Co-requisite: MATH 2413**

**Offered: Fall/Yearly**

#### **General Physics II PHYS 2426**

**4 Credit Hours**

This course is a continuation of Physics 2425 primarily for science and pre-engineering students. Thermodynamics, electricity and magnetism are covered. Topics from modern physics will be included if time permits. Three lecture hours, and one three-hour laboratory per week.

**Prerequisites: PHYS 2425 and Co-requisite: MATH 2414**

**Offered: Spring/Yearly**

## **MATHEMATICS (MATH)**

### **Mission**

Provide challenging experiences in Mathematics, Physics, and Physical Science which prepare graduates to pursue additional study in graduate, medical/dental, and other professional schools.

### **The Mathematics Program:**

1. Provides opportunities for all students to develop quantitative and problem-solving skills.
2. Provides experiences that enable graduates to find employment in science-related careers.
3. Provides opportunities for majors to complete a cooperative education experience in their disciplines.

### **Objectives**

1. To improve critical thinking and problem-solving skills of all students.
2. To prepare department majors for medical/dental, graduate, and professional schools.
3. To provide quality general education courses that produce students with skills required for successful careers.

**Specific Competencies/Skills**

1. Knowledge of the major concepts in Physics, Physical Science, and Mathematics.
2. Proficiency in scientific writing, oral and visual presentations, and computer applications.
3. Proficiency in data analysis and statistical procedures.
4. Application of research techniques.
5. Proficiency in using equipment and technology in areas of the major field

**Requirements for a Bachelor of Arts Degree in Mathematics (35 hours)****Required Courses**

MATH 2413	Calculus 1	4 hours
MATH 2414	Calculus 2	4 hours
MATH 2415	Calculus 3	4 hours
MATH 3333	Probability	3 hours
MATH 2318	Linear Algebra	3 hours
MATH 4147	Senior Seminar (Fall and Spring)	2 hours

**In addition, Math majors are to select any five (5) courses from those listed below:**

MATH 3334	General Topology	3 hours
MATH 1348	Geometry	3 hours
MATH 3398	Number Theory	3 hours
MATH 3331	Modern Algebra	3 hours
MATH 3337	Real Analysis	3 hours
MATH 3332	Complex Analysis	3 hours
MATH 2320	Differential Equations	3 hours
MATH 3335	Numerical Analysis	3 hours
MATH 2417	Advanced Calculus	3 hours
MATH 3338	Special Topics	3 hours

**Requirements for a Bachelor of Science Degree in Mathematics**

1. The required courses for a Bachelor of Arts degree
2. Eight (8) hours of Physics PHYS 2425\* and PHYS 2426
3. Four (4) additional hours from CHEM 1411\*, BIOL 1410\*, or BIOL 1411\*
4. Two (2) course selected from:

MATH 2305 Discrete Mathematics, MATH 1342 Introduction to Statistics, COSC 1312 Programming Foundations I and COSC1323 Programming, Foundations II

**Requirements for a Minor in Mathematics (20 hours)**

1. MATH 2413 Calculus I and MATH 2414 Calculus II

2. An additional 12 semester hours selected from MATH 1342, MATH 2415, MATH 3333, and MATH 2318.

*Students transferring from another University, please reference division requirements listed under the Department of Natural Sciences.*

## A SUGGESTED COURSE SEQUENCE FOR THE MATHEMATICS MAJOR

### YEAR 1

FALL				SPRING			
UNIV	1201 or	Freshman Seminar	2	Language II			3
RAMS	1201			MATH	2312	Pre-Calculus	3
Language I			3	ENGL	1302	College Rhetoric and	3
MATH	1316	Trigonometry for Science	3			Composition	3
		Majors		KINE	1304	Health and Wellness	3
ENGL	1301	Introduction College	3	PSCI	1301	US Government	
		Composition					
COSC	1300	Introduction to Computers	3				
KINE	1100/1101	Personal Fitness/Sports	1				
Total Hours			15	Total Hours			15

### YEAR 2

FALL				SPRING			
MATH	2413	Calculus I	4	MATH	2414	Calculus II	4
PHYS	2425	Physics I	4	PHYS	2426	Physics II	4
COMM	1315	Public Speaking	3			Behavioral Science	3
HIST	1301/1302	U.S. History I or II	3	PHIL	2301	Philosophy and Ethics or	3
				RELI	2302	Comparative Religion	
Total Hours			14	Total Hours			14

### YEAR 3

FALL				SPRING			
MATH	2415	Calculus III	4	MATH	2320	Differential Equations	3
MATH	2318	Linear Algebra	3	MATH	3333	Probability	3
MATH	1342 or COSC 1312 (BS Elective)		3	MATH	2305 or COSC 1323 (BS Elective)		3
Diversity Core I			3			Diversity Core II	3
Fine Arts Core			3	ENGL	2331	World Literature	3
Total Hours			16	Total Hours			15

### YEAR 4

FALL				SPRING			
MATH	3337	Real Analysis	3	MATH	3338	Special Topics	3
MATH	4147	Senior Seminar	1	MATH	4147	Senior Seminar	1
MATH	3332	Modern Algebra	3	MATH	3335	Numerical Analysis	3
CHEM 1411/BIOL 1410/BIOL 1411 (BS Elective)			4			Electives (at least 8 hours)	8
Elective (at least 3 hours)			3				
Total Hours			14	Total Hours			15

## COURSES IN MATHEMATICS (MATH)

### MATH 0300 Bridge Seminar for Algebra

**3 Credit Hours**

This seminar course focuses instruction in reviewing basic mathematics concepts required for success in Introduction to Algebra and College Algebra Courses. Students who complete this seminar with a C or better earn college admission and take placement exams to determine MATH 0330 or 1314 or 1314Q enrollment.

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

### MATH 0330 Introduction to Algebra

**3 Credit Hours**

The required competencies for successful completion of this course require demonstration of MATH 0330 competencies related to real numbers, linear equations, inequalities, and factoring polynomials. Students must pass this course with a grade of "C" or better to enroll in MATH 1314.

**Prerequisite:** NONE

**Offered:** Fall/Spring Yearly

**MATH 0330Q Introduction to Algebra with Review**

**3 Credit Hours**

This is a five-day per week intensive course combining review of basic math skills with MATH 0330 content. The basic math concepts reviewed include operations of whole numbers, fractions and decimals, ratios and percents, rounding, prime numbers, factors and least common multiples. The required competencies for successful completion of this course require demonstration of MATH 0330 competencies related to real numbers, linear equations, inequalities, and factoring polynomials. *Students must pass this course with a grade of “C” or better to enroll in MATH 1314.*

**Offered:** Fall/Spring Yearly

**MATH 1314 College Algebra**

**3 Credit Hours**

Successful completion of this course requires demonstration of MATH 1314 competencies related to operations on algebraic expressions, functions, linear equations, inequalities, factoring polynomials and logarithms.

**Prerequisite:** Entrance Exam Placement or  
“C” or better in MATH 0330 or MATH 0330Q

**Offered:** Fall/Spring Yearly

**MATH 1314Q College Algebra with Review**

**3 Credit Hours**

This is a five- day- per- week intensive course combining review of MATH 0330 concepts with MATH 1314 content. The introduction to algebra concepts reviewed includes real numbers, linear equations, inequalities, and factoring polynomials. Successful completion of this course requires demonstration of MATH 1314 competencies related to operations on algebraic expressions, functions, linear equations, inequalities, factoring polynomials and logarithms.

**Prerequisite:** Entrance Exam Placement or  
“C” or better in MATH 0330 or MATH 0330Q

**Offered:** Fall/Spring Yearly

**MATH 1316 Trigonometry**

**3 Credit Hours**

This course is designed for students majoring in mathematics, science, engineering or certain engineering-related technical fields. Content includes the study of trigonometric functions and their applications, trigonometric identities and equations, vectors, polar coordinates and equations and parametric equations

**Prerequisite:** Entrance Exam Placement or  
C or better in MATH 1314 or MATH 1314Q

**Offered:** Fall/Spring Yearly

**MATH 1342 Introductory Statistics**

**3 Credit Hours**

This is a first course in statistics that requires knowledge of the fundamental procedures for data organization and analysis. Topics include frequency distributions, graphing, measures of central tendency, dispersion, positions, binomial distribution, normal curves, probability calculation, t-test, chi-square, F-test, hypothesis testing, and statistical estimation.

**Prerequisite:** MATH 1314

**Offered:** Fall/Yearly

**MATH 1348 Geometry**

**3 Credit Hours**

The purpose of this course is to introduce the student to the fundamentals of plane and solid geometry. Desirable in its own right, this foundation is also essential for the study of higher mathematics and exceedingly helpful in everyday life. Topics are: axioms, angle measurement, proofs, constructions, perpendicular lines and planes, parallel lines and planes, ratio, proportion, similarity, area and volume.

**Prerequisite:** MATH 1314

**Offered:** As Needed

**MATH 1350 Fundamental Concepts of Math**

**for Elementary Education I****3 Credit Hours**

A mathematics course which covers the Texas Essential Knowledge and Skills (TEKS) objectives and the TExES objectives for grades EC----4. Emphasis will be placed on standards of the National Council of Teachers of Mathematics (NCTM). Topics include numeration systems, number systems, non-decimal number bases, algorithms, measurement, whole number algorithms, number theory, fractions, decimals and percents. These topics include computer solutions to many problems using student designed programs and provided programs; real vector spaces, subspaces, bases, dimensions of vector spaces, and spanning sets; eigenvalues, eigenvectors, and linear transformations.

**Prerequisite: MATH 1314****Offered: Fall As Needed****MATH 1351 Fundamental Concepts of Mathematics  
for Elementary Education II****3 Credit Hours**

A mathematics course which covers TEKS objectives and the TExES objectives for grades K----4. Emphasis will be placed on standards of the NCTM. Topics include rational numbers, real numbers, functions, graphs, statistics, probability, geometric shapes, measurement, geometry using congruence and similarity, coordinate geometry, and geometry using transformations. Technology, including computers and graphing calculators will be used throughout the course.

**Prerequisite: Field Experience and MATH 1350****Offered: Spring As Needed****MATH 1360 Fundamental Concepts of Math for Secondary Schools** **3 Credit Hours**

A survey of topics in secondary school mathematics including geometry, linear programming, history of mathematics, graphing calculator, and computer applications in mathematics.

**Prerequisite: MATH 1314****Offered: As Needed****MATH 2305 Discrete Mathematics****3 Credit Hours**

A required course for computer science majors. This course covers selected mathematical concepts that facilitate a deeper understanding of computer science and programming. It introduces number systems and computer arithmetic. Topics and concepts include sets, group codes, logic and truth table, Boolean algebra and its application to computer logic design, relations, and functions. Other topics covered include elementary matrix operations, permutations, combinations, and counting techniques.

**Prerequisite: MATH 1314****Offered: Spring/Yearly****MATH 2312 Pre-Calculus****3 Credit Hours**

This course includes the study of coordinate geometry and models, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, analytical geometry, and discrete mathematics. This course satisfies the General Studies requirement.

**Prerequisite: Entrance Exam Placement or MATH 1316****Offered: Spring/Summer Yearly****MATH 2318 Linear Algebra****3 Credit Hours**

This course covers matrices and their operations, special matrices including identities, symmetric and skew symmetric, idempotent, row operations on matrices in solving systems of equations, computer solutions to many problems using student designed and given programs, real vector spaces, subspaces, bases, dimensions of vector spaces, spanning sets, eigenvalues, eigenvectors, and linear transformations.

**Prerequisite: MATH 1314****Offered: Fall As Needed****MATH 2320 Differential Equations****3 Credit Hours**

This course covers solutions of linear and nonlinear ordinary differential equations, and utilization of Laplace transform to solve ordinary differential equations.

**Prerequisite: MATH 2414****Offered: Spring As Needed**

**MATH 2413 Calculus I****4 Credit Hours**

The standard first course in calculus. Topics include functions and their graphs, composition of functions, limits of functions, proofs, continuous functions, derivatives of algebraic functions, Newton's method, Rolle's Theorem, mean value theorem, local and extreme values of functions, application problems, related rates, concavity, higher order derivatives, and implicit differentiation.

**Prerequisites: MATH 1314, 1316, 2312 or Entrance Exam Placement****Offered: Fall/Yearly****MATH 2414 Calculus II****4 Credit Hours**

A second standard course in calculus. Topics include definite and indefinite integrals, using integrals to compute areas, volumes, growth and decay, differentiation and integration of algebraic and transcendental functions, trigonometric substitutions, partial fractions, tables of integrals, and application.

**Prerequisite: MATH 2413****Offered: Spring/Yearly****MATH 2415 Calculus III****4 Credit Hours**

A standard third course in calculus. Topics include infinite series, vector and analytical geometry, limits and continuity in three-space, gradients, tangent planes, partial and directional derivatives, polar coordinates, application of multiple integrals to area, volume, centroids, partial differentiation, and applications.

**Prerequisite: MATH 2414****Offered: Fall/Yearly****MATH 2317 Advanced Calculus****3 Credit Hours**

Topics covered in this course include Vector-valued functions and their analysis, the geometry of Euclidean  $n$ -space, partial derivatives, functions of several variables, Taylor's theorem, infinite sequences and series, line and surface integral, LaGrange multipliers, multiple integrals, Green's and Stoke's theorems.

**Prerequisite: MATH 2415****Offered: As Needed****MATH 3331 Modern Algebra****3 Credit Hours**

This course in abstract algebra utilizes the postulational approach. Topics considered include binary operations, mappings, number theory, rings, subrings, groups, subgroups, and fields.

**Prerequisite: MATH 1314****Offered: Fall As Needed****MATH 3332 Complex Analysis****3 Credit Hours**

A first course in complex analysis covering complex numbers, analytic functions, contour integration, power series, analytic continuation, sequences of analytic functions, conformal mapping of simply connected regions, and related topics.

**Prerequisite: MATH 2415****Offered: Spring As Needed****MATH 3333 Probability****3 Credit Hours**

A second course in statistics for students majoring in mathematics and sciences. The following topics are covered in this course: Discrete and continuous Probability functions, binomial, Poisson, normal, geometric, and gamma distribution, random variables, joint density, conditional densities, expected values, estimations, hypothesis testing, goodness-of-fit tests, and regression.

**Prerequisite: MATH 1342 and MATH 2414****Offered: Spring As Needed****MATH 3334 General Topology****3 Credit hours**

Topics include introduction to sets, relations, openness, closedness, convergence, continuity, compactness, connectedness and fixed points in topological spaces with special emphasis on Euclidean spaces and metric spaces.

**Prerequisite: MATH 1314**

**Offered: As Needed**

**MATH 3335 Numerical Analysis**

**3 Credit Hours**

This course covers polynomial forms and interpolation, divided differences, polynomial, uniform, least-squares and splines approximation; orthogonal polynomials; numerical differentiation; integration; splines; B-splines; and numerical methods for solving initial and boundary value problems for ordinary differential equations.

**Prerequisites: MATH 2415, 2318**

**Offered: Spring As Needed**

**MATH 3336 Numerical Techniques for Computer Science Majors**

**3 Credit Hours**

This course emphasizes the use of computers in solving problems in applied mathematics. Topics include number presentation; errors in computer arithmetic, portability issues, error classification, well conditioned and ill-conditioned problems and iterative approximation to mathematical problems.

**Prerequisites: MATH 2414 and 6 COSC Language Credits**

**Offered: Spring/Yearly**

**MATH 3337 Real Analysis**

**3 Credit Hours**

Topics covered in this course include: real numbers, upper and bounds, intervals, mathematical induction, sequences and series, convergence, limits, continuity, derivatives, and integrals.

**Prerequisite: MATH 2414**

**Offered: Fall As Needed**

**MATH 3338 Special Topics in Mathematics**

**3 Credit Hours**

This course covers selected topics in mathematics of special interest to students or instructors. Topics may be a more in-depth treatment of survey courses or cover a specialty in mathematics. Possible topics include: actuarial science, laplace transforms, complex variables, calculus of variation, integral equations, and advanced differential equations.

**Prerequisite: Instructor approval**

**Offered: Spring As Needed**

**MATH 3398 Number Theory**

**3 Credit Hours**

Number theory is the study of properties of numbers, in particular the integers and rational numbers. Questions in elementary number theory include divisibility properties of integers (e.g., the Euclidean algorithm), properties of primes (e.g., there are infinitely many), congruencies, quadratic reciprocity and integer solutions to basic equations (e.g., Diophantine equations). Even though number theory is one of the oldest disciplines in mathematics, it has recently contributed too many practical problems such as coding theory, cryptography, hashing functions or other tools in modern information technology.

**Prerequisite: MATH 1314**

**Offered: As Needed**

**MATH 4147 Mathematics Senior Seminar Fall/Spring**

**1 Credit Hour**

Senior seminar courses are taken by all Mathematics majors. The student attends one discussion hour per week and at least one science seminar participation hour per week. Oral discussion, a written report and presentation on selected topics developed from information gathered from professional journals and reference books. In some cases laboratory investigations with written reports may be substituted. Specific requirements for the satisfactory completion of this course are outlined in the course syllabus for each semester.

**Prerequisite: Senior Standing**

**Offered: Fall/Spring Yearly**

**MATH 4345 Mathematics Internship**

**3 Credit Hours**

This course is an internship experience for majors in Mathematics. Students work as interns in a mathematics-related industry.

**Prerequisites: 12 Math Major Credits and Advisor Approval**

**Offered: Fall/Spring Yearly**



**MATH 4146 Mathematics Research/Project****1 Credit Hour**

The student plans and implements an independent mathematical study under the direction of faculty, using facilities available at Huston-Tillotson University or other sites if recommended by the mathematics faculty. Or the student may work with a mathematics faculty member in a specific research area. Course may be repeated for a maximum of 10 credits.

**Prerequisite: Instructor approval****Offered: Fall/Spring Yearly****MATH 4246 Mathematics Research/Project****2 Credit Hours**

The student plans and implements an independent mathematical study under the direction of faculty, using facilities available at Huston-Tillotson University or other sites if recommended by the mathematics faculty. Or the student may work with a mathematics faculty member in a specific research area. Course may be repeated for a maximum of 10 credits.

**Prerequisite: Instructor approval****Offered: Fall/Spring Yearly****MATH 4346 Mathematics Research/Project****3 Credit Hours**

The student plans and implements an independent mathematical study under the direction of faculty, using facilities available at Huston-Tillotson University or other sites if recommended by the mathematics faculty. Or the student may work with a mathematics faculty member in a specific research area. Course may be repeated for a maximum of 10 credits.

**Prerequisite: Instructor approval****Offered: Fall/Spring Yearly****MATH 4446 Mathematics Research/Project****4 Credit Hours**

The student plans and implements an independent mathematical study under the direction of faculty, using facilities available at Huston-Tillotson University or other sites if recommended by the mathematics faculty. Or the student may work with a mathematics faculty member in a specific research area. Course may be repeated for a maximum of 10 credits.

**Prerequisite: Instructor approval****Offered: Fall/Spring Yearly**

## **SCHOOL OF BUSINESS AND TECHNOLOGY**

The School of Business and Technology represents a collaborative model of exemplary education guided by a code of ethics and curriculum standards for individuals seeking degrees in the areas of business and computer science. Graduates completing degrees in either of these areas will demonstrate the requisite knowledge and thinking skills that result in success in their career or post-baccalaureate education.

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

### **GENERAL INFORMATION**

#### **Mission**

The business administration program delivers a course of study preparing competent business professionals to meet the challenges of an interdependent world.

The business administration program provides the tools to enable students to make an immediate contribution to the business environment. Students are given the opportunity to develop:

- An appreciation of the historical evolution of the modern business culture and an awareness of the social and economic forces shaping its future.
- The ability to use the contingency approach to solving business problems.
- An understanding of how to work with and learn from others.
- An ability to recognize and promote ethical and social values.
- An understanding of the major functional areas of business.
- A specialization for a highly-productive business career.
- An appreciation of and preparation for advanced study.
- A global business perspective.

### **CONCENTRATIONS OFFERED**

The faculty of the business administration program guides students in developing skills to gather and utilize data, make and implement sensible business decisions, communicate effectively with others, and foster successful human relationships. The Department of Business Administration confers the Bachelor of Arts degree in Business Administration with concentrations in accounting, management, or marketing.

**Accounting:** Courses in this curriculum prepare students for careers and professional certifications (e.g., CPA) focusing on accounting, financial management, or business administration in both the public and private sectors.

**Management:** This program prepares students for careers in the management of corporate, as well as governmental, operations. Also, courses in this curriculum are designed for students who aspire to manage a small business or start their own small business.

**Marketing:** The marketing curriculum is designed for students who are interested in careers in sales, marketing, advertising, and public relations.

### **DEGREE REQUIREMENTS FOR MAJOR**

The Business Administration major course of study includes a series of core curriculum courses, core business courses, and advanced courses in the three areas of concentration: accounting, management, and marketing. Students should expect to utilize a highly technological fluency throughout the course of study.

A student must earn a grade of “C” or better in all courses counted toward the major or minor.

The total number of semester credit hours required for the degree is 122. The 122 credit hours are as follows:

<b>A. University Core Curriculum Requirements</b>	<b>51 credit hours</b>
<b>B. Diversity Courses</b>	<b>6 credit hours</b>

**C. Introduction to Statistics**  
**D. Department Core Requirements**

**3 credit hours**  
**38 credit hours**

**Department Core Requirements**

<b>Course #</b>	<b>Course Title</b>	<b>Hours</b>
ACCT 2301	Principles of Financial Accounting	3
ACCT 2302	Principles of Managerial Accounting	3
ECON 2301	Principles of Microeconomics	3
ECON 2302	Principles of Macroeconomics	3
BUSI 2301	Business Communications	3
FINA 3311	Intro to Corporate Finance	3
BUSI 3401	Quantitative Business Analysis	4
MGMT 3311	Principles of Management	3
BUSI 3312	Legal, Social, and Ethical Aspects of Business	3
MKTG 3311	Principles of Marketing	3
BUSI 3113	Professional Development Seminar	1
BUSI 4321	Business Internship	3
MGMT 4323	Business Policy	3

**E. Concentration (Accounting, Management, or Marketing Courses) 18 credit hours**  
**F. Approved Electives 6 credit hours**

**REQUIREMENT FOR THE BUSINESS ADMINISTRATION MINOR**

A minor in Business Administration is also offered. This minor is designed for **non-business majors** and requires completion of the following 21 credit hours of courses in the Business Administration curriculum:

ACCT 2301 Principles of Financial Accounting  
ACCT 2302 Principles of Managerial Accounting I  
ECON 2301 Principles of Microeconomics  
ECON 2302 Principles of Macroeconomics  
FINA 3311 Introduction to Corporate Finance  
MGMT 3311 Principles of Management  
MKTG 3311 Principles of Marketing

**SUGGESTED CLASS SEQUENCE FOR  
ACCOUNTING CONCENTRATION  
TOTAL SEMESTER HOURS REQUIRED TO GRADUATE = 124**

<b>YEAR 1</b>							
<b>Fall</b>				<b>Spring</b>			
UNIV RAMS ENGL	1201 or 1201 1301	Freshman Seminar	2	ENGL	1302	College Rhetoric and Composition	3
		Introduction to College Composition	3	MATH	1342	Statistics	3
MATH	1314	Algebra	3	Language II		<b>(Study Abroad Option)</b>	3
Language I			3	PSCI	1301	US or Texas Government	3
Science I		Chemistry 1; Biology 1, or Physical Science 1	4	or 1302			
				KINE	1304	Health and Wellness	3
COSC	1300	Introduction to Computers	3	KINE	1100	Personal Fitness	1
Total			18	Total			16
<b>YEAR 2</b>							
<b>Fall</b>				<b>Spring</b>			
ACCT	2301	Principals of Financial Accounting	3	ACCT	2302	Principal of Managerial Accounting	3
ECON	2301	Microeconomics	3	ECON	2302	Macroeconomics	3
ENGL	2331	World Literature	3	COMM	1315	Public Speaking	3
HIST	1301	US History I or II	3	RELI	2302 or	Religion or Philosophy	3
	or 1302		3	PHIL	2301		
Diversity		African American History, Other	3	Science II		Chemistry 2; Biology 2, or Physical Science 2	4
BUSI	2301	Business Communication					
Total			18	Total			16
<b>YEAR 3</b>							
<b>Fall</b>				<b>Spring</b>			
ACCT	3311	Intermediate Accounting I	3	ACCT	3322	Intermediate Accounting II	3
BUSI	3401	Quantitative Business Analysis	4	ACCT	3323	Individual Income Tax	3
				FINA	3311	Corporate Finance	3
MGMT	3311	Principals of Management	3	Fine Arts		Musicianship; Introduction to Arts, etc. <b>(Study</b>	3
BUSI	3312	Legal, Ethics, and Social	3			<b>Abroad Option)</b>	
MKTG	3311	Principles of Marketing	3			<b>Diversity (Study Abroad</b>	
BUSI	3113	Professional Development	1	Elective		<b>Option)</b>	
Total			17	Total			15
<b>YEAR 4</b>							
<b>Fall</b>				<b>Spring</b>			
ACCT	4312	Cost Accounting	3	BUSI	4321	Business Internship <b>Study</b>	3
ACCT	4321	Auditing	3			<b>Abroad Option)</b>	
Elective		Level: 3000 or 4000	3	MGMT	4323	Business Policy	3
Elective		Level: 3000 or 4000	3	ACCT	Elective	Level: 3000 or 4000	3
				Social Behavior		Introduction to Sociology; Introduction to Psychology; Social Problems	3
Total			12	Total			12

**SUGGESTED SEQUENCE OF CLASSES FOR  
MANAGEMENT CONCENTRATION  
TOTAL SEMESTER HOURS REQUIRED TO GRADUATE = 124**

YEAR 1							
Fall				Spring			
UNIV RAMS ENGL	1201 or 1201 1301	Freshman Seminar	2	ENGL	1302	College Rhetoric and Composition	3
		Introduction to College Composition	3	COSC PSCI	1300 1301	Introduction to Computers US or Texas Government	3
MATH Language I Science I	1314	Algebra	3		or 1302		3
			3	MATH	1342	Statistics	3
		Chemistry 1; Biology 1, or Physical Science 1	4	Language II KINE		<b>(Study Abroad Option)</b>	
KINE	1304	Health and Wellness	3		1100	Personal Fitness	1
Total			18	Total			16
YEAR 2							
Fall				Spring			
ACCT ECON ENGL HIST	2301 2301 2331 1301 or	Financial Accounting Microeconomics World Literature US History I or II	3 3 3 3	ACCT ECON COMM RELI PHIL	2302 2302 1315 2302 or 2301	Managerial Accounting Macroeconomics Public Speaking Religion or Philosophy	3 3 3 3
HIST BUSI	1381 2301	African American History Business Communication	3 3	Science II		Chemistry 2; Biology 2, or Physical Science 2	4
Total			18	Total			16
YEAR 3							
Fall				Spring			
BUSI MGMT	3401 3311	Quantitative Business Analysis Principles of Management	4 3	FINA MGMT MGMT	3311 3322 4322	Corporate Finance Organizational Behavior Human Resource Management	3 3 3
BUSI BUSI MKTG	3312 3113 3311	Legal, Ethics, & Social Professional Develop	3 1	Fine Arts		Musicianship; Introduction to Arts <b>(Study Abroad Option)</b>	3
MKTG Social Behavior	3311	Principles of Marketing Introduction to Sociology; Introduction to Psychology; Social Problems	3 3	Elective		Diversity <b>(Study Abroad Option)</b>	3
Total			17	Total			15
YEAR 4							
Fall				Spring			
MGMT	3323	Small Business Management	3	BUSI	4321	Business Internship <b>(Study Abroad Option)</b>	3
IBUS	3311	International Business	3	MGMT	4323	Business Policy	3
MGMT	4311	Operations Management	3	Elective		Level: 3000 or 4000	3
MGMT	Elective	Level: 3000 or 4000	3	Elective		Level: 3000 or 4000	3
Total			12	Total			12

**SUGGESTED SEQUENCE OF CLASSES FOR MARKETING**  
**TOTAL SEMESTER HOURS REQUIRED TO GRADUATE = 124**

<b>YEAR 1</b>							
<b>Fall</b>				<b>Spring</b>			
UNIV RAMS ENGL	1201 or 1201 1301	Freshman Seminar	2	ENGL	1302	College Rhetoric and Composition	3
		Introduction to College Composition	3	MATH	1342	Statistics	3
MATH	1314	Algebra	3	Language II		<b>(Study Abroad Option)</b>	3
Language I			3	PSCI	1301	US or Texas Government	3
Science I		Chemistry 1; Biology 1, or Physical Science 1	4	or 1302			
Fine Arts		Musicianship; Introduction to the Arts	3	KINE	1100	Personal Fitness	1
				KINE	1304	Health and Wellness	3
<b>Total</b>			18	<b>Total</b>			16

<b>YEAR 2</b>							
<b>Fall</b>				<b>Spring</b>			
ACCT	2301	Principles of Financial Accounting	3	ACCT	2302	Principals of Managerial Accounting	3
ECON	2301	Microeconomics	3	ECON	2302	Macroeconomics	3
ENGL	2331	World Literature I	3	COMM	1315	Public Speaking	3
HIST	1301	US History I or II	3	RELI	2302 or	Religion or Philosophy	3
	or 1302			PHIL	2301		
Diversity		African American History/Other	3	Science II		Chemistry 1; Biology 1, or Physical Science I	4
BUSI	2301	Business Communication	3				
<b>Total</b>			18	<b>Total</b>			16

<b>YEAR 3</b>							
<b>Fall</b>				<b>Spring</b>			
BUSI	3401	Quantitative Business Analysis	4	FINA	3311	Corporate Finance	3
MGMT	3311	Principles of Management	3	MKTG	3322	Consumer Behavior	3
BUSI	3312	Legal, Ethics, and Social	3	MKTG	4322	International Marketing	3
MKTG	3311	Principles of Marketing	3	Fine Arts		Musicianship; Introduction to Arts <b>(Study Abroad Option)</b>	3
BUSI	3113	Professional Develop	1	Elective		Diversity <b>(Study Abroad Option)</b>	
Social Behavior		Intro to Sociology; Introduction to Psychology; Social Problems	3				
<b>Total</b>			17	<b>Total</b>			15

<b>YEAR 4</b>							
<b>Fall</b>				<b>Spring</b>			
MKTG	4311	Marketing Research	3	BUSI	4321	Business Internship <b>(Study Abroad Option)</b>	3
MKTG	Elective	Level: 3000 or 4000	3				
MKTG	Elective	Level: 3000 or 4000	3	MGMT	4323	Business Policy	3
Elective		Level: 3000 or 4000	3	MKTG	4323	Marketing Management	3
				Elective		Level: 3000 or 4000	3
<b>Total</b>			12	<b>Total</b>			12

**COURSES IN BUSINESS ADMINISTRATION (BUSI)**

**ACCOUNTING**

**ACCT 2301 Principles of Financial Accounting**

**3 Credit Hours**

A study of the fundamental principles and problems involved in accounting for the major forms of business organizations. Recording techniques are examined and accounting concepts are explored. This course introduces concepts of financial accounting.

**Prerequisite:** MATH 1314

**Offered:** Fall/Spring/Yearly

**ACCT 2302 Principles of Managerial Accounting**

**3 Credit Hours**

This course is designed to help the student use the basic methods of internal accounting, reporting, and analysis to support managerial decision making, planning, and control of operations. This course introduces concepts of managerial accounting.

**Prerequisite:** MATH 1314, ACCT 2301

**Offered:** Spring/Yearly

**ACCT 3311 Intermediate Accounting I**

**3 Credit Hours**

The study of generally accepted accounting principles with an emphasis on development, effects on corporations and financial markets, and application to corporate activities.

**Prerequisite:** ACCT 2301, ACCT 2302

**Offered:** Fall/Yearly

**ACCT 3322 Intermediate Accounting II**

**3 Credit Hours**

The study of generally accepted accounting principles with an emphasis on corporate financing and investing activities.

**Prerequisite:** ACCT 2301, ACCT 2302, ACCT 3311

**Offered:** Spring/Yearly

**ACCT 3323 Individual Income Tax**

**3 Credit Hours**

This course develops a foundation for the study of federal taxation and the tax practice of accountants. Students study the federal taxation process, tax terminology and concepts, federal tax research methods, and the application of tax laws to individuals and businesses.

**Prerequisite:** ACCT 2301, ACCT 2302, ACCT 3311

**Offered:** Spring/Yearly

**ACCT 4312 Cost Accounting**

**3 Credit Hours**

A detailed study of accounting systems that provide information for management decision-making. Emphasis is on the use of accounting data in budgeting, product costing, planning and control, and capital investment decisions.

**Prerequisite:** ACCT 2301, ACCT 2302; ACCT 3311

**Offered:** Fall/Yearly

**ACCT 4321 Auditing**

**3 Credit Hours**

The study of generally accepted auditing standards, the auditing profession and audit practice, and the auditing process applied to corporate financial statements.

**Prerequisite:** ACCT 2301 ACCT 2302 ACCT 3311, ACCT 3312

**Offered:** Fall/Yearly

**ACCT 4323 Advanced Accounting**

**3 Credit Hours**

The study of generally accepted accounting principles with an emphasis on corporate mergers and acquisitions international business activities and financial reporting by governments, nonprofits, and partnerships.

**Prerequisite:** ACCT 2301, ACCT 2302 ACCT 3311,  
ACCT 3322 or instructor approval

**Offered:** Spring/Yearly

**ACCT 4364 Governmental/Not-For-Profit Accounting**

**3 Credit Hours**

Specialized emphasis and training for employment in governmental agencies. Emphasizes the major aspects of management control problems for not-for-profit organizations.

**Prerequisite:** Upper Division Standing, ACCT 3311, ACCT 3322

**Offered:** As Needed

**ACCT 4365 Theory of Accounting**

**3 Credit Hours**

The study of the basic assumptions, definitions, principles and concepts which underlie accounting rule-making and the reporting of accounting and financial information. Emphasis is on the study of accounting history, directions of accounting research, the standard setting process, accounting regulation and approaches to accounting education.

**Prerequisite:** ACCT 2301, ACCT 2302, ACCT 3311, ACCT 3322

**Offered:** As Needed

### **ACCT 4366 Accounting Information System**

**3 Credit Hours**

The study of information systems and organizations as well as the role of the computer in system creation. Emphasis is on providing knowledge about capturing, storing, processing, and communicating accounting information.

**Prerequisite:** ACCT 2301, ACCT 2302, ACCT 3311

**Offered:** As Needed

### **ACCT 4367 Special Topics in Accounting**

**3 Credit Hours**

This is an advanced-level course and will be occasionally offered. The course is designed to cover topics in accounting that are either not covered or not covered in depth by regularly offered accounting courses. This course will typically be taught in a seminar format.

**Prerequisite:** Completion of 21 credit hours of Business courses  
and instructor approval

**Offered:** As Needed

## **FINANCE**

### **FINA 3311 Introduction to Corporate Finance**

**3 Credit Hours**

A study of economic and institutional aspects of the financial environment and basic techniques of financial management of a firm.

**Prerequisite:** MATH 1314, MATH 1342,  
ACCT 2301, ACCT 2302, BUSI 3401

**Offered:** Fall/Yearly

### **FINA 3322 Risk Management and Insurance**

**3 Credit Hours**

This course will focus on the study of the basic uses and functions of insurance as applied to the overall treatment of risk. Emphasis is on understanding how insurance helps to solve some personal financial problems. Basic insurance concepts, including review of the risks that households experience and the policies used to ensure against these risks, are presented from the viewpoint of the consumer.

**Prerequisite:** MATH 1314, MATH 1342

**Offered:** As Needed

### **FINA 3363 Managerial Finance**

**3 Credit Hours**

A study of problems and cases in financial decision-making, designed to increase student proficiency in the techniques of financial management.

**Prerequisite:** MATH 1314, MATH 1342,  
ACCT 2301, ACCT 2302, BUSI 3401, FINA 3311

**Offered:** As Needed

### **FINA 3364 Financial Institutions and Markets**

**3 Credit Hours**

A comprehensive study of financial institutions that intermediate capital formation with emphasis on financial markets structure and instruments, money supply and the deposit expansion process.

**Prerequisite:** MATH 1314, MATH 1342, ECON 2301, FINA 3311

**Offered:** As Needed

### **FINA 3365 Short-Term Financial Management**

**3 Credit Hours**

This course provides an understanding of cash management, credit/collection policy, inventory decisions and sources of short-term financing for corporations.

**Prerequisite:** MATH 1314, MATH 1342, ECON 2301, FINA 3311

**Offered:** As Needed



**FINA 3366 Money and Banking****3 Credit Hours**

This course examines the structure and operations of our monetary system and commercial banking. It provides an introductory look at central banking, money, and capital markets.

**Prerequisite:** MATH 1314, MATH 1342,  
ACCT 2301, ACCT 2302, FINA3364

**Offered: Fall/Yearly****FINA 4361 Investment Management****3 Credit Hours**

An introduction to the development and management of investment portfolios, characteristics of investments, media sources of information, securities analysis and selection, and performance measurement.

**Prerequisite:** MATH 1314, MATH 1342, ECON 2301, BUSI 3401

**Offered: As Needed****FINA 4362 International Finance****3 Credit Hours**

This course examines international capital movements and balance of payment problems. Students analyze problems of international operations as they affect financial functions and review foreign and international institutions and the foreign exchange process. The course aims at familiarizing students with the concepts of multinational financial management and financial decision-making in the international context.

**Prerequisite:** MATH 1314, MATH 1342,  
ECON 2301, ECON 2302, FINA 3311

**Offered: As Needed****FINA 4363 Financial Modeling and Forecasting****3 Credit Hours**

This course provides students with the computer and analytical skills to use financial and statistical software to create financial models for prediction and decision-making.

**Prerequisite:** MATH 1314, MATH 1342, BUSI 3401, FINA 3363

**Offered: As Needed****FINA 4364 Federal Reserve System****3 Credit Hours**

This course will provide a detailed analysis of the Federal Reserve System with special emphasis on monetary theory and the formulation and administration of monetary policy.

**Prerequisite:** MATH 1314, MATH 1342,  
FINA 3364, FINA 3365, FINA 3366

**Offered: As Needed****FINA 4365 Bank Management****3 Credit Hours**

This course uses the application of traditional finance concepts to the management of commercial banks with emphasis on decision making and problem solving techniques to major problem areas in banking.

**Prerequisite:** MATH 1314, MATH 1342,  
FINA 3364, FINA 3365, FINA 3366

**Offered: As Needed****FINA 4366 Special Topics in Finance****3 Credit Hours**

This is an advanced-level course and occasionally offered. The course is designed to cover topics in finance that are either not covered or not covered in- depth by regularly offered finance courses. This course will typically be taught in a seminar format.

**Prerequisite:** Completion of 21 credit hours of Business courses

**Offered: As Needed**

## **MANAGEMENT**

**MGMT 3311 Principles of Management****3 Credit Hours**

An examination of the fundamental theories and techniques that influence contemporary management approaches. This course introduces students to how management is practiced and how these practices have developed.

**Prerequisite:** Upper Division Standing

**Offered:** Fall/Yearly

**MGMT 3322 Organizational Behavior**

**3 Credit Hours**

This is a study of the theories of organizations as related to effectiveness, efficiency, and impact on the environment. The student will delineate formal and informal organizations, discuss authority and influence, and explores the phenomenon of individual and group behavior in work organizations.

**Prerequisite:** MGMT 3311

**Offered:** Spring/Yearly

**MGMT 3323 Small Business Management**

**3 Credit Hours**

An introduction into the processes of starting a business. Preparation of a business plan, marketing plan and understanding concepts of e-business will be expected.

**Prerequisite:** MGMT 3311, MKTG 3311

**Offered:** Fall/Yearly

**MGMT 3324 Managing Diversity**

**3 Credit Hours**

This course is designed to introduce students to techniques used by organizations to learn how to "manage" people's differences in ways that make workers more productive and more compatible team members. The focus will be on developing one's ability to understand and appreciate individual differences and to work productively, particularly on teams, with people from diverse backgrounds, cultures, and ethnicities. This course will also focus on the needs for both individual understanding of differences and organizational systemic change.

**Prerequisite:** MGMT 3311

**Offered:** Spring/Yearly

**MGMT 4311 Operations Management**

**3 Credit Hours**

Techniques for management of direct resources required to produce goods and services. Topics such as linear programming, transportation algorithms and quantitative tools are covered.

**Prerequisite:** BUSI 3401, MGMT 3311

**Offered:** Fall/Yearly

**MGMT 4322 Human Resource Management**

**3 Credit Hours**

Basic techniques of management of human resources and human relations: job analysis; job rating and classification; selection, training and promotion; employee health/welfare and safety; remuneration of employees; labor turnover; employer-employee relations; government legislation; and labor relations.

**Prerequisite:** MGMT 3311

**Offered:** Spring/Yearly

**MGMT 4323 Business Policy**

**3 Credit Hours**

This course is designed as a capstone in the education of undergraduate business students. It involves the management of business organizations, in the broadest sense, integrating previous studies in business and administration into a coherent, realistic approach to business policy and decision making.

**Prerequisites:** Senior standing and completion of 21 credit hours of Business courses which must include FINA 3311, MGMT 3311, MKTG 3311

**Offered:** Fall/Yearly

**MGMT 4364 Special Topics in Management**

**3 Credit Hours**

This is an advanced-level course and is occasionally offered. The course is designed to cover topics in management that are either not covered or not covered in depth by regularly offered management courses. This course is typically taught in a seminar format.

**Prerequisite:** Completion of 21 credit hours of Business courses and instructor approval

**Offered:** As Needed

## **MARKETING**

### **MKTG 3311 Principles of Marketing**

**3 Credit Hours**

Principles of Marketing is an introductory course that emphasizes the key concepts and issues underlying the modern practice of marketing. The role of marketing in the organization and in society is examined and analyzed. Course content includes the general nature of marketing in a macro and micro context, the marketing concept, buyer behavior, and marketing organization. The marketing process is analyzed through the four main decision areas of products and services, distribution, promotion, and pricing.

**Prerequisite:** Upper Division Standing

**Offered:** Fall/Yearly

### **MKTG 3313 Principles of Advertising**

**3 Credit Hours**

Students learn and practice the marketing communication activities that take place in an organization. The course will emphasize advertising, personal selling, sales promotion, public relations, and packaging/branding. The course discusses the integration of these promotion activities and their application in the profit and non-profit sectors, as well as physical stores and those on the Web.

**Prerequisite:** MKTG 3311

**Offered:** Fall/Yearly

### **MKTG 3322 Consumer Behavior**

**3 Credit Hours**

Students in the Consumer Behavior course will examine the psychological and sociological factors that influence consumption and decision-making. During the course, students will learn about the practical implications of consumer attitudes and behavior for marketing activities such as merchandising, market research, distribution, product development, pricing, branding, and e-commerce.

**Prerequisite:** MKTG 3311

**Offered:** Spring/Yearly

### **MKTG 3364 Internet Marketing**

**3 Credit Hours**

This course investigates how “brick and mortar” organizations can incorporate the entrepreneurial and management side of internet marketing to create an online presence and increase market share. In addition to textbook and selected course readings, students will be introduced to e-marketing in a computer lab where they will evaluate search engines, construct blogs, web sites, and learn about other viral, email, social, and electronic marketing.

**Prerequisites:** MKTG 3311

**Offered:** As Needed

### **MKGT 3365 Sales Management**

**3 Credit Hours**

A study and analysis of techniques in professional selling with special emphasis on application of concepts in actual sales presentations. Emphasis is also on the planning and execution of an advertising sales campaign and the economic benefits and social relationships that are derived from such a campaign.

**Prerequisite:** MKTG 3311

**Offered:** As Needed

### **MKTG 3366 Public Relations**

**3 Credit Hours**

This is a survey course on the function of public relations in the organization and with the general public. Relevant topics include: counseling, news releases, brochures, and advertisements.

**Prerequisite:** COSC 1300, BUSI 2301, MKTG 3311

**Offered:** As Needed

**MKTG 4311 Marketing Research****3 Credit Hours**

Students learn to formulate and structure marketing problems, recommend the marketing research that should be undertaken, appreciate what can and cannot be learned from marketing research, gather and analyze quantitative marketing data, and make effective decisions based on those data. The skills covered in this course are applicable to marketing problems encountered in both consumer and business-to-business markets, and in the public and private sectors.

**Prerequisite: MKTG 3311, MKTG 3322****Offered: Fall/Yearly****MKTG 4322 International Marketing****3 Credit Hours**

Analysis of the multinational process of planning and promotion of goods, ideas, and services worldwide. Emphasis is on indirect and direct exporting, product pricing and promotions, shipping, and physical distributions, and financing decisions in export markets.

**Prerequisite: MKTG 3311****Offered: Spring/Yearly****MKTG 4323 Marketing Management****3 Credit Hours**

An analysis of problems which the marketing manager will encounter in modern customer-oriented marketing, as well as techniques of planning, organizing, and controlling business functions.

**Prerequisite: MKTG 3311****Offered: Spring/Yearly****MKTG 4364 Advertising in Multicultural Markets****3 Credit Hours**

Massive demographic changes have modified the cultural identities of American consumers and disrupted the effectiveness of traditional marketing techniques. The so-called mass market has dissolved into smaller groups of consumers who express distinctive ethnic, age-related or lifestyle values by what they buy and how they buy it. This class presents strategies and tools for marketers seeking to reach emerging subcultures. Class activities will involve a mix of lectures, case study analyses, small group activities, guest speakers, and student presentations.

**Prerequisites: MKTG 3311, MKTG 3322, MKTG 4311****Offered: As Needed****MKTG 4365 Distribution Channels****3 Credit Hours**

This course is about marketing channels: the companies that come together to bring products and services from their point of origin to the point of consumption. This course describes how to design, develop, and maintain effective relationships among channel members to achieve sustainable competitive advantage. Communication strategies within the channel are also emphasized.

**Prerequisite: MKTG 3311****Offered: As Needed****MKTG 4366 Special Topics in Marketing****3 Credit Hours**

This is an advanced-level course that will be occasionally offered. The course is designed to cover topics in marketing that are either not covered or not covered in-depth by regularly offered marketing courses. This course will typically be taught in a seminar format.

**Prerequisite: Completion of 21 credit hours of business courses****Offered: As Needed**

## **INTERNATIONAL BUSINESS**

### **IBUS 3311 International Business**

**3 Credit Hours**

This is a course in multinational business that surveys the various elements of international production and trade. The course will examine the benefits and problems that multinational companies encounter in an international environment. It will also focus on global market perspectives of trade agreements, international finance and global communication.

**Prerequisite: Junior standing or instructor approval**

**Offered: As Needed**

### **IBUS 3362 International Negotiations**

**3 Credit Hours**

A study of the process of making business deals across national and cultural boundaries. Emphasis is on the basic processes that guide international negotiation: successful preparation, building relationships, using persuasion tactics, gaining concessions, and reaching a final agreement. Also, key cross-cultural communication issues will be discussed, including when one should use an interpreter and cultural differences in nonverbal communication.

**Prerequisite: Junior standing or instructor approval**

**Offered: As Needed**

### **IBUS 4311 Global Business Strategies**

**3 Credit Hours**

This course examines the fundamental theories and techniques that are used by multinational corporations to develop and implement a global business strategy needed to effectively integrate the activities of their worldwide subsidiaries. Emphasis is on the three separate components to developing a successful global strategy: developing a core business strategy, developing an internationalization strategy, and developing a globalization strategy.

**Prerequisite: Junior standing or instructor approval**

**Offered: Fall/Yearly**

### **IBUS 4362 Export/Import Operations**

**3 Credit Hours**

Overview of the major considerations involved in the export-import process. Exploration of documentation, transportation, marketing, and finance of export and import operations. Discussion of legal aspects and legislative constraints confronting exporters and importers, along with governmental support programs, where available. Concentrates on the relevant issues in exporting from and importing into the United States; parallel examples from other countries are given where information is available.

**Prerequisites: IBUS 3311, junior standing**

**Offered: As Needed**

### **IBUS 4363 Special Topics in International Business**

**3 Credit Hours**

This is an advanced-level course and is designed to cover topics in international business that are either not covered or not covered in-depth by regularly offered international business courses. This course will typically be taught in a seminar format.

**Prerequisite: IBUS 3311, Senior standing or instructor approval**

**Offered: As Needed**

## **BUSINESS ADMINISTRATION**

### **BUSI 1361 Introduction to Business**

**3 Credit Hours**

The introduction to the fundamental principles governing all aspects of modern business. Students are introduced to elements in various fields in business (accounting, finance, management, marketing, economics, and others) in order to gain a better understanding of the role business plays in the U.S. and in the global economy.

**Prerequisite: Non-business major**

**Offered: As Needed**

**BUSI 2301 Business Communication**

**3 Credit Hours**

This course combines oral and written communication theory, practice, and technical report writing. Emphasis is placed on instilling an awareness of correct grammar and punctuation in writing for business applications. Also, students develop knowledge from hands-on experience with different information processing equipment and are provided laboratory experience entering information into the computer.

**Prerequisite: COSC 1300, ENGL 1301, ENGL 1302**

**Offered: Fall/Spring/Yearly**

**BUSI 3113 Professional Development Seminar**

**1 Credit Hour**

This course provides students with information important to being a professional, irrespective of the career they choose. This course is designed to explore human development in an organizational setting. Students learn how to manage their time, how to make effective decisions, how to present themselves and their work in a professional manner, and how to balance their workload. Students will also learn how to handle stress and other issues of physical and mental well-being as well as how to communicate effectively one-on-one and in groups. Students will experience situations involving social and professional decorum.

**Prerequisite: Upper Division standing or instructor approval**

**Offered: Fall/Yearly**

**BUSI 3312 Legal, Social, and Ethical Aspects of Business**

**3 Credit Hours**

This course is a general introduction to business law governing transactions with emphasis on the fundamental principles of contracts, agency and negotiable instruments. Besides being introduced to the role of the court systems in business, students are also introduced to the social and ethical responsibilities of management.

**Prerequisite: Junior or Senior standing or instructor approval**

**Offered: Fall/Yearly**

**BUSI 3401 Quantitative Business Analysis**

**4 Credit Hours**

This course is an introduction to quantitative methods used in analyzing problems for business decision making. A major emphasis is placed on mathematics of finance and the solving of business problems. In addition, instruction in the statistical analysis for business, operations management, and techniques for management of direct resources required to produce goods and services is provided. This course entails three hours of lecture and one hour of laboratory work per week.

**Prerequisite: MATH 1314, MATH 1342**

**Offered: Fall/Yearly**

**BUSI 4321 Business Internship**

**3 Credit Hours**

Professional experience in business outside the University. Students work under supervision for 160 hours for one semester. Prior to registration, the position must be approved. A written report is required of the students and a written evaluation by the employer must be made to the supervising University instructor. Goals and objectives are established collaboratively between the student, supervisor, and instructor. Course requirements may include student reports, employer evaluations, instructor site visits.

**Prerequisite: Completion of 21 credit hours  
of business courses (including BUSI 3113) and instructor approval**

**Offered: Spring/Yearly**

## ECONOMICS

### **ECON 2301 Principles of Microeconomics**

**3 Credit Hours**

An introduction to the basic descriptive, analytical, and policy problems at the microeconomic level. Emphasis will be placed on the roles of supply, demand, and price in the allocation of scarce resources.

**Prerequisites:** None

**Offered:** Fall/Yearly

### **ECON 2302 Principles of Macroeconomics**

**3 Credit Hours**

An introduction to the basic descriptive, analytical, and policy problems at the macroeconomic level. Emphasis will be placed on the roles of money and banking, aggregate supply and demand, and national income accounting.

**Prerequisite:** ECON 2301 is recommended but not required

**Offered:** Spring/Yearly

### **ECON 4361 International Economics**

**3 Credit Hours**

A study of the principles and methods of the exchange of goods and services and of financial arrangements between nations.

**Prerequisite:** ECON 2301, ECON 2302

**Offered:** As Needed

## DEPARTMENT OF COMPUTER SCIENCE

### **Mission**

The computer science program prepares students with knowledge and skills needed to apply computing technology to solve problems in the rapidly changing world of information technologies.

The program prepares students for graduate and/or professional studies at institutions and organizations where they must keep pace with current knowledge to be successful. The program curriculum will enable students to acquire specific technical skills in such areas as:

- Computer programming languages including C++, Java, and Visual Basic
- Computer network administration
- The use of Windows and UNIX operating systems
- Internetworking and data communications
- Web site design and maintenance, including the use of HTML and JAVA script
- Systems analysis and design
- Current hardware and software technologies

### **DEGREES OFFERED**

The Department of Computer Science offers students the option of majoring in two areas: **Computer Science** or **Computer Information Systems**. The Bachelors of Science degree is conferred in each of those majors. A minor is available in computer science.

**Computer Science:** Computer science focuses on the discovery and development of algorithms, or methods of solving problems that can be automated. If you can conceptualize the solution of a problem as an algorithm, that problem can be solved with a computer. Algorithmic thinking in computer science is a systematic and general-purpose approach to problem solving that cuts across all of the disciplines in science, engineering, and the arts.

**Computer Information Systems:** Computer Information Systems concentrates on the design, development, use, and management of systems in the business environment to supply managers with accurate and timely information for use in making business decisions. It also includes the use of computer based system tools. Graduates of the CIS program are prepared for careers with any type of company that uses computers and software applications as a critical part of its operation.

### **Degree Requirements for Computer Science**

The total number of semester credit hours required for the Bachelors of Science degree in Computer Science is 121. The 121 credit hours are as follows:

<b>A. University Core Curriculum Requirements</b>	<b>51 credit hours</b>
<b>B. Diversity Courses</b>	<b>6 credit hours</b>
<b>C. Major Course Requirements</b>	<b>44 credit hours</b>

### **Computer Science Major Course Requirements**

<b>Course #</b>	<b>Course Title</b>	<b>Hours</b>
COSC 1312	Programming Foundations I and II	3
COSC 1323	Programming Foundations I and II	3
COSC 2311	Java I	3
COSC 2322	Java II	3
COSC 2326	Introduction to Enterprise Computing	3
COSC 2313	Data Structures	3
COSC 3321	Computer Organization	3
COSC 3312	Database and Information Retrieval	3
COSC 3315	Operating Systems I: Theoretical Foundations	3
COSC 3326	Operating Systems II: Unix and Windows	3
COSC 3427	Computer Networks and Distributed Systems	4
COSC 4311	Software Engineering I	3
COSC 4322	Software Engineering II	3
BUSI 3113	Professional Development Seminar	1
COSC 4367	Special Topics	3

<b>D. Mathematics Requirements</b>	<b>20 credit hours</b>
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<b>Course #</b>	<b>Course Title</b>	<b>Hours</b>
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MATH 2305	Discrete Mathematics	3
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
MATH 1342	Statistics	3
MATH 2318	Linear Algebra	3
MATH 3336	Numerical Techniques for CSC Majors	3

### **Minor Requirements for Computer Science**

#### **Minor Course Requirements**

**21 credit hours**

<b>Course #</b>	<b>Course Title</b>	<b>Hours</b>
COSC 1312	Programming Foundations I	3
COSC 1323	Programming Foundations II	3
COSC 3312	Database and Information Retrieval	3
COSC 3315	Operating Systems and Theoretical Foundations	3
COSC 3326	Operating Systems and Theoretical Foundations	3
Additional COSC credit hours		6

## SUGGESTED CLASS SEQUENCE FOR COMPUTER SCIENCE

### TOTAL SEMESTER HOURS REQUIRED TO GRADUATE = 123

YEAR 1							
Fall				Spring			
UNIV RAMS ENGL	1201 or 1201 1301	Freshman Seminar	2	ENGL	1302	College Rhetoric and Composition	3
		Introduction to College Composition	3	MATH	1342	Statistics	3
MATH	1314	Algebra	3	COSC	1323	Programming Foundations II	3
COSC	1312	Programming Foundations I	3	COMM	1315	Public Speaking	3
KINE	1304	Health and Wellness	3	PSCI	1301 or 1302	US or Texas Government	3
COSC	1300	Introduction to Computers	3	KINE	1100	Personal Fitness	1
Total			17	Total			16
YEAR 2							
Fall				Spring			
PHYS	2425	Physics I	4	PHYS	2426	Physics II	4
COSC	2311	Java I	3	COSC	2322	Java II	3
COSC	2313	Data Structures	3	COSC	2326	Enterprise Computing	3
MATH	2413	Calculus I	4	MATH	2414	Calculus II	4
Social Behavior		Introduction to Sociology; Introduction to Psychology; Social Problems	3	MATH	2305	Discrete Math	3
Total			17	Total			17
YEAR 3							
Fall				Spring			
COSC	3315	Operating Systems I	3	COSC	3326	Operating Systems II	3
COSC	3312	Database & Info Retrieval	3	COSC	3213	Computer Organization	3
Language I			3	COSC	3427	Computer Networks and Distributed Systems	4
PHIL	2301 or 2302	Religion or Philosophy	3	Language II		(Study Abroad Option)	3
Fine Arts		Musicianship; Introduction to Arts, etc. (Study Abroad Option)	3	ENGL	2331	World Literature	3
BUSI	3113	Professional Develop	1				
Total			16	Total			16
YEAR 4							
Fall				Spring			
COSC	4311	Software Engineering I	3	COSC	4223	Software Engineering II	3
COSC	4367	Special Topics	3	MATH	3336	Numerical Techniques	3
MATH	2318	Linear Algebra	3	Elective		Diversity (Study Abroad Option)	3
HIST	1301 or 1302	US History I or II	3				
Diversity		African American History	3				
Total			15	Total			9

## Degree Requirements for Computer Information Systems

The total number of semester credit hours required for the Bachelors of Science degree in Computer Information Systems is 121. The 121 credit hours are as follows:

### A. University Core Curriculum Requirements

**51 credit hours**

NOTE: Calculus I (4 credit hours) instead of College Algebra

**B. Diversity Courses****6 credit hours****C. Major Course Requirements****44 credit hours****Computer Information Systems Major Course Requirements**

<b>Course #</b>	<b>Course Title</b>	<b>Hours</b>
COSC 1312	Programming Foundations I and II	3
COSC 1323	Programming Foundations I and II	3
COSC 1325	Visual Basic Programming	3
COSC 2324	Information Systems Concepts	3
COSC 2326	Introduction to Enterprise Computing	3
COSC 3312	Database and Information Retrieval	3
COSC 3427	Computer Networks and Distributed Systems	4
COSC 3313	Introduction to Information Security	3
COSC 4313	Systems Analysis & Design	3
COSC 4324	Emerging Technology Solution for Business	3
COSC 4325	Electronic Commerce and the Internet	3
ECON 2302	Principles of Macroeconomics	3
ACCT 2301	Principles of Financial Accounting	3
ACCT 2302	Principles of Managerial Accounting	3
MGMT 3311	Principles of Management	3
BUSI 3312	Legal, Social, and Ethical Aspects of Business	3
MGMT3322	Organizational Behavior	3
BUSI 3113	Professional Development Seminar	1

**D. Mathematics Requirements****20 credit hours**

<b>Course #</b>	<b>Course Title</b>	<b>Hours</b>
MATH 2414	Calculus II	4
MATH 1342	Statistics	3

**E. Elective Requirements****3 credit hours**

**SUGGESTED CLASS SEQUENCE FOR COMPUTER INFORMATION SYSTEMS**  
**TOTAL SEMESTER HOURS REQUIRED TO GRADUATE = 123**

YEAR 1							
Fall				Spring			
UNIV RAMS ENGL	1201 or 1201 1301	Freshman Seminar	2	ENGL	1302	College Rhetoric and Composition	3
		Introduction to College Composition	3	MATH	2414	Calculus II	4
MATH	2413	Calculus I	4	COSC	1323	Programming Foundations II	3
COSC	1312	Programming Foundations I	3	COMM	1315	Public Speaking	3
KINE	1304	Health and Wellness	3	PSCI	1301 or 1302	US or Texas Government	3
COSC	1300	Introduction to Computers	3	KINE	1100	Personal Fitness	1
Total			18	Total			17
YEAR 2							
Fall				Spring			
Science I		Biology, Chemistry, or Physics	4	Science II		Biology, Chemistry, or Physics	4
ACCT	2301	Financial Accounting	3	ACCT	2302	Managerial Accounting	3
COSC	1325	Visual Basic	3	COSC	2324	Information Systems Concepts	3
MATH	1342	Statistics	3				
Social Behavior		Introduction to Sociology; Introduction to Psychology; Social Problems	3	COSC	2326	Enterprise Computing	3
				ECON	2302	Macroeconomics	3
Total			16	Total			16
YEAR 3							
Fall				Spring			
BUSI	3312	Legal, Social, and Ethics	3	MGMT	3322	Organizational Behavior	3
MGMT	3311	Principles of Management	3	COSC	3427	Networks/Distributed System	4
BUS	3113	Professional Development	1				
COSC	3312	Database/Info Retrieval	3	Language II		(Study Abroad Option)	3
Language I			3	ENGL	2331	World Literature	3
Fine Arts		Music; Introduction to Arts, (Study Abroad Option)	3	HIST	1301 or 1302	US History I or II	3
Total			16	Total			16
YEAR 4							
Fall				Spring			
COSC	4313	System Analysis and Design	3	COSC	4324	Emerging Technology	3
COSC	4325	Electronic Commerce and the Internet	3	Elective		Diversity (Study Abroad Option)	3
COSC	2324	Information Systems Concepts	3	PHIL	2301 or 2302	Religion or Philosophy	3
Diversity		African American History	3	RELI			
				COSC/BUSI		Elective	3
Total			12	Total			12

**COURSES IN COMPUTER SCIENCE (COSC)**

**COSC 1300 Introduction to Computers**

**3 Credit Hours**

This is a required general education course for all students at Huston-Tillotson University. This course presents a general introduction to computers, computing, the Internet, and World Wide Web. Topics include computer literacy, hardware components, systems software, and applications software. The focus is on experiences using major software packages that include word processing, spreadsheet, database management, graphics, and Internet/Web applications. Materials covered in lectures and

laboratory exercises emphasize applications in business, government, and education. Students may earn three credit hours by completing the course successfully, by passing a comprehensive departmental placement test, or by documenting appropriate experiences in a portfolio which computer science faculty evaluate. Credit hours gained in this course do not count toward required credits for a major or minor in COSC. Laboratory required.

**Prerequisite:** None

**Offered:** Fall/Spring Yearly

### **COSC 1312 Programming Foundations I**

**3 Credit Hours**

This course is the first core course for computer science majors and minors and for students intending to continue on to higher level courses in computer and information systems. It is taught in a contemporary language and emphasizes basic computer science and program construction concepts, such as problem solving, programs and programming environment, high-level languages and machine code, programming methodology, algorithm analysis, object orientation, variables and expression, control structures and repetition.

**Corequisite:** MATH 1316 or higher

**Prerequisite:** MATH 1314 or higher

**Offered:** Fall/Yearly

### **COSC 1323 Programming Foundations II**

**3 Credit Hours**

This is a continuation of COSC 1312. The course covers arrays, streams and files; data structure and data abstraction; exception handling; and graphics and user interface. It introduces object-oriented programming (OOP), illustrates how classes and objects are created and used, and covers the concepts and uses of polymorphism and inheritance.

**Prerequisite:** COSC 1312

**Offered:** Spring/Yearly

### **COSC 1324 Web Site Design and Maintenance**

**3 Credit Hours**

The focus of this course is on creating the content of a Web Site and introducing students to concepts, steps and issues dealing with setting up Web servers. The course covers introductory through intermediate/advanced concepts and techniques in Hypertext Markup Language (HTML) including basic syntax and standards that allow various browsers to recognize code. It also includes design guidelines for HTML style sheets and dynamic HTML. Additionally, it covers Web site design processes ranging from background research to techniques and methods of successful design, preparation, development, and on-going maintenance. The course is hands-on and project-oriented. It provides an opportunity for students to use commercial software programs to construct and maintain a Web site.

**Prerequisites:** COSC 1300, COSC 1312

**Offered:** Spring/Yearly

### **COSC 1325 Programming in Visual Basic (VB)**

**3 Credit Hours**

This course introduces the VB interactive development environment, user interface with graphical controls. It covers VB code, variables, functions and error handling objects and events, creating programs to manage data, working with multiple forms, printing reports, working with random and sequential access files, database access, Dynamic Data Exchange (DDE), and Object Linking and Embedding (OLE), creating multiple document applications, programming with classes, creating toolbars with controls, and preparing advanced reports. This course also includes debugging, designing object-oriented event-driven programs, and database design and implementation.

**Prerequisite:** MATH 1314 or Higher

**Offered:** Fall/Yearly

### **COSC 1327 Advanced Applications**

**3 Credit Hours**

This course focuses on design, setup, text, images, file preparation, printing, sharing/dissemination of documents, and integrating other office applications. Students in this course will use desktop publishing technology that is widely used in education and business to create electronic and print-based documents such as newsletters, forms, brochures, newspapers, and web components. Creative thinking, problem solving, communications, and decision-making are employed throughout this

projects based course. *This course has a substantial writing component* and fulfills the requirements for Desktop Publishing.

**Prerequisite:** Placement exam or COSC 1300  
and instructor approval

**Offered:** Spring/Yearly

### **COSC 1366 Introduction to Emerging Technologies**

**3 Credit Hours**

This course is a general elective for all students at Huston-Tillotson University. This course is designed to give students an understanding of emerging technologies and how they can impact lives. Some of the emerging technologies include RFID, nanotechnology including nanoelectronics, wireless technologies, computer viruses, airborne networks, enviromatics, grid computing, mechatronics, software assurance, machine learning, and many more. Students will have an opportunity to research new emerging technologies that interest them. A requirement for this course is an innate curiosity in new discoveries and technologies.

**Prerequisites:** None

**Offered:** As Needed

### **COSC 2311 Java I**

**3 Credit Hours**

This course continues building on the concepts learned in COSC 1312 and COSC 1323. Topics include: programming methodology, algorithm analysis, object orientation, variables and expressions control structures and repetition, arrays, streams and files. Applets are also introduced.

**Prerequisite:** MATH 1314 or higher and COSC 1323

**Offered:** Fall/Yearly

### **COSC 2313 Data Structures and Programming**

**3 Credit Hours**

This is a required course for computer science majors. It provides a strong foundation for advanced programming. The course covers various data structures and related issues including string and searching techniques. It also treats implementation and analysis of algorithms based on these and other structures, facilitating structured program design and development.

**Prerequisite:** COSC 1323

**Offered:** Fall/Yearly

### **COSC 2322 Java II**

**3 Credit Hours**

This course is a continuation of COSC 2311. It covers data structure, data abstraction, exception handling, graphics, and user interface. It includes object-oriented programming (OOP) and graphical user interface (GUI) methods. It illustrates how classes and objects are created and used and covers the concepts and uses of polymorphism and inheritance.

**Prerequisite:** COSC 2311

**Offered:** Spring/Yearly

### **COSC 2324 Information System Concepts**

**3 Credit Hours**

This is an introductory course designed to give students a broad understanding of issues involving the use of information technology (IT) in organizations. It includes an examination of pertinent technologies, human-machine interface, and motivations for IT uses within private and public organizations. This course covers topics such as the role of information systems, hardware, software, telecommunications, end-user computing, work-group collaboration, multimedia, hypertext, and decision support systems. The course also covers planning, implementation, and management issues. This course is designed for CSC majors, minors, or other students interested in information systems management.

**Prerequisite:** None

**Offered:** Spring/Yearly

### **COSC 2326 Introduction to Enterprise Computing**

**3 Credit Hours**

This course provides students of information systems technology with the background, knowledge, and skills necessary to begin using the basic facilities of a mainframe computer. Topics covered include: the mainframe in business today, mainframe job roles; mainframe interfaces; Job Control Language; mainframe hardware and architecture; middleware for the mainframe; application

programming on the mainframe; networking; and security topics. Students will have the opportunity of logging on to the mainframe using an of IBM hubs.

**Prerequisite: None**

**Offered: As Needed**

### **COSC 2365 Introductions to Multimedia**

**3 Credit Hours**

This is an introductory course that covers multimedia applications and development. It covers concepts and evolution of multimedia systems; hardware and software requirements including operating systems and device drivers; digital audio MIDI and creating a MIDI arrangement; CD formats and mastering CDs; working with data, music, and photo CDs; images, formats, scanning and editing; animation, frames, modeling, morphing; digital video, WWW, HTML, JAVA, and DHTML applications. Laboratory exercises and projects are designed to give students hand-on practice in understanding, developing, and using multimedia applications.

**Prerequisite: COSC 1300**

**Offered: Fall/Yearly**

### **COSC 2367 Introduction to SQL**

**3 Credit hours**

This course covers the concepts of relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. Students learn to retrieve data by using advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. They also learn to write SQL and SQL\*Plus script files using the iSQL\*Plus tool to generate report-like output. Demonstrations and hands-on practice reinforce the fundamental concepts. Oracle 9i is software used for the course.

**Prerequisite: COSC 1323**

**Offered: Spring/As Required**

### **COSC 3312 Database and Information Retrieval**

**3 Credit Hours**

This course gives an overview of database systems. It covers conceptual modeling with emphasis on the relational model. ACCESS and ORACLE will serve as the principal relational DBMS programs. Selected micro DBMS software programs are evaluated using magazine reviews (InfoWorld, PC Magazine, Byte, Software Digest). An important segment of the course is a DBMS team project.

**Prerequisite: COSC 1323**

**Offered: Fall/ Yearly**

### **COSC 3313 Introduction to Information Security**

**3 Credit Hours**

This course will equip students with knowledge of the underlying principles of information security and provide them with the skills needed to analyze and evaluate information security problems, especially in the areas of the Internet, World Wide Web and Electronic Commerce. Included is a concise overview of threats, countermeasures, security services and cryptographic base techniques. Find out about specific threats in wireless and mobile communication networks and get an overview of key security concepts in current wireless and mobile communication standards.

**Prerequisite: Upper division standing in Computer Science; COSC 2324**

**Fall/Yearly**

### **COSC 3315 Operating Systems and Theoretical Foundations**

**3 Credit Hours**

This is the first course in a two-course sequence dealing with computer operating systems. It introduces such basic concepts as performance, multiprogramming, synchronization, protection, time sharing, asynchronous processes, and real-time systems. It examines components of operating systems, especially file systems, scheduling (CPU, disk and drum), I/O Programming, memory management, virtual memory, device management, distributed systems, and file management. Throughout the course, comparisons and contrasts will be made between Unix and Windows in terms of how several of these concepts and features are implemented.

**Prerequisite: COSC 1323**

**Offered: Fall/Yearly**

**COSC 3321 Computer Organization****3 Credit Hours**

This course covers Microcomputer applications using IBM and applied microcomputers. Topics include character codes (BCD, EBCDIC, ASCII), Boolean algebra, assembly programming, software development, implementation and debugging, computer hardware including architecture memory, control, ALU and I/O interfacing. Loaders, assemblers, and compiler design consideration are also covered.

**Prerequisite: 6 Credit Hours of Programming Languages****Offered: Spring/Yearly****COSC 3325 Computer Forensics****3 Credit Hours**

This course covers an overview of the investigators' computer lab, computer forensic tools, processing crime and incident scenes, controlling digital evidence, data acquisition from a crime scene, e-mail investigations, and network forensics. This course involves hands-on projects.

**Prerequisite: COSC 3315****Offered: As Needed****COSC 3326 Operating Systems: Windows and UNIX Applications****3 Credit Hours**

This is the second course in the two-course sequence dealing with OS. The focus will be on knowledge and skills needed to use Unix and Windows Operating Systems. It presents an overview of Windows and UNIX system architecture and important concepts involved in systems programming for Windows and UNIX. It also describes additional file systems of Windows and UNIX. Laboratory assignments will be based on C/C++ and UNIX scripts.

**Prerequisite: COSC 3315****Offered: Spring/Yearly****COSC 3364 Artificial Intelligence and Robotics****3 Credit Hours**

This course covers the historical overview and applications of artificial intelligence, problems, state spaces and search strategies. Emphasis is placed on knowledge representation, pattern recognition, expert systems, symbolic computation, and machine learning. Programming projects are used to reinforced concepts

**Prerequisites: COSC 2313 and COSC 3321****Offered: As Needed****COSC 3365 Database Administration Fundamentals I****3 Credit Hours**

This course is designed to give the database administrator (DBA) a firm foundation in basic administrative tasks. The primary goal of this course is to give the DBA the necessary knowledge and skills to set up, maintain, and troubleshoot a database. This course is the first step toward success as a DBA professional. Oracle is the software used for the course.

**Prerequisite: COSC 2367****Offered: As Needed****COSC 3366 Software Testing****3 Credit Hours**

This course covers various types of testing and test management and gives the students an opportunity to practice each type of testing. Various topics include black box testing, white box testing, system testing, web testing, context driven testing, verification and validation, inspections, exploratory testing, performance testing, acceptance testing, automated testing, plus the latest advances in software testing. Hands-on projects are key part of this course.

**Prerequisite: Upper division standing in COSC,  
COSC 3312; COSC 2313****Offered: As Needed****COSC 3427 Computer Networks and Distributed Systems****4 Credit Hours**

This course covers computer network concepts, network types, design, and protocols as well as the design, implementation, and management of distributed systems. Topics include layering in communication protocols, with particular reference to the OSI reference model, interprocess communication, remote invocation, distributed naming, cryptographic security, distributed file systems, data replication, distributed transaction mechanisms, and distributed timing and coordination



mechanism. UNIX and MS Windows are used for students' hands-on exercises and laboratory experience.

**Prerequisite:** COSC 1323

**Offered:** Fall/Yearly

### **COSC 4308 Computer Science Internship**

**3 Credit Hours**

This course helps to prepare students for the working environment. Students obtain assignments with local businesses where they may use their knowledge base and explore other learning experiences.

**Prerequisite:** 12 COSC Major credits and advisor approval

**Offered:** Fall/Spring Yearly

### **COSC 4309 Computer Science Research/Project**

**3 Credit Hours**

This course is designed to focus on (1) academic thinking and problem solving; (2) research methods; (3) report preparation; and (4) presentation. The course enables students to work independently under the supervision of computer science or computer information systems faculty. Broad areas of recommended topics reflect the understanding that computer science is concerned with software technology and development. Selected topics include algorithms and their performance; comparison of languages; knowledge-based systems; genetic and neural algorithms; software engineering; interface technology; and communications protocols and performance. Each student enrolled in this course must prepare and submit three deliverables:

1. Project proposal including problem definition,
2. Review of pertinent literature; and
3. Final project report.

**Prerequisite:** Instructor approval

**Offered:** Fall/Spring Yearly

### **COSC 4311 Software Engineering 1**

**3 Credit Hours**

This course covers issues, techniques, and concepts involved in planning, designing, and implementing software systems. Topics include problem solving concepts, software life-cycle models, the software process, software quality, developing teams, requirements gathering, utilizing CASE tools, risk management, black box and white box testing, creating objects, reusability and portability, planning and estimating software projects. Student laboratory exercises and projects will emphasize team work, coordination of multiple programmers, documentation, user friendly interface design, and software costing.

**Prerequisite:** COSC 3312

**Offered:** Fall/Yearly

### **COSC 4313 Systems Analysis and Design**

**3 Credit Hours**

This course covers issues, techniques, and concepts involved in planning, designing, and implementing software systems. Topics include problem solving concepts, software life-cycle models, the software process, software quality, developing teams, requirements gathering, utilizing CASE tools, risk management, black box and white box testing, creating objects, reusability and portability, planning and estimating software projects. Feasibility study, requirements definition and design, and development documentation are covered. Exercises and projects emphasize team work, coordination of multiple programmers, documentation, user friendly interface design, and software costing.

**Prerequisite:** Upper division standing in Computer Science, and COSC3312

**Offered:** Fall/Yearly

### **COSC 4322 Software Engineering 2**

**3 Credit Hours**

This course is a continuation of Software Engineering 1 which involves planning, designing, and implementing software systems. Topics include analysis, both classical and object oriented, project management, metrics, emerging development techniques, design, implementation, modeling languages, system testing, user interface design, business process reengineering and maintenance. Software projects will be completed in this course. More emphasis is on applying software engineering discipline to actual projects.

**Prerequisites:** COSC 4311

**Offered:** Spring/Yearly

**COSC 4324 Emerging Technology Solutions for Business**

**3 Credit Hours**

This course is for Business majors and computer science majors. In order for this class to work, there must be a mixture of students from both disciplines. Students investigate various emerging technologies for both their business and technical potential. Teams pairing business students with computer science students will explore whether there are any business opportunities in the emerging technologies that could be exploited for a new business. Business plans and technical plans are put together as a class project. The students have an opportunity to compete in the Moot Corp competitions that are nationwide. This course may have an equivalent Business course number.

**Prerequisites:** MGMT 3311, or instructor approval

**Offered:** As Needed

**COSC 4325 Electronic Commerce and the Internet**

**3 Credit Hours**

The course provides students an understanding of issues associated with conducting electronic commerce on the Internet through case studies, in-class discussions, lectures, and course projects. Students develop an understanding of current practices and opportunities in electronic publishing and advertising, electronic shopping and distribution, and become familiar with related software development tools of HTML, XML, and others. The course will include Internet-based procurement and supply chain management issues; ethical and legal issues; and examples of successful and unsuccessful Internet firms. The course provides students with an overview of some of the technical aspects of Web site development methods and construction. The course also explores several of the problems surrounding electronic commerce such as security.

**Prerequisite:** Upper division standing in Computer Science

**Offered:** As Needed

**COSC 4366 Computer Graphics**

**3 Credit Hours**

This course is an introduction to computer graphics. Topics included are raster graphics algorithms, graphics hardware and software, projections in 3-D, geometrical transformations, object hierarchy, dialogue design, achromatic and colored light in the quest for visual realism.

**Prerequisite:** MATH 2414

**Offered:** As Needed

**COSC 4367 Special Topics in Computer Science**

**3 Credit Hours**

Special topics include: compiler design, parallelism and concurrency, computer vision, database principles, computer communications networks, internetworking and intranet working, genetic and neural computing, and simulation. Students may repeat the course as topics vary.

**Prerequisites:** Instructor approval

**Offered:** Spring/Yearly

## **PRE-ENGINEERING PROGRAM**

(Huston-Tillotson University and Prairie View A&M University)

### **Mission**

The Pre-engineering Program is to provide an opportunity for students to combine educational experiences at a small liberal arts college and a large state-supported university that lead to baccalaureate degrees in mathematics and engineering.

Huston-Tillotson University and Prairie View A&M University have developed a cooperative dual-degree program in mathematics and engineering. Under this program, Huston-Tillotson University students complete preliminary required courses and then transfer to Prairie View A&M University to complete degree requirements. Upon completion of all Pre-Engineering Program requirements, each student will be eligible to receive two degrees: a Bachelor of Science in Mathematics from Huston-Tillotson University and a Bachelor of Science in Engineering from Prairie View A&M University.

To be eligible for admission to the Pre-Engineering Program at Prairie View A&M University, students must complete at least 75 semester credit hours of course work at Huston-Tillotson University with a cumulative grade point average of 2.75 or higher on a scale of 4.0. To remain in the program while enrolled at Huston-Tillotson University, students must maintain a 2.75 or higher grade point average.

The following are the engineering degrees that a student may pursue at Prairie View A&M University:

- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Mechanical Engineering

## A SUGGESTED COURSE SEQUENCE FOR THE PRE-ENGINEERING MAJOR\*

YEAR 1							
FALL		SPRING					
UNIV	1201 or	Freshman Seminar	2	Language II	3		
RAMS	1201			MATH 2312	Pre-Calculus	3	
Language I			3	ENGR 1322	Computer Application in	3	
ENGR	1111	Introduction to	1		Engineering		
		Engineering		ENGL 1302	College Rhetoric and	3	
MATH	1316	Trigonometry for Science	3		Composition		
		Majors		KINE 1304	Health and Wellness	3	
ENGL	1301	Introduction College	3	PSCI 1301	US Government	3	
		Composition					
COSC	1300	Introduction to Computers	3				
KINE	1100/1101	Personal Fitness/Sports	1				
Total Hours			16	Total Hours			18
YEAR 2							
FALL		SPRING					
ENGR	2311	Economy Analysis and	3	ENGR 2322	Engineering Mechanics I:	3	
		Technology Application			Statics		
MATH	2413	Calculus I	4	MATH 2414	Calculus II	4	
PHYS	2425	Physics I	4	PHYS 2426	Physics II	4	
COMM	1315	Public Speaking	3		Behavioral Science	3	
HIST	1301/1302	U.S. History I or II	3	PHIL 2301	Philosophy and Ethics or	3	
				RELI 2302	Comparative Religion		
Total Hours			17	Total Hours			17
YEAR 2							
SUMMER							
MATH	2415	Calculus III	4	MATH 2320	Differential Equations	3	
YEAR 3							
FALL		SPRING					
MATH	3337	Real Analysis	3	MATH 3335	Numerical Analysis	3	
MATH	2318	Linear Algebra	3	MATH 3333	Probability	3	
MATH	3332	Modern Algebra	3	MATH 2305 or COSC 1323 (BS Elective)		3	
Diversity Core I			3	Diversity Core II		3	
Fine Arts Core			3	ENGL 2331	World Literature	3	
Total Hours			15	Total Hours			15

**\*NOTE:** After completing the above courses at HT, the student will transfer to Prairie View A & M University in Prairie View, Texas to complete the remainder of the Engineering coursework.

### ENGINEERING COURSES For 3/2 "Dual Degree" Engineering/Math Program with Prairie View A&M University

#### ENGR 1111 Introduction to Engineering 1 Credit Hour

This course introduces students to basic engineering, computer science and technology concepts. Students will become aware of the various disciplines of engineering, computer science and technology, the ethical and professional responsibilities in these fields, as well as engineering creativity and design.

**Prerequisite:** None

**Offered Fall/As Needed**

**ENGR 1322 Computer Application in Engineering****3 Credit Hours**

This course will focus on the following: C++ and MatLab Programming language; fundamentals, program looping, conditioning statements, arrays, functions, structures, character strings, pointers, preprocessors, input and output. The course also involves engineering problem solving using computers and the use of engineering software and commercial packages.

**Prerequisite: MATH 1314 and COSC 1300****Offered Spring/As Needed****ENGR 2311 Economy Analysis and Technology Application****3 Credit Hours**

Beginning with a review of the fundamental concepts of engineering economics, this course will familiarize the students with analyzing and forecasting engineering R&D projects and portfolios. Also, there will be an emphasis on determining uncertainty of outcomes and how it can be minimized.

**Prerequisites or co-requisites: Sophomore standing, MATH 1124****Offered Fall/As Needed****ENGR 2322 Engineering Mechanics I: Statics****3 Credit Hours**

This course will focus on the following: fundamental concepts and principles; vector algebra and applications; equilibrium of particles and rigid bodies in two and three dimensions, moments and couples; distributed forces, centroids, moments of inertia, friction, and introduction to analysis of structures.

**Pre-requisites PHYS 2525 (Physics I)****Offered Spring/As Needed****CONTINUING EDUCATION (CE)**

The University may offer professionally designed workshops, seminars, and non-credit courses through the various departments. These continuing education programs are directed toward non-traditional adult students desiring short-term professional and personal enrichment. Specific programs are designed for, but not limited to, (a) the student who needs alternative college scheduling because of job commitments; (b) the individual desiring to satisfy educational objectives for career enhancement; (c) the individual desiring to explore career change options; (d) the individual needing to update skills in preparation for professional certification; and (e) the individual seeking an avenue for personal growth and reward. Scheduling of courses in this program is flexible, including day, evening and weekend arrangements – please see the Huston-Tillotson University website [www.htu.edu](http://www.htu.edu) for course listings.

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