

Howard Payne University



B E L I E V E - B E L O N G - B E C O M E

2005-2007 Catalog

CATALOG
OF
HOWARD PAYNE
UNIVERSITY

General Catalog Issue

2005-2007

One Hundred and Sixteenth and
One Hundred and Seventeenth Sessions

Brownwood, Texas

76801

325-646-2502

HOWARD PAYNE UNIVERSITY

Howard Payne University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award degrees at the baccalaureate level. Howard Payne University is an accredited institutional member of the National Association of Schools of Music. Howard Payne University is accredited by the International Assembly for Collegiate Business Education. The Commission on Accreditation of the Council on Social Work Education has granted Howard Payne University accreditation for the baccalaureate Social Work Program.

APPROVED FOR TEACHER CERTIFICATION BY
The State Board for Educator Certification

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VOLUME CXIII

JUNE, 2005

PUBLISHED ANNUALLY BY HOWARD PAYNE UNIVERSITY

THE HOWARD PAYNE PROMISE

At Howard Payne University, we remain dedicated to ensuring your success as a student today and helping you realize your potential for tomorrow. We are committed to giving you opportunities to discover and grow in Christian faith. We believe in providing you with the tools you need to achieve your financial, personal, educational and career goals. Therefore, we make the following promises to 2005-2006 HPU students.

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HPU PROMISES to assist you in developing a ***personal success plan***. You will have valuable opportunities to participate in a variety of personal development and mentoring programs, time management seminars and personal finance sessions. In addition, our professional counselors and academic advisors will help you assess your personal strengths and identify areas in which you may wish to improve.

HPU PROMISES to offer you ***quality educational experiences*** in the classroom and beyond. These enriching activities will raise your cultural awareness and broaden your horizons, helping you to develop physically, intellectually, socially and spiritually.

HPU PROMISES to assist you in getting started on your ***personal career track***. Our Office of Career Services will help you explore career fields, develop your resume and seek employment or graduate school admission.



A handwritten signature in black ink that reads "Lanny Hall". The signature is fluid and cursive.

Dr. Lanny Hall
President

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THIS CATALOG BECOMES EFFECTIVE ON JUNE 1, 2005 CONTRACT

A candidate may obtain a degree according to the requirements of the catalog under which he/she enters the university or under the catalog for any subsequent year in which he/she is registered, provided all requirements are completed within six years from the beginning date of the catalog chosen.

Howard Payne University reserves the right to change degree requirements for all students if it is needed to improve the degree programs and/or to make a curriculum program consistent for all students. Changes in the academic program may be necessary to improve the effectiveness of the educational program. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but to those who already are enrolled in the university. All policies concerning noncurriculum requirements are effective for all students as of June 1, 2005. This version of the catalog will govern the 2005-2006 academic year from June 1, 2005 through May 31, 2006.

For the academic year 2006-2007 (June 1, 2006 through May 31, 2007), this catalog will

be revised by a supplement that contains changes in tuition rates, fees, academic programs, etc. During 2006-2007, consult both this catalog and the supplement for relevant information.

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

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B.S., West Chester University of Pennsylvania, 1998; M.M., University of North Texas, 2000.
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B.A., Howard Payne University, 1967; M.Div., Southwestern Baptist Theological Seminary, 1970; Th.D., New Orleans Baptist Theological Seminary, 1979.
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B.S., University of Colorado, 1969; M.A., University of Denver, 1984.
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B.S., Tarleton State University, 1973; M.Ed., *ibid*, 1990; Ed.D., Texas A & M University of Commerce, 1998.
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B.A., University of Texas at Austin, 1966; M.A., North Texas State University, 1973; Ed.D., *ibid*, 1975.

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- FRANKIE RAINEY, *Visiting Professor of Christian Studies* (1979-93; 2003)
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B.S., College of the Ozarks, 1998; M.S., University of Arkansas, 2000; Ph.D. *ibid*, 2004.
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- JESÚS ROMERO, *Professor of Modern Languages* (1993)
B.A., Instituto Tecnológico y de Estudios Superiores de Monterrey; M.A., New Mexico State University; Ph.D., University of Arizona, 1993.
- JOSÉ A. ROMERO, *Associate Professor of Mathematics* (1996)
B.S., University of Arizona, 1987; M.S., *ibid*, 1989; Ph.D., Purdue University, 1996.
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B.A. Monmouth College, 1980; M.S., University of Illinois, 1983; Ph.D., *ibid*, 1991.
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B.S., Grand Valley State University, 1990; M.S. Michigan State University, 1994; Ph.D., University of Oregon, 2004.
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- KENNETH TATE, *Assistant Professor of Communication and Theatre* (2002)
B.A., University of Toledo, Ohio, 1994; M.A., Central Missouri State University, 1996.
- RANDY TAYLOR, *Instructor of Library Science; Reference/Systems Librarian* (2004)
B.M.Ed., Tarleton State University, 1975; M.S., University of North Texas, 1994.
- LESTER TOWELL, *Associate Professor of Computer Information Systems* (1996)
B.S., Abilene Christian University, 1990; M.S., NOVA Southeastern University, 1998.
- ROBERT TUCKER, *Associate Professor of Music; Band Director* (1995)
B.M., Hardin-Simmons University, 1983; M.M., University of Cincinnati, 1985; Ph.D., Texas Tech University, 2001.
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B.S., Howard Payne University, 1967; M.B.A., St. Mary's University, 1975; M.P.A., Nova Southeastern University, 1979.
- DARESA VOSS, *Professor of Education* (2003)
B.S., McMurry University, 1972; M.Ed., Texas Tech University, 1974; Ed.D., *ibid*, 1997.
- ELIZABETH WALLACE, *Professor of Music* (1991) Tenured
B.M.E., Howard Payne University, 1971; M.M., Southwestern Baptist Theological Seminary, 1977; Ph.D., Texas Tech University, 1990.
- JOE WEATHERBY, *Sandefur Scholar-in-Residence* (2004)
B.A., Baylor University, 1958; B.F.T., American Institute for Foreign Trade, 1961; M.A., Baylor University, 1962; Ph.D., University of Utah, 1968; Professor Emeritus, California Polytechnic State University, 1997.
- JULIE WELKER, *Associate Professor of Communication Studies* (1997-2001; 2004)
B.S., Howard Payne University, 1994; M.A., Southwest Texas State University, 1996.

*Year in parenthesis indicates first year at Howard Payne.

Adjunct Faculty (2004-2005)

- RAY BERTRAND, *Computer Information Systems*
B.S., Howard Payne University, 1989.; M.I.T., American Intercontinental University, 2004.
- THOMAS M. BURNS, *Music*
B.M.Ed., Sam Houston University, 1963; M.Ed., *ibid*, 1972.
- MELODY R. BYNUM, *English*
B.A. Howard Payne University, 1996; M.A., California State University Northridge, 2000.
- TERESA CAVITT, *Exercise and Sport Science*
B.A., University of Texas at Arlington, 1986.
- CULLEN CLARK, *Christian Studies*
B.A., Howard Payne University, 2001; M.Div., Southwestern Baptist Theological Seminary, 2004.
- CHARLES G. DAVIS, *Music*
B.M., Midwestern University, 1973; M.M., *ibid*, 1974; M.L.A. (History), Stephen F. Austin State University, 1984.
- SUSAN DESEMAR, *Criminal Justice/Psychology/Sociology*
B.S., Angelo State University, 1991; M.Ed., Sul Ross State University, 1996.
- MICHAEL DILLARD, *Business Administration and Computer Information Systems*
B.S., University of Texas at Austin, 1978; M.B.A., St. Edward's University, 1987.
- WINIFRED DODDS, *Education*
B.S., Howard Payne University, 1958; M.Ed., Hardin-Simmons University, 1967.
- FELICIA (LISA) EVETTS, *Computer Information Systems*
B.B.A., Howard Payne University, 1999; M.S., Tarleton State University, 2004.
- GARY GRAY, *Music*
B.A. University of Mobile, 1988; M.M., Southwestern Baptist Theological Seminary, 1993; Ph.D., *ibid*, 2000.
- RICHARD HOLT, *Exercise and Sport Science*
B.A., Northwestern State University, 1994; M.Ed., *ibid*, 1996.
- GLORIA HUMPHREYS, *Developmental Studies*
B.A., Texas Tech University, 1980.
- MARILYNN JACKSON, *Sociology and Social Work*
B.A., Howard Payne University, 1973; M.A., Abilene Christian University, 1976.
- RICHARD JACKSON, *Christian Studies*
B.A., Howard Payne University, 1960; M.Div., Southwestern Baptist Theological Seminary, 1963.
- WILLIAM RANDY JOHNSON, *Christian Studies*
B.A., Howard Payne University, 1971; M.Div., Southwestern Baptist Theological Seminary, 1974.
- NANCY S. LEE, *Political Science*
B.A., Baylor University, 1967; M.A., *ibid*, 1970; M.S., The University of Texas at Austin, 1983.

Administrative, Faculty and Staff

TINA SHAWN MATLOCK, *Psychology*

B.S., Fort Lewis College, 1986; M.Ed., Tarleton State University, 1992.

THERESA MAYPER, *English*

B.A., Sam Houston State University, 1994; M.A., Tarleton State University, 2001.

PRISCILLA MONSON, *Business Administration*

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

JIMMY MYERS, *Christian Studies*

B.A., Howard Payne University; 1982; M.A., Liberty University, 2002.

EUGENE SAYLER, *Speech*

B.A., Mary Hardin-Baylor University, 1974; M.A., Baylor University, 1977.

TERRY SCOTT, *History and Political Science*

B.S., Texas A & M University, 1964; M.B.A., Fairleigh Dickinson University, 1973.

NORMAN KEITH SMITH, *Biology*

B.A., University of Arkansas, 1975; M.S., Louisiana State University, 1979; Ph.D., University of Arkansas, 1987; B.S., University of Wyoming, 1990.

H. H. "BUD" STEPHENS, *Christian Studies*

B.S., Howard Payne University, 1960; B.A., *ibid*, 1986; M.A., Hardin-Simmons University, 1994.

FRANCES STOVALL, *English*

B.S., Howard Payne University, 1962; M.Ed., *ibid*, 1970.

KEVIN G. STRICKLER, *Art*

B.F.A., Southwest Texas State University, 1980; M.F.A., North Texas State University, 1983.

CLAIRISSA TUCKER, *Music*

B.S., McMurry University, 1981; M.Ed., McNeese State University, 1989.

JAN TUCKER, *Education*

B.S., University of Texas at El Paso, 1971; M.Ed., Sul Ross State University, 1987.

JILL UNDERWOOD, *Education*

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

VICKI VAUGHN, *Christian Studies*

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

Emeritus Faculty (2004-2005)

GEORGE A. BAKER, *Professor Emeritus of Music* (1962)

B.M.Ed., Boston University, 1949; M.M., *ibid.*, 1956; Ph.D., George Peabody College, 1967; Post doctorate: Harvard University.

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

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

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

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

Administrative, Faculty and Staff

- GERALDINE FULLER BOYD, *Professor Emeritus of Mathematics* (1981)
B.S., Howard Payne University, 1950; A.M., University of Illinois, 1961; Ph.D., Texas Christian University, 1967.
- ANNE COX, *Associate Professor Emeritus of Social Work; Director, Social Work Program* (1992-99; 2000-01; 2002-04)
B.S. Howard Payne University, 1986; M.S., University of Texas at Arlington, 1989.
- RHOWARD O. DAVIS, *Assistant Professor Emeritus of Agriculture* (1966)
B.S., Texas A&M University, 1959, M.S., *ibid*, 1969.
- RUSSELL O. FUDGE, *Professor Emeritus of Political Science* (1962)
B.J., University of Missouri, 1933; M.A., George Washington University, 1949.
- MARIE GRAMANN, *Assistant Professor Emeritus of Geology* (1965)
B.S., University of Texas, 1936.
- RAY C. HARVEY, JR., *Professor Emeritus of Social Sciences; Head, Department of Psychology* (1991)
B.A., Baylor University, 1956; B.D., Southwestern Baptist Theological Seminary, 1960; M.S., East Texas State University, 1967; Ph.D., *ibid*, 1971.
- MARILYNN JACKSON, *Associate Professor Emeritus of Psychology; Director, Academic Testing* (1974-1982, 1983)
B.A., Howard Payne University, 1973; M.A., Abilene Christian University, 1976.
- HAL B. LANE, JR., *Professor Emeritus of Mathematics* (1960)
B.A., North Texas State College, 1954; M.A., *ibid*, 1961.
- JEAN H. LAW, *Instructor Emeritus of Education; Director of Continuing Education* (1973-84; 1990)
B.A., Wayland Baptist University, 1955; M.Div., New Orleans Baptist Theological Seminary, 1958; M.Ed., North Texas State University, 1966; Ed.D., Texas Tech University, 1973.
- JOSEPH A. McLEOD, *Professor Emeritus of History* (1975)
B.A., Hardin-Simmons University, 1948; M.R.E., Southwestern Baptist Theological Seminary, 1967; M.A., University of North Texas, 1969; Ph.D., *ibid*, 1972.
- JOHNNIE BETH PITTS, *Associate Professor Emeritus of Business Administration* (1955)
B.B.A., Howard Payne College, 1947; M.Ed., *ibid*, 1956.
- WILLIAM C. ROBBINS, *Professor Emeritus of Psychology* (1967)
B.A., Texas Christian University, 1960; M.A., North Texas State University 1964; Ph.D., *ibid*, 1969.
- ANN R. SHEFFIELD, *Associate Professor Emeritus of Education* (1975-78, 1980)
B.S., Howard Payne University, 1970; M.Ed., University of North Texas, 1974.
- ROBERT L. SMITH, *Distinguished Professor Emeritus of Christian Studies* (1984)
B.A., Centenary College, 1947; M.Div., Southwestern Baptist Theological Seminary, 1953.
- JACK STANFORD, *Professor Emeritus of Biology* (1966)
B.A., Baylor University, 1958; M.S., Texas Technological College, 1966; Ph.D., Oklahoma State University, 1971.
- CLINTON E. STEWART, *Professor Emeritus of Education* (1972-1977; 1986)
B.A., Baylor University, 1950; M.S., *ibid*, 1951; M.A., *ibid*; Ed.D., *ibid*, 1970.

Administrative, Faculty and Staff

JOE T. TIMMONS, *Shelton Professor Emeritus of History* (1973)

B.A., Texas Christian University, 1946; M.A., University of Chicago, 1949; Ph.D., University of Chicago, 1973; Post-doctoral study, summers, Exeter College, Oxford, 1980; University of Edinburgh, 1981.

ELOISE TRIGG, *Professor Emeritus of Art* (1963)

B.A., Howard Payne University, 1948; M.A., *ibid*, 1969.

Others With Emeritus Status (2004-2005)

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

DOROTHY DuPREE, *Payroll Clerk* (1983)

LILLIAN GANDY, *Counseling and Testing Assistant* (1974)

B.S., Texas Tech University, 1953; M.S., Baylor University, 1962.

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

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

DON JACKSON, *Registrar* (1968-82; 1983)

B.S., Lamar University, 1957; M.S., Stephen F. Austin State University, 1967.

HANNA LIPPE, *University Nurse* (1970)

R.N., Shannon School of Nursing, 1940; B.S.N., Angelo State University, 1983.

DON NEWBURY, *Chancellor* (1985)

B.A., Howard Payne University, 1961; M.J., The University of Texas, 1966; Ph.D., University of North Texas, 1973.

BARBARA SMITH, *Admissions Assistant* (1991)

LaVON SNIDER, *Technical Services Assistant* (1955)

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



Organization and Support

History of the University

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

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

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

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

In 1953, Daniel Baker College, which originally had been a Presbyterian college and in 1950 had become the Episcopal College of the Southwest, was consolidated with Howard Payne. The Douglas MacArthur Academy of Freedom and the Coggin Academy stand on the original campus of Daniel Baker.

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

As of May 31, 2004 the university had a market value endowment of \$39,500,000.

Organization and Support

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

Andrew Jackson Emerson	1890-93
John D. Robnett	1893-96
James Harvey Grove	1896-1908
John Strother Humphreys (Acting President)	1908-10
Robert H. Hamilton	1910-11
John Strother Humphreys	1911-13
James Milton Carroll	1913-14
Anderson E. Baten (Vice President and Acting President)	1915-17
Judson Allen Tolman	1917-19
Lee Johnston Mims	1919-22
William R. Hornburg (Vice President and Acting President)	1922-23
Edgar Godbold	1923-29
Thomas H. Taylor	1929-55
Guy D. Newman	1955-73
Roger L. Brooks	1973-79
Charles A. Stewart (Chief Executive Officer)	1979-80
Ralph A. Phelps, Jr.	1980-85
Don Newbury	1985-97
Rick Gregory	1997-2002
Russell Dilday (Interim President)	2002-2003
Lanny Hall	2003-

Location

Howard Payne University is located in Brownwood, Texas, about 120 miles southwest of Fort Worth and about eighty miles southeast of Abilene. A commuter airline serving Brownwood makes connections with the Dallas/Fort Worth Airport, one of the largest in the world. Brownwood is almost exactly in the geographical center of the State of Texas and is in the edge of the hill country found in west central Texas.

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

STATEMENT OF MISSION AND PURPOSE

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

Organization and Support

Student Body

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

Faculty

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

Curriculum

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

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

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

Nondiscrimination Statement

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

Government, Programs, and Support

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

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

Organization and Support

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

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

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

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

Off-campus Centers. Howard Payne University provides coursework at four extension centers – Corpus Christi, El Paso, Weatherford, and Harlingen. The primary purpose of these centers is to offer work in Christian studies, or limited other programs, to those students who are unable to attend classes on campus.

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

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

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

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

Organization and Support

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

Operations:

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

Publications:

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

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

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

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

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

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

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

Organization and Support

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

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



Admissions

Howard Payne University welcomes applications from prospective students who are encouraged to write and/or visit the university Office of Enrollment Services.

Unconditional Admission

Unconditional admission is offered to students whose **composite score** is 19 or above on the ACT or 910 or above on the SAT I and maintain a “B” (80%) average or better throughout high school and who meet all other admission requirements. If individual subject scores are below the composite score required on the ACT (below 430 in Math and 420 in English on the SAT), the student may be required to take a computerized placement test in order to determine the appropriate course level to help ensure the student’s success. An official transcript from an accredited high school must be provided verifying graduation with a minimum of twenty-two standard units. These transcripts become the property of the university once they are received and cannot be released to the student. It is recommended that four credits be in English; three credits in mathematics to include Algebra I; two credits in science to include one credit from either Chemistry I, Physics I, or Biology I; two and one-half credits in social studies; one credit in a science/social studies elective; one-half credit in economics; one and one-half credits in physical education; one-half credit in health education; one credit in technology applications; and one-half credit in speech. The remaining five and one-half credits must be among those listed in the approved courses provided by the State Board of Education.

Graduates of high schools or home study programs that are not accredited by a regional or state accrediting agency (i.e. SACS, TEA, SBEC), will have their work reviewed by the Admissions Committee on an individual basis in accordance with the university’s admission requirements. Unofficial high school transcripts as provided and signed by parents of home-schooled students may be accepted for home-schooled students. It is recommended that the student’s curriculum include the courses outlined above.

Students who have completed a course of study as outlined above are also encouraged to take one of the ability-to-benefit tests as defined by the U.S. Department of Education. The test must be independently administered in accordance with Department of Education regula-

Admission

tions. The ACT and GED are among those listed by the Department of Education as an ability-to-benefit test. For a complete listing, contact the Office of Enrollment Services at 1-800-880-4478.

Supporting materials which must accompany the application include:

- Admission fee of \$25, nonrefundable
- Official ACT or SAT test scores. In lieu of the ACT or SAT, students 21 years of age and older may be required to take a computerized placement test.
- An official copy of the current high school transcript

The Housing Contract will be mailed to the student by the Office of Enrollment Services upon acceptance to the university and should be returned to the Office of Student Life along with a room deposit of \$100.

In order to ensure timely processing of application materials, students are encouraged to apply before August 1 for the fall and January 1 for the spring semester.

Provisional Admission

The provisional program is designed to accommodate the underprepared student and provides group tutoring and lab and study hall sessions to reinforce a specially designed program of classroom instruction. This program does not address the specific needs of the learning-disabled student. Enrollment in this program is limited.

Provisional admission includes students with a high school grade point average above 80 percent and who have a composite score of 16-18 on the ACT and/or 780-900 on the SAT I. If the high school grade point average and ACT/SAT scores do not meet these conditions, the student may be required to interview and participate in computerized placement testing for enrollment determination. These students may be admitted upon the completion of a contract which stipulates, but is not limited to, the following conditions:

- Enroll for no more than 15 semester hours including any developmental studies classes as determined by placement testing. While only six semester hours of the developmental studies classes may be applied to a degree as elective credit, all work becomes a part of the academic record.
- Agree to see their advisor at least once per month to evaluate progress.
- Limit extracurricular/social activities to no more than one club or organization and participate in only one intramural or athletic sport.
- Enroll in FUL 1301 as a part of the 15 semester hour load.
- Complete computerized placement testing in math, English, and reading prior to academic advisement.
- Students must have a minimum semester grade point average of 1.75 in order to be eligible to return the following semester. Students must apply for a change of enrollment status prior to their second semester of enrollment. The application must be approved by the director of admissions and the director of developmental programs.

Admission

As a specialized, one semester program for underprepared students, these students are admitted under a contract that supersedes the regular university probation and suspension policy and places them under a more stringent policy. Students who fail to meet the requirements of the provisional admission contract will be denied unconditional readmission to the university. Provisional students who do not meet the required semester grade point average of 1.75 will be denied readmission to the university in the subsequent semester.

Transfer Admission

Unconditional admission may be granted transfers from colleges that are accredited by one of the six regional accrediting agencies who meet the general admission requirements and who are eligible to return to all colleges and universities previously attended. The enrollment status of students currently on academic suspension from another college or university will be determined by the previous school's suspension policy. Students from accredited junior or senior colleges and universities will receive full credit for work done in such institutions, subject to certain limitations herein stipulated.

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

An official high school transcript showing date of graduation must be submitted by applicants transferring less than 12 semester hours. (If not a high school graduate, have GED scores sent.)

All transfer students must submit academic records of all work from every college attended before being advised. They must have official transcripts in the Office of Enrollment Services before admission is completed. The cumulative grade point average and the transferred work must meet the following conditions:

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

PROBATIONAL ADMISSION: If the cumulative transfer grade point average and work do not meet these conditions, the transfer application and transfer work may be reviewed by the Admissions Committee for enrollment determination. An interview and additional testing may be required.

Students admitted in this manner will be placed on academic probation and will be required to complete a contract that includes stipulations for continued enrollment at Howard Payne.

Admission

Special Admission Programs

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

EARLY ADMISSIONS: For students who demonstrate an outstanding academic record and a willingness to perform at the university level, Howard Payne University offers an “Early Admission” program whereby these students may begin their college career before high school graduation. The Texas Education Agency has authorized a procedure by which students may earn dual credit for high school and eventual college work. Students interested must obtain permission from their high school counselor to enroll in this program and should contact the Office of Enrollment Services for specific information.

High School Seniors. High school seniors may be admitted to college if they meet the following stipulations:

- Pay \$25 admission fee, nonrefundable.
- Complete an application for admission.
- Provide a high school transcript.
- Be recommended by a high school principal or counselor (form available in the Office of Enrollment Services).
- Provide official test scores from ACT or SAT. The applicant must request that these scores be sent directly from the American College Testing or from the College Board.
- Students wishing to receive credit under the Dual Enrollment program must, in addition to the above, also obtain a letter from their respective high schools verifying acceptance of coursework taken at Howard Payne University toward high school graduation requirements. The level of prior preparation in high school will determine eligibility for enrollment in certain coursework at Howard Payne University.

All students admitted under the Early Admission Program will be limited to enrollment in two lower-division courses (or seven semester hours) subject to the approval of the instructor.

A transcript of college work will not be established until high school graduation is verified by transcript and all admission requirements met. Transfer of credit for this work will not be granted unless all admission requirements to Howard Payne have been met. If the student wishes to continue enrollment following graduation, he/she must reinstate application procedures and be approved through the normal patterns for admission.

High School Juniors. High school juniors may be accepted in the summer following their sophomore year in high school if the following conditions are met:

- Pay \$25 admission fee, nonrefundable.
- Complete an application for admission.
- Must be recommended by a high school principal as an outstanding student (form available in the Office of Enrollment Services).
- Must have verification that he has completed his sophomore year successfully and will be a junior when the regular term begins.

Admission

- Students wishing to receive credit under the Dual Enrollment program must, in addition to the above, also obtain a letter from their respective high schools verifying acceptance of coursework taken at Howard Payne University toward high school graduation requirements. The level of prior preparation in high school will determine eligibility for enrollment in certain coursework at Howard Payne University.

Students will be allowed to take the same course load as outlined elsewhere in this bulletin for summer school. A transcript will be established only after all admission requirements have been met, including a transcript verifying high school graduation.

Students entering the college under either of the above programs must abide by all rules and regulations of the college as published in the catalog and the student handbook. Failure to do so will result in the immediate suspension from school. An agreement stipulating all of the above conditions must be signed by the student, his parents and his high school principal.

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

HIGH SCHOOL EQUIVALENCY: Students under 21 years of age who have successfully completed the General Educational Development Testing Program (GED) and have submitted acceptable scores on the ACT or SAT may be admitted to Howard Payne University. The student must also submit official GED test scores with his/her application for admission. Applications must be reviewed and approved by the Admissions Committee. GED students 21 years of age or older may be required to submit official ACT or SAT scores at the discretion of the Admissions Committee. Students admitted by GED may be placed on provisional admission status.

TRANSIENT ADMISSION: A student desiring to enroll in Howard Payne University for a summer or for one semester only and not desiring to transfer hours to Howard Payne University must so state on his/her application. A student admitted in this manner may be allowed to enroll in up to six semester hours in any enrollment period for credit without submitting academic documentation. If a transient student elects to continue at Howard Payne University as a degree-seeking student, he/she must reinitiate application procedures and be approved through the normal patterns for admission.

NONDEGREE ADMISSION: A student not in pursuit of a degree desiring to enroll in Howard Payne University must state so on his/her application. A student admitted in this manner may be allowed to enroll for credit one semester only without submitting academic documentation. If the student wishes to continue enrollment beyond the first semester, he/she must reinitiate application procedures, submit all requested academic documentation, and be approved through the normal patterns for admission.

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

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

Admission

- An official application
- Official transcripts from all schools attended
- Official international transcripts evaluated by one of the following service providers:

Josef A. Silney and Associates, Inc. International Education Consultants P. O. Box 248233 Coral Gables, Florida 33124 Phone: 305/666-0233 Web: http://www.jsilny.com	Global Credential Evaluators P. O. Box 9203 College Station, Texas 77842 Phone: 979/690-8912 Web: http://www.gcevaluators.com
International Academic Credential Evaluators, Inc. P. O. Box 2465 Denton, Texas 76202-2465 Phone: 972/664-1584 Web: http://www.iacei.net	World Education Services P. O. Box 745 Old Chelsea Station New York, New York 10113-0745 Phone: 212/966-6311 Web: http://www.wes.org
International Education Research Foundation P. O. Box 66940 Los Angeles, California 90066 Phone: 310/390-6276 Web: http://www.ierf.org	Foreign Credentials Service of America 1910 Justin Lane Austin, Texas 78757 Phone: 512/459-8428 Web: http://www.fcsa.biz
- Admission fee of \$50, nonrefundable.
- Room deposit for residence hall students of \$100.
- Current health forms including certification of current immunizations and inoculations. The university reserves the right to require additional medical tests or inoculations by an American physician of students from certain geographical areas when warranted.
- Proof of an insurance policy for hospital or medical expenses. If not provided, a policy will be purchased at time of admission and charged to the student's expenses.
- Submit an official score of 550 (paper test) or 213 (computer test) or more on the TOEFL examination. ACT or SAT scores may also be required.

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

Re-admission

Should a student desire to re-enroll for coursework at Howard Payne, the student must reapply and be re-admitted. The re-admission process involves input from the following offices: Office of Enrollment Services, Office of Student Life, Office of Financial Aid, business office and registrar's office. The student must be cleared and approved for re-admission by each of these offices before admission is granted. To begin the process of re-admission, contact the Office of Enrollment Services.

How to Apply for Admission

Admission to Howard Payne University is by application. Application forms for admission and financial aid are available from the Office of Enrollment Services, and they should be filled out completely and mailed to the Office of Enrollment Services. Students who have previously attended Howard Payne University and are returning after the absence of one or more long semesters must reapply for admission and be approved through the normal patterns for admission.

Students may be allowed to attend class before all of these documents are on file, but may not, at the discretion of the Office of Enrollment Services, be allowed to continue attending classes beyond October 1 for the fall semester and March 1 for the spring semester if their admission is still incomplete. Under no circumstances will the student receive grades or a transcript of work until all documentation has been received in good order.

Formal approval of the application for admission is the prerogative of the university administration acting through the Office of Enrollment Services. Notification of admission comes only from the Office of Enrollment Services. Upon acceptance to the university, the student's application for admission and financial aid will be transferred to the Office of Financial Aid for further processing. Applications for financial aid will not be processed and financial awards will not be made until the student has been accepted for admission. In the event a student is denied admission to the university, the student has the right to appeal that decision. See "Appeals Process" (page 91) in the Catalog.



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

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

Guaranteed Block Tuition Rate under The Howard Payne Promise

The Howard Payne Promise includes a promise to keep the student's cost of attendance as affordable as possible. Under The Promise, a student's full-time block tuition rate will not increase as long as the student continues to meet the following eligibility criteria:

1. The student continues to be enrolled as a full-time student for consecutive fall and spring semesters, and
2. The student continues to make satisfactory progress toward his/her degree, and
3. The student's account must be paid according to the Payment of Accounts section of this catalog, and
4. The student must remain in good standing with the university in all other matters. Should students fail to meet the criteria above, their tuition for the next academic year will be re-determined by the block rate tuition in place at that time. It is critical for students to complete and submit all financial aid applications early. This will help ensure the student's account is credited with all financial aid for which the student is eligible, before the payment deadline date. Late filing and processing of financial aid applications will not allow a student to maintain the tuition guarantee.

A student who no longer meets the eligibility criteria above to continue receiving the guaranteed tuition rate under The Promise will be subject to the new tuition rate in the Fall semester.

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ter. Part-time students are not eligible for guaranteed tuition under The Promise and are charged on a per-credit-hour basis as listed in the following section. (For 2006-2007, see the supplement for tuition and fees.)

Current guaranteed block tuition rates are as follows:

For eligible students beginning Fall 2005\$6,000 per semester

For eligible students beginning Fall 2004\$5,500 per semester

Other Tuition Rates

Part-time tuition rate for regular semesters

(students enrolled in less than 12 credit hours\$450 per credit hour

Summer sessions I and II 2005, and May term 2006\$325 per credit hour

Audit classes (no credit), per semester hour\$50 per audit hour

Senior citizens (age 60 and above)\$195 per credit hour

Senior citizens (age 60 and above)\$50 per audit hour

Early admissions tuition\$185 per class

Certificate in Ministry courses (all locations)\$165 per credit hour

Certificate in Ministry courses (all locations)\$50 per audit hour

Extension campuses tuition (except Corpus Christi)\$215 per credit hour

Audit for extension campuses (except Corpus Christi)\$50 per credit hour

Fees

The following fees and charges apply for 2005-06.

Student Services fee (full-time students)\$500

This fee is a general university fee charged to all full-time students each semester.

Designed to fund a variety of activities and services to students, the student services fee provides the following: athletic events, student activities, equipment and maintenance for the HPU Wellness Center, parking, internet connectivity in campus housing, technology in student labs, library and building usage, and more.

Vehicle registration fee (per academic year)\$10

Fees for laboratory or activity courses (per course)\$5 - \$40

Course change fee - add, drop or withdrawal (per change)\$10

Fees for new students only (non-refundable):

Application fee\$25

CAPS testing fee\$25

Placement testing fee\$5

Other fees:

Registration fee (only if pre-registration not completed by due date)\$50

Financial Aid cash advance fee\$15

Deferred tuition payment fee (per semester)\$40

Returned check fee\$25

C.L.E.P. test\$47

Transcript (each)\$5

Graduation fee (cap and gown, diploma, and other costs)\$60

Graduation late order fee\$20

Duplicate Student ID Fee\$15

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

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

Housing Rates

A housing deposit of \$100 is required, but is refundable upon request within one year after vacating campus housing.

Residence hall rates (per semester)

Taylor Hall (men's facility) - first floor suites\$990
Taylor Hall (men's facility) - second floor\$900
Jennings Hall (men's facility) - first floor suites\$950
Jennings Hall (men's facility) - second, third, and fourth floors\$820
Veda Hodge Hall (women's facility) - first floor suites\$990
Veda Hodge Hall (women's facility)- second, third, and fourth floors\$900
May term\$175
Summer sessions I or II\$250
Private room charge.\$400

Other housing options for juniors and seniors:

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

Rates listed are per person, per semester.

Fisk apartment buildings I and II (electricity not provided)\$1,100
New Fisk apartment building III (electricity not provided)\$1,200
Quinn House (women only, electricity included)\$1,200
Center Avenue duplexes (electricity not provided)\$950

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

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Meal Plans Rates

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

19 meal plan, includes \$125 of Jacket Bucks	\$1,363.95
15 meal plan, includes \$175 of Jacket Bucks	\$1,299.00
12 meal plan, includes \$225 of Jacket Bucks	\$1,250.29

Jacket Bucks may be used to purchase additional meals in the dining hall or food and beverages in Fambrough's, a sports restaurant located upstairs in the Mabee University Center. Additional Jacket Bucks may be purchased at any time and added to a meal plan for the student's convenience. A minimum of \$50 must be purchased.

Students living in university apartments, duplexes or off campus are not required to, but may, purchase any meal plan, including the following reduced plans. Amounts are per semester and include applicable sales tax.

5 meals per week plan, includes \$250 of Jacket Bucks	\$703.63
50 meals per semester plan, includes \$135 of Jacket Bucks	\$460.06
30 meals per semester plan, includes \$125 of Jacket Bucks	\$334.49

Applied Music and Special Courses

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

Payment of Accounts

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

Howard Payne University accepts cash, checks, American Express, Visa, MasterCard, and Discover cards for any payment due to the university. An ATM (automatic teller machine) is located in the Mabee University Center for the student's convenience.

Deferred Payment Plan:

Use of the deferred payment plan is subject to the approval of the Controller or his/her designee. Students electing the deferred payment plan will have a \$40 Deferred Payment Fee added to their account if the amount they defer at registration is \$300 or greater. The student must pay one-third of his total bill at registration and may defer the balance to be paid in two equal installments. Students with loans, grants and scholarships may defer two-thirds of the outstanding balance not covered by their loans, grants and scholarships. At registration, the student must pay one-third of the estimated balance that will be due after the student finan-

cial aid is applied. For all students, one-half of the deferred amount must be paid by October 1 and the balance by November 1 in the fall semester and by March 1 and April 1 in the spring semester. Students may become ineligible to remain on the meal plan or remain in university housing if their account is not paid on time. In addition, a student who does not pay his/her account on time will lose his/her eligibility to receive the guaranteed block tuition rate under The Howard Payne Promise.

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

University personnel will assist students in their application for student financial aid, but much of the information must be furnished by the students and/or their parents. Some of the entities or individuals who grant student aid send verification directly to the students' homes. The university cannot obtain the aid for students without their cooperation; therefore, students' account balances remain their responsibility until paid in full. **FINANCIAL AID APPLICATIONS MUST BE COMPLETED AND SUBMITTED TO THE OFFICE OF FINANCIAL AID FOUR TO SIX WEEKS BEFORE REGISTRATION.**

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

Payment in full of all accounts must be made to the Cashier before a student may register for an ensuing semester or obtain a transcript of credits. (This allows for pre-enrollment, but not completion of registration until prior debts are paid.)

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

Refunds

Complete Withdrawal from Classes:

Refunds of tuition will be considered in cases where students officially withdraw from the university prior to the end of the fourth week of the regular semester. Withdrawals must be made through the Office of the Registrar. Under no circumstances will notification of professors constitute official withdrawal from the university. The amounts to be refunded will be computed on a decreasing scale as follows:

Prior to the end of the: *Fall / Spring*
 First full week classes are offered90%
 Second full week classes are offered80%
 Third full week classes are offered70%
 Fourth full week classes are offered25%
 After the end of the fourth full week of classesNo refund

Prior to the end of the: *May Term and Summer I & II*
 First full day of classes offered100%
 Second and third full day of classes offered80%
 Fourth & fifth full day of classes offered50%
 After fifth dayNo refund

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Dropping a Class or Classes:

Students enrolling initially for less than 12 credit hours who later drop a class will have their tuition refunded at the same rate as listed above. The date of the official drop slip will govern the amount of refund. An immediate refund will not be made, but upon request, a check covering the refund will be mailed to the address left by the student withdrawing from the university within forty-five (45) days of withdrawing.

There is no refund for students who enroll for 12 or more credit hours and later drop a class or classes, but remain a student of the university.

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

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

The following refund policies and definitions are required by federal regulations:

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

Title IV Aid: includes (but is not limited to) Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study, Federal Family Education Loans.

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

Financial Aid Programs

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

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

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

Processing of a financial aid application requires approximately four weeks. Students will

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

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

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

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

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

SATISFACTORY PROGRESS POLICY—Student financial aid programs were created and funded to help students achieve access to higher education and accomplish academic goals. To make maximum use of the limited aid funds available, each aid recipient must maintain satisfactory progress in a course of study leading toward a degree or educational goal. Students are evaluated on the basis of cumulative grade point average, credit hour completion, and maximum time-frame limitation. The student financial aid policy on satisfactory progress is outlined below:

1. Only students who are enrolled in credit courses and seeking a degree or educational certificate that can be obtained from Howard Payne University will be eligible to participate in the student financial aid programs. (Student financial aid as defined in this policy specifically applies to federal and state aid.)
2. A regular full-time student will be expected to complete the requirements for an undergraduate degree within five (5) academic years. An academic year equals two semesters plus summer sessions. An academic year is defined as the period from July 1st through June 30th. If a financial aid applicant has not completed his/her degree program within the specified time frame, or has not made satisfactory progress due to a history of course incompleteness, course withdrawals, or course repetitions, then he/she will be denied financial aid.
3. The student must complete the following number of cumulative hours for each academic year attended and maintain the cumulative grade point average as outlined in the academic requirements.

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ACADEMIC YEARS COMPLETED	1		2		3		4		5	
SEMESTERS COMPLETED	1	2	3	4	5	6	7	8	9	10
SEMESTER HOURS REQUIRED TO BE COMPLETED	9	18	30	42	54	66	81	96	111	Complete

4. A student who has failed all courses (except skill courses, i.e. physical activity, piano) in any one semester will not be considered for financial aid for subsequent semesters until the required number of hours has been completed and the minimum cumulative grade point average has been achieved as required based on number of hours attempted. Grades of "W," "WP," "WF," "I," or "NG" do not count as completed courses.
5. Because of the diversity of post-secondary programs and individual circumstances, a transfer student is initially assumed to be making satisfactory progress upon his/her enrollment at Howard Payne University. HPU will use the number of hours accepted from the student's previous institution(s) in placing a transfer student within the maximum time frame for degree completion, according to the following schedule:
 - 0 - 11 semester hours accepted: equivalent to an incoming freshman
 - 12 - 23 semester hours accepted: equivalent to one semester completed
 - 24 - 35 semester hours accepted: equivalent to two semesters completed
 - 36 - 47 semester hours accepted: equivalent to three semesters completed
 - 48 - 64 semester hours accepted: equivalent to four semesters completed
 - 65 - 76 semester hours accepted: equivalent to five semesters completed
 - Over 76 hours will be reviewed on an individual basis
6. If an undergraduate student is enrolled on a half-time (6, 7 or 8 hours per semester) or three-quarter time (9, 10 or 11 hours per semester) basis, then the maximum time frame for degree completion as enumerated above in item 3 will be re-evaluated on a proportional basis equivalent to the student's enrollment status.
7. Academic progress will be checked at the end of each semester. A student who does not meet the requirements will be placed on probation for one semester. A student who fails to meet the criteria to be removed from financial aid probation will be ineligible for financial aid consideration until such time as he/she earns sufficient hours/cumulative GPA to meet the criteria for satisfactory progress.

Satisfactory academic progress may be checked before financial aid disbursements are made to the student during the semester.

When a student is placed on academic probation, he/she will also be placed on financial aid probation. If a student is placed on academic suspension, he/she is NOT eligible to continue to receive (or to be awarded) student financial aid. A student who has completed credits at HPU and is applying for financial aid for the first time, or after a period of not receiving financial aid, must have maintained satisfactory progress during the time that he/she was enrolled at HPU and not receiving financial aid.

8. All of the following will be considered when determining a student's satisfactory progress: (COURSE INCOMPLETE, REPEATING A COURSE and ENROLLING FOR NONCREDIT REMEDIAL COURSES)

- A. **COURSE INCOMPLETE:** The course must be completed before the end of the next long semester (fall or spring). When determining the number of credits received for a semester, the “Incomplete” will not be considered until a grade is assigned. In the event that a student receives “Incomplete” in all courses for a semester, financial aid will not be awarded for subsequent semesters until grades are received for all coursework. If a student receives a grade of “F” for the coursework, standard satisfactory progress policies are enforced.

- B. **REPEATING A COURSE:** When determining the number of credits completed, a course that is being repeated will only be counted once.

Students will not be allowed to repeat courses they have already passed if it is determined that the student is enrolling for additional hours in order to increase financial aid eligibility. If it is determined that the student is repeating a previously passed course for the purpose of obtaining additional financial aid, the student will be administratively withdrawn from the repeated course(s) and financial aid will be adjusted accordingly.

- C. **NONCREDIT REMEDIAL COURSES:** If a student enrolls for a noncredit remedial course, it will not be covered by financial aid nor will it be considered when determining enrollment status.

- D. A student may request that his/her academic records and any extenuating circumstances be reviewed if he/she is denied aid based on lack of satisfactory progress. Extenuating circumstances may include, but are not limited to, the following:

Illness of a student or immediate family member or similar hardship circumstances, a change in the major course of study, or transfer hours not counting toward a degree or certificate. The student must submit a suspension appeal form. This form is available in the Office of Financial Aid. Appeals will be reviewed on an individual basis.

In the event a student is denied financial aid, the student has the right to appeal that decision. See “Appeals Process” (page 91) in the Catalog.

Student Employment

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

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

The *Federal Work-Study Program* is a cash program whereby students receive a check for the number of hours worked. Jobs are offered on campus to those students who qualify for the

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program. The program is funded in part by the federal government and by Howard Payne University. Students are paid minimum wage. This is a need-based program.

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

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

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

Federal and State Grants

Federal Pell Grant: Public Law 92-318 and the Educational Amendments of 1972 established a program of “entitlement” grants which may provide up to \$4,050 to all students less the family contribution as determined by a Federally-approved need analysis system, or one-half the college cost, whichever is less.

Federal Supplemental Educational Opportunity Grants (SEOG): This program, formerly known as Educational Opportunity Grants, is re-authorized by the enactment of Public Law 92-318 and the Educational Amendments of 1972. Priority is given to Pell Grant recipients.

Eligible students may receive up to \$2,000 per academic year, depending upon the availability of funds. Grants are made for one year only, and students must reapply in order that the institution can determine whether or not a subsequent grant can be made.

Tuition Equalization Grants (TEG): Tuition Equalization Grants were authorized by Texas Senate Bill No. 56, Sixty-second Legislature, Regular Session, 1971, to provide grants to Texas residents enrolled in approved private Texas colleges and universities. These grants help to equalize the tuition cost between private and public schools and the intent that students will be encouraged to enroll in private colleges to maximize the utilization of existing college and university facilities. Grants are based on financial need.

TEXAS Grant Program: The TEXAS Grant Program provides limited funding to undergraduate students who completed the recommended or distinguished high school curriculum or its equivalent, has financial need, and is currently enrolled full-time. Students are eligible for a continuation of this award based on the program’s academic standards of completion of 75% of the hours taken and an overall GPA of 2.50.

Federal and State Loan Programs

Federal Perkins Loan Program: This program, formerly known as the National Direct Student Loan Program, was authorized by the enactment of Public Law 92-318 under the

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Educational Amendments of 1972. This is a need-based program.

Annual loan limits for the student are as follows: \$4,000 for a student who has not yet completed a program of undergraduate education and \$5,000 for a graduate or professional student. Maximum aggregate loan amounts for an eligible student are as follows: \$20,000 for a student who has not yet completed a program of undergraduate study and \$30,000 for a graduate or professional student.

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

Federal Stafford Loan Program - This program was authorized by Title IV of the Higher Education Act of 1965. The purpose of the Federal Stafford Loan is to make long-term, low-interest loans available to students to help them meet the cost of post-secondary education. Loan capital is supplied primarily by commercial lenders, although funds are provided by some state agencies.

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

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

Institutional Loan Funds

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

Eloise Anderson Loan Fund
Sally Joy Boyce Loan Fund
Calvary Baptist Church of Waco Loan Fund
East Fourth Street Baptist Church Loan Fund
R. L. Estell Loan Fund
Howard Payne University General Student Loan Fund
Donald H. Howe Memorial Loan Fund
Braswell and Billie Locker Loan Fund
H. L. Locker Memorial Loan Fund
Dr. and Mrs. James W. McCarver Loan Fund
Thomas W. and Eunice C. McKneely Student Loan Fund
W. E. Miller Loan Fund
General Carl L. Phinney Student Loan Fund
Harry Pierce Loan Fund
Floyd Prather Loan Fund
Marjorie and Kenneth Precure Loan Fund
Presidential Loan Fund
Sid and Patricia Sers Loan Fund
Annie Shelton Loan Fund
W. S. Wagley Loan Fund
Rev. and Mrs. T. Bentley Warrington Loan Fund
Luther Watson Memorial Loan Fund

Financial Information

Academic Scholarships

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

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

STUDENTS ENROLLED PRIOR TO FALL 2005: For information on Academic Scholarships, please refer to the applicable catalog based upon your entry date to Howard Payne University.

NEW STUDENTS FALL 2005

FRESHMEN ACADEMIC SCHOLARSHIPS

Robnett Scholar - The total value of this scholarship over four years is \$30,000.00. The maximum amount per academic year is \$7,500.00 and maximum amount awarded per semester is \$3,750.00. To meet eligibility criteria for this scholarship, the student must:

Graduate as either Valedictorian or Salutatorian from an accredited High School, and/or

Have a test score of 29 or above on the ACT, and/or

Have a test score of 1310 or above on the SAT.

A minimum cumulative grade point average of 3.00 is required to retain this scholarship.

Taylor Scholar - The total value of this scholarship over four years is \$20,000.00. The maximum amount per academic year is \$5,000.00 and the maximum amount per semester is \$2,500. To meet eligibility criteria for this scholarship, the student must:

Graduate in the top 10% of their graduating class from accredited High School, and/or

Have a test score of 25 -28 on the ACT, and/or

Have a test score of 1160 -1300 on the SAT.

A minimum cumulative grade point average of 2.00 is required to retain this scholarship.

Newman Scholar: The total value of this scholarship over four years is \$14,000.00. The maximum amount per academic year is \$3,500.00 and the maximum awarded per semester is \$1,750.00. To meet eligibility criteria for this scholarship, the student must:

Graduate in the top 25% of their graduating class from an accredited High School, and/or

Have a test score of 22-24 on the ACT, and/or

Have a test score of 1010-1150 on the SAT.

A minimum cumulative grade point average of 2.00 is required to retain this scholarship

The next two paragraphs pertain to all levels of the Freshmen Academic Scholarships:

Class ranking will be determined by a High School transcript from an accredited high

school. An official transcript from the accredited High School must be received before the first day of class of the beginning semester. To be considered for this scholarship, the student must attend Howard Payne University the academic year immediately following high school graduation. Only one academic scholarship will be awarded to any one student. If a student should increase test scores or meet one of the other higher eligibility criteria within a higher scholarship range prior to the first day of classes of the beginning semester, then the lower scholarship will become void and the higher academic scholarship will be awarded. (This could necessitate an adjustment in other financial aid awards.) No change in scholarship levels will be permitted after the first day of the student's beginning semester. Residual test scores will not be considered in determining scholarship eligibility.

The student's cumulative grade point average (CGPA) will be checked at the end of the spring semester each academic year. If the student's cumulative grade point average (CGPA) does not meet the scholarship requirements, the student may attend summer school to raise the CGPA to meet the requirements. It is the student's responsibility to provide verifiable documentation (based on an official transcript) that the required cumulative grade point average has been achieved. The student must provide this documentation prior to the beginning of the subsequent semester following loss of the scholarship. (Re-instatement of the scholarship could necessitate an adjustment in other financial aid awards.) The scholarship is available for a maximum of eight (8) consecutive semesters.

TRANSFER ACADEMIC SCHOLARSHIPS

Transfer Scholar I - The maximum amount per academic year is \$5,000.00 and the maximum amount awarded per semester is \$2,500.00. To meet eligibility criteria for this scholarship, the student must transfer in with a minimum cumulative grade point average of 3.50. A minimum cumulative grade point average of 3.00 is required to retain this scholarship.

Transfer Scholar II - The maximum amount per academic year is \$4,000.00 and the maximum amount awarded per semester is \$2,000. To meet eligibility criteria for this scholarship, the student must transfer in with a minimum cumulative grade point average of 3.25. A minimum cumulative grade point average of 2.00 is required to retain this scholarship.

Transfer Scholar III - The maximum amount per academic year is \$3,000.00 and the maximum amount awarded per semester is \$1,500. To meet eligibility criteria for this scholarship, the student must transfer in with a minimum cumulative grade point average of 3.00. A minimum cumulative grade point average of 2.00 is required to retain this scholarship.

The next two paragraphs pertain to all levels of the Transfer Academic Scholarships:

The student must have a minimum of twelve (12) transferable credit hours in order to be considered for the Transfer Academic Scholarship. Only one academic scholarship will be awarded to any one student. The level of scholarship is based on the student's cumulative grade point average (CGPA) and the number of transferable credit hours. Official college transcripts are required to substantiate the cumulative grade point average and the number of transferable credit hours. If the scholarship is awarded, a letter will be sent outlining specific requirements. If a student should provide evidence of a higher CGPA prior to the first day of classes of the beginning semester, then the lower scholarship will become void and the higher scholarship will be awarded. (This could necessitate an adjustment in other financial aid awards.) No change in scholarship levels will be permitted after the first day of the student's beginning semester.

Financial Information

The student's cumulative grade point average (CGPA) will be checked at the end of the spring semester each academic year. If the student's cumulative grade point average (CGPA) does not meet the scholarship requirements, the student may attend summer school to raise the CGPA to meet the requirements. It is the student's responsibility to provide verifiable documentation (based on an official transcript) that the required cumulative grade point average has been achieved. The student must provide this documentation prior to the beginning of the subsequent semester following loss of the scholarship. (Re-instatement of the scholarship could necessitate an adjustment in other financial aid awards.) The Transfer Academic Scholarship is available for a maximum of six (6) consecutive semesters or as determined to complete degree requirements.

Scholarships

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

ACTEENS SCHOLARSHIP: The HPU Acteens Scholarship is based on the Acteen's achievement in *MissionsQuest* with the actual award determined by quest achieved.

<u>Level of Achievement</u>	<u>Amount Per Semester</u>	<u>4 Year Total</u>
Completing 3-5 quests	\$1,000	\$8,000
Completing 6 quests	\$1,500	\$12,000

The scholarship is available to Howard Payne University students beginning the freshman year provided the student enrolls for a minimum of twelve (12) credit hours. The scholarship is renewable with a minimum cumulative grade point average of 2.50, and minimum course load of twelve (12) credit hours each semester. The scholarship is not available during summer sessions or mini-terms. The scholarship is available for a maximum of eight (8) long consecutive semesters and may be applied to tuition only. A letter from the local Acteens director or WMU director verifying the quest achieved is required. If the director is a parent or relative, a letter from the applicant's pastor is also required.

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

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

Financial Information

AWANA SCHOLARSHIP: The HPU Awana Scholarship will be determined by the student's level of achievement in Awana.

<u>Level of Achievement</u>	<u>Amount Per Semester</u>	<u>4 Year Total</u>
Meritorious Award	\$1,000.	\$ 8,000.
Citation Award	\$1,500.	\$12,000.

The scholarship is awarded to incoming freshmen or transfer students. Full-time enrollment (minimum of 12 hours) is required each semester. The scholarship is renewable with a minimum cumulative grade point average of 2.50 and is available for a maximum of 8 long consecutive semesters. The scholarship is not available for summer sessions or mini-sessions. The scholarship can be applied to tuition only. A letter from the local Awana Director verifying the level of achievement is required. If the director is a parent or relative, a letter from the applicant's pastor is also required.

BAPTIST MINISTERIAL SCHOLARSHIPS: Baptist ministerial students applying for this scholarship must present a license, certification of ordination, or letter of certification from a Baptist church, and meet all requirements set by the Christian Education Commission of the Baptist General Convention of Texas. Applications must be approved by the dean of the School of Christian Studies prior to each registration period and cannot be made retroactive during a semester. The scholarship is paid by the Baptist General Convention of Texas. This scholarship applies to tuition only and is available to full-time students. Scholarship is \$750.00 per semester.

BAPTIST MINISTER'S DEPENDENT SCHOLARSHIP: This scholarship is available to unmarried dependent children (age 23 or less) and wives of active full-time Baptist ministers or Baptist ministers who are inactive due to age or health. The scholarship is \$500.00 per semester. It requires fulltime enrollment (12 credit hours or more) each semester and must be applied to tuition only. Application must be obtained from and approved by the dean of the School of Christian Studies prior to each registration period and can not be made retroactive during a semester. This scholarship is funded by Howard Payne University and all decisions regarding eligibility for this scholarship are made by the dean of the School of Christian Studies.

CHURCH MATCHING SCHOLARSHIP: HPU will match designated church gifts for HPU students up to, but not exceeding \$500.00 per semester. No matching scholarships will be given for summer sessions or mini-terms. A list of scholarship provisions and requirements for the HPU Church Matching Scholarship is provided on the Church Match Scholarship application. The deadline to apply for this scholarship is August 1st each year. This application is available in the Office of Financial Aid and on our website.

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

HISPANIC LEADERSHIP SCHOLARSHIP: For incoming freshmen and transfer Hispanic students who are leaders in their areas. Maximum award of \$1,000 per semester for a maximum of eight consecutive semesters. The student must enroll for a minimum of twelve (12) hours and maintain a cumulative grade point average of 2.00. May be used for tuition only.

STATE SPEAKERS TOURNAMENT (sponsored by the Baptist General Convention): The student must place 1st, 2nd, or 3rd at the state finals level and provide verification of place-

Financial Information

ment. The scholarship is \$1,500 per semester and must be used the fall semester immediately following high school graduation. The scholarship is available for a maximum of 8 long consecutive semesters if a minimum cumulative grade point average is maintained. Full time enrollment is required each semester. Scholarship must be applied to tuition only.

TEXAS BAPTIST MEN'S CHALLENGER SCHOLARSHIP: The Challenger's Scholarship is based on the number of personal development activities completed. The scholarship has different amounts per semester for levels of achievement. The scholarship is available beginning the freshman year provided the student enrolls for a minimum of twelve (12) credit hours each semester. The scholarship is renewable with a minimum grade point average of 2.50, and a course load of at least twelve (12) credit hours each semester. The scholarship is available for a maximum of eight semesters toward tuition only.

A letter from the local Challenger leader or state brotherhood office verifying the level of achievement is required.

ENDOWED SCHOLARSHIPS

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

Air Castle Assistance Fund
Roy Akers Scholarship
Bill and Dick Alexander Scholarship
Alumni Association Scholarship
Lois Stribling Anderson Memorial Endowment
Arlene Austin Memorial Scholarship
William B. (Bill) and Ruth Pratt Anders Memorial Voice Scholarship
Ralph O. and Katie Antilley Scholarship
George and Sara Baker Scholarship
Glen W. and Lucy G. Bales Memorial Scholarship
Madge Carver Barron Scholarship
John L. Beard Memorial Scholarship Fund
John Lee and J.L. Beard, Jr. Scholarship
Mr. And Mrs. Thomas Benton Scholarship
Donal and Marjorie Bird Endowed Scholarship for Science and Math
Carroll W. Bowden Scholarship
Kenneth and Susan Brown Scholarship
William Henry Brown Endowment
Kenneth E. and Viola Burg 21st Century Scholarship
Viola and Kenneth Burg Christian Education Scholarship
Viola and Kenneth Burg Christian Education Scholarship No. 2
Burke-Carpenter Women in Ministry Scholarship
Ivan Campbell Burkhart Scholarship
Ray and Shirley Caldwell Scholarship
Deborah R. Camacho Memorial Scholarship
Jackson L. Carroll Scholarship
Jane Morrow Carroll Scholarship
Winnie Mae Carter Memorial Scholarship
E.C. and Sally B. Cash Memorial Scholarship

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Alma and Frederick F. Cavel Memorial Scholarship
Laverne Cearley Teacher's Scholarship
O.B. Chambers Memorial Scholarship
Hardy, Beulah and Donna Lee Childress Memorial Scholarship
Childs-Kitchen Scholarship
Edward L. Clark Memorial Scholarship
Mrs. Ossie Coalson Scholarship
Adrian and Norma Coleman Scholarship
R.D. and Irene Coley Scholarship
Rev. and Mrs. Homer T. Connolly Ministerial Scholarship
Noel W. Cowan Memorial Fund for Pre-Professional Studies
Jack and Faye Craft Scholarship
Gertrude Rumbo Crume Scholarship
Miss Lola Mae Daniel Foreign Missionary Scholarship
Daniel Baker Ex-Students Association Endowed Scholarship
Tom and Madge Bean Dauphin Memorial Scholarship
C.J. (Red) Davidson Scholarship
Creath Davis Scholarship
Hallie Davis Scholarship
J. Ray Davis Scholarship
Grace Edwards Dennis Family Scholarship
Dr. James H. Dickinson Scholarship
Dr. Bobbie Morrow Dietrich Scholarship
Dr. Russell Dilday Endowed Scholarship
David H. Dunks Scholarship
Gary D. Dyer Ministerial Scholarship
Elmer and Elizabeth Edgington Scholarship
Iona Ege Memorial Endowment Fund
Gary D. Elliston Endowed Scholarship
Mr. and Mrs. J. Ernest Evans Scholarship
J.D. and Gladys Everett Scholarship
Carl N. Fambrough Scholarship
Paul and Pauline Fairbanks Music Scholarship
Fannie Maude and Joel Fergeson Memorial Fund
Myra V. Fisher Scholarship
Josephine and Fred Flynn Scholarship
Guy and Ruby Foster Scholarship
Lillian Gandy Scholarship
Joann Zavala Garcia Scholarship
Dan and Mary Belle Garrett Scholarship
Edward N. Garrett Ministerial Scholarship
A.C. Garvin Scholarship
Earl Gill Scholarship
Dr. Joshua Grijalva Scholarship
Gromatzky-Jeske Memorial Scholarship
Mattie Anderson Hale Memorial Scholarship
Hardin Memorial Scholarship
Harris Family Scholarship
Rayford Bruce Harris Memorial Scholarship
William Pickney Hatchett and Lela Hatchett Memorial Fund
Bobby J. Haun Scholarship
Mottie F. Havins Memorial Scholarship
Lee and Julia Hearn Endowment

Financial Information

Vivian and Paul Henderson Endowed Scholarship
Heritage Club Golden Circle
Hispanic Alumni Fellowship Scholarship
Hispanic Student/Alumni Fellowship Scholarship
Veda Wells Hodge Scholarship
E. Nell Hoffman Scholarship
Opal and Bill Howard Scholarship
Howard Payne University Endowed Scholarship
Ray and Ruth Hoyle Endowed Scholarship
Roy Dellwyn Hughes, Jr. Memorial Scholarship
Sam and Nettie Hughes Memorial Scholarship
Tom and Ora Simmons Hymer Education Scholarship
Lucill Hargis Isaacks Scholarship
Jackson-Harvey Scholarship
Ganelle Nabors Jarvis Elementary Education Scholarship
John Johnson-Estill Allen Scholarship
C. Leon Jones Memorial Scholarship
Don C. and Nita Jones Endowed Scholarship
Jesse H. and Mary Gibbs Jones Scholarship
Nathalie Nabers Jones String Scholarship
Nellie Grace Jones Memorial Scholarship
Sharron Lynn Jones Memorial Scholarship
McAdoo Keaton Scholarship
Mr. and Mrs. George Kidd Memorial Scholarship
Billy Kim Scholarship Fund
Alice Heyman King and Thomas H. King Memorial Scholarship
Ernest and Lucille King Scholarship
Kingdom Building Foundation Scholarship
Scott and Deana Kirtley Endowment
Jack and Juanita Lamkin Scholarship
Lamkin Brothers Endowed Scholarship
Cecile Lancaster Scholarship
Montie and Thelma Lane Scholarship
Mr. and Mrs. W.H. Lane Scholarship
Phillip Edward Laughlin and Francis Bacon King Memorial Scholarship
Levisay Family Scholarship
Cecil and Lucille Lewis Memorial Scholarship
Jeremy L. Lewis Memorial Scholarship
Frederick Libke Piano Competition
A.B. and Rose Lightfoot Scholarship
C.C. Lockwood Business Scholarship
Mr. and Mrs. Frank London Memorial Scholarship
Charles A. and Ella Luzzi Scholarship
William and Mary Lynch Scholarship
Lucile T. McDaniel Book Fund for Preachers' Wives
Amanda McDonough Memorial Scholarship
Jim and Arlene McEachern Scholarship
Malcolm McNair and Linnie Anderson McEachern Endowed Scholarship
Dr. Dorothy McIntosh Endowed Music Scholarship
Richard Warren McKinney Journalism Scholarship
Moselle S. Mann Memorial Scholarship
James N. and Lucile Glover Martin Scholarship
Wendy Mast Memorial Scholarship

Financial Information

Wendell Mayes Scholarship
Erma Medcalf Scholarship
Annie and Milton Miller Memorial Scholarship
C.O. Mitchell Memorial Fund
Rev. David R. Morrison Scholarship Fund
Charles L. and Dorothy Wilcox Myers Scholarship Fund
Merle Compton Nash Scholarship
Nathan's Jewelers (Mr. and Mrs. Nathan Donsky) Scholarship
Don and Brenda Newbury Scholarship Fund
Gladys Hicks Newman Student Scholarship Fund
Ross J. and Louise Newton Scholarship
Ninety and Nine Presidential Scholarship
The O'Rear Scholarship
Old Main Endowed Presidential Scholarship Fund
John William and Diorah Mae Owens Scholarship
Mary Lou Packer Scholarship
Ruben Packer Scholarship
Dr. Frank W. and Pauline G. Patterson Endowed Scholarship Fund
Tami Pattillo Memorial Scholarship
George A. and Daisy Pfeiffer Scholarship
Helen K. Phelps Scholarship
Ralph and Betty Phelps Scholarship
Gene and Bernice Porter Endowed Scholarship Fund
R.L. and Eris Porter Endowed Ministerial Scholarship Fund
Eunice Powell Preston Scholarship
Marlon Prichard Endowed Scholarship
H. Shelton Prince, Jr. Memorial Scholarship
Prospect Hill Baptist Church Scholarship
Robert F. Radius Memorial Endowed Scholarship Fund
Dr. Jose' Rivas Memorial Scholarship
Lee and Eva Roberts Scholarship
Harvey and Velma Robinson Ministerial Scholarship Fund
F. Yantis and Elizabeth Lee Robnett Scholarship
Sonya Rohrman - Living Services Scholarship
Oscar I. Romo Ethnic Scholarship
Martha St. Clair Scholarship Fund
Rev. Carl J. and Mildred L. Schlomach Scholarship
Jack Scott Scholarship Fund
James and Corrine Shields Scholarship
William and Frances Sims Scholarship
Myrtle Cecil Slaymaker Family Endowed Scholarship
Tom G. Small Family Endowment
Jack C. Smith Endowed Fund
James Lowry Smith Scholarship
James R.B. Smith Scholarship
L.A. Smith, Jr., and Mr. and Mrs. Porter V. Smith Scholarship
Dr. and Mrs. Robert Leonard Smith Scholarship Fund
Truett B. Smith Memorial Scholarship
Udell Smith Scholarship Fund
E.L. Sparkman Scholarship
Rev. and Mrs. E.L. Sparks Scholarship
Dr. Allen Spence Memorial Scholarship Fund
Agnes Arline Owen Spraberry Scholarship in Business Administration

Financial Information

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

Academy of Freedom Scholarships

Jane Woodward Bell Scholarship
Anne Boddicker Bradley Memorial Scholarship
Dr. H.L. Cravens, Jr. Scholarship
Allen and M. Pearl Davis Scholarship
DeHay and Elliston L.L.P. Endowed Scholarship
Grace Lacy Dudley Scholarship
Josephine Flynn Scholarship

Financial Information

Colonel Russell Fudge Academy Scholarship
J. Edward Johnson Scholarship
Carl B. and Florence E. King Foundation Scholarship
Charles and Lena Lamkin Scholarship
Evelyn Edell Cox Hignett Magna Charta Dames and Barons Scholarship
Hobby H. McCall Scholarship
Milton S. McGee, Sr. Scholarship
Nan Massengill Texas Society Daughters of the American Revolution Scholarship
Maj. Roy E. Massengill Scholarship Fund
Dr. Estelle Newman Memorial Scholarship
Guy D. Newman Memorial Scholarship
Groner Pitts Academy Scholarship
Dorothy Jean Schroeder Memorial Scholarship
Joseph Sidran Scholarship
Dr. Don L. Smith Academy Scholarship
Captain Mike Snell Memorial Scholarship
Hatton W. Sumners Foundation Scholarship Program
Dr. James Cleo Thompson Jr. Academy Scholarship
Leonard Underwood Endowed Scholarship
Paul W. and Katherine Ussery Scholarship
John Norman Weatherby Family Scholarship
Lottie Plummer Wooley Texas Society Daughters of the American Revolution Scholarship

Instructions

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

Instructions for Veterans Affairs

Veterans should notify the Veterans Administration of their intention to enroll at the university so that a Certificate of Eligibility may be received prior to enrolling. Veteran's affairs are handled by the veteran coordinator in the Office of the Registrar. Veterans should contact the office prior to enrolling and each term immediately after registration. Any change in course load or class attendance is to be reported to the veteran coordinator. **All** veteran benefit recipients are required to file a degree plan upon **initial enrollment**.

Student Life

Student Conduct

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

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

In general, the policies which govern student behavior are outlined below:

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

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

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

Student Complaint/Grievance Procedure

A student who has a complaint concerning Howard Payne University should first try to resolve the matter individually. If the matter is unable to be resolved in that manner, the student may present a written statement to the dean of student life within fifteen (15) class days of the occurrence. The statement must include the date, time, nature of the occurrence, and efforts made to resolve the matter, as well as the desired resolution. The dean of student life will attempt to resolve the problem within ten (10) class days upon receipt of the student's statement. If the student is not satisfied with the dean's action, he or she may appeal that action within five (5) class days. Depending upon the nature of the complaint, the dean of student life will determine the office or personnel most appropriate to hear the appeal. The decision made at this appeal level is final.

University Regulations

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

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

Any appeal of disciplinary assessment must be directed to the dean of student life. Refer to the Howard Payne University Student Handbook for the appeal process.

Parking Policy

General Provisions

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

Student Life

Parking Regulations

Parking is prohibited at all times where indicated by red-painted curbs or pavement markings. Parking at unpainted curbs is controlled by area parking signs. Posted signs must be honored at all times and take precedence over painted curbs and pavement markings. Parking wholly within the marked boundaries of the parking space is required at all times.

Parking Zones

- **No Parking Zone:** In addition to zones marked by posted signs; all red, yellow, or blue-painted curbs or pavements denote no parking at any time.
- **Fire Zone:** An area designated by a posted sign and red-painted curbs or pavement that denotes no parking at any time.
- **Tow Away Zone:** An area designated by a posted sign that constitutes a public notice that a vehicle parked in violation may be removed. Towing is enforced at all times as noted on the signs.
- **Loading Zone:** An area, dock, or zone marked by posted signs that are reserved for loading or unloading only.

Note: If there are no painted lines, then the vehicle should park perpendicular to the wheel stop that was installed for that purpose. Vehicles may not be parked in a manner that obstructs walkways, driveways, ramps, loading docks, or marked cross-walks or that inflicts damage to shrubbery, trees, grass, grounds or structures. Additionally, no vehicle may be parked on any unmarked or unimproved ground area that has not been marked or designated for parking. Other improperly parked vehicles do not constitute an excuse for improper parking. Also, on occasion during the year, the university may close certain parking lots.

Special-use or Over-size Vehicles

Special-use or over-size vehicles are not permitted to be parked on the campus at any time without authorization. This includes, but is not limited to, boats, boat trailers, any personal watercraft, all-terrain vehicles, go-carts, golf carts, motor homes, trailers, and other over-size vehicles. Authorization to operate or park these vehicles on the campus may be obtained from the director of facilities and planning.

The absence of sufficient authorized parking space on the campus during a particular period of time will not be considered as valid justification for violation of parking and traffic regulations. The mere fact that citations are not issued for any offense does not indicate that these regulations have been modified to exclude the offense.

Parking and traffic regulations on campus are in effect at all times. All posted restrictions apply whether or not classes are in session.

Posted Signs

Posted signs, whether permanent or temporary, must be obeyed at all times and take precedence over painted curbs, pavement markings, and designations shown on any university maps.

Enforcement

Failure to abide by parking and traffic regulations may be the basis for disciplinary action against students and employees.

Chapel/Student Assembly Attendance

Chapel is required of students attending Howard Payne University.

A required chapel service or student assembly is held on Monday and Wednesday in order that students may come to understand something of the experience of worship, which is the dynamic for religious living, and to provide instruction and inspiration through programs on a variety of themes. Those who sincerely participate may come to appreciate the wide-range concerns of the Christian faith in intellectual, social, political and artistic ideas and issues involved in everyday experience. **Six semesters, or credits, of chapel attendance are a criterion for graduation from Howard Payne University.**

Residence Halls

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

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

Transfer students who transfer in hours from other institutions will receive one (1) semester of on-campus living credit for every twelve (12) hours transferred into HPU. Questions about this should be directed to the Office of Student Life.

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

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

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

Student Life

Food Service

The food service arrangements, like those for housing, are a part of the overall educational plan of the university with efforts made to help students develop wholesome eating habits. The menu planning and meal services are provided by Sodexo Food Services. Fambrough's, a restaurant located upstairs in the Mabey University Center, is open late at night for students to eat, play games, and visit with friends. ALL RESIDENCE HALL STUDENTS WILL BE CHARGED FOR ROOM AND MEALS AT THE TIME OF REGISTRATION. MEALS NOT EATEN BY THE STUDENT DURING THE CURRENT SEMESTER ARE FORFEITED WITH NO REFUND.

Requests for special diet may be submitted in writing to the associate dean of students prior to each semester for approval. A physician's recommendation must accompany each request. In such cases, the food service will attempt to provide meals to accommodate the special diet.

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

Monday through Friday

Breakfast	7:00 AM to 9:50 AM
Lunch	11:00 AM to 2:00 PM
Dinner	5:00 PM to 7:00 PM

Saturday and Sunday

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

Fambrough's hours are:

Monday through Friday	9:30 AM to 11:00 PM
Saturday and Sunday	6:00 PM to 11:00 PM

Counseling Services

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

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

These services are available through the Office of Student Life.

Center for Academic and Personal Success (CAPS)

The Center for Academic and Personal Success brings together many success programs at the University and places them in one central location to service our students. Located on the third floor of the Thompson Academic Complex, CAPS provides the following services: tutoring, career services, academic testing, undecided academic advising, support for students

with physical and learning disabilities, support for students in academic peril, assistance with the creation of Personal Success Plans, and hosts numerous success workshops.

Academic Testing Services

The Office of Academic Testing is a part of the Center for Academic and Personal Success which is located in the Thompson Academic Complex administers the ACT (American College Test); the CLEP (College Level Examination Program); the TExES (Texas Examination of Educator Standards); the GRE (Graduate Record Exam) Subject tests only; the Residual ACT once during each summer; and the SAT I/II (Scholastic Aptitude Test). See page 69 for more information.

Career Services

The career services office, located in the Thompson Academic Complex, assists students with many career and employment related issues. Students desiring part-time or seasonal employment while attending school, and students seeking career positions upon graduation, may contact career services for assistance in their job searches. Placement files are maintained in career services, and notices for job fairs are posted on the career services bulletin board. The Career Service Office also offers testing and interest inventories that allow students to gain insight into their personal interests and discover career opportunities that correspond well with their interests.

Health Services

The university employs a nurse who maintains office hours for consultation on minor ailments and first aid at no cost to the student. Prescription medicine and injections may be given on orders of a physician, but the student must pay for all medicine and physician charges.

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

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

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

Services to Students with Physical Disabilities or Learning Differences

The university encourages any student who has a disability to voluntarily inform the university of any special requirements or needs by reporting these to the Center for Academic and Personal Success. Upon proper substantiation of a disability, the university will strive to accommodate these needs in accordance with applicable federal guidelines and Christian ethical considerations.

Information concerning services is available upon request from the CAPS Center.

Student Life

Accommodation Policy for Students with Disabilities

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

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

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

The university does not offer students with disabilities the following:

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

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

Relocation Policy

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

Temporary Disabilities

Students wishing to discuss the availability of services for the temporarily disabled should contact the Office of Student Life.

Eligibility For Extracurricular Activities

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

log. Good academic standing will be based on **all** academic work at **all** institutions the student has attended.

Intramurals

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

- A) To provide an opportunity for students to take part in a variety of recreational activities and to encourage and promote competition among groups of students who are neither interested in nor sufficiently skilled for varsity competition.
- B) To present a varied program that will strive to interest everyone.
- C) To provide an opportunity to maintain better health through exercise.
- D) To provide the opportunity to develop sportsmanship of the highest order. Everything that sportsmanship implies should be developed on the playing field of HPU.
- E) To provide an opportunity for relaxation from strenuous school work.

The Wellness Center

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

Student Organizations

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

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

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

Student Life

Student Government

The Student Association consists of all students who are regularly enrolled in undergraduate study at Howard Payne. The students are organized in order to facilitate efficient self-government. The Senate, elected by the student body, functions as the official voice of the student body and acts as a liaison between the students and the university administration.

Student Activities Council

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

Service/Pledging Organizations

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

CIRCLE K INTERNATIONAL — A collegiate service organization with a worldwide membership that promotes fellowship, leadership, and service. Circle K International at Howard Payne University is sponsored by the local Kiwanis Club.

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

DELTA PI — A fraternity established to develop Christian brotherhood, integrity, leadership, and service.

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

KAPPA KAPPA PSI — A service organization for male band students.

PHI KAPPA CHI — A men's social service organization intended to promote and enhance Christian fellowship throughout the university.

SIGMA ALPHA IOTA — A national choir sorority.

TAU BETA SIGMA — A service organization for female band students.

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

ZETA ZETA ZETA — A women's organization dedicated to "being different, because He is different."

Honorary Organizations

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

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

SIGMA BETA DELTA — An international business honor society.

Departmental Organizations

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

AMERICAN CHORAL DIRECTORS ASSOCIATION — An honorary choral organization designed to promote, foster and encourage choral singing and choral music.

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

PHI BETA LAMBDA — A service organization for business students.

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

SIGMA ALPHA IOTA — A national women's music sorority.

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

STUDENT CHAPTER OF THE SOUTHERN BAPTIST CHURCH MUSIC CONFERENCE — An honorary organization for musicians to afford them opportunities for professional orientation, communication, activities and enrichment.

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

STUDENT SPEAKER BUREAU — A service organization in the department of communication and theatre aiding in recruiting and community relations and performing/ judging forensics in local schools.

Athletic Organizations

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

STINGERS DRILL TEAM — An organization to promote and maintain school spirit and sportsmanship and to provide entertainment in cooperation with school and civic activities.

Religious Organizations

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

Discipleship — We seek to help students grow with depth in their relationship to God. This area includes the weekly men's and women's Bible studies, Freshman Journey Groups Bible studies, Noonday Bible studies and fellowship times throughout each semester.

Outreach — This is the area of ministry that seeks to reach out to those on our campus with the Gospel and our lives. Areas of focus include prayer, international ministry, evangelism, Students Helping Students (campus servant evangelism), FCA, art ministry, University Celebration (weekly worship) and drama ministry.

Student Life

Missions — This includes the ministries that reach out to our community and our world. During the year, BSM will be taking various mission trips on weekends as well as during Spring Break and the summer. During the summer, students have the opportunity to serve in the U.S. and throughout the world through Texas BSM and other SBC missions agencies. Each week, students have the opportunity to serve in the Brownwood community and surrounding communities through the senior adult ministry, apartment ministry, shut-in ministry, hospital ministry, children's ministry, People Helping People (community servant evangelism), student missions and ministry/revival teams (Disciple Now and 5th Quarters).

Other opportunities — During the year, there will be other opportunities for students to grow through FOCUS Texas BSM Conference in the fall semester, leadership or evangelism conferences in the spring semester and other conferences that happen periodically.

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

LA HORA BAUTISTA — This organization is composed of students dedicated to the task of telling the story of Christ.

MINISTERIAL ALLIANCE — This organization is engaged in deepening the spiritual being of men and women preparing for the Gospel ministry.

Intercollegiate Athletics

Director of Athletics: Mike Jones

Coaches: Football-Mike Redwine, David Roberts, Troy Bomgardner, Dale Meinecke; Men's Basketball-Charles Pattillo, Justin Foster; Women's Basketball-Chris Kielsmeier, Megan Jameson; Baseball-Stephen Lynn, Jerry Don Gleaton; Cross Country/Track; Tennis-Sally Brown; Women's Softball-Angela Froboese; Volleyball; Athletic Trainers-Mike Terrill.

Statement of Purpose

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

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

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

Student Life

- The importance of being a successful student and earn a college degree
- The skills of leadership

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

Student-athletes at Howard Payne University are given the same considerations as all other students on campus. Admission to the university is granted through the Office of Enrollment Services with no member of the athletic staff serving on the Admissions Committee. In addition, all financial aid is awarded through the Office of Financial Aid with no consideration given to athletic ability.

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

Educational Program

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

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

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

Visibility/Public Relations

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

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

Student Life

Recruiting

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

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

American Southwest Conference

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

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

Athletics—Men

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

Athletics—Women

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

University Publications

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

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

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

The Yellow Jacket. A weekly newspaper is published by the university for covering campus news and furnishing students a medium for the expression of journalistic talent.

Academic Testing

CAPS Academic Testing Services is located in the Thompson Academic Complex, and the telephone number is 325-649-8618. The following tests are usually administered on the Howard Payne University campus:

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

CLEP (College Level Examination Program): Applications may be picked up at the Office of Academic Testing. A \$15 registration fee payable to Howard Payne University at the cashier's window is to be paid in advance. A check or money order for \$55 made payable to CLEP is due at the time of testing. A credit card may also be used to pay the CLEP fee. Check with the director of academic testing for test dates and further information.

GMAT (Graduate Management Admissions Test): Applications for this computer-based test are available in Newman 210.

GRE (Graduate Record Examination): Applications for this computer-based test are available online at in the Thompson Academic Complex. Howard Payne is not a testing center for the general GRE exam. Paper-based subject tests are administered at HPU on national test dates only.

LSAT (Law School Admission Test): Applications for and information about this test are available from the HPU political science department.

Residual ACT Testing: This test is administered once during the summer each year to those students who have not taken the ACT or SAT, and who are applying for immediate admission to Howard Payne University. All other applicants must register for a National ACT test date.

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

THEA (Texas Higher Education Assessment): Applications for this test are available from the HPU School of Education. However, this test is not given at HPU nor is the Quick THEA..

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

Academic Information

Academic Information

Degrees Granted

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

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

General Education Requirement: a core of broad-based courses designed to provide experiences in communication, humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, physical education, and computer information systems. This requirement ranges from 49 to 62 credit hours depending on the degree selected. *Students who complete general education courses at other institutions should refer to the statement on transfer of general education courses on page 92 of the Catalog.*

In keeping with our Christian mission and traditional concepts of a liberal arts education, the general education curriculum at Howard Payne University is a designated set of disciplines and courses that provides an academic foundation for each student - an exposure to varied thought and inquiry, with the invitation to pursue additional knowledge.

Recognizing that physical fitness is a requirement for good health, Physical Foundations provide students with concepts and activities that help to build lifelong skills, healthy lifestyles, and optimal fitness and wellness.

Exercise Sport Science: The student will demonstrate a level of competency commensurate with lifetime physical activity that allows for (1) physical fitness appropriate for maintaining good health, (2) neuromuscular skills and knowledge of physical activity appropriate for maintaining continued involvement in lifetime recreational activities, and (3) the understanding of the value of human movement as it relates to beneficial psychological and spiritual health.

Communication is at the center of students' literacy and cultural understanding. Communicative Foundations teach students to think critically, communicate effectively in

written and spoken modes, and read with understanding and appreciation. Exposure to a foreign language and its culture is essential to the concept of a liberal education and promotes an enlightened and culturally broadened Christian view of our world.

English: Students in general-education English courses will become adept at using information technology and at developing research skills, will improve their vital language skills, and will enrich their appreciation of the beauty and value of our literary heritage.

Modern Language: Students in the General Education sequence in Modern Languages will be able to communicate above the low intermediate level according to the ACTFL guidelines.

Communication: Students taking general education courses in Communication Studies will learn effective communication skills in the context of public speaking, interpersonal communication and small group communication.

Scientific and Technological Foundations develop students' abilities to solve problems and reason analytically. They also provide tools and concepts that enable students to function capably in an information age. These foundations expose students to scientific ideas and methods critical to participating responsibly in the modern world.

Computer Information Systems: Students successfully completing The Introduction to Information Technology will learn about the role of information technology in the past and in today's global society; will develop competency in commonly used software programs; and will develop skills in on-line research.

Science and Mathematics: The general education purpose of the School of Science and Mathematics is to enable students to develop a scientific literacy, through: (1) appreciation of the contributions of science to modern life; (2) development of an awareness of measures necessary for personal safety and ecological responsibility in this scientific era; and (3) development of a background of information in the natural science discipline studied.

Aesthetic Foundations foster students' understanding of the human spirit through art, music, and drama.

Music: Students taking general education courses in Music will achieve recognition and understanding of musical vocabulary and the ability to distinguish between the different families of musical instruments. They will be able to recognize music from a wide variety of styles and historical periods, and from these studies they will become informed listeners. In applied studies, students will learn the principles and techniques of musical performance, and through ensemble experiences they will gain an understanding of the individual's role and responsibility in a corporate musical experience.

Art: Students taking art courses for fine arts credit will learn to appreciate the contribution of the visual arts to world culture.

Theatre: Students taking general education courses in Theatre will learn general information about theatre history, theatre architecture, stage terminology, play analysis, and different theatre genres and literature as well as some basic acting theory and techniques.

Spiritual Foundations use the study of the Old and New Testaments to expose students to how Christian faith reflects the spiritual and religious dimensions of human experience in a rapidly changing social environment.

Academic Information

Christian Studies: Students who take BIB 1303 and 1304 will develop a greater understanding of and appreciation for the Bible. Also, students who take BIB 1303 and 1304 will find their encounter with the Bible to impact their values and/or their spiritual lives.

Social Foundations explore the intersections of the individual and society in many forms. History shows students how people lived in the past and how their cultures formed their world. American government acquaints students with the basic tenets of politics and encourages responsible participation in government. In addition to these required courses, students can enhance their understanding through courses in sociology, psychology, history, or government.

History: Students taking the general education course in history will develop the skills required to seek knowledge, analyze complex issues and present conclusions in a clear and thoughtful manner as well as have an improved understanding of American history

Political Science: Students taking the general education course in political science will develop the skills required to seek knowledge, analyze complex issues and present conclusions in a clear and thoughtful manner as well as learn the basic theoretical and philosophical tenets of politics and the American political system.

Psychology: Students taking a psychology course, as a part of the general education requirement, will learn to understand themselves and others better by taking into consideration the emotional, social, cultural, and environmental and heredity factors which cause people to act as they do.

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

Major: a subject or academic discipline chosen as the primary field of study. **All students must have a major.** Within the Bachelor of Arts, Bachelor of Science, and Bachelor of Applied Arts and Sciences, this requirement ranges from 30 to 55 credit hours. Within the Bachelor of Music, this requirement ranges from 62 to 85 hours. A major in the Bachelor of Business Administration requires a common business core of 30 hours plus a major of 27 hours. Several majors within the university require that the student select a specialization within the major, comprising a sub-level of intense concentration within the broad discipline of the major. Several majors within the university are considered Interdisciplinary majors, comprising a combination of courses from several disciplines to make up the primary field of study. Similar to interdisciplinary majors, a composite major is comprised of a combination of courses from several disciplines. A composite major should consist of up to a maximum of 60 semester hours with dual counting of general education courses.

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

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

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

Academic Information

The Associate in Ministry is a 64-credit hour program composed of three basic blocks: 29 hours of general education, 30 hours of ministry concentration, and 5 hours of electives. The Associate in Health Science degree program is designed to allow a student to complete prerequisites for a program that is to be completed at another university.

The specific degree requirements for the degrees, majors, and minors in each school are given on the appropriate pages for the various schools of the university. The student should plan as early in his academic career as possible which degree, major, and minor will be selected and enroll in courses which lead to successful fulfillment of the requirements of each of these areas. (For 2006-2007, see the supplement for changes in academic programs.)



Academic Information

Majors, Specializations, Degrees and Certificates Offered

Academy of Freedom Multidisciplinary

Honors Program (BA, BS, BBA) ●

Accounting (BBA) ▲

Art (BA, BS) ● ▲

Biology (BA, BS) ● ▲

Business Administration (BS, BBA) ● ▲

Business Education ●

Finance

Management

Marketing

Business Management (BAAS)

Chemistry (BA, BS) ● ▲

Christian Studies (BA) ▲

Bible

Biblical Languages

Christian Ministry (BAAS)

Philosophy

Practical Theology

Religious Education

Communication (BA, BS) ▲

Communication Studies ●

Public Relations

Radio/Television

Computer Information Systems

(BBA, BS) ● ▲

Criminal Justice (BA, BS, BAAS) ▲

Cross-Cultural Studies (BA) ▲

Education ●

All-level Teaching Fields (BA, BS, BM)

K-4th grade (BA, BS)

Middle School (BA, BS)

Secondary Teaching Fields (BA, BS)

(An ESL Endorsement may be added to all teaching fields.)

English (BA) ● ▲

Exercise and Sport Science (BS) ● ▲

Exercise and Sport Management

Physical Education

General Studies (BAAS)

History (BA) ● ▲

American History

European History

Interdisciplinary Political Science

(BA) ● ▲

Political Consulting and Lobbying

Pre-law

Liberal Arts and Sciences (BA)

Mathematics (BA, BS) ● ▲

Multimedia Communication (BA, BS)

Music (BA, BM) ● ▲

Church Music

Music Education

Performance

Political Science (BA) ● ▲

Psychology (BA, BS) ▲

Social Work (BA, BS)

Spanish (BA) ● ▲

Teaching English to Speakers of Other

Languages (TESOL) (BA) ● ▲

Theatre (BA, BS) ● ▲

Youth Ministry (BA) ▲

Additional Minors/Subject Concentrations

Business ▲

Language Arts ●

Life/Earth Science ●

Physical Science ●

Physics ▲

Small Business Management ▲

Sociology ▲

Writing ▲

Pre-professional Studies

Allied Health Science

Dental Hygiene

Pharmacy

Physical Therapy

Pre-dental

Pre-engineering

Pre-law

Pre-medical

Pre-veterinary

Associate Degrees

Health Science

Ministry

Certificate Programs

International Business

Ministry Training

Teaching English to Speakers of Other

Languages (TESOL)

▲ Indicates minor available.

● Indicates teacher certification program available.

Bachelor of Arts

GENERAL EDUCATION PLAN:

<u>Spiritual Foundations - 6 hours</u>	
Chapel	.6 semesters
Bible ¹	.6 hours
BIB 1303 Introduction to the Old Testament	
BIB 1304 Introduction to the New Testament	
<u>Physical Foundations - 2 or 3 hours</u>	
Exercise and Sport Science Activity ² (See page 152) or	
ESS 2340 Personal Fitness and Wellness	.2-3 hours
<u>Communicative Foundations - 24 hours</u>	
COM 1310 Fundamentals of Speech Communication	.3 hours
English ³	.9 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
ENG 2351 or 2353 or 2373	
Foreign Language (must be taken in a single language) ⁴	.12 hours
<u>Scientific and Technological Foundations - 14 hours</u>	
MAT 1351 or above ⁵	.3 hours
CIS 1339 Introduction to Information Technology	.3 hours
Physical Science - 4 hours and Life Science - 4 hours	.8 hours
<u>Aesthetic Foundations - 3 hours</u>	
Fine Arts	.3 hours
Theatre, Music or Art courses <u>chosen from the approved list</u>	
<u>Social Foundations - 12 hours</u>	
POS 2311 American Government	.3 hours
History - 3 hours	.3 hours
6 hours chosen from Geography, History, Psychology, Sociology,	
Political Science	.6 hours
Total General Education 61-62 hours	

MAJOR	.30-36 hours
OPTIONAL MINOR ⁶	.18-24 hours
Electives ⁷ (with optional minor)	.6-19 hours
Electives ⁷ (without optional minor)	.30-37 hours
TOTAL HOURS 128 hours	

¹Students must complete BIB 1303 and BIB 1304 in a classroom setting either at HPU or at another university. Requests to complete these courses by correspondence will be denied.

²Two hours of ESS activity courses or ESS 2340 are required, but only four hours ESS activity courses may be counted toward a degree.

³Students who score 14 or below on the English section of the ACT test (11 or below on the pre-1989 ACT) or 260 or below on the SAT are required to pass ENG 1304 Developmental English, a preparatory college English course, prior to enrollment in ENG 1311.

⁴Sign Language, completed at an accredited institution, is approved as a foreign language under the Bachelor of Arts degree.

⁵Any student who has a score of 16 or below on the mathematics section of the ACT test (11 or below on the pre-1989 ACT) or 340 or below on the SAT will be required to complete MAT 1303 (FUL 1303).

⁶Minors are optional under this plan. Some programs may propose additional specific requirements or recommendations for their majors. (A student choosing the traditional minor should check the information in the introductory statements of the appropriate department for the required courses. Traditional minors, when completed and upon graduation, will be noted on the official record of the student. Traditional minors are composed of courses chosen with the same departmental prefix.)

⁷Only six semester hours of Developmental Program courses may count, as electives, toward a degree although all will become part of the academic record.

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Bachelor of Science

GENERAL EDUCATION PLAN:

Spiritual Foundations - 6 hours

Chapel	.6 semesters
Bible ¹	.6 hours
BIB 1303 Introduction to the Old Testament	
BIB 1304 Introduction to the New Testament	

Physical Foundations - 2 or 3 hours

Exercise and Sport Science Activity ² (See page 152) or	
ESS 2340 Personal Fitness and Wellness	.2-3 hours

Communicative Foundations - 16 hours

COM 1310 Fundamentals of Speech Communication	.3 hours
English ³	.9 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
ENG 2351 or 2353 or 2373	

Foreign Language⁴

	.4 hours
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Scientific and Technological Foundations - 21 hours

MAT 1351 or above ⁵	.3 hours
MAT 1381 or above	.3 hours
CIS 1339 Introduction to Information Technology	.3 hours
Physical Science - 4 hours and Life Science - 4 hours	.8 hours
Additional Science with lab	.4 hours

Aesthetic Foundations - 3 hours

Fine Arts	.3 hours
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Social Foundations - 12 hours

POS 2311 American Government	.3 hours
History - 3 hours	.3 hours
6 hours chosen from Geography, History, Psychology, Sociology,	
Political Science	.6 hours

Total General Education 60-61 hours

MAJOR 30-36 hours

OPTIONAL MINOR⁶ 18-24 hours

Electives⁷ (with optional minor) 7-20 hours

Electives⁷ (without optional minor) 31-38 hours

TOTAL HOURS 128 hours

¹Students must complete BIB 1303 and BIB 1304 in a classroom setting either at HPU or at another university. Requests to complete these courses by correspondence will be denied.

²Two hours of ESS activity courses or ESS 2340 are required, but only four hours ESS activity courses may be counted toward a degree.

³Students who score 14 or below on the English section of the ACT test (11 or below on the pre-1989 ACT) or 260 or below on the SAT are required to pass ENG 1304 Developmental English, a preparatory college English course, prior to enrollment in ENG 1311.

⁴Sign Language, completed at an accredited institution, is approved as a foreign language under the Bachelor of Science degree. The TLS three-course sequence may be counted for the general education language requirement for the Bachelor of Science degree.

⁵Any student who has a score of 16 or below on the mathematics section of the ACT test (11 or below on the pre-1989 ACT) or 340 or below on the SAT will be required to complete MAT 1303 (FUL 1303).

⁶Minors are optional under this plan. Some programs may propose additional specific requirements or recommendations for their majors. (A student choosing the traditional minor should check the information in the introductory statements of the appropriate department for the required courses. Traditional minors, when completed and upon graduation, will be noted on the official record of the student. Traditional minors are composed of courses chosen with the same departmental prefix.)

⁷Only six semester hours of Developmental Program courses may count, as electives, toward a degree although all will become part of the academic record.

Bachelor of Applied Arts and Sciences

This degree is designed to offer students with vocational-technical training the opportunity to obtain a baccalaureate degree. Students may obtain credit toward this degree via accredited college-level course work, certain types of professional and educational training, and/or credit by examination. Majors in general studies and Christian Studies are available in addition to composite majors in business and criminal justice.

Specific Requirements for the Bachelor of Applied Arts and Sciences Degree

- Sixty-six hours of college-level credits earned at a junior college are applicable to this degree.
- A maximum of thirty semester hours may be accepted in this program by a combination of assessed evaluation, correspondence work, or credit by examination. Credit by examination may be obtained through several sources – CLEP, DANTES, Excelsior (Regents College of New York), Thomas Edison College of New Jersey, etc. Students may contact the Office of Academic Testing to obtain additional information about the availability of tests and about sites where the tests may be taken. No more than thirty semester hours may be granted by any one of these means.
- Technical/vocational courses will be accepted only as elective credit from accredited vocational/technical schools, or by assessment of credit accomplished in a non-collegiate setting (see page 96 for additional information on credit accepted from civilian training programs such as law enforcement training under TCLEOSE), which has been evaluated and recommended for credit by an organization generally recognized as an authority within higher education, such as the American Council on Education.
- This degree may not be used for teacher certification.

Majors and Composite Majors

A general studies major within the Bachelor of Applied Arts and Sciences is intended for students interested in a broad, general program for personal enrichment. The general studies degree is acceptable in settings that may not require specific traditional degrees. Students electing this major are aware that this is a degree program which may not be acceptable for teacher certification, or admission to some professional or graduate schools. Forty semester hours must be junior-senior hours for the general studies major. A maximum of twenty-one junior/senior hours may be earned in any one department.

The Christian studies major in the BAAS degree is a 36-hour major composed of a 24-hour core and a 12-hour concentration. Concentrations are available in Bible, biblical languages, cross-cultural studies, practical theology, religious education, and youth ministry in addition to a composite major chosen from Christian Studies courses. This major may be a significant component in preparation for bi-vocational Christian ministry.

Within the BAAS degree program, the School of Business offers a 36-hour composite major in business management and the School of Humanities offers a 30-hour composite major in criminal justice.

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

Academic Information

Semester Hour Requirements for the Bachelor of Applied Arts and Sciences⁶

GENERAL EDUCATION:

Bible ¹6 hours
BIB 1303 Introduction to the Old Testament	
BIB 1304 Introduction to the New Testament	
Computer Information Systems3 hours
English ²9 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
Three semester hours of 2000-level English literature	
Fine Arts3 hours
Theatre, Music or Art courses chosen from the approved list	
Mathematics ³3 hours
MAT 1351 College Algebra	
Natural Science with Laboratory (minimum)8 hours
Oral Communication3 hours
COM 1310 Fundamentals of Speech Communication	
Exercise & Sport Science Activity (See page 152)2-3 hours
Two hours of activity or ESS 2340 are required but four hours may be counted toward a degree.	
Social Science12 hours
POS 2311 American Government OR	
POS 2321 State and Local Government and	
Of the additional 9 hours, a maximum of 6 hours may be chosen from history, psychology, or sociology and 3 hours from political science.	
Total General Education 49-50 hours	

MAJOR30-36 hours
OPTIONAL MINOR ⁴18-24 hours
Electives ⁵ (with optional minor)18-31 hours
Electives ⁵ (without optional minor)42-49 hours
TOTAL HOURS 128 hours	

¹Students must complete BIB 1303 and BIB 1304 in a classroom setting either at HPU or at another university. Requests to complete these courses by correspondence will be denied.

²Students who score 14 or below on the English section of the ACT test (11 or below on the pre-1989 ACT) or 260 or below on the SAT are required to pass ENG 1304 Developmental English, a preparatory college English course, prior to enrollment in ENG 1311.

³Any student who has a score of 16 or below on the mathematics section of the ACT test (11 or below on the pre-1989 ACT) or 340 or below on the SAT will be required to complete MAT 1303 (FUL 1303).

⁴Minors are optional under this plan. Some programs may propose additional specific requirements or recommendations for their majors. (A student choosing the traditional minor should check the information in the introductory statements of the appropriate department for the required courses. Traditional minors, when completed and upon graduation, will be noted on the official record of the student. Traditional minors are composed of courses chosen with the same departmental prefix.)

⁵Only six semester hours of Developmental Program courses may count, as electives, toward a degree although all will become part of the academic record.

⁶This degree may not be used for teacher certification.

Bachelor of Arts in Liberal Arts and Sciences

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

The liberal arts and sciences major is a 36-hour major comprised of three academic discipline areas. Two of the three areas must be in academic disciplines offered within the School of Music and Fine Arts, the School of Science and Mathematics, and/or the School of Humanities. The third area may be in any academic discipline from any school (except teacher certification in the School of Education). The 12 hours in each academic discipline must be in addition to the courses required for the general education core (no “double-dipping”) and six hours in each area must be upper division (3000/4000). Since the liberal arts and sciences major leads to a Bachelor of Arts, the student is required to take 12 hours of a modern foreign language or 12 hours of biblical languages. Additionally, liberal arts and sciences majors are required to develop a related minor consisting of: PHI 2311 Introduction to Philosophy: Method; PTH 3321 Interdisciplinary Christian Thought; and 12 hours in any academic discipline (except teacher certification); a minimum of six hours must be upper division. The structure of this major, coupled with the minor related area, gives the student four areas of concentration and a foreign language.

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

Major:

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

Total Hours - 36

Minor Related Area:

PHI 2311	—	Introduction to Philosophy: Method
PTH 3321	—	Interdisciplinary Christian Thought
Area 4#	—	12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division.

Total Hours - 18

Academic Information

Other Degrees

Requirements for the BACHELOR OF MUSIC and BACHELOR OF BUSINESS ADMINISTRATION degrees are specified in the appropriate departments.

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

Choosing a Minor

Choosing an optional minor must be done and approved by the faculty of the department in which the major is taken.

Fine Arts Requirement

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

ART	1311	Drawing I
	1361	Art Appreciation
	2321	Painting and Composition I
	3312	History of Art I
	3322	History of Art II
	3332	Photography as an Art Form
	4306	Ceramics
MUSIC	4311	Crafts
	1302	Jazz Appreciation
	1353	Music Appreciation
	2153	Introduction to World Music
	2253	History of Western Music I
		Ensembles (band, choir, etc.)
		Applied Music (class or private lessons)
THEATRE	1311	Introduction to the Theatre
	2371	Fundamentals of Acting
	3300	S/S Theatre Tours
	4361	History of the Theatre I

General Requirements for Degrees

By the time students have completed 24 semester hours, they must have successfully completed or be enrolled in ENG 1311, CIS 1339, COM 1310 and be continually enrolled in the appropriate mathematics class until the mathematics requirement has been met. By the time students have completed 36 semester hours, they must have successfully completed or be enrolled in ENG 1312. Compliance with this requirement is expected regardless of the catalog under which a student's degree is pursued. No waiver of this requirement can be made except by the vice president for academic affairs.

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

Specific Requirements for a Bachelor's Degree

A candidate for the bachelor's degree must:

1. Have a student account paid in full before graduating or participating in graduation ceremonies.
2. Pay all fees.
3. Students completing degree requirements in December are requested to participate in commencement. Students completing degree requirements in May or August must attend commencement unless officially excused by the vice president for academic affairs. A written request to graduate "in absentia" must be submitted to the Office of Academic Affairs.
4. File a degree plan with the Office of the Registrar no later than the completion of sixty semester hours. A new degree plan or revisions to an existing degree plan for a graduate may not be filed later than two weeks prior to graduation.
5. Order diploma by the second week of the semester in which graduation is expected.
6. Complete a minimum of 128 semester hours including two exercise and sport science activity courses (two class A or one class A and one class B). Except for exercise and sport science majors, only four credit hours of ESS activity - including varsity credit - may be applied to a degree. Varsity athletic credit may be used for elective credit only and only one semester hour of varsity credit may be used in meeting degree requirements.
7. Have an overall grade point average of 2.00 or better.
8. Make a minimum grade of "C" on all advanced hours taken. Grades below a "C" cannot be counted toward a degree.
9. Complete a minimum of thirty-two hours in residence of which 18 semester hours must be advanced. Twelve of the 18 are required in the major.
10. A minor shall consist of 18 to 24 semester hours. A minimum of six semester hours must be advanced (3000-4000) unless otherwise stipulated in the department's description of the minor. An average of "C" (2.0) or better is required in the minor.
11. Have at least a "C" average in the major or teaching field.
12. Transfer students must complete a minimum of 62 non-junior college hours. Non-junior college hours may include senior college or university hours, ACE Guide credit, military credit, CLEP testing, DANTES testing, and Regents College testing.
13. Present no more than thirty semester hours by correspondence, credit by examination (including Advanced Placement, CLEP, ACT-PEP, DANTES or other nationally recognized examinations), or credit for military and civilian training. No more than eight-

Academic Information

een of the thirty hours may be by correspondence. (Students must complete BIB 1303 and BIB 1304 in a classroom setting either at HPU or another university. Requests to complete these courses by correspondence will be denied.)

14. Transfer credit - earned through correspondence, distance learning, or in-residence study at another university, which is needed to fulfill degree requirements for graduation - must be received by the Office of the Registrar by the following dates: December graduates - November 15; May graduates - April 1; August graduates - July 15. Receipt of official transfer credit after the stated date will result in the graduate being moved to the next graduate date.
15. Have completed six chapel/student assembly credits.

Requirements for the BACHELOR OF ARTS and the BACHELOR OF SCIENCE degrees with TEACHER CERTIFICATION will include:

In addition to the 60 to 62 semester hours of general education listed above, students seeking teacher certification must have a total of 63-68 semester hours of general education to include:

- Three additional hours of English*
- Choose HIS 1310 and 1320 American History as the Social Science requirement.
- Secondary certification requires that the mathematics be at least the equivalent of college algebra and elementary certification requires nine semester hours of mathematics.
- The additional hours will be chosen from the humanities, natural sciences, modern foreign languages or fine arts.

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

STUDENTS SEEKING TEACHER CERTIFICATION MUST BE JOINTLY ADVISED BY THE ACADEMIC ADVISOR FROM THEIR MAJOR FIELD AND THE TEACHER CERTIFICATION OFFICER. Degree plans must bear the signature of both advisors.

Specific Requirements for an Associate's Degree

A candidate for the associate's degree must:

1. Have a student account paid in full before graduating or participating in graduation ceremonies.
2. Pay all fees.
3. Students completing degree requirements in December are requested to participate in commencement. Students completing degree requirements in May or August must attend commencement unless officially excused by the vice president for academic affairs. A written request to graduate "in absentia" must be submitted to the Office of Academic Affairs.
4. File a degree plan with the Office of the Registrar no later than the completion of thirty semester hours. A new degree plan or revisions to an existing degree plan for a graduate may not be filed later than two weeks prior to graduation.

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5. Order diploma by the second week of the semester in which graduation is expected.
6. Complete a minimum of 64 semester hours including one exercise and sport science activity course.
7. Have an overall grade point average of 2.00 or better.
8. Make a minimum grade of “C” on all advanced hours taken. Grades below a “C” cannot be counted toward a degree.
9. Complete a minimum of eighteen hours in residence.
10. Present no more than fifteen semester hours by correspondence, credit by examination (including Advanced Placement, CLEP, ACT-PEP, DANTES or other nationally recognized examinations), or credit for military and civilian training. No more than nine of the fifteen hours may be by correspondence. (Students must complete BIB 1303 and BIB 1304 in a classroom setting either at HPU or at another university. Requests to complete these courses by correspondence will be denied.)
11. Transfer credit - earned through correspondence, distance learning, or in-residence study at another university, which is needed to fulfill degree requirements for graduation, must be received by the Office of the Registrar by the following dates: December graduates - November 15; May graduates - April 1; August graduates - July 15. Receipt of official transfer credit after the stated date will result in the graduate being moved to the next graduation date.
12. Have at least a “C” average in the concentration.
13. Have completed three chapel/student assembly credits. This requirement may be waived for students attending classes at Howard Payne’s extension campuses.

General Academic Information

Course Numbering System

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

The first digit indicates level:

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

The second number indicates semester hour credit:

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

The third number is to denote courses within a department.

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

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The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic coursework. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. The list of Howard Payne courses equivalent to TCCNS courses may be found in the Appendix on page 255 of this catalog. Through SPEEDE, a technology used in administrative areas of education, student academic records may be moved electronically between colleges and universities. Changes occurring at Howard Payne are moving the university toward the ability to send and receive electronic transcripts.

Maximum and Minimum Class Load

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

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

Dual Counting of Courses

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

The semester hours, for courses used to meet general education and major or general education and minor or related minor requirements, may be counted only once in satisfying the 128 semester hour requirement for degree completion.

Repeated Courses

Any previous grade will remain on the transcript but only the best grade will be counted in the accumulative grade point average. A course repeated at another institution must be at the same level and be approved by the head of the department in which the course is offered PRIOR to repeating it. Courses taken without approval will not be accepted for transfer.

Students will not be allowed to repeat courses they have already passed if it is determined that the student is enrolling for additional hours in order to increase financial aid eligibility. The intent of the "Repeat" policy is to enable the student to improve individual course grades and/or grade point average. If it is determined by the committee comprised of financial aid, academic advisor and the vice president for enrollment and student services that the student

is repeating a previously passed course for the purpose of obtaining additional financial aid, the student will be administratively withdrawn from the repeated course or courses.

Auditing

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

Special Studies

Each department within the university offers special studies courses of individualized work. These courses are designed for independent or group study in a field not often offered.

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

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

Honors Courses

Any course, with the approval of the dean of the school in which the course is offered and the vice president for academic affairs, may be taken as an "honors" course. These courses involve a more intensive study of the subject than the same course taken regularly. Honors courses are so noted on the student's transcript.

Summer Session

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

Additional Majors or Degrees

A student may add any number of majors to a degree program as long as all requirements for each major are met.

A Second Degree: A student may obtain a second bachelor's degree by meeting the following criteria:

- The second degree - Bachelor of Arts, Bachelor of Science, Bachelor of Music, Bachelor of Business Administration, etc. - must be earned in a different discipline.
- All requirements for the second degree must be met.
- The second degree requires a minimum of 24 semester hours beyond the requirements of the first degree.

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Dropping a Course

A student may withdraw from a class at any time during the semester up to but not including examination week. A withdrawal card is sent to the instructor for a grade of “WP” or “WF” depending upon whether the student is passing or failing the course at the time of withdrawal. A grade of “WP” will not affect the grade point average; however, a “WF” carries the same value as a grade of “F”. If the student has already failed a course because of absences, the instructor may assign a grade of “F” or “WF” after consultation with the offices affected by the reduction in hours enrolled. The offices include the Office of Financial Aid, Office of the Registrar, Office of Enrollment Services, Business Office, and the Office of Student Life. A student may withdraw from a class in summer school up to five class days prior to the final examination. A “WP” or “WF” will be recorded just as it is for a regular semester.

Withdrawal from the University

Any student who finds it necessary to withdraw from the university during a semester should arrange for his official withdrawal through the Office of the Registrar.

In the event of an emergency withdrawal, the student must notify the Office of the Registrar in writing, of his/her intention to withdraw as soon as possible. The official date of withdrawal will be the date the request is received.

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

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

The university refund schedule is applicable to administrative withdrawal. An administrative withdrawal is indicated on the student's transcript by the designation WA. An administrative withdrawal can only be given by the vice president for academic affairs.

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

If a student fails to officially withdraw from the university, he will continue to be enrolled and will receive a grade of “**F**” for his courses. This may result in his being suspended and could block his way if he desires to continue college work.

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

Student “Leave of Absence” Policy

Should a student be required to leave the university as a consequence of being called to active duty or other military service outside the student's control, the student may take a leave

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of absence. The student may choose between two options, whichever works best for the student.

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

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

Grades and Grade Points

At the end of each semester and summer term final grades are mailed to all students at their current addresses and are recorded on their permanent record in the Office of the Registrar.

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

<i>Grade</i>	<i>Interpretation</i>	<i>Grade Points</i>
A	Excellent	4 per semester hour
B	Good	3 per semester hour
C	Average	2 per semester hour
D	Passing	1 per semester hour
F	Failing	0 per semester hour
I	Incomplete	0 per semester hour
P	Passing	0 per semester hour
WP	Withdrew passing	0 per semester hour
WF	Withdrew failing	0 per semester hour
WA	Administrative withdrawal	0 per semester hour
NG	No grade	0 per semester hour

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

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

The decision to give an "incomplete" can be given under conditions that are beyond control of the student such as illness, injury, or death in the family. Forms for requesting an "incomplete" are available to students in the Office of the Registrar.

A student receiving an "NG", no grade, or an "I", incomplete, from an instructor has one regular semester, exclusive of summer school, to remove it or it will automatically become an "F".

Pass/Fail Grading Option

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

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

In order to receive a "pass," the work in the course must be equivalent to a grade of "C" or

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better. A “pass” does not affect the grade point average in any manner, while a “fail” will be calculated in the grade point average as an “F.”

Academic Honors Recognition

The academic honors lists compiled at the end of a semester show the names of undergraduate students whose grade records are considerably above average. The Honor roll will list students who have achieved a grade point average for the semester of 3.50 to 3.64. The Dean's List will list students who have achieved a grade point average of 3.65 to 3.99. A special citation goes to students who have a straight “A” average or 4.00 quality credit average. To qualify for each of these lists, students must be registered for a minimum of 12 semester hours and have no incomplete or failing grades for the semester.

Graduation honors will be as follows: Cum Laude - grade point average of 3.55 to 3.69. Magna Cum Laude - a grade point average of 3.70 to 3.84 and Summa Cum Laude - a grade point average of 3.85 to 4.0. The grade point average is based on all college work taken including work transferred from another college or university.

Academic Probation and Suspension

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

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

Students will be placed on academic probation at the end of any semester that the cumulative grade point average does not meet the published level noted above for each classification. If at the end of that probation period, the student has not been removed from probation, he/she will be suspended for one long semester, exclusive of summer school. Furthermore, if the student fails all academic courses, excluding skill courses such as exercise and sport science or applied music, the student will be immediately suspended for one long semester. Probation will be imposed only after the student has attempted a minimum of twelve semester hours.

Any student who has been withdrawn from all of his/her classes by the faculty due to excessive absences, excluding skill courses such as ESS activity courses or private music, shall immediately be suspended from the university and will, at that time, no longer be eligible to participate in extracurricular activities, or live in the dormitories, or be eligible to participate in the food service program. Refunds, if any, will be based on the schedule published in the university catalog.

No student under suspension may represent Howard Payne University in any activity at any time. Coursework taken at another institution while on academic suspension from Howard Payne is not transferable to Howard Payne University.

Students may reapply for admission after the period of suspension has been completed. If

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re-admitted, the student must improve the cumulative grade point average sufficiently so that he is not on probation or the process begins again. Students are considered to be in good academic standing if they are making satisfactory progress toward a degree.

Students placed on academic probation are students in "academic peril" and the University is committed to assisting these students. CAPS staff monitor the progress of students on probation, providing advising to them and assist them in securing extra academic assistance.

Satisfactory Academic Progress

Students are considered to be in good academic standing if they are making satisfactory progress toward a degree. Full-time students who complete a minimum of eighteen (18) hours in their first academic year (two long semesters and three summer semesters) and twenty-four (24) hours per academic year for the next two years, then thirty (30) hours per academic year for years four and five are considered to be making satisfactory progress toward a baccalaureate degree. Satisfactory progress will be evaluated at the end of each academic year in May. Students that are not making satisfactory progress may not represent HPU in extracurricular activities. This policy will not apply to co-curricular activities. "Co-curricular activities" are activities in which participation is required by enrollment in a course that counts toward graduation requirements. The specifics of satisfactory progress for good academic standing follow.

- Students are evaluated on the basis of cumulative grade point average, credit hour completion, and maximum time-frame limitation.
- Typically, a full-time student will be expected to complete the requirements for an undergraduate degree within five (5) academic years. An academic year equals two semesters plus summer sessions.
- For those students enrolled on a half-time (6, 7, or 8 hours per semester) or three-quarter time (9, 10, 11 hours per semester) basis the maximum time frame for degree completion will be evaluated on a proportional basis equivalent to the student's enrollment status.
- The student must complete the following number of cumulative hours for each academic year attended and maintain the cumulative grade point average as outlined in the academic requirements.

ACADEMIC YEARS COMPLETED	1		2		3		4		5	
SEMESTERS COMPLETED	1	2	3	4	5	6	7	8	9	10
SEMESTER HOURS REQUIRED TO BE COMPLETED	9	18	30	42	54	66	81	96	111	Complete

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- Only those courses for which credit is awarded are counted as completed courses. Courses with a final grade of "F," "W," "WP," "WF," "I," or "NG" do not count as completed courses.
- A student who has failed all courses (except skill courses, i.e. physical activity, piano) in any one semester will be suspended.
- A transfer student is initially assumed to be making satisfactory progress upon his/her enrollment at Howard Payne University. HPU will use the number of hours accepted from the student's previous institution(s) in placing a transfer student within the maximum time frame for degree completion.

Number of Transfer Hours Accepted	Equivalent Number of Semesters
0-11 Semester Hours accepted	Equivalent to "0" semesters completed
12-23 Semester Hours accepted	Equivalent to "1" semesters completed
24-35 Semester Hours accepted	Equivalent to "2" semesters completed
36-47 Semester Hours accepted	Equivalent to "3" semesters completed
48-64 Semester Hours accepted	Equivalent to "4" semesters completed
65-76 Semester Hours accepted	Equivalent to "5" semesters completed
Over 76 Semester Hours accepted	Reviewed on a individual basis

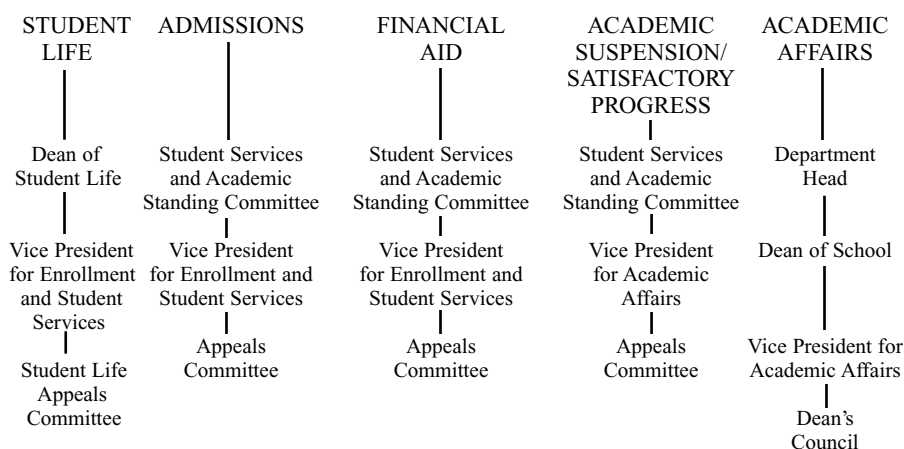


Academic Standards for Recipients of VA Educational Benefits

The academic standards for a student who is receiving VA educational benefits will be governed by the Academic Probation and Suspension policy for all students as stated in this catalog.

Appeals Process

Students may appeal decisions related to student discipline, admissions, financial aid, academic suspension, or academic matters such as grades. By submitting a written request and explanation to the appropriate persons, a student may request that his/her academic records and any extenuating circumstances be reviewed. Extenuating circumstances may include, but are not limited to, the following: illness of a student or immediate family member or similar hardship circumstances, a change in the major course of study, or transfer hours not counting toward a degree or certificate. The diagram below indicates where to submit particular appeals. Additional information related to student appeals may be found in the current Student Handbook.



Academic Forgiveness

Academic forgiveness permits a student to have academic work forgiven and not included in the grade point average or hours earned. A student can declare academic forgiveness only for courses taken 10 or more years prior to the term of admission or readmission. The student can select the term at which academic forgiveness starts. Academic forgiveness applies to all courses taken during the term, regardless of the grade earned, and to all courses taken prior to that term. Academic forgiveness cannot be applied to only some courses for a term or to only some terms within the forgiveness period. The forgiven academic work remains on the student's permanent academic record but is excluded from the grade-point average and hours earned.

To request academic forgiveness, the student must submit a written request to the vice president for academic affairs. After consideration of the request, the vice president for academic affairs will approve or deny the request and advise the Registrar's Office of the decision.

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Transcript Requests

A transcript of college work is an official copy of a student's permanent academic record bearing the college seal and the signature of the registrar. A fee of \$5.00 will be charged for each transcript. A transcript is available only at the written request of a student to the Office of the Registrar. No one may pick up a transcript for another person without the written consent of the owner of the transcript (Family Rights and Privacy Act-1974).

Students should allow a period of at least one week for delivery of the transcript after the request has been submitted. All financial obligations to Howard Payne must be paid and all loan notes must be current before a student's record may be released; therefore, transcript requests must be forwarded to other offices for verification of status. Additional processing time should be allowed for requests submitted during peak periods.

Sources of Academic Credit

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

- **Credit for ACT/SAT Scores.** Credit will be awarded to beginning freshmen that enroll at Howard Payne University their first semester following high school graduation if the student's scores fall within the range determined by the university.
- **Transfer credit.** Academic and technical/vocational credits may be transferred from post-secondary institutions accredited by one of the six regional accrediting associations, or from institutions accredited by a professional accrediting association approved by the Council on Higher Education Accreditation (CHEA).
- **International transfer credit.** Credit proposed to be transferred to Howard Payne University from an educational institution outside the United States must be evaluated by a service provider that specializes in the evaluation of international transcripts. Such an evaluation will produce a translation of the original transcript, an evaluation of the educational level of all coursework, and other information that is necessary to make appropriate transfer decisions.
- **Credit by examination.** Credit may be earned through tests administered by one of the nationally recognized testing agencies such as CLEP, DANTES, Excelsior (Regents College of New York), etc.
- **Departmental challenge examinations.** The faculty in various departments within the university may prepare and administer credit examinations for specific courses in the Howard Payne University curriculum in those instances where there is not a national examination that corresponds to the academic content of the specific courses.

Assessed credit. Education achieved in a non-collegiate setting such as military service school or certain civilian employer training programs may be assessed for appropriate academic credit. The assessment is based on recommendations of organizations generally recognized as an authority by the higher education community: the American Council on Education (ACE) and the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) are examples of such organizations.

Credit for ACT/SAT Scores

Credit will be awarded to beginning freshmen who enroll at Howard Payne University their first semester following high school graduation if the student's scores fall into the following categories:

ENGLISH ACT: 30 - 36 ENG 1311 (3 semester hours)	VERBAL SAT I: 610-800 ENG 1311 (3 semester hours)
MATHEMATICS ACT: 28 - 36 MAT 1351 (3 semester hours)	MATHEMATICS SAT I: 570-800 MAT 1351 (3 semester hours)
READING ACT: 26 or above - 3 semester hours of elective credit	SCIENCE REASONING ACT: 26 or above - 3 semester hours of elective credit

Transfer of Credit

To complete Howard Payne University degree requirements, transfer students must complete a minimum of 62 non-junior college hours. Non-junior college hours may include senior college or university hours, ACE Guide Credit, military credit, CLEP testing, DANTES testing, and Regents College testing. No more than 104 hours from any other institution or institutions will be counted toward a degree and no more than thirty semester hours will be accepted from an accredited theological seminary. At least twelve upper-division hours in the major must be taken at Howard Payne. Junior college hours cannot be accepted for upper-division credit.

All work accepted from another college or university becomes a part of the student's permanent academic record at HPU. Coursework transferred in, or accepted, for credit toward a degree must be completed at an institution accredited as degree-granting by a post-secondary regional accrediting commission at the time the student completed the coursework. Subject to specific degree requirements, work may or may not be acceptable toward a degree. If HPU requires a minimum grade for a course, the same minimum grade will be required for transfer work. Up to thirty semester hours of correspondence and extension work from accredited colleges or universities may be accepted; however, no more than ten hours of such work may be counted toward the student's HPU major.

General Education courses applicable to the degrees offered by Howard Payne University may be transferred from other post-secondary institutions as long as they are acceptable toward the general education requirement of the institution where the course was taken, and match the general education criteria found on pages 70 - 72 of the Catalog. Specific reference should be made to the Catalog Appendix: Texas Common Course Numbering System for listings of courses offered by Texas community colleges and universities which meet the general education requirements at Howard Payne University.

Current Howard Payne students desiring to take coursework at another college or university and transfer the credit back to Howard Payne must receive written verification from the HPU Registrar's office that the coursework will apply toward the student's HPU degree requirements. Written approval must be obtained prior to enrolling in the other college or uni-

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versity. Should the student fail to obtain approval prior to enrolling at another college or university, Howard Payne University is under no obligation to accept or apply the credit toward the student's degree.

The above also applies to repeated coursework. This procedure is critical for students who need to "repeat" a HPU course or courses at another college or university. To be counted as a repeat, the transfer course must be an exact match to the HPU course that needs to be repeated. If additional information concerning repeated coursework is needed, review the catalog section titled, "Repeated Courses."

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

Concurrent Enrollment at Other Institutions

Current students with individual hardship situations, which might be improved by their having concurrent enrollment at another college or university, may request permission for concurrent enrollment through proper academic channels. Prior to concurrently enrolling in another institution, the student must receive written verification from the registrar's office that the course(s) taken at the other institution will apply toward the degree requirements at Howard Payne University. The written verification must then be signed by the student's academic advisor, the appropriate academic dean, and the vice president for academic affairs. If permission is granted, the credit hours earned may be applied toward degree requirements at Howard Payne University. Semester course load limits at HPU are not waived for students seeking concurrent enrollment. (Concurrent enrollment includes extension courses, correspondence courses, and/or any coursework taken for credit at another college or university while enrolled at Howard Payne University.)

Vocational Courses

Vocational courses will be accepted from degree-granting institutions recognized by one of the six regional accrediting agencies or a professional accrediting body responsible for free-standing institutions within a specialty. Credit may not be awarded from unaccredited technical schools or commercial colleges. Vocational/Technical credit may not be applied to the general education, major, or minor requirements in any degree program. Vocational/Technical credit will be accepted only as elective credit in the Bachelor of Applied Arts and Sciences degree.

International Transfer Credit

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

Josef A. Shilney and Associates, Inc.
International Education Consultants
P.O. Box 248233
Coral Gables, Florida 33124
Phone: 305/666-0233
Web: <http://www.jsilny.com>

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

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

World Education Services
P.O. Box 745
Old Chelsea Station
New York, New York 10113-0746
Phone: 212/966-6311
Web: <http://www.wes.org>

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

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

Credit by Examination

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

College Level Examination Program (CLEP)

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

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Departmental Challenge Tests

1. Departmental challenge tests may be taken in areas where the CLEP test is not available.
2. No subject attempted in class may be repeated by departmental challenge tests.

Procedure:

1. Present the approved permission card to the registrar who will schedule the examination.
2. Pay the cashier \$50 per semester hour of credit sought.
3. Present the approved examination schedule card to the head of the department on the day the examination is to be taken.
4. Department head will send the card to the registrar, showing the grade within three days after the examination.
5. If the examination is passed with a grade of “C” or better, credit (CR) will be given for the course and recorded as such on the transcript.
6. If the grade is less than “C”, the examination fee will not be returned, nor may it be applied to the student’s account since this fee is for the examination purposes only.

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

Assessed Credit College Credit for Military and Civilian Training

College credit may be gained by students who have completed military service schools or certain civilian employer training programs such as the law enforcement training program under the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE). Credit for college work is based upon the recommendations found in “A Guide to the Evaluation of Educational Experiences in the Armed Services” and “The National Guide to Educational Credit for Training Programs.” Such credit is applicable to Howard Payne University degree programs in a similar manner to transfer courses. The credit does not satisfy residence requirements and will not be made a part of the student’s transcript until the student has successfully completed six semester hours of college work at Howard Payne University.

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

Attendance

There is no system of free absences at Howard Payne University. Students are expected and

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urged to attend all class sessions. A student must attend class a minimum of 75% of the sessions in order to receive credit for the course. EACH INSTRUCTOR MAY ESTABLISH A MORE STRINGENT ABSENCE POLICY IF IT IS OUTLINED IN THE COURSE SYLLABUS. Absences are counted from the first day class meets, not from the date the student registers. All absences, excused or unexcused, are counted as classes missed. Work missed for an excused absence may be made up but the absence is still considered in the total count.

Students who exceed the university's absence policy or the absence policy stated in the syllabus for a particular class may be withdrawn from the class by the instructor at the time the policy is exceeded. The instructor may assign a grade of "F" or "WF" after consultation with the offices affected by the reduction in hours enrolled. These offices include the Office of Financial Aid, Office of the Registrar, Office of Enrollment Services, Business Office and the Office of Student Life. The sponsor of an organized group chosen to represent the university off campus shall present to the vice president for academic affairs, one week prior to an activity, a list of students who will be absent from class. The list shall include departure and return dates. Approval of this list by the vice president for academic affairs qualifies the absence as an excused absence.

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

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

Classification

Students are classified as follows:

Freshmen—Students with less than thirty semester hours credit.

Sophomores—Thirty semester hours.

Juniors—Sixty semester hours.

Seniors—Ninety semester hours.

Academic Advisement

Each student, upon enrolling at Howard Payne University, is assigned a faculty advisor. When a student declares his major he should see the dean of the school in which that major is offered. Students who have not declared a major should contact the CAPS Center at 325/649-8618 for assignment of an advisor. If a student decides to change his major he should see the dean of the school in which his new major is offered.

Tutoring

The Center for Academic and Personal Success offers tutoring services to all Howard Payne students. Tutoring is available in all general education areas (i.e. English, Math, Bible,

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Computer Science, History, Government, etc.). Times for services vary but are posted around the tutoring center and on the tutoring website. The CAPS Tutoring Center is located on the third floor of the Thompson Academic Complex.

Degree Plan Required

A degree plan must be completed and filed by each student by the time he/she completes sixty hours. For teacher education candidates, the degree plan must be filed prior to admission to the teacher education program. The degree plan must be typed and submitted to the Office of the Registrar with the signatures of the student, the major advisor, the minor advisor, the major department head, the school dean and, if seeking teacher certification, the teacher certification officer. Students must accept the responsibility for filing degree plans on time and accept the consequences for late filing. A student who has completed sixty hours and has not filed a degree plan will be delayed from registering for additional courses until a degree plan is filed. (Classes may be prescheduled, but registration may not be completed.)

The student is ultimately responsible for the accuracy of the degree plan as specified in the catalog under which the plan was filed.

Degree plans may be amended by filing an Amendment Form available from the Office of the Registrar.

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

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

Continuing Education

Recognizing that the educational needs of the larger community will go beyond the scope of courses offered through the university curriculum, Howard Payne has established the Office of Continuing Education to address cultural, leisure, recreational, personal enrichment, and other identifiable needs of the community. The Office of Continuing Education attempts to address these needs through a variety of programs including noncredit courses, the audit of regularly scheduled college classes, specialized seminars and conferences, and other appropriate activities. A schedule of noncredit classes is published each semester and special conferences and seminars are publicized through the news media as they are planned. Schedules of noncredit classes are available in the Office of Continuing Education.

Continuing Education Refund of Fees Policy

Howard Payne, through its Continuing Education Program, attempts to meet specific community needs with low cost programs. These programs are based on the assumption that each course will generate the fees necessary to cover the cost of providing the course. Once a class

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has made and a teacher has been employed to teach the course, it is expected that the students who have enrolled will continue in the course, and their fees will be available to defray the cost of the course.

Based on this assumption, no provision is made for a refund of any fees once the class has begun. However, if a student who has already paid a course fee decides not to take the class, the university will refund the fee only if the director of extended education receives notice of the student's intent before the first class meeting. If for any reason the class must be canceled, students who have enrolled will receive a full refund of their fees for that course.

Additional Academic Opportunities

Various Howard Payne University courses are taught abroad. Interested students should check course offerings each semester.

Another opportunity for students is through the Council for Christian Colleges and Universities. Students may participate in a variety of off-campus study opportunities to broaden their understanding of God's world and their place in it. Course descriptions for semester and summer academic programs administered by the CCCU are available in the Office of the Registrar.

The Council for Christian Colleges and Universities is an association of 100 member colleges and universities, all with comprehensive curricula rooted in the arts and sciences, and committed to the integration of scholarship, faith and service. Additionally, the council includes more than 40 affiliate campuses in 15 countries and an expanding network of partner organizations.

Evening Program

Howard Payne University offers an evening program for the traditional and nontraditional student. Evening classes are defined as classes that begin on or after 5:00 p.m. A two-year rotation is listed below.

Fall, Even Years

Course #	Description
ART 3312	Art History: Survey I
BIB 1303	Introduction to the Old Testament
BIB 4391	Biblical Interpretation
CIS 1339	Introduction to Information Technology
COM 1310	Fundamentals of Human Communication
EDU 3310*	Psychological Foundations
EDU 3330*	Philosophical Foundations
EDU 4000*	TEExES Review
EDU 4375*	Portfolio and Technology (restricted to students in elementary education)
ESS 2340	Personal Fitness and Wellness
PTH 1100	Introduction to the Ministry
REA 4346	Teaching Reading in the Content Areas
RED 2321	Survey of Religious Education
THR 1311	Introduction to the Theatre

Academic Information

* Education courses may not be taken until a student is admitted to the School of Education. Some of these courses require field experience in public schools during the regular daytime hours. See the School of Education for further information.

Fall, Odd Years

Course #	Description
ART 3312	Art History: Survey I
BIB 1303	Introduction to the Old Testament
COM 1310	Fundamentals of Human Communication
EDU 3310*	Psychological Foundations
EDU 3330*	Philosophical Foundations
EDU 4000*	TExES Review
EDU 4375*	Portfolio and Technology (restricted to students in elementary education)
ESS 2340	Personal Fitness and Wellness
PTH 1100	Introduction to the Ministry
PTH 4391	Biblical Interpretation
REA 4346	Teaching Reading in the Content Areas

* Education courses may not be taken until a student is admitted to the School of Education. Some of these courses require field experience in public schools during the regular daytime hours. See the School of Education for further information.

Spring, Even Years

Course #	Description
ART 3322	Art History: Survey II
BIB 1304	Introduction to the New Testament
EDU 3310*	Psychological Foundations
EDU 3330*	Philosophical Foundations
EDU 4000*	TExES Review
EDU 4375*	Portfolio and Technology (restricted to students in elementary education)
ESS 2340	Personal Fitness and Wellness
REA 4346	Teaching Reading in the Content Areas

* Education courses may not be taken until a student is admitted to the School of Education. Some of these courses require field experience in public schools during the regular daytime hours. See the School of Education for further information.

Spring, Odd Years

Course #	Description
ART 3322	Art History: Survey II
BIB 1304	Introduction to the New Testament
EDU 3310*	Psychological Foundations
EDU 3330*	Philosophical Foundations
EDU 4000*	TExES Review
EDU 4375*	Portfolio and Technology (restricted to students in elementary education)
ESS 2340	Personal Fitness and Wellness
PTH 4300	Christian Doctrines
REA 4346	Teaching Reading in the Content Areas
RED 3289	Youth Ministry Workshop

* Education courses may not be taken until a student is admitted to the School of Education. Some of these courses require field experience in public schools during the regular daytime hours. See the School of Education for further information.

Summer/May Term Rotation

May Term, Odd Years

Course #	Description
ESS 1350	Safety, First Aid and CPR
MUS 3384	Music for Children
RTV	SS in Radio/Television

Summer I, Odd Years

Course #	Description
ACC 2311	Principles of Accounting I
ACC 4101-4301	Accounting Internship
BIB 1303	Introduction to the Old Testament
BUS 3311	Business Law
BUS 4101-4301	Business Administration Internship
CIS 1339	Introduction to Information Technology
CIS 2329	Web Design
CIS 2339	Microapplications
CIS 4331	Computer Information Systems Internship
COM 1310	Fundamentals of Human Communication
ECO 2311	Principles of Microeconomics
EDU 3310	Foundations I (Psychological)
ESS	Activity Class
Lab Science	Freshman Level
MAT 1351	College Algebra
MAT 1371	Math for Elementary Teachers I
MAT 3341	Introduction to Probability and Statistics
POS 3311	Business Law I
PRL 1312	Public Relations Writing
PRL 4300-4600	Public Relations Internship
RTV 4331-4631	Radio/Television Internship
THR 4131-4631	Theatre Internship

Summer II, Odd Years

Course #	Description
ACC 2321	Principles of Accounting II
ACC 4101-4301	Accounting Internship
BIB 1304	Introduction to the New Testament
BUS 1311	Introduction to Business
BUS 3321	Legal Environment of Business
BUS 4101-4301	Business Administration Internship
CIS 4331	Computer Information Systems Internship
COM 1310	Fundamentals of Human Communication
ECO 2321	Principles of Macroeconomics
EDU 3330	Foundations II (Philosophical)
ESS	Activity Class
JOU/PRL 2312	Introduction to Journalism
MAT 3321	Math for Elementary Teachers II
PRL 4300-4600	Public Relations Internship
RTV 4331-4631	Radio/Television Internship
THR 1311	Introduction to the Theatre
THR 4131-4631	Theatre Internship

Academic Information

May Term, Even Years

Course #	Description
ESS 1350	Safety, First Aid and CPR
MUS 3384	Music for Children
RTV	SS in Radio/Television

Summer I, Even Years

Course #	Description
ACC 2311	Principles of Accounting I
ACC 4101-4301	Accounting Internship
BIB 1304	Introduction to the New Testament
BUS 3311	Business Law
BUS 4101-4301	Business Administration Internship
CIS 1339	Introduction to Information Technology
CIS 2329	Web Design
CIS 2339	Microapplications
CIS 4331	Computer Information Systems Internship
COM 1310	Fundamentals of Human Communication
ECO 2311	Principles of Microeconomics
EDU 3310	Foundations I (Psychological)
ESS	Activity Class
MAT 1351	College Algebra
MAT 1371	Math for Elementary Teachers I
MAT 3341	Introduction to Probability and Statistics
Lab Science	Freshman Level
POS 3311	Business Law I
PRL 1312	Public Relations Writing
PRL 4300-4600	Public Relations Internship
RTV 4331-4631	Radio/Television Internship
THR 4131-4631	Theatre Internship

Summer II, Even Years

Course #	Description
ACC 2321	Principles of Accounting II
ACC 4101-4301	Accounting Internship
BIB 1303	Introduction to the Old Testament
BUS 1311	Introduction to Business
BUS 3321	Legal Environment of Business
BUS 4101-4301	Business Administration Internship
CIS 4331	Computer Information Systems Internship
COM 1310	Fundamentals of Human Communication
ECO 2321	Principles of Macroeconomics
EDU 3330	Foundations II (Philosophical)
ESS	Activity Class
MAT 3321	Math for Elementary Teachers II
PRL 2312	Introduction to Journalism
JOU/PRL 4300-4600	Public Relations Internship
RTV 4331-4631	Radio/Television Internship
THR 1311	Introduction to the Theatre
THR 4131-4631	Theatre Internship

School of Business

Leslie Plagens, Dean

Faculty: Charles Boland, Olga Carter, Trissa Cox, Mike Daub, Jason Lively, Lester Towell, Jeff Turner

The School of Business offers the following degree programs:

*Bachelor of Business Administration Degree with majors in Accounting and Computer Information Systems.

*Bachelor of Business Administration Degree with a major in Business Administration and specializations in Business Education, Finance, Management, and Marketing.

*Bachelor of Science Degree with majors in Business Administration and Computer Information Systems.

*Bachelor of Applied Arts and Sciences Degree with a composite major in Business Management (available only at designated campuses).

The School of Business offers a quality educational experience within a Christian environment. Students will learn the language, techniques, and functions involved in today's business environment. They will develop critical thinking skills, oral and written communication skills, and analytical skills for business applications in a societal context from a Christian perspective. Students will also gain an understanding and appreciation for the American Free Enterprise System as the force that has made possible the opportunity and realities of growth that American business has experienced.

The School of Business offers a Bachelor of Business Administration (BBA) and a Bachelor of Science (BS) degree. A student may choose to major in three areas which lead to a BBA: accounting, business administration, computer information systems. Additionally, a student majoring in business administration will choose to specialize in one of the following: business education, finance, management, or marketing. A student may choose to major in business administration leading to a Bachelor of Science degree. A student may choose a minor in accounting, business administration, computer information systems, or choose a minor in a nonrelated business field. The departments in the School of Business are: accounting, business administration, and computer information systems. The BBA and BS degree programs are accredited by the International Assembly for Collegiate Business Education. Under the Bachelor of Applied Arts and Sciences degree, the School of Business offers a composite major in business management. The BAAS degree in business is available only at designated campuses.

All students seeking the Bachelor of Business Administration degree, regardless of their major, are

Business

required to take a 30 semester hour business core which consists of: ACC 2311, 2321, BUS 3311, 3335, 3351, and 4351; FIN 2341, 3301; MKT 2302, and MGT 3303. BUS 4351 Business Strategy is a capstone for the business curricula and should be taken immediately before completion of degree requirements. It is recommended that mathematical requirements be completed in the student's first and second year in order to prepare the student for subsequent business core requirements. Students selecting the Bachelor of Science degree should refer to the general degree requirements.

Faculty in the School of Business have degree plans available for each major. Students should secure a plan prior to registration in order to insure that only required courses are scheduled. Freshmen who have an interest in business, but are not sure about a specialization, are encouraged to take BUS 1311 Introduction to Business. Students who plan to do graduate work are encouraged to take three additional hours of higher math as an elective. A faculty advisor should be consulted for any clarification.

All graduating business majors must take the Major Field Achievement Test (MFAT) in business as a condition for graduation.

Certificate in International Business Program

The Certificate in International Business is a program for students majoring in a business field who have a desire to broaden their scope of knowledge and experience in today's global business environment. This is an interdisciplinary program which allows students the flexibility to customize their own individual program. Certificate requirements of 18 semester hours include:

- International business: 9 semester hours including BUS 3335, MKT 3352, and 3 semester hours from either an approved internship or special studies related to international business
- Foreign language and/or international culture:
9 semester hours including 6 hours of university-level foreign language coursework in the same language and 3 hours from the list of approved international culture courses
OR
9 semester hours from the following courses related to international culture: ENG 2353, 4336, PHI 4341, HIS 2320, 4303, GEG 3312, 4312, POS 3321, 3361, or SOC 1331
- International experience: An approved 4 weeks, minimum, of international experience or study abroad.

Teacher Certification

Students interested in teaching business subjects at the secondary level as outlined by the State Board for Educator Certification (SBEC) should review the requirements of the Teacher Education Program listed in the School of Education. An application for admission for the Teacher Education Program should be made to the dean of the School of Education thirty days prior to the beginning of the semester in which the student plans to begin education courses.

A student seeking the BBA degree with a major in business administration and a specialization in business education requires twenty-seven (27) semester hours to include: BUS 3321, CIS 2339, FIN 2312, MGT 4311, EDU 3310, 3330, 4329, 4339, and REA 4346, and will meet the minimum degree requirements for teacher certification and be jointly advised by their academic advisor from the major field and the dean, School of Education.

Students seeking secondary teaching certification may choose a Bachelor of Science composite degree in business administration. This composite degree includes the following courses: ACC 2311 and 2321; BUS 1311, 3311, 3321, and 3332; ECO 2311 and 2321; FIN 2312 and 3301; and MGT 3303 and 4311.

Students may also earn teacher certification in business education by completing the BS degree requirements with a major in business administration plus the following courses: BUS 3321, BUS 3332, FIN 2312, and MGT 4311.

Business

Students seeking teacher certification in technology applications must be jointly advised by their CIS advisor and the teacher certification officer. The required courses are listed in the School of Education section of this catalog.

Bachelor of Business Administration

General Education:

Bible	.6 hours
BIB 1303 Introduction to the Old Testament	
BIB 1304 Introduction to the New Testament	
Computer Information Systems	.3 hours
English *	.9 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
Sophomore English Literature (3 hours)	
Oral and Written Communications	.6 hours
COM 1310 Fundamentals of Speech Communication and	
BUS 3332 Business Communication	
Fine Arts	.3 hours
Course to be chosen from Art, Music, Theatre	
Mathematics	.9 hours
MAT 1351 College Algebra	
MAT 2341 Finite Math	
MAT 3341 Introduction to Probability and Statistics	
Natural Science with Laboratory	.4 hours
Exercise and Sport Science Activity (in addition to varsity sports)	.2-3 hours
Two hours of activity or ESS 2340 are required but four hours	
may be counted toward a degree.	
Social Science *	.12 hours
POS 2311 American Government OR	
POS 2321 State and Local Government and 9 hours to be chosen	
from history, psychology or sociology or a combination of these three,	
or 3 hrs. of political science *.	
Economics	.6 hours
ECO 2311 Principles of Microeconomics	
ECO 2321 Principles of Macroeconomics	
Total General Education	60-61 hours

*Teacher education candidates should see the School of Education section of catalog.

Business Core:

ACC 2311 and 2321	.6 hours
BUS 3311, 3335, 3351 and 4351	.12 hours
FIN 2341, 3301	.6 hours
MGT 3303	.3 hours
MKT 2302	.3 hours
	<u>30 hours</u>

Major .27-36 hours

Electives .1-11 hours
Total **128 hours**

Business

Bachelor of Science Degree with a Major in Business Administration

The purpose of a Bachelor of Science (BS) degree with an interdisciplinary major in business administration is to prepare students for careers in pre-professional studies, such as health care administration, nursing, pharmacy, physical therapy, allied health science, dental hygiene, or athletic training. The degree may also be appropriate for those business administration majors seeking a minor in mathematics, the sciences, physical education, or computer information systems. Students will select a minor that will satisfy their career objectives and will be chosen and approved in consultation with the student's advisor. Students interested in careers in a business field should seek a Bachelor of Business Administration (BBA) degree.

A minor in business administration requires 18-24 semester hours chosen from one field in consultation with the business faculty.

General Education (Bachelor of Science)	60-61 hours
Major (See below)	36 hours
Optional Minor	18-24 hours
Electives (with optional minor)	7-14 hours
Electives (without optional minor)	31-32 hours
Total	128 hours

Required Courses for an interdisciplinary major in Business Administration:

ACC 2311 Principles of Accounting I	3 hours
ACC 2321 Principles of Accounting II	3 hours
BUS 3311 Business Law	3 hours
BUS 3335 International Business	3 hours
BUS 3351 Business Ethics	3 hours
BUS 4351 Business Strategy	3 hours
ECO 2311 Principles of Microeconomics	3 hours
ECO 2321 Principles of Macroeconomics	3 hours
FIN 2341 Principles of Finance	3 hours
FIN 3301 Financial Management	3 hours
MKT 2302 Principles of Marketing	3 hours
MGT 3303 Principles of Management	3 hours
Total	36 hours

Note: Students must take MAT 2341 for their general education math requirement.

Bachelor of Applied Arts and Sciences - Business

Composite Major in Business Management.

The BAAS degree with a major in Business is available only at campuses that have credentialed faculty.

General Education (Bachelor of Applied Arts and Sciences)	49-50 hours
Composite Major - Business Management	36 hours
Electives (with optional minor)	18-25 hours
Electives (without optional minor)	42-43 hours

Composite Major in Business Management - 36 hours

ACC 2311	Principles of Accounting I
ACC 2321	Principles of Accounting II
ECO 2311	Principles of Microeconomics or ECO 2321 Principles of Macroeconomics
MKT 2302	Principles of Marketing
MGT 3303	Principles of Management
BUS 3311	Business Law
BUS 3335	International Business
MGT 4311	Human Resource Management

Accounting

Plus 12 credit hours from the following:

BUS 3332	Business Communications
BUS 3351	Business Ethics
CIS 3319	Project Management
FIN 3301	Financial Management
MGT 3307	Production and Operations Management
MGT 4321	Organizational Behavior
MGT 4341	Entrepreneurship
MKT 3361	Retailing Strategy
MKT 4332	Marketing Management

Business Minor - 24-hour composite minor to include ACC 2311, 2321, ECO 2311 or 2321, MKT 2302, FIN 2341, MGT 3303, BUS 3311, and 3 hours of advance credit from the School of Business.

Small Business Management Minor - 24-hour composite minor to include: ACC 2311, MKT 2302, FIN 2341 MGT 3303, BUS 3311, MGT 4341 plus 6 hours chosen from CIS, MKT and/or MGT

Department of Accounting

Charles W. Boland, Head

The purpose of the accounting major at Howard Payne University is to prepare students for careers in accounting and related fields. In this endeavor, the faculty recognizes and fully supports the principles expressed in the statement of purpose of Howard Payne University.

The educational requirements for accountants to become a certified public accountant has increased to 150 credit hours due to the passage of the Accountancy Act of 1991. The department of accounting recognizes that not all accounting majors desire the designation, CPA. The department of accounting offers the Bachelor of Business Administration (BBA) in accounting.

- Bachelor of Business Administration - Traditional.

The traditional accounting major consists of ACC 3311, 3321, 3331, 3341, 3351, 3361, 4311, and 4331, BUS 3321, and three hours of upper-division School of Business hours.

A minor in accounting consists of ACC 2311, 2321, 3311, 3321, 4311 plus six (6) upper-division accounting hours.

150 Hour Requirement for the Certified Public Accountant Prospect

The Texas State Board of Public Accountancy, since September 1, 1997, has required that anyone applying to sit for the CPA exam must have completed 150 hours of college study with at least 36 hours in accounting at the time of application. The additional hours above the normal bachelor degree requirements may be attained at either the undergraduate or graduate level and may be outside the accounting curriculum.

ACCOUNTING

ACCOUNTING 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

ACCOUNTING 2311. PRINCIPLES OF ACCOUNTING I. (ACCT 2301)

An introductory study of accounting principles and techniques with emphasis on the sole proprietorship and partnerships. Fall, Spring.

Prerequisite: None.

Three semester hours

Accounting

ACCOUNTING 2321. PRINCIPLES OF ACCOUNTING II. (ACCT 2302)

A continuation of ACC 2311 with emphasis on corporations and managerial accounting. Fall, Spring.
Prerequisite: ACC 2311. Three semester hours

ACCOUNTING 3311. INTERMEDIATE ACCOUNTING I.

A study of more complex systems and problems of accounting, the emphasis being placed on the working capital items. Fall.
Prerequisite: ACC 2321. Three semester hours

ACCOUNTING 3321. INTERMEDIATE ACCOUNTING II.

A continuation of ACC 3311 with emphasis on the accounting principles involved in the liability and proprietorship items. Spring.
Prerequisite: ACC 3311. Three semester hours

ACCOUNTING 3331. COST ACCOUNTING.

Introduction to the theories and practices of cost accounting involving job-order costs and process costs. Fall, odd years.
Prerequisite: ACC 2321. Three semester hours

ACCOUNTING 3341. MANAGERIAL ACCOUNTING.

A continuation of ACC 3331 with emphasis upon using accounting information in managerial decision making. Spring, even years.
Prerequisite: ACC 3331 or consent of instructor. Three semester hours

ACCOUNTING 3351. FEDERAL TAX.

A study of the Federal tax laws and regulations as they apply to individuals and unincorporated sole proprietorships. Fall, even years.
Prerequisite: ACC 2321. Three semester hours

ACCOUNTING 3361. TAXATION OF CORPORATIONS AND PARTNERSHIPS.

The study of the federal tax laws as they relate to corporations, partnerships and estates and trusts. This course is designed to introduce students to tax statutes that will impact on nonindividual tax entities. It will provide more in-depth preparation for the Practice portion of the CPA examination. Spring, odd years.
Prerequisite: ACC 3351 or consent of instructor. Three semester hours

ACCOUNTING 3371. ACCOUNTING INFORMATION SYSTEMS.

A course to integrate the fundamentals of double-entry accounting to the modern accounting information systems. The utilization of computers, including spreadsheet software as well as integration with other accounting courses will enable the student to understand this relationship.
Prerequisite: ACC 2321. Three semester hours

ACCOUNTING 3381. GOVERNMENTAL AND NONPROFIT ACCOUNTING.

An introduction to the accounting principles, concepts and techniques for governmental accounting as well as the accounting for nonprofit agencies and organizations.
Prerequisite: ACC 2321. Three semester hours

ACCOUNTING 4101-4301. ACCOUNTING INTERNSHIP.

An internship is designed to augment student academics with on-the-job training in accounting. A student is eligible with junior standing and should have at least a 2.65 GPA. Forty-five (45) clock-hours of service per credit hour is required. Interested students should contact the faculty of the department of accounting.
Prerequisite: Junior standing and approval of department head. One to three semester hours

ACCOUNTING 4311. ADVANCED FINANCIAL ACCOUNTING.

A study of specific areas of financial accounting, interim reporting, estates and trusts and partnerships, with an introduction to governmental and nonprofit accounting. Fall.
Prerequisite: ACC 3321. Three semester hours

Business Administration

ACCOUNTING 4321. BUSINESS CONSOLIDATIONS.

The study of the accounting of mergers, consolidations and acquisitions and subsequent ownership. As a continuation of ACC 4311, Advanced Accounting, this course also introduces the student to international accounting, primarily foreign currency translations.

Prerequisite: ACC 4311 or consent of instructor.

Three semester hours

ACCOUNTING 4331. AUDITING.

A study of the ethics of the accounting profession and procedures for balance sheet audits. Verification of asset, liability, and net worth accounts are considered. Spring.

Prerequisite: ACC 3321 or consent of instructor.

Three semester hours

Department of Business Administration

Jeff Turner, Head

Business, Economics, Finance,
Management, and Marketing

Business

The purpose of a Bachelor of Business Administration degree with a major in business administration and a specialization in business education, finance, management, or marketing, is to prepare students for supervisory and management careers, teaching business fields at secondary levels of SBEC, and for future studies in graduate programs. Students will develop critical thinking, decision making, oral and written communications, and computational skills. Students will also demonstrate an understanding of the underlying theories and practices of business, and nonprofit organizations in the American Free Enterprise System.

BUSINESS 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

BUSINESS 1311. INTRODUCTION TO BUSINESS. (BUSI 1301)

Designed to present a general survey of the business world. The course covers ethics, economics, management, marketing, and finance and will assist students in selecting a major program of study. Fall, Spring.

Prerequisite: None.

Three semester hours

BUSINESS 3311. BUSINESS LAW.

Legal principles of business, legal reasoning, dispute resolution, contract law, Uniform Commercial Code, banking, negotiable instruments and sales. Cross-credited with POS 3311. Fall, Summer.

Prerequisite: Junior standing.

Three semester hours

BUSINESS 3321. LEGAL ENVIRONMENT OF BUSINESS.

Role of government in business, social policy and legal institutions, administrative law, antitrust law, agency and employment relations, bankruptcy law, business organizations, property rights, product safety and regulation of information. Cross-credited with POS 3312. Only three credit hours will be awarded for POS 3312 and BUS 3321. Spring, Summer.

Prerequisite: BUS 3311 or POS 3311 or consent of instructor.

Three semester hours

BUSINESS 3332. BUSINESS COMMUNICATIONS.

Theoretical and practical exploration of how written and oral communications serve as a management function in an organization. Topics include: ethics, internal and external communications, media relations, vehicles for effective communication, and how technology impacts communications. Assignments include both written and oral business communications. Recommended for juniors and seniors only. Fall and Spring.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

Economics / Finance

BUSINESS 3335. INTERNATIONAL BUSINESS.

A macro economic approach to international business-related problems. An interdisciplinary course dealing with international trade, finance, taxes, currencies, economic integration, balance of payments and countertrade. Fall.

Prerequisite: Junior standing.

Three semester hours

BUSINESS 3351. BUSINESS ETHICS.

A study of the nature of the ethical limits in business today, forces which influence ethical behavior, identifying other business and public issues, and preparing to meet ethical conflicts. Cross-credited with PHI 3351. Only three credit hours will be awarded for PHI 3351 and BUS 3351. Fall and Spring.

Prerequisite: Junior standing.

Three semester hours

BUSINESS 4101-4301. BUSINESS ADMINISTRATION INTERNSHIP.

An internship is designed to augment student academics with on-the-job training in business. A student is eligible with junior standing and should have at least a 2.65 GPA. Forty-five (45) clock-hours of service per credit hour is required. Interested students should contact the faculty of the business department.

Prerequisite: Junior standing and approval of department head.

One to three semester hours

BUSINESS 4351. BUSINESS STRATEGY.

A study of business strategy formulation and implementation issues, case problems are utilized to examine executive responsibilities, decision making, problem solving, and planning. Fall and Spring.

Prerequisite: Last semester senior or consent of instructor.

Three semester hours

Economics

ECONOMICS 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

ECONOMICS 2311. PRINCIPLES OF MICROECONOMICS. (ECON 2302)

Economic principles that focus on households, business firms, and industries. Includes demand, supply, costs of production, and the market structures of pure competition, oligopoly, monopoly, and monopolistic competition. Fall, Spring.

Prerequisite: None.

Three semester hours

ECONOMICS 2321. PRINCIPLES OF MACROECONOMICS. (ECON 2301)

Economic principles that focus on the level and distribution of national income, full employment and price stability, money and banking, monetary and fiscal policy, and economic growth. Competing macroeconomic models are analyzed. Fall and Spring.

Prerequisite: None.

Three semester hours

ECONOMICS 4310. AMERICAN FREE ENTERPRISE SYSTEM.

Economic institutions in the American economy. This course is designed for members of the Academy of Freedom for students needing a related course in economics. Cross-credited with POS 4310. Spring.

Prerequisite: POS 2311, 2321, and 2350 or ECO 2311, 2321 and junior standing.

Three semester hours

Finance

The purpose of the Bachelor of Business Administration degree with a major in business administration and a specialization in finance is to prepare students for finance careers in business, banking, government, nonprofit organizations, and introduce students to financial instruments.

The BBA degree with a major in business administration and a specialization in finance requires twenty-seven (27) semester hours to include: ACC 3311, 3321, BUS 3321, CIS 3319, MGT 4311, FIN 2312, 3351, 3391, and 4312.

FINANCE 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

Management

FINANCE 2312. PERSONAL FINANCE. (BUSI 1307)

Combines elements of an industrial society and economic behavior of consumers and provides topics in personal finance involving insurance, investment, real estate, and other major expenditures. Fall.

Prerequisite: None.

Three semester hours

FINANCE 2341. PRINCIPLES OF FINANCE.

This class provides an introduction to the functional breadth of key areas of financial markets and how the global financial marketplace functions. Students will gain an appreciation and insight into financial concepts, and techniques routinely used by practitioners. Fall, Spring.

Prerequisite: ACC 2311, MAT 2341.

Three semester hours

FINANCE 3301. FINANCIAL MANAGEMENT.

A managerial approach to finance topics including: valuation of financial assets, capital budgeting, cost of capital, risk, capital structure, dividend policy, and working-capital management. Fall, Spring.

Prerequisites: FIN 2341.

Three semester hours

FINANCE 3351. INVESTMENT ANALYSIS.

A study of investment theory, alternatives under differing uncertainties and constraints, fundamental security analysis, formulation of objectives, and evaluation of investment markets. Spring.

Prerequisite: ECO 2311, 2321.

Three semester hours

FINANCE 3391. MONEY AND BANKING.

A general survey of the operations and functions of money, credit, and banking, including: history of banking; organization and structure of the Federal Reserve System; and international monetary relations. Fall.

Prerequisite: ECO 2311, 2321.

Three semester hours

FINANCE 4312. ADVANCED FINANCIAL MANAGEMENT.

An integrated systems approach to financial management that reflects three basic types of decisions: investing, operating, and financing. Practical applications using analytical financial tools are provided through the use of case studies. Spring.

Prerequisite: FIN 3301.

Three semester hours

Management

The Bachelor of Business Administration degree with a major in business administration and a specialization in management requires twenty-seven (27) semester hours to include: BUS 3321, CIS 3319, MGT 3307, 4311, 4321, 4341 and nine (9) semester hours of upper-division business electives.

MANAGEMENT 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MANAGEMENT 3303. PRINCIPLES OF MANAGEMENT.

An introduction to the field of management. Topics include: human relations, leadership styles, motivation, social responsibility, and strategic planning, quality, organizational effectiveness, and management history. Classic and research articles are the basis for class discussions. Fall, Spring.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

MANAGEMENT 3307. PRODUCTION AND OPERATIONS MANAGEMENT.

A study of production and operations problems faced by the production manager, including manufacturing and service operations, forecasting, technology selection, facility layout, resources allocation, production planning and quality control, maintenance and reliability. Spring.

Prerequisite: MGT 3303 or consent of instructor.

Three semester hours

MANAGEMENT 4311. HUMAN RESOURCE MANAGEMENT.

This course examines the current issues, problems, and functions of HRM practitioners. Topics include: job planning, selection, interviews, career development, employee appraisals, labor relations, collective bargaining, EEO, and affirmative action. Fall.

Prerequisite: MGT 3303.

Three semester hours

Marketing

MANAGEMENT 4321. ORGANIZATIONAL BEHAVIOR.

A study of the human behavior in organizations with emphasis on motivation, communication, leadership and the relationships that exist in organizations. Spring.

Prerequisite: MGT 3303.

Three semester hours

MANAGEMENT 4341. ENTREPRENEURSHIP.

Interdisciplinary course dealing with entrepreneurs, selecting promising ideas, exploiting opportunities, and obtaining initial financing. Starting a small business, business plans and organizational structure are also covered. Fall.

Prerequisite: Junior/senior standing or consent of instructor.

Three semester hours

Marketing

The Bachelor of Business Administration degree with a major in business administration and a specialization in marketing requires twenty-seven (27) hours to include: BUS 3321, CIS 3389, MGT 4311, and 4321 plus fifteen (15) hours from MKT 1101-4609, MKT 3302, 3331, 3342, 3361, and 4332. A minor in marketing requires twenty-one (21) semester hours including MKT 2302, 3302, 3331, 3342, 3352, 3361 and 4332.

MARKETING 1101-4609. SPECIAL STUDIES.

Special courses not part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MARKETING 2302. PRINCIPLES OF MARKETING.

A study of the system of interacting business activities designed to plan, price, promote and distribute want-satisfying products and services to consumers. Cross-credited with PRL 2302. Only three credit hours will be awarded for MKT 2302 and PRL 2302. Fall, Spring.

Prerequisite: None.

Three semester hours

MARKETING 3302. CONSUMER BEHAVIOR.

A study of individual and group behavior of people performing in the consumer role. Data developed by the behavioral sciences are used to discuss and explain consumer behavior. Fall.

Prerequisite: MKT 2302 or consent of instructor.

Three semester hours

MARKETING 3331. ADVERTISING.

A study of advertising as a part of the promotional mix in the marketing system. The relationship of advertising to business strategy, the social influence of advertising campaigns, costs and the media are studied. Cross-credited with PRL 3331 and TEL 3331. Credit will not be given for MKT 3331, PRL 3331 and TEL 3331. Fall.

Prerequisite: MKT 2302 or junior standing or consent of instructor.

Three semester hours

MARKETING 3342. SALESMANSHIP.

A study of personal selling and its role in the industrial and consumer market. Sales strategies, customer service techniques and ethical responsibilities are considered. Spring.

Prerequisite: MKT 2302 or consent of instructor.

Three semester hours

MARKETING 3352. INTERNATIONAL MARKETING.

A study of the international planning and coordination of marketing function, policies and the analysis of marketing on an international scope including environmental and cultural aspect. Spring.

Prerequisite: MKT 2302.

Three semester hours

MARKETING 3361. RETAILING STRATEGY.

A managerially-oriented course in the operation of a retail enterprise. Attention is given to retailing's place in our economic structure and to the operational aspects of retail management. Spring.

Prerequisite: MKT 2302 or consent of instructor.

Three semester hours

MARKETING 4332. MARKETING MANAGEMENT.

A study of operational problems faced by the marketing manager, including analyzing marketing opportunities, and planning, organizing, directing and controlling the marketing function. Fall.

Prerequisite: MKT 2302 or consent of instructor.

Three semester hours

Department of Computer Information Systems

Lester Towell, Head

The department of computer information systems seeks to serve the university in two major capacities. The department strives to prepare students for entry-level professional careers in computer information systems and to enter advanced studies in computer science or computer information systems. Also, the department must prepare the general student body to become productive participants in our information society with special emphasis on students in business, mathematics, and the natural sciences.

Computer information systems majors and minors will learn the tools and concepts of information technology. Graduates will be prepared for their first position in an information technology field, for advanced studies in computer science, software engineering, or computer information systems, and to continue in the information technology profession.

The department of computer information systems offers the Bachelor of Business Administration (BBA) and the Bachelor of Science (BS) degrees in computer information systems.

Students seeking a Bachelor of Business Administration degree with a major in computer information systems must complete thirty six (36) semester hours of CIS courses. Required courses are: CIS 1359, 2329, 2379, 3319, 3369, 3389, 4321, 4351 and 9 semester hours chosen from CIS 2348, 2389, 3309, and 3329, plus 3 additional semester hours of CIS electives for the BBA degree.

Students seeking a Bachelor of Science degree with a major in computer information systems must complete thirty-six (36) semester hours of CIS courses. Required courses are: CIS 1359, 2369, 2389, 3309, 3319, 3329, 3339, 3369, 4321, 4341, 4351 and 3 additional semester hours of CIS electives for the BS degree. It is recommended that students choosing this program take a related minor including: ACC 2311, 2321, ECO 2311, 2321, FIN 3301, BUS 1311, 3311 and MGT 3303. Additionally, CIS majors for the BS degree must take MAT 2341 and 3341.

All prerequisites must carry a grade of "C" or better and CIS majors and minors must carry a grade of "C" or better in all CIS courses.

CIS 4351 (Systems Analysis and Design) is a capstone course required of all majors, and is taken during their last semester.

CIS 1339 (Introduction to Information Technology) is part of the general education requirements and does not count as part of the thirty-six (36) hours which constitute the CIS major.

A minor in computer information systems will not require any specific courses, but will be 18 to 24 hours chosen in consultation with the head of the computer information systems department.

COMPUTER INFORMATION SYSTEMS 1101-4609. SPECIAL STUDIES.

Special courses in computer information systems not a part of the regular schedule, offered on an irregular schedule.

Prerequisite: Consent of department head.

One to six semester hours

COMPUTER INFORMATION SYSTEMS 1339. INTRODUCTION TO INFORMATION TECHNOLOGY.

An introductory course in computer information systems and computer literacy. Topics include: hardware, software, computer history, word processing, spreadsheets, the Internet, data base management systems and a basic introduction to programming languages. There will be hands-on operation of micro-computers. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

COMPUTER INFORMATION SYSTEMS 1359. PROGRAMMING LOGIC. (COSC 1309)

This course is designed to develop logic concepts and designs. The algorithms are used to develop programs in advanced programming courses. This course does not count as a "programming language." Fall, Spring.

Prerequisite: CIS 1339.

Three semester hours

Computer Information Systems

COMPUTER INFORMATION SYSTEMS 2329. WEB DESIGN.

This course introduces students to the many components of the Internet. Some of the topics covered will include: TCP/IP, FTP, HTML, HTTP, CGI, Telnet, Internet, e-mail and page design. The student learns to design, construct and maintain Web pages and a Web site.

Prerequisite: CIS 1339 or the equivalent work experience.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2339. MICROAPPLICATIONS.

An in-depth examination of application packages, building on the beginning skills developed in CIS 1339. This course seeks to provide the interested general student with an opportunity to develop strong computer skills using current applications from Microsoft and Oracle. Spring.

Prerequisite: CIS 1339.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2348. INTERNET PROGRAMMING.

Overview of current web authoring programming languages: Perl/CGI programming, VBScript, XML, Active X, Action Script, DHTML, C#, and/or ASP. Emphasis is placed upon the appropriate use of the programming tools introduced. The student will create dynamic Web pages and an electronic portfolio. Fall.

Prerequisite: CIS 1359 or the equivalent work experience.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2349. PASCAL PROGRAMMING.

A detailed course in the structure, logic and formal writing of applications programs in Pascal. Heavy emphasis is placed on problem solving, "top-down" design, and modular programming techniques as they relate to the current concept of structured programming. Fall.

Prerequisite: CIS 1359 or consent of instructor.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2369. ANALYSIS OF ALGORITHMS.

Design of computer algorithms for numeric and nonnumeric problems; relation of data structures to algorithms; analysis of time and space requirements of algorithms, complexity and correctness of algorithms. Fall.

Prerequisite: CIS 1359 and MAT 2341, 3341.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2379. E-COMMERCE.

An introduction to the concepts of E-commerce and how it impacts the current business environment. Emphasis on contemporary business philosophies as they have come to be used for the marketing, selling, and distribution of goods and services via the Internet. The origin and growth of E-business, advertising, web page development and the development of web-ready databases will be covered. Fall.

Prerequisite: CIS 2329.

Three semester hours

COMPUTER INFORMATION SYSTEMS 2389. OBJECT-ORIENTED PROGRAMMING I.

A study of the power and portability of current object-oriented languages from Microsoft and Oracle. A detailed course in the writing of application programs in object-oriented programming languages such as JAVA. Emphasis is placed on modular development. Fall.

Prerequisite: CIS 1359.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3309. OBJECT-ORIENTED PROGRAMMING II.

A study of the power and portability of current object-oriented languages from Microsoft and Oracle. Advanced object-oriented design and program development will be encouraged using exercises that range from lengthy programming assignments to major projects. Spring.

Prerequisites: CIS 2389.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3319. PROJECT MANAGEMENT.

Use of project management techniques and software to manage business activities. Students will use the PMBOK guide as a framework and starting point for project management and extend their understanding via hands-on applications. Current project management software will be used to assist in project scope, time, cost, human resources, and communication management. The course may be used as a resource for preparation toward PMP certification. Fall.

Prerequisite: CIS 1339, and junior standing.

Three semester hours

Computer Information Systems

COMPUTER INFORMATION SYSTEMS 3329. VISUAL PROGRAMMING.

A course designed to develop visual programming skills. The focus will be on programming in Microsoft's Visual BASIC and Oracle's Power Objects. Projects will explore the human-computer interface of interactive visual programming. Spring.

Prerequisite: CIS 1359.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3339. DATA STRUCTURES.

Methods for organizing data; design of algorithms for efficient implementation and manipulation of data structure. Various data sorting and data searching techniques will be examined. Spring.

Prerequisite: CIS 2369.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3369. DATA BASE MANAGEMENT SYSTEMS.

A course concentrating on issues central to the design, implementation, and management of relational database systems. Topics include: Entity Relationship Modeling, SQL, rules, triggers, stored procedures, forms, reports, client/server development environment and integration with WWW. DBMS projects will incorporate current modeling and development software from Oracle and Microsoft. Spring.

Prerequisite: CIS 1359 and one programming language.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3379. MULTIMEDIA TECHNOLOGY.

This course covers current interactive multimedia technology, aesthetics, and pedagogical issues of communication using interactive multimedia and hypermedia; techniques for authoring interactive multimedia projects using current digital media tools. Students apply principles and procedures of digital art, design, communication, and software authoring while working on integrated media projects. Spring, even years.

Prerequisite: CIS 1359, ART 4339, TEL 2329.

Three semester hours

COMPUTER INFORMATION SYSTEMS 3389. MANAGEMENT INFORMATION SYSTEMS.

An introduction to and an overview of the concepts utilized to design and implement a computerized management information system. Topics will include, but not limited to, types of organizations, management styles, types of information systems, and the ways in which these are combined to create an efficient information system. Spring.

Prerequisite: CIS 1339 and junior standing.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4321. OPERATING SYSTEMS.

This course is designed to cover the general functions of an operating system, regardless of the hardware environment. Many specific operating systems will be examined: MS DOS, OS/2, Windows NT, UNIX, VAX/VMS, and IBM/MVS. Algorithms for CPU scheduling, memory and general resource allocation; process coordination and management will be covered. Fall.

Prerequisite: One programming language.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4331. COMPUTER INFORMATION SYSTEMS INTERNSHIP.

A course allowing individual study outside the academic environment, but under the guidance of the instructor. The purpose is to allow the advanced computer information systems student to obtain "real world" experience in the development and implementation of applications or systems programming projects. Openings at present are limited by the number of employment opportunities and projects that are available. Fall, Spring.

Prerequisite: 21 hours of computer information systems and approval of department head.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4341. NETWORK DESIGN AND ADMINISTRATION.

An in-depth study of the concepts which govern network designs, and guided hands-on work with actual network installation and administration. This course is intended to prepare the student for Novell and Microsoft Network Certification. Spring.

Prerequisite: CIS 1359 and 4321.

Three semester hours

COMPUTER INFORMATION SYSTEMS 4351. SYSTEMS ANALYSIS AND DESIGN.

Techniques and methods currently used in system analysis and design of information systems. Design methodology, project management, system design, program development, testing, documentation, and implementation techniques are covered in lectures and laboratory. Spring.

Prerequisite: Twenty-one hours of computer information systems courses.

Three semester hours



School of Christian Studies

Gary Gramling, Dean

Faculty: Art Allen, Donnie Auvenshine, Mary Carpenter, Frank Dudley, Frankie Rainey, Wallace Roark, Linn Self

The School of Christian Studies is designed to make the practice of the Christian faith more relevant for our world. It shall always have as its primary goal the thorough training of the Christian student to be equipped to fulfill the command of Jesus Christ to make disciples and to teach them what He commanded. Therefore, the School of Christian Studies is dedicated to help students understand that the church is God's minister to His world and to help them live out their Christian faith as they confront the religious, moral, intellectual and social decisions of life, both now and later.

Purpose

All students seeking a degree from Howard Payne University will receive an introduction to the Bible. In addition, those students majoring in Christian Studies will be prepared for ministerial and church-related vocations and/or graduate studies.

Outcomes

The expected learning outcomes of the School of Christian Studies are as follows:

1. All students will gain knowledge of and appreciation for the Bible and the Christian life.
2. Students will examine issues from a variety of perspectives in the pursuit of truth.
3. Ministry students will acquire a basic overview of Christian ministry and gain a better understanding of themselves and their potential for ministry.
4. Students will be encouraged and guided toward spiritual growth and the development of their God-given gifts for the work of the ministry.
5. Majors and entry-level students will develop an understanding of the historical and organizational development of the local Baptist church and other associations of Baptists.
6. Majors will be equipped to examine critically Christian teachings.
7. Majors will be equipped with the necessary tools to interpret critically the biblical materials.

Christian Studies

8. Majors will develop the research skills necessary to continue lifelong learning.

Three degrees and a certificate are offered by the School of Christian Studies:

Bachelor of Arts (BA)	128 hours
Bachelor of Applied Arts and Sciences (BAAS)	128 hours
Associate in Ministry (AM)	64 hours
Certificate in Ministry Training	18 hours

The program is designed so that each level of education becomes a stepping stone to and is incorporated into the next step. The 18 hours of the certificate can become a part of the 64-hour associate's degree, and the 64 hours of the associate's degree can become a component of the 128-hour bachelor's degrees.

The School of Christian Studies strongly recommends that traditional ministerial students seek a Bachelor of Arts degree and major in the School of Christian Studies as the best preparation for graduate study and/or vocational ministry. Students may choose from three majors: Christian Studies, Cross-Cultural Studies, and Youth Ministry. The Christian Studies major offers five specializations: Bible, Biblical Languages, Philosophy, Practical Theology, and Religious Education. The major in Cross-Cultural Studies is designed for students who feel called to missions, while the major in Youth Ministry provides training for those who feel called to a youth ministry-related vocation. All three majors build on a core of courses designed to provide a broad-based foundation for all types of Christian ministry.

Ministerial Scholarship

Students who receive the ministerial scholarship from the Baptist General Convention of Texas are required to take the following courses: BIB 1303, 1304, 4391, PTH/RED/YMN 1100, CCS/PTH/RED/YMN 3200, PTH 3311, 4300. (Most of these classes are already required for students who major in the School of Christian Studies.) Scholarship students are also required to attend Ministerial Alliance meetings. The ministerial scholarship may be denied for moral, doctrinal, or behavioral reasons.

The Bachelor of Arts in Christian Studies

The School of Christian Studies offers one multidisciplinary 36 hour major in Christian Studies, consisting of a core of 12 to 18 hours and an 18 to 24 hour area of specialization (Bible, Biblical Languages, Philosophy, Practical Theology, or Religious Education).

Core - The following core of classes is required of all students who major in Christian Studies:

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines
Six (6) semester hours chosen from:	
PHI 2311	Introduction to Philosophy
or	
RED 2321	Survey of Religious Education
or	
PTH 3321	Interdisciplinary Christian Thought
or	
PTH 4331	History of Christianity

Note: The Biblical Languages specialization requires the following 12-hour core of courses:

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines

The Bachelor of Arts in Cross-Cultural Studies

The School of Christian Studies offers a multidisciplinary 36 hour major in Cross-Cultural Studies, consisting of an 18 hour core and 18 hours of more specialized coursework. The Cross-Cultural Studies major is recommended for students who plan to pursue a career in missions.

Core - The following 18 hour core of classes is required of all students who major in Cross-Cultural Studies:

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines
PTH 4331	History of Christianity

Three (3) semester hours chosen from:

PHI 2311	Introduction to Philosophy
or	
RED 2321	Survey of Religious Education
or	
PTH 3321	Interdisciplinary Christian Thought

The Bachelor of Arts in Youth Ministry

The School of Christian Studies offers a multidisciplinary 36 hour major in Youth Ministry, consisting of an 18 hour core and 18 hours of more specialized youth ministry courses. This major is designed to prepare students for youth ministry-related vocations as well as for graduate studies.

Core - The following 18 hour core of classes is required of all students who major in Youth Ministry:

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
BIB 4391	Biblical Interpretation
PTH 4300	Christian Doctrines
RED 2321	Survey of Religious Education

Three (3) semester hours chosen from:

PHI 2311	Introduction to Philosophy
or	
PTH 3321	Interdisciplinary Christian Thought
or	
PTH 4331	History of Christianity

Bachelor of Applied Arts and Sciences in Christian Studies

The School of Christian Studies offers a 36-hour major within the Bachelor of Applied Arts and Sciences degree composed of a 24-hour core and a 12-hour concentration. This major may be a significant component in preparation for bivocational Christian ministry.

General Education (Bachelor of Applied Arts and Sciences)	49-50 hours
Major - Christian Studies - 36 hours	
Core Courses	24 hours
Specialization	12 hours
Electives (with optional minor)	18-25 hours
Electives (without optional minor)	42-43 hours

Christian Studies

24-hour Core of Courses

BIB 1303	Introduction to the Old Testament
BIB 1304	Introduction to the New Testament
PTH 1100	Introduction to the Ministry
BIB 4391	Biblical Interpretation
RED 2321	Survey of Religious Education
PTH 2331	Communicative Preaching
PTH 3200	Supervised Ministry
PTH 4300	Christian Doctrines
PTH 4331	Christian History

12-hour concentration chosen from one of the following:

- 12 advanced hours of Bible
- 12 hours of Biblical Languages (4 hours must be advanced)
- 12 advanced hours of Cross Cultural Studies
- 12 advanced hours of Practical Theology
- 12 advanced hours of Religious Education
- 12 advanced hours of Youth Ministry

OR

12 hours Composite

- 12 advanced hours chosen from Christian Studies courses

Associate in Ministry

The Associate in Ministry program is designed to provide a good foundation in Christian ministry and to prepare students for successful study toward a baccalaureate degree if that is their desire. The 64 credit-hour program is composed of three basic blocks: 29 hours of general education, 30 hours of ministry concentration, and five (5) hours of electives.

The Associate in Ministry degree is designed so that it can function as a step in ministry education that builds upon the 18-hour Certificate in Ministry Training (see below) and becomes a component part of the 128-hour bachelor's degrees.

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

GENERAL EDUCATION:

English6 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
Computer Information Systems3 hours
CIS 1339 Introduction to Information Technology	
Fine Arts3 hours
Courses to be chosen from Theatre, Music or Art	
Social Science6 hours
3 hours from Psychology or Sociology/Social Work	
3 hours from Social Sciences	
Mathematics3 hours
MAT 1351 College Algebra	
Natural Science with Laboratory (minimum)4 hours
Oral Communication3 hours
COM 1310 Fundamentals of Human Communication	
Exercise & Sport Science Activity1 hour
Course to be chosen from an activity class	

Total General Education 29 hours

MINISTRY CONCENTRATION:

PTH 1100 Introduction to the Ministry1 hour
BIB 1303 Introduction to the Old Testament3 hours
BIB 1304 Introduction to the New Testament3 hours
RED 2321 Survey of Religious Education3 hours

Christian Studies

BIB 4391 Biblical Interpretation	.3 hours
PTH 3200 Supervised Ministry	.2 hours
3 hours chosen from:	.3 hours
PHI 2311 Introduction to Philosophy: Method	
PTH 2331 Communicative Preaching	
3 hours chosen from:	.3 hours
BIB 3311 Life and Teachings of Jesus	
BIB 3321 Life and Letters of Paul	
9 hours chosen from:	.9 hours
Bible (BIB); Biblical Languages (BLA); Ministry (MIN); Philosophy (PHI);	
Practical Theology (PTH); Religious Education (RED); Youth Ministry (YMN)	
Total Ministry Concentration	30 hours

ELECTIVES:

Chosen in consultation with advisor	.5 hours
Total Electives	5 hours

TOTAL HOURS .64 hours

Certificate in Ministry Training

In response to the mission needs of churches in Texas, Howard Payne University offers an eighteen credit hour entry-level Certificate in Ministry Training. The typical student served has experienced a call into ministry, is older, employed full-time, and desires to provide ministerial leadership to a church organization. The courses offered provide entry-level preparation and equipping for ministry service, but are also designed to allow for continued study toward a baccalaureate degree.

Admission to the Certificate in Ministry Training program is not dependent on high school graduation or exam equivalent, but does require demonstration of competence in reading and writing. Students desiring to continue into other programs of the university will be required to meet all regular admission requirements to the university.

In order to receive a Certificate in Ministry Training, a student must successfully complete MIN 1111, 1112, 1113, 1114, 1115, 1116, and 12 additional ministry courses selected by the student with the advice of a faculty mentor. Up to four special studies hours may be taken toward the Certificate in Ministry Training. These include up to two special studies in BIB (MIN 1133), and up to two special studies in Ministry (MIN 1134). The special studies Ministry courses may be repeated if the topic is different.

All courses taken in the Certificate in Ministry Training program are applicable to degree programs of the university, either through a substitution in degree plans or as electives. The following lists the courses in the certificate program and how they apply to degree programs of the university. A minimum grade of "C" is required in each course to be applied to a degree program.

COURSE LIST

MIN 1111	The Pentateuch	
MIN 1112	Old Testament History and Prophecy	BIB 1303
MIN 1113	Old Testament Wisdom and Poetry	
MIN 1114	The Gospels	
MIN 1115	Acts and the Pauline Epistles	BIB 1304
MIN 1116	The General Epistles and Revelation	
MIN 1117	Preparation for Ministry	PTH 1100
MIN 1118	Personal Evangelism	Elective
MIN 1119	The Work of the Minister	Elective
MIN 1121	The Interpretation of the Bible for Preaching and Teaching	Elective
MIN 1122	The Preparation of Sermons and Bible Studies	Elective

Christian Studies

MIN 1123	Baptist History	
MIN 1124	Baptist Distinctives	PTH 3311
MIN 1125	Baptist Denominational Relationships	
MIN 1126	Christian Missions	Elective
MIN 1127	Leadership Among Ministry Volunteers	Elective
MIN 1128	Church and Personal Finance	Elective
MIN 1129	Bivocational Ministry	Elective
MIN 1131	Basic Christian History	Elective
MIN 1132	Basic Christian Doctrines	Elective
MIN 1133	Special Studies in Bible	Elective
MIN 1134	Special Studies in Ministry	Elective

Learning Centers

Howard Payne University operates four learning centers in Texas: Corpus Christi, El Paso, Fort Worth Area, and Harlingen. These centers are specifically designed to offer ministerial education and Christian training on site; therefore, these centers are a functioning branch of the School of Christian Studies. The establishment and operation of these centers at sites where these opportunities did not exist locally is a demonstration of the continuing mission of Howard Payne University to train people for ministry.

The curriculum offered at the centers is the same curriculum taught on the Brownwood campus, although the learning centers may offer only a portion of the curriculum available. The courses follow the same syllabi, utilize the same methods, receive the same credit, are taught by qualified, experienced faculty and are evaluated for direct comparability with the courses on the Brownwood campus.

General Education:

Students in Howard Payne's off-campus centers are required to meet the general education requirement for the bachelor's degrees as described on page 75 or for the Associate in Ministry degree as described on page 120. In Corpus Christi, students may enroll for courses other than Christian studies courses of this general education requirement through Del Mar Community College or Texas A&M University - Corpus Christi. Please contact the director of the center for a listing of the specific courses of these local institutions which match Howard Payne's requirement, plus information regarding transient enrollment at Corpus Christi.

In El Paso, the Fort Worth Area and Harlingen, general education courses are offered by Howard Payne University or may be taken at local colleges and universities.

Corpus Christi Learning Center

Rev. Linn Self, Director
7000 Ocean Drive
Corpus Christi, Texas 78412-5502
361-991-9403
Degrees Offered: BAAS, BA, Associate in Ministry, Certificate in Ministry

El Paso Learning Center

Dr. Dag Sewell, Director
1201-A Hawkins
El Paso, Texas 79925-4941
915-778-4815
Degrees Offered: BAAS, BA, Associate in Ministry, Certificate in Ministry

Fort Worth Area Learning Center

Dr. Arleen Atkins, Director
Weatherford College
225 College Dr.
Weatherford, Texas 76086
817-598-6213
Degrees Offered: BAAS, BA, Associate in Ministry, Certificate in Ministry

Bible

Harlingen Learning Center

Mr. Frank Dudley, Director
3700 East Harrison
Harlingen, Texas 78550
956-423-0632, ext. 211
Degrees Offered: BAAS, BA, Associate in Ministry, Certificate in Ministry

Howard Payne University offers the Certificate in Ministry program at the following locations in addition to Corpus Christi, El Paso, the Fort Worth Area, and Harlingen:

Fort Worth

Dr. Adlin Cotto
Tarrant Baptist Association
4520 James Avenue
Fort Worth, Texas 76115
817-927-1911 ext. 220

San Angelo

Dr. Jean Law
129 Northgate
San Angelo, Texas 76903
325-658-4397

Laredo

Dr. Charles Darling
1319 N. Bartlett Ave.
Laredo, Texas 78043-3447
956-727-3007

Waxahachie

Dr. G. Andrew Payne
102 N. Edgefield Rd.
Waxahachie, Texas 75165
214-220-3503 or
972-723-2540

Midland

Dr. Douglas Lamb
3204 N I St.
Midland, Texas 79705
432-686-7926

Note: Certificate in Ministry courses at Tarrant Baptist Association in Fort Worth will be taught in Spanish.

Bible

The purpose of the introductory courses in Bible is to provide all students, seeking a degree, with a basic knowledge of the Bible. The purpose of the upper-division courses in Bible is to provide additional insight into the background, authority, relevant themes and significant theological emphases of each biblical subject taught. These courses intend to prepare students for future graduate study and/or for vocational ministry.

Specialization in Bible: In addition to the 18 hour core of courses (see page 118), the specialization in Bible requires 18 semester hours:

PTH 2331; a minimum of 6 semester hours of Old Testament courses chosen from BIB 4311, 4321, 4331, 4381, or special studies in Old Testament; a minimum of 6 semester hours of New Testament courses chosen from BIB 3311, 3321, 4341, 4351, 4361, or special studies in New Testament; and an additional 3 semester hours of advanced Bible or PTH 4312.

Minor in Bible: (21 hours)

A minor in Bible requires BIB 1303, 1304, 4391, plus 12 advanced hours selected from Bible course offerings.

BIBLE 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular basis.

Prerequisite: Dean's consent.

One to six semester hours

BIBLE 1303. INTRODUCTION TO THE OLD TESTAMENT.

An introductory survey of the Old Testament with special attention to the institutions, religious and national life of the Hebrews. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

Bible

BIBLE 1304. INTRODUCTION TO THE NEW TESTAMENT.

An introductory survey of the New Testament, including its background, the Gospels, the Acts and Epistles and the Apocalypse. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

BIBLE 3311. LIFE AND TEACHINGS OF JESUS.

A careful study of the life and teachings of Jesus based on the gospels. Special attention will be given to the philosophical, historical, and literary background to the first century A.D. Fall, odd years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 3321. LIFE AND LETTERS OF PAUL.

A careful study of the life and letters of Apostle Paul including the philosophical, historical and theological background to first century Christianity. Cross-credited with CCS 3321. Credit will not be given for both BIB 3321 and CCS 3321. Spring, odd years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 4311. OLD TESTAMENT POETRY.

A study of the poetical portions of the Old Testament with emphasis on Job, the Psalms, and Proverbs. Attention will be given to the literary aspects, the message and the interpretation of these books. Spring, odd years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 4321. INTERBIBLICAL PERIOD.

A study of the background and texts of the Apocryphal/Deuterocanonical books of the Interbiblical period. Attention will be given to their relationship to the canonical texts. Fall, odd years.

Prerequisite: BIB 1303, 1304, and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 4331. HEBREW PROPHETS.

An intensive study of the Old Testament Prophetic Books: Isaiah, Jeremiah, Ezekiel and the twelve minor prophets. Attention is given to the historical and literary contexts, the message, and the interpretation of these books. Fall, even years.

Prerequisite: BIB 1303, 1304, and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 4341. GENERAL EPISTLES.

A careful study of the epistles of James, Peter, Jude, and the Epistle to the Hebrews. Special attention will be given to the historical background of each epistle. Spring, even years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 4351. JOHN AND HIS WRITINGS.

An intensive study of the background, content, purpose, and theology of the Fourth Gospel and the Johannine epistles. Emphasis will be given to the historical context of these writings. Fall, even years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 4361. REVELATION.

An intensive study of the content and doctrinal teachings of the book of Revelation. Special attention will be given to its historical background and relationship to Jewish apocalyptic literature. Spring, odd years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 4381. THE PENTATEUCH.

An intensive study of the first five books of the Bible. Attention is given to the historical and literary contexts, the message, and the interpretation of these books. Spring, even years.

Prerequisite: BIB 1303, 1304 and either BIB 4391 or consent of instructor.

Three semester hours

BIBLE 4391. BIBLICAL INTERPRETATION.

A study of the principles of Biblical interpretation and the application of these principles to selected portions of the Bible. Cross-credited with PTH 4391. Only three credit hours will be awarded for BIB 4391 or PTH 4391. Fall.

Prerequisite: BIB 1303, 1304.

Three semester hours

Biblical Languages

The purpose of courses in biblical languages is to enable all students who specialize in biblical languages to be able to translate and interpret the Greek New Testament and to be able to translate and interpret simple passages in the Hebrew Bible. Students who take selected courses in biblical languages will learn the essentials of each language and acquire skill in using the language resources in biblical study.

Specialization in Biblical Languages (36 hours): In addition to the 12 hour core of courses (see page 118), the specialization in Biblical Language requires 23 semester hours chosen from course offerings in biblical languages plus PTH 1100.

Minor in Biblical Languages: (20 hours)

A minor in biblical languages requires at least 20 hours to be selected from biblical languages course offerings.

BIBLICAL LANGUAGES 1101-4609. SPECIAL STUDIES.

The purpose of special studies in biblical languages is to increase the student's ability to interpret scripture properly.

Prerequisite: Dean's consent.

One to six semester hours

BIBLICAL LANGUAGES 2411. ELEMENTARY GREEK I.

An introduction to the Koine Greek of the New Testament. Primary emphasis will be given to learning the Greek verb system. Attention will also be given to the case system and to the acquisition of a limited vocabulary. Fall.

Prerequisite: BIB 1303, 1304 or sophomore standing.

Four semester hours

BIBLICAL LANGUAGES 2421. ELEMENTARY GREEK II.

A study of the participles, infinitives and pronouns, and how they function in Greek clauses. Other emphases will include building vocabulary and translating regularly from the Greek New Testament. Spring.

Prerequisite: BLA 2411.

Four semester hours

BIBLICAL LANGUAGES 3401. INTERMEDIATE GREEK I.

An intensive study of case and verb syntax, using 1st Thessalonians as a guide. Fall.

Prerequisite: BLA 2411, 2421.

Four semester hours

BIBLICAL LANGUAGE 3402. INTERMEDIATE GREEK II.

An intensive study of participles, infinitives, sentences and clauses, using 1st Peter as a guide.

Prerequisite: BLA 3401.

Four semester hours

BIBLICAL LANGUAGES 3411. ELEMENTARY HEBREW I.

An elementary course in Classical Hebrew designed to introduce the student to the original language of the Old Testament. Emphasis will be placed upon the study of Hebrew grammar and the acquisition of vocabulary. Fall, even years.

Prerequisite: BIB 1303, 1304 or sophomore standing.

Four semester hours

BIBLICAL LANGUAGES 4321. ADVANCED GREEK.

A study of selected passages from the Greek New Testament, allowing for the sharpening of the translation and interpretation skills acquired in lower-division courses. Some emphasis will be given to exegesis, diagramming, and homiletical preparation. Spring, even years.

Prerequisite: BLA 2411, 2421, and 3401.

Three semester hours

Certificate in Ministry

Certificate in Ministry

MINISTRY 1111. THE PENTATEUCH.

A study of the first five books of the Old Testament. Attention will be given to the historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1112. OLD TESTAMENT HISTORY AND PROPHECY.

A study of the historical and prophetic books of the Old Testament. Attention will be given to the historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1113. OLD TESTAMENT WISDOM AND POETRY.

A study of the nature of Hebrew poetry, especially as it portrays the Hebrew concept of wisdom. Attention will be given to Job, Psalms, Proverbs, and other poetic portions of the Old Testament.

Prerequisite: None.

One semester hour

MINISTRY 1114. THE GOSPELS.

A study of the life and ministry of Jesus Christ as presented in the first four books of the New Testament. Attention will be given to historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1115. ACTS AND THE PAULINE EPISTLES.

A study of the development of the primitive New Testament church as presented in the Book of Acts and of the thirteen epistles traditionally ascribed to the Apostle Paul. Attention will be given to historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1116. THE GENERAL EPISTLES.

An introductory survey of the epistles of James, Peter, John, Jude, the Epistle to the Hebrews, and the Book of Revelation. Attention will be given to historical, literary, and theological aspects.

Prerequisite: None.

One semester hour

MINISTRY 1117. PREPARATION FOR MINISTRY.

A study of the various means of preparation for ministry. Attention will be given to an examination of a call to ministry and to the minister's role in the mission of the church.

Prerequisite: None.

One semester hour

MINISTRY 1118. PERSONAL EVANGELISM.

A study of the principles, theology, and methods of New Testament evangelism. Attention will be given to personal witnessing and to the equipping of others.

Prerequisite: None.

One semester hour

MINISTRY 1119. THE WORK OF THE MINISTER.

A study of the day-to-day tasks and challenges of the contemporary minister. Attention will be given to such tasks as conducting weddings, funerals, church ordinances, and church business meetings, and to the ministry of pastoral care.

Prerequisite: None.

One semester hour

MINISTRY 1121. THE INTERPRETATION OF THE BIBLE FOR PREACHING AND TEACHING.

A study of the principles and methods of Biblical interpretation. Attention will be given to the application of these principles and methods to particular Biblical passages.

Prerequisite: None.

One semester hour

MINISTRY 1122. THE PREPARATION OF SERMONS AND BIBLE STUDIES.

A study of expository Bible teaching and sermon preparation. Attention will be given to the nature of preaching and to the diversity of sermon forms.

Prerequisite: None.

One semester hour

Certificate in Ministry

MINISTRY 1123. BAPTIST HISTORY.

A survey of the history of Baptists from the sixteenth century to the present, including Southern Baptists and Texas Baptists. Attention will be given to influential individuals and events in Baptist life and theology.

Prerequisite: None.

One semester hour

MINISTRY 1124. BAPTIST DISTINCTIVES.

A study of Biblical, historical, and systematic theology from a Baptist perspective. Attention will be given to those doctrines which are distinctive to Baptist life and theology.

Prerequisite: None.

One semester hour

MINISTRY 1125. BAPTIST DENOMINATIONAL RELATIONSHIPS.

A study of how members of a local Baptist church function in relationship to the church, the association, state, national, and international organizations and institutions. Past and present trends will be analyzed.

Prerequisite: None.

One semester hour

MINISTRY 1126. CHRISTIAN MISSIONS.

An introductory study of missions with emphasis on the Biblical and doctrinal basis of missions. Current and future strategies will be analyzed and a personal mission statement will be formulated.

Prerequisite: None.

One semester hour

MINISTRY 1127. LEADERSHIP AMONG MINISTRY VOLUNTEERS.

A study of leadership in the context of ministry. Attention will be given to the role of volunteer leaders in ministry. Strategies for enlisting and training volunteer leaders will be formulated and analyzed.

Prerequisite: None.

One semester hour

MINISTRY 1128. CHURCH AND PERSONAL FINANCE.

An introduction to essentials of financial stewardship. Attention will be given to financial direction on the personal and congregational levels in ministry. Focus will be placed upon tithing, budgeting, taxes, insurance, and retirement.

Prerequisite: None.

One semester hour

MINISTRY 1129. BIVOCATIONAL MINISTRY.

A study of the methods, models, and challenges of bivocational Christian ministry. Attention will be given to issues unique to dual-career ministers.

Prerequisite: None.

One semester hour

MINISTRY 1131. BASIC CHRISTIAN HISTORY.

An introductory study of the significant people and events in Christian history.

Prerequisite: None.

One semester hour

MINISTRY 1132. BASIC CHRISTIAN DOCTRINES.

An introductory study of the great doctrines of the Christian faith.

Prerequisite: None.

One semester hour

MINISTRY 1133. SPECIAL STUDIES IN BIBLE.

Special topics in the study of the Bible. Course may be offered periodically.

Prerequisite: None.

One semester hour

MINISTRY 1134. SPECIAL STUDIES IN MINISTRY.

Special studies in Christian ministry. Course may be offered periodically.

Prerequisite: None.

One semester hour

Cross-Cultural Studies

Cross-Cultural Studies

The purpose of the courses in cross-cultural studies is to provide students with an understanding of the basic elements characteristic of any culture or subculture and to equip those students to work and minister effectively within various cultural contexts.

Major in Cross-Cultural Studies: (36 hours)

In addition to an 18 hour core of courses (see page 119), the major requires 18 semester hours: CCS 2189 (twice), 2211, 3200, 3360, 4341; and six hours to be selected from CCS 3301, 3321, 3331, 3350, 3351, 4311, or 4336. For general education, cross-cultural studies majors must take HIS 2330 (Non-Western Civilizations) to fulfill the history requirement. For the remaining social science requirement, majors must choose six hours from the following courses: GEG 2310, POS 3321, SOC 1311, 3305, 3371, 3372.

Minor in Cross-Cultural Studies: (21 hours)

A minor in cross-cultural studies requires CCS 2189 (twice), 2211, 3200, 3360, 4311 and 9 hours chosen from CCS 3301, 3321, 3331, 3350, 3351, 4336, 4341.

CROSS-CULTURAL STUDIES 1101-4399. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to three semester hours

CROSS-CULTURAL STUDIES 2189. CROSS-CULTURAL MINISTRY WORKSHOP.

Selected topics related to cross-cultural ministry will be addressed in a workshop format. Speakers experienced in cross-cultural ministry will share their insights about specific cultures and /or approaches to ministry within their cultures. May be repeated one time for credit. Fall.

Prerequisite: Sophomore standing.

One semester hour

CROSS-CULTURAL STUDIES 2211 MISSIONS PRACTICUM.

A course that includes planning, preparation, participation, and evaluation of a short-term missions project that involves travel. Spring.

Prerequisite: None.

Two semester hours

CROSS-CULTURAL STUDIES 3200. SUPERVISED MINISTRY.

Opportunities will be provided for students to receive on-the-job experience in the practice of cross-cultural ministry under supervision, and to be given evaluation and assessment of that experience. Cross-credited with PTH 3200, RED 3200, and YMN 3200. Only two credit hours will be awarded for CCS 3200, PTH 3200, RED 3200, or YMN 3200. Fall, Spring.

Prerequisite: Sophomore standing.

Two semester hours

CROSS-CULTURAL STUDIES 3301. CROSS-CULTURAL PRACTICUM.

A course in which students will be actively involved in research and experiential learning in a distinct subculture within the United States or a setting outside the United States. Attention will be given to understanding the culture and interacting with the people within that culture. Cross-credited as SOC 3301. Only three credit hours will be awarded for SOC 3301 or CCS 3301. Summer.

Prerequisite: Sophomore Standing.

Three semester hours

CROSS-CULTURAL STUDIES 3321. LIFE AND LETTERS OF PAUL.

A careful study of the life and letters of Apostle Paul including the philosophical, historical and theological background to first-century Christianity. Cross-credited with BIB 3321. Only three credit hours will be awarded for BIB 3321 and CCS 3321. Spring, odd years.

Prerequisite: BIB 1303, 1304 or consent of instructor.

Three semester hours

CROSS-CULTURAL STUDIES 3331. HISPANIC CULTURE I.

A survey of the nations of Spanish America, with consideration of social, economic, cultural, political and geographic features. Attention is also given to Spain and Pre-Columbian influences. The course includes lectures, collateral readings, and both oral and written reports. A special feature of the course is the use of numerous video supplements. Class is conducted in Spanish. Cross-credited with SPA 3331. Only three credit hours will be awarded for CCS 3331 and SPA 3331.

Prerequisite: SPA 2411 or the equivalent.

Three semester hours

Philosophy

CROSS-CULTURAL STUDIES 3350. INTERCULTURAL COMMUNICATION.

This course will examine major perspectives and theories of cross-cultural communication. Includes a comprehensive examination of how communication elements are shaped by social and cultural forces. Cross-credited with TSL 3350 and COM 3350. Only three credit hours will be awarded for TSL 3350, COM 3350, and CCS 3350.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

CROSS-CULTURAL STUDIES 3351. BASIC EVANGELISM.

An introduction to the biblical basis of evangelism, a brief history of evangelism, and a study of methodology in personal witnessing. Cross-credited with PTH 3351. Only three credit hours will be awarded for PTH 3351 and CCS 3351. Fall.

Prerequisite: BIB 1303, 1304.

Three semester hours

CROSS-CULTURAL STUDIES 3360. FOUNDATIONS FOR CROSS-CULTURAL MINISTRY.

An introduction to the biblical basis for cross-cultural ministry with special emphasis given to mission strategy and education in the church. May be scheduled at other times when a resident missionary is available. Cross-credited with PTH 3360 and RED 3360. Only three credit hours will be awarded for CCS 3360, PTH 3360, and RED 3360. Fall, odd years.

Prerequisite: BIB 1303, 1304.

Three semester hours

CROSS-CULTURAL STUDIES 4311. MODELS FOR CROSS-CULTURAL MINISTRY.

A survey of past approaches and a study of the current methods being utilized in cross-cultural ministry. Cross-credited with PTH 4311. Only three credit hours will be awarded for PTH 4311 and CCS 4311. Fall, even years.

Prerequisite: BIB 1303, 1304.

Three semester hours

CROSS-CULTURAL STUDIES 4336. READING ACROSS CULTURES.

A study of contemporary fiction and nonfiction by outstanding writers from many different countries. Cross-credited with ENG 4336. Only three credit hours will be awarded for ENG 4336 and CCS 4336. Recommended for English teachers.

Prerequisite: ENG 1311, 1312 and three semester hours from 2000-level English courses.

Three semester hours

CROSS-CULTURAL STUDIES 4341. WORLD RELIGIONS.

A study of the major religions of the contemporary world. The origins, historical development, and present status of the religions will be examined. Emphasis will also be placed on the beliefs and practices of the various religions. Cross-credited with PHI 4341 and PTH 4341. Only three credit hours will be awarded for PTH 4341, PHI 4341, and CCS 4341. Fall, odd years.

Prerequisite: BIB 1303 and 1304 or consent of instructor.

Three semester hours

Philosophy

The purpose of courses in philosophy is to demonstrate the universal fallibility of the human, the resultant ambiguity and uncertainty, the possibility nonetheless of arriving at a reasoned position in life, and the need to make definite commitments.

Specialization in Philosophy: In addition to the 18-hour core of courses (see page 118), and beyond PHI 2311, the specialization in philosophy requires PHI 1311, 2321, 3322, 4321, 4341 and either PHI 3351 or 3381 or 4311 or 4351. Students choosing PHI 3381 must take POS 2311 or 2321 for general education or as an elective. Students choosing PHI 4311 must take PSY 1311 for general education or as an elective. Students choosing PHI 4351 must take SOC 1311 for general education or as an elective. Students choosing this specialization must take PHI 2311 as part of the 18 semester hour Christian studies core.

Minor in Philosophy: (18 hours)

A minor in philosophy requires PHI 1311, 2311, 2321, 3322, and 6 hours chosen from PHI 3351, 3381, 4321, 4341, 4311, or 4351.

Philosophy

PHILOSOPHY 1101-4609. SPECIAL STUDIES.

Special course not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: Dean's consent.

One to six semester hours

PHILOSOPHY 1311. LOGIC. (PHIL 2303)

A study of the methods and principles involved in distinguishing correct from incorrect reasoning. Deduction, induction, and scientific method will be considered. Fall, even years.

Prerequisite: None.

Three semester hours

PHILOSOPHY 2311. (PHIL 1301) INTRODUCTION TO PHILOSOPHY: METHOD.

A study of the methods and purpose of philosophy through an examination of the major figures of Western thought and the nature of language and logical reasoning. Fall.

Prerequisite: None.

Three semester hours

PHILOSOPHY 2321. INTRODUCTION TO PHILOSOPHY: PROBLEMS. (PHIL 2316)

A philosophical examination of the interrelationships between such basic issues as freedom and determinism, truth and reality, God and man, good and evil. Spring, odd years.

Prerequisite: PHI 2311.

Three semester hours

PHILOSOPHY 3322. ETHICS.

A study of some of the major ethical theories of Western philosophy and their relevance to contemporary ethical problems. Special attention is given to Christian ethics. Spring.

Prerequisite: PHI 2311 or Academy of Freedom major.

Three semester hours

PHILOSOPHY 3351. BUSINESS ETHICS.

A study of the nature of the ethical limits in business today, forces which influence ethical behavior, identifying other business and public issues, and preparing to meet ethical conflicts. Cross-credited with BUS 3351. Only three credit hours will be awarded for BUS 3351 and PHI 3351. Fall and Spring.

Prerequisite: Junior standing.

Three semester hours

PHILOSOPHY 3381. POLITICAL THEORY.

A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with HIS 3381 and POS 3381. Only three credit hours will be awarded for HIS 3381, POS 3381 and PHI 3381. Fall.

Prerequisite: POS 2311 or consent of instructor.

Three semester hours

PHILOSOPHY 4311. HISTORY AND SYSTEMS OF PSYCHOLOGY.

A study of the life and works of significant personalities in the development of psychology along with major theoretical viewpoints emerging in the historical development of modern psychology. Cross-credited with PSY 4311. Only three credit hours will be awarded for PHI 4311 and PSY 4311. Spring.

Prerequisite: PSY 1311 and junior standing.

Three semester hours

PHILOSOPHY 4321. TWENTIETH-CENTURY PHILOSOPHICAL AND THEOLOGICAL THOUGHT.

A study of twentieth-century developments in philosophy and theology. Attention is given to pivotal thinkers, concepts, and movements. Cross-credited with PTH 4321. Only three credit hours will be awarded for PHI 4321 and PTH 4321. Spring, even years.

Prerequisite: PHI 2311 or consent of instructor.

Three semester hours

PHILOSOPHY 4341. WORLD RELIGIONS.

A study of the major religions of the contemporary world. The origins, historical development, and present status of the religions will be examined. Emphasis will also be placed on the beliefs and practices of the various religions. Cross-credited with PTH 4341 and CCS 4341. Only three credit hours will be awarded for PHI 4341, PTH 4341, and CCS 4341. Fall, odd years.

Prerequisite: BIB 1303, 1304, or consent of instructor.

Three semester hours

Practical Theology

The purpose of courses in practical theology is to prepare students for ministry in the local church and for other church-related vocations and/or to provide a foundation for future graduate studies.

Specialization in Practical Theology: In addition to the 18 hour core of courses (see page 118), the specialization in practical theology requires 18 semester hours: PTH 2331, 3311*, 1100, 3200; 4312 or 3361; and 6 additional semester hours of practical theology courses. (Students specializing in practical theology must take PTH 4331 as part of the 18 hour Christian studies core.) *(Non-Baptist students may choose another 3000 or 4000-level PTH course instead, determined in consultation with the student's advisor.)

Minor in Practical Theology: (21 hours)

A minor in practical theology requires PTH 4391 (students must take BIB 1303 and 1304 as prerequisites to PTH 4391), PTH 3311*, 4300 and an additional 12 hours selected from practical theology course offerings. *(Non-Baptist students may choose another 3000 or 4000-level PTH course instead, determined in consultation with the student's advisor.)

PRACTICAL THEOLOGY 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: Dean's consent.

One to six semester hours

PRACTICAL THEOLOGY 1100. INTRODUCTION TO THE MINISTRY.

A course designed to clarify and make more meaningful the young minister's call and commitment to the ministry. It is recommended that all ministry students take this course the first semester of enrollment. Cross-credited with RED 1100 and YMN 1100. Only one credit hour will be awarded for RED 1100, YMN 1100, or PTH 1100. Fall, Spring.

Prerequisite: None.

One semester hour

PRACTICAL THEOLOGY 2155, 2255, 2355. TOPICS IN BIVOCATIONAL MINISTRY.

A study of topics, issues, methods, models, and challenges of bivocational Christian ministry. Course may be repeated when different topics are addressed. Cross-credited with RED 2155, 2255, 2355. Credit may not be awarded for both PTH 2155 and RED 2155, PTH 2255 and RED 2255, or PTH 2355 and RED 2355.

Prerequisite: None.

One, two or three semester hours

PRACTICAL THEOLOGY 2331. COMMUNICATIVE PREACHING.

An introduction to the art of communicative preaching and speaking. The techniques of oral communication, voice production, articulation and sermonizing will be given detailed attention. Fall, Spring.

Prerequisite: None.

Three semester hours

PRACTICAL THEOLOGY 2351. SCIENCE AND THEOLOGY: INTEGRATING CHRISTIANITY AND CONTEMPORARY SCIENCE.

This course is designed to promote critical thinking concerning the relationship between theology and science and how they impact our thinking about various issues. This course will be cross-credited with Science 2351. Spring, even years.

Prerequisite: BIB 1303, 1304 and one university natural science course.

Three semester hours

PRACTICAL THEOLOGY 2370. PREPARATION FOR CHRISTIAN HOME AND MARRIAGE.

An examination of biblical teaching on home and marriage. The course will include practical helps for healthy Christian homes and marriages. Programs to strengthen families in the Christian community will be reviewed. Cross-credited with RED 2370. Only three credit hours will be awarded for RED 2370 or PTH 2370. Fall, even years.

Prerequisite: BIB 1303, 1304.

Three semester hours

PRACTICAL THEOLOGY 2380. LEGAL ISSUES IN THE CHURCH.

An introductory study of the various laws and statutes that impact the ministry in a local church. Emphasis will be given to church insurance, vehicle laws, child abuse protection, and the process for protecting the members and potential members of a congregation. Cross-credited with RED 2380. Only three credit hours will be awarded for RED 2380 and PTH 2380. Spring, even years.

Prerequisite: Sophomore standing.

Three semester hours

Practical Theology

PRACTICAL THEOLOGY 3200. SUPERVISED MINISTRY.

Opportunities will be provided for students to receive on-the-job experience in the practice of ministry under supervision, and to be given evaluation and assessment of that experience. Cross-credited with CCS 3200, RED 3200, and YMN 3200. Only two credit hours will be awarded for CCS 3200, RED 3200, and YMN 3200. Fall, Spring.

Prerequisite: Sophomore standing.

Two semester hours

PRACTICAL THEOLOGY 3311. CHURCH AND DENOMINATION.

A study of the nature, mission and organizations of the local Baptist church, Baptist associations, the Baptist General Convention of Texas, the Southern Baptist Convention and other statewide, nationwide, and worldwide Baptist entities. Required of all students who receive tuition aid from the BGCT. Fall.

Prerequisite: Sophomore standing.

Three semester hours

PRACTICAL THEOLOGY 3321. INTERDISCIPLINARY CHRISTIAN THOUGHT.

A study of the correlation of the Christian world view and various university disciplines. The foundations, patterns, purposes and contributions of these disciplines will be critically examined and evaluated from a Biblical perspective. Fall.

Prerequisite: BIB 1303 and 1304.

Three semester hours

PRACTICAL THEOLOGY 3331. THE WORK OF THE MINISTER.

A study of Christian ministry with a focus on staff relationships, conflict resolutions, office management, pastoral care, counseling, visitation, and ministry to people in crisis. Time management, personal spiritual preparation, and family relationships will be addressed. Various organizational models will be considered. Spring, odd years.

Prerequisite: Sophomore standing.

Three semester hours

PRACTICAL THEOLOGY 3351. BASIC EVANGELISM.

An introduction to the Biblical basis of evangelism, a brief history of evangelism, and a study of methodology in personal witnessing. Cross-credited with CCS 3351. Credit will not be given for both PTH 3351 and CCS 3351. Fall.

Prerequisite: BIB 1303, 1304.

Three semester hours

PRACTICAL THEOLOGY 3360. FOUNDATIONS FOR CROSS-CULTURAL MINISTRY.

An introduction to the biblical basis for cross-cultural ministry with special emphasis given to mission strategy and education in the church. May be scheduled at other times when a resident missionary is available. Cross-credited with CCS 3360 and RED 3360. Only three credit hours will be awarded for CCS 3360, PTH 3360, and RED 3360. Fall, odd years.

Prerequisite: BIB 1303, 1304.

Three semester hours

PRACTICAL THEOLOGY 3361. HISTORY OF BAPTISTS.

A study of Baptist principles and history with special attention to Baptists in England, the Southern part of the United States and Texas. Spring, even years.

Prerequisite: BIB 1303 and 1304 or consent of instructor.

Three semester hours

PRACTICAL THEOLOGY 4300. CHRISTIAN DOCTRINES.

A study of the major doctrines of the Christian faith, with emphasis on the nature of theological thinking. Spring.

Prerequisite: BIB 1303, 1304 and junior standing.

Three semester hours

PRACTICAL THEOLOGY 4311. MODELS FOR CROSS-CULTURAL MINISTRY.

A survey of past approaches and a study of the current methods being utilized in cross-cultural ministry. Cross-credited with CCS 4311. Only three credit hours will be awarded for PTH 4311 and CCS 4311. Fall, even years.

Prerequisite: BIB 1303 and 1304.

Three semester hours

PRACTICAL THEOLOGY 4312. ADVANCED PREACHING.

A study of the principles of expository sermon preparation with a focus on biblical exposition and exploring various sermon forms and vital issues relating to the preaching task. Emphasis will be on sermon preparation, rather than delivery. Spring, even years.

Prerequisite: PTH 2331.

Three semester hours

Religious Education

PRACTICAL THEOLOGY 4321. TWENTIETH-CENTURY PHILOSOPHICAL AND THEOLOGICAL THOUGHT.

A study of twentieth-century developments in philosophy and theology. Attention is given to pivotal thinkers, concepts, and movements. Cross-credited with PHI 4321. Only three credit hours will be awarded for PTH 4321 and PHI 4321. Spring, even years.

Prerequisite: BIB 1303 and 1304.

Three semester hours

PRACTICAL THEOLOGY 4331. HISTORY OF CHRISTIANITY.

A general survey of the Christian movement from its beginning to the present time. Special attention will be given to significant individuals, selected ideas, movements and institutions which have influenced Christian theology. Spring.

Prerequisite: BIB 1303, 1304, junior standing.

Three semester hours

PRACTICAL THEOLOGY 4341. WORLD RELIGIONS.

A study of the major religions of the contemporary world. The origins, historical development, and present status of the religions will be examined. Emphasis will also be placed on the beliefs and practices of the various religions. Cross-credited with PHI 4341 and CCS 4341. Only three credit hours will be awarded for PTH 4341, PHI 4341, and CCS 4341. Fall, odd years.

Prerequisite: BIB 1303 and 1304 or consent of instructor.

Three semester hours

PRACTICAL THEOLOGY 4371. CHURCH LEADERSHIP.

A study of the meaning and value of good church administration including its basic functions along with principles of organization and management. Emphasis will be given to basic leadership styles and how these relate to efficiency in group situations. Students will be given a working knowledge of the strategies and programs of local churches. Cross-credited with RED 4371. Only three credit hours will be awarded for PTH 4371 and RED 4371. Fall, even years.

Prerequisite: BIB 1303, 1304 or consent of instructor.

Three semester hours

PRACTICAL THEOLOGY 4391. BIBLICAL INTERPRETATION.

A study of the principles of Biblical interpretation and the application of these principles to selected portions of the Bible. Cross-credited with BIB 4391. Only three credit hours will be awarded for BIB 4391 and PTH 4391. Fall.

Prerequisite: BIB 1303 and 1304.

Three semester hours

Religious Education

The purpose of courses in religious education is to prepare students for educational ministries in the local church and/or to prepare them for future graduate studies.

Specialization in Religious Education: In addition to the 18 hour core of courses (see page 118), the specialization in religious education requires 18 semester hours: RED 1100, 3200, 4380; 9 hours chosen from: RED 2370, 3351, 3360, 4371, 4431, or special studies in religious education; 3 hours to be selected from YMN 2350, 3289, 3310, or 4350. (Note: students who are specializing in religious education must take RED 2321 as a part of the 18-hour core, see page 118.)

Minor in Religious Education: (18 hours)

A minor in religious education requires RED 1100, 2321, 3200, 4380; 9 hours selected from RED 2370, 3351, 3360, 4371, 4431 or special studies in religious education.

RELIGIOUS EDUCATION 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular basis.

Prerequisite: Dean's consent.

One to six semester hours

RELIGIOUS EDUCATION 1100. INTRODUCTION TO THE MINISTRY.

A course designed to clarify and make more meaningful the young minister's call and commitment to the ministry. It is recommended that all ministry students take this course the first semester of enrollment. Cross-credited with PTH 1100 and YMN 1100. Only one credit hour will be awarded for PTH 1100, YMN 1100, or RED 1100. Fall, Spring.

Prerequisite: None.

One semester hour

Religious Education

RELIGIOUS EDUCATION 2155, 2255, 2355. TOPICS IN BIVOCATIONAL MINISTRY.

A study of topics, issues, methods, models, and challenges of bivocational Christian ministry. Course may be repeated when different topics are addressed. Cross-credited with PTH 2155, 2255, 2355. Credit will not be awarded for both RED 2155 and PTH 2155, RED 2255 and PTH 2255, or RED 2355 and PTH 2355.

Prerequisite: None.

One, two or three semester hours

RELIGIOUS EDUCATION 2321. SURVEY OF RELIGIOUS EDUCATION.

A study of the historical, philosophical and theological issues of religious education. Attention will be given to how religious education is accomplished through the program organizations of the church. Fall.

Prerequisite: Sophomore standing.

Three semester hours

RELIGIOUS EDUCATION 2342. CHURCH RECREATION.

Recreation programs for small, medium size and large congregations will be studied and designed. The role of church recreation leaders will be examined, and contemporary trends in church recreation will be analyzed. Cross-credited with YMN 2342. Only three credit hours will be awarded for YMN 2342 and RED 2342. Spring, odd years.

Prerequisite: Sophomore standing.

Three semester hours

RELIGIOUS EDUCATION 2350. SURVEY OF YOUTH EDUCATION.

A study of the historical background and development of youth education in the local church. Emphasis will be given to program organizations, literature and methods of religious education for youth. Cross-credited with YMN 2350. Only three credit hours will be awarded for RED 2350 and YMN 2350. Spring.

Prerequisite: Sophomore standing.

Three semester hours

RELIGIOUS EDUCATION 2370. PREPARATION FOR CHRISTIAN HOME AND MARRIAGE.

An examination of biblical teaching on home and marriage. The course will include practical helps for healthy Christian homes and marriages. Programs to strengthen families in the Christian community will be reviewed. Cross-credited with PTH 2370. Only three credit hours will be awarded for PTH 2370 or RED 2370. Fall, even years.

Prerequisite: BIB 1303, 1304.

Three semester hours

RELIGIOUS EDUCATION 2380. LEGAL ISSUES IN THE CHURCH.

An introductory study of the various laws and statutes that impact the ministry in a local church. Emphasis will be given to church insurance, vehicle laws, child abuse protection, and the process for protecting the members and potential members of a congregation. Cross-credited with PTH 2380. Credit will not be given for both PTH 2380 and RED 2380. Spring, even years.

Prerequisite: Sophomore standing.

Three semester hours

RELIGIOUS EDUCATION 3200. SUPERVISED MINISTRY.

Opportunities will be provided for students to receive on-the-job experience in the practice of ministry under supervision, and to be given evaluation and assessment of that experience. Cross-credited with CCS 3200, PTH 3200, and YMN 3200. Only two credit hours will be awarded for CCS 3200, PTH 3200, YMN 3200, and RED 3200. Fall, Spring.

Prerequisite: Sophomore standing.

Two semester hours

RELIGIOUS EDUCATION 3351. MINISTRY TO CHILDREN.

A study of how the developmental needs of preschoolers and children can be met through the program organizations of the church. Emphasis will be given to their physical, mental, social and spiritual needs. Offered on demand.

Prerequisite: RED 2321.

Three semester hours

RELIGIOUS EDUCATION 3360. FOUNDATIONS FOR CROSS-CULTURAL MINISTRY.

An introduction to the biblical basis for cross-cultural ministry with special emphasis given to mission strategy and education in the church. May be scheduled at other times when a resident missionary is available. Cross-credited with CCS 3360 and RED 3360. Only three credit hours will be awarded for CCS 3360, PTH 3360, and RED 3360. Fall, odd years.

Prerequisite: BIB 1303, 1304.

Three semester hours

Youth Ministry

RELIGIOUS EDUCATION 4331. INTRODUCTION TO CHRISTIAN CARE AND COUNSELING.

An introduction to the theological, practical and philosophical distinctives of counseling from a Christian world view. Emphasis will be given to recognizing the scope and limits of appropriate care and counseling for professional and non-professional care givers and on practical helps for specific caring opportunities in the Christian community. Cross-credited with YMN 4331. Only three credit hours will be awarded for YMN 4331 and RED 4331. Spring, even years.

Prerequisite: BIB 1303, 1304 and sophomore standing or consent of instructor. Three semester hours

RELIGIOUS EDUCATION 4371. CHURCH LEADERSHIP.

A study of the meaning and value of good church administration including its basic functions along with principles of organizations and management. Emphasis will be given to basic leadership styles and how these relate to efficiency in group situations. Students will be given a working knowledge of the strategies and programs of local churches. Cross-credited with PTH 4371. Only three credit hours will be awarded for RED 4371 and PTH 4371. Fall, even years.

Prerequisite: RED 2321.

Three semester hours

RELIGIOUS EDUCATION 4380. PRINCIPLES OF TEACHING IN THE CHURCH.

A study of the various aspects involved in the teaching/learning process. Emphasis will be given to the various teaching opportunities within the local church. Fall.

Prerequisite: RED 2321.

Three semester hours

Youth Ministry

The purpose of courses in youth ministry is to prepare students for youth ministry-related vocations and future graduate studies. Emphasis will be given to the development of a biblical philosophy of ministry and to Christian education as a foundation for teenagers, parents, and youth workers. Majors and minors will be challenged to become students of adolescent development and culture.

Major in Youth Ministry: (36 hours)

In addition to an 18 hour core of courses (see page 119), the major requires 18 semester hours: (YMN 1100, 2350, 3200, RED 4380; and 9 hours chosen from YMN 2342, 2380, 3289, 3310, 3332, 4331, 4350, or special studies in youth ministry. For general education, youth ministry majors must take PSY 3342 (Adolescent Psychology) as one of their social science courses.

Minor in Youth Ministry: (21 hours)

A minor in youth ministry requires YMN 1100, 2350, 3200, 3310; and 12 hours chosen from: YMN 2342, 2380, 3289, 3332, 4331, 4350, or special studies in youth ministry.

YOUTH MINISTRY 1101-4600. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular basis.

Prerequisite: Dean's consent.

One to six semester hours

YOUTH MINISTRY 1100. INTRODUCTION TO THE MINISTRY.

A course designed to clarify and make more meaningful the youth minister's call and commitment to the ministry. It is recommended that all ministry students take this course the first semester of enrollment. Cross-credited with PTH 1100 and RED 1100. Only one credit hour will be awarded for PTH 1100, RED 1100, or YMN 1100. Fall, Spring.

Prerequisite: None.

One semester hour

YOUTH MINISTRY 2342. CHURCH RECREATION.

Recreation programs for small, medium size and large congregations will be studied and designed. The role of church recreation leaders will be examined, and contemporary trends in church recreation will be analyzed. Cross-credited with RED 2342. Only three credit hours will be awarded for RED 2342 or YMN 2342. Spring, odd years.

Prerequisite: Sophomore standing.

Three semester hours

Youth Ministry

YOUTH MINISTRY 2350. SURVEY OF YOUTH EDUCATION.

A study of the historical background and development of youth education in the local church. Emphasis will be given to program organizations, literature and methods of religious education for youth. Cross-credited with RED 2350. Only three credit hours will be awarded for YMN 2350 and RED 2350. Spring.

Prerequisite: BIB 1303, 1304.

Three semester hours

YOUTH MINISTRY 2380. LEGAL ISSUES IN THE CHURCH.

An introductory study of the various laws and statutes that impact the ministry in a local church. Emphasis will be given to church insurance, vehicle laws, child abuse protection, and the process for protecting the members and potential members of a congregation. Cross-credited with PTH 2380 and RED 2380. Only three credit hours will be awarded for PTH 2380, RED 2380, or YMN 2380. Spring, even.

Prerequisite: Sophomore standing.

Three semester hours

YOUTH MINISTRY 3200. SUPERVISED MINISTRY.

Opportunities will be provided for students to receive on-the-job experience in the practice of ministry under supervision, and to be given evaluation and assessment of that experience. Cross-credited with CCS 3200, PTH 3200, and RED 3200. Only two credit hours will be awarded for CCS 3200, PTH 3200, RED 3200, or YMN 3200. Fall, Spring.

Prerequisite: Sophomore standing.

Two semester hours

YOUTH MINISTRY 3289. YOUTH MINISTRY WORKSHOP.

Practicum in youth activities, organizations, practical materials and organized study groups. Off-campus personalities will be utilized. May be repeated one time for credit. Spring.

Prerequisite: Sophomore standing.

Two semester hours

YOUTH MINISTRY 3310. PHILOSOPHICAL FOUNDATIONS FOR YOUTH MINISTRY.

An examination of models and philosophies which generate and undergird youth ministry in contemporary society. Emphasis will be given to the development of a personal philosophy based upon biblical principles. Fall, odd years.

Prerequisite: RED 2321.

Three semester hours

YOUTH MINISTRY 3332. JUVENILE DELINQUENCY.

A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquency. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with CRJ 3332, SOC 3332 and SWK 3332. Only three credit hours will be awarded for CRJ 3332, SOC 3332, SWK 3332, or YMN 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

YOUTH MINISTRY 4331. INTRODUCTION TO CHRISTIAN CARE AND COUNSELING.

An introduction to the theological, practical and philosophical distinctives of counseling from a Christian world view. Emphasis will be given to recognizing the scope and limits of appropriate care and counseling for professional and non-professional care givers and on practical helps for specific caring opportunities in the Christian community. Cross-credited with RED 4331. Only three credit hours will be awarded for RED 4331 or YMN 4331. Spring, even.

Prerequisite: BIB 1303, 1304 and sophomore standing or consent of instructor.

Three semester hours

YOUTH MINISTRY 4350. UNDERSTANDING TODAY'S YOUTH CULTURE.

A study of current issues, crises, and problems in the lives of youth and their families. Emphasis will be given to addressing these needs through the ministry of the local church. Spring, even years.

Prerequisite: RED 2321.

Three semester hours

School of Education

Robert Peters, Dean, and Head, Department of Education

Remoh Meadow, Certification Officer and TExES Coordinator

Faculty: Paul Butler, Mitzi Lehrer, Daresa Voss

Teacher Education Program

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

The Teacher Education Program has identified the following as goals toward which the program must strive if this mission is to be attained:

1. To provide a teacher education curriculum which will insure articulation throughout the department of education and throughout the other academic departments of the university.
2. To provide the best possible foundation of general education, subject-matter specialization, and professional education and growth.
3. To encourage critical and reflective thinking, intellectual curiosity, and professional competence and zeal.
4. To provide well-planned professional laboratory experiences. This part of the program is a product of cooperative planning by the university and participating school districts.
5. To encourage a vital, satisfying, and continuously growing personal and spiritual life.
6. To encourage more gifted students to consider teaching as a career.
7. To encourage gifted students to continue professional studies at the graduate level.
8. To develop cognitive and affective understanding and competence in preservice teachers so that 90 percent pass the state proficiency TExES in professional development and related endorsements.

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9. To continue to refine the preservice preparation of teachers to insure that all teachers educated at Howard Payne University for service in Texas achieve or exceed the passing score of whatever teacher appraisal system is in current adoption in Texas.

In addition, the Teacher Education Program has identified the following learner outcomes as desirable expressions of these goals:

1. To acquire a broad foundation in the liberal arts reflective of a well-educated individual.
2. To demonstrate competence in those tasks of lesson planning, lesson presentation, and assessment representative of the teaching profession.
3. To become intellectually curious, reflective thinkers.
4. To become comfortable and confident interacting in the public school environment.
5. To demonstrate a commitment to continuous personal growth and lifelong learning.
6. To demonstrate the qualities of and capacity for leadership in the school environment specifically and in the community at large.
7. To embody in their relationships with students, parents, and colleagues the commitment and compassion of the Model Teacher.
8. To pass the state's professional proficiency exams with scores that meet or exceed state standards.
9. To commit to teaching not as an interim endeavor but as a lifelong calling.

Requirements for the Teacher Education Program

Admission to the Teacher Education Program (TEP) requires the following:

1. Completion of sixty semester hours.
2. Submission of an application for admission to the Teacher Education Program in the Office of the Dean of Education by **March 31** for beginning the professional education course sequence in the summer or fall semesters or by **November 15** for beginning in the spring semester. (Applications may be obtained from the Office of the Dean of the School of Education.)
3. A **cumulative** grade point average of *at least* 2.5 and a grade point average of *at least* 2.5 in **each** of the candidate's teaching fields or concentrations and majors. To remain in the program, the student must maintain the 2.5 GPA.
4. A passing score of all three parts of the Texas Academic Skills Program (TASP) test. The tests are in reading, mathematics, and writing. No student may take any professional education course without having passed all three parts of the TASP or without having been exempted from the TASP. The following are the only TASP exemptions:
 - a. 1,200 or higher on the Scholastic Achievement Test (SAT), with scores of at least 550 on the verbal and math sections; or,
 - b. 29 or higher on the American College Test (ACT), with a minimum score on the English and math sections of 27 required; or,
 - c. Minimum Texas Assessment of Skills (TAAS) performance with a Texas Learning Index (TLI) of X-90 in reading and X-87 in mathematics, and 1,800 scale score in writing. (Note: For exemption purposes, TAAS scores are valid for three years after the high school graduation date; SAT and ACT scores for five years.)

Education

5. Passing scores on the School of Education's departmental admissions examinations in reading and writing proficiency.
6. Completion of College Algebra with a grade of at least "C."
7. Endorsement from the dean of students.
8. Departmental endorsements from a faculty member from each of the teaching fields or concentrations. The endorsement forms may be obtained from the Office of the Dean of the School of Education. Students who transfer to HPU at the junior level or beyond may obtain endorsements from faculty members of colleges or universities attended prior to admission to HPU. All endorsements must be received by **March 31** for students taking their first education course in the summer or fall semesters or by **November 15** for those beginning in the spring semester.
9. Approval by the Teacher Education Council. Students denied admission to the Teacher Education Program are entitled to appeal their status to the council.
10. Depending on the current rules of the State Board for Educator Certification (SBEC), students may be required to pay a fee for a national criminal history check. Students should be aware that public schools working with the university during teacher preparation may check to see if a student has a criminal record. Any teacher education student with a criminal record should see the dean of the School of Education. Most criminal records preclude one from obtaining teaching certification in Texas.

Admission to student teaching or the year-long internship requires the following:

1. Prospective student teachers to be within 9 semester hours of graduation, exclusive of student teaching, the semester in which student teaching is scheduled. The internship is open only to students who have already graduated and have a degree in hand.
2. Submission of an application for admission to student teaching or internship in the Office of the Dean of the School of Education by **March 31** if the student teaching/internship is to begin in the fall semester or by **November 15** if student teaching/internship is to begin in the spring semester.
3. A cumulative grade point average of at least 2.5, a grade point average of at least 2.5 in each teaching field or area of concentration, and a grade point average of at least 2.5 in professional education courses. Teaching fields or concentrations must be completed prior to student teaching. Education courses, with the exception of EDU 4375 (for elementary teaching candidates), must be completed prior to student teaching.
4. Completion of the 45-clock-hour field experience requirement associated with EDU 3310 and EDU 3330 prior to the beginning of student teaching.
5. Endorsement from the dean of students.
6. Departmental endorsements from faculty in each of the teaching fields or concentrations. The endorsement forms may be obtained in the Office of the Dean of the School of Education. Students who transfer to Howard Payne at the junior level or above may obtain endorsements from faculty members of colleges and universities attended prior to admission to HPU. All endorsements must be received by **March 31** if the student teaching/internship is to begin in the fall semester or by **November 15** if student teaching/internship is to begin in the spring semester.
7. All education course prerequisites and required grade point averages to be attained **prior to** student teaching or the internship. This applies to *all* students regardless of which catalog is being followed.
8. All candidates to have passed EDU 4000, TExES Review, *prior to* being admitted to student teaching. This applies regardless of which catalog is being followed. (Students should note that EDU 4000 is offered only in the fall and spring long semesters and may **not** be taken by conference.)
9. All candidates must have passed the 4000-level TExES Reviews offered in their teaching fields *prior to* being admitted to student teaching. This requirement applies regardless of which catalog is being followed. Note: Not all teaching fields offer a TExES Review.

Education

10. Approval by the Teacher Education Council. Students denied entrance to student teaching are entitled to appeal their status to the council.

Note 1: No student teacher may enroll for more than 9 semester hours during the student teaching semester. Student teachers may not leave their regular student teaching assignments to return to the Howard Payne campus for another class or to participate in other HPU activities except for the student teaching seminars scheduled each Wednesday afternoons from 4:00 to 5:00 PM.

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

Teacher Certification

In the State of Texas, all teacher certification programs, requirements, and structures are subject to the approval of the State Board for Educator Certification (SBEC) and are, therefore, subject to modification at any time to maintain compliance with SBEC rules and regulations. SBEC is currently engaged in an extended and protracted review of educator certification, and final guidelines related to certification requirements are not available in all teaching fields.

Because of the volatile and uncertain nature of certification requirements at this time, teacher candidates are advised to check periodically with the Office of the Dean of the School of Education for updates that might impact their preparation program and status; and teacher candidates must acknowledge their obligation to comply with the latest certification requirements regardless of which catalog was in place when the student's degree plan was filed.

Note 1: Teacher preparation requirements referenced in other sections of this catalog are also subject to modification as SBEC regulations might require.

Note 2: The department of education courses and the reading courses listed in this catalog are also subject to modification and deletion, and additional courses may be added, as necessitated by changes in certification requirements.

Program Accreditation

Howard Payne University operates a number of fully accredited teacher education programs as outlined in the pages which follow. During the last school year for which enrollment and testing data are complete, 136 students were enrolled in the teacher preparation program, and 55 culminated their experiences in a program of supervised student teaching.

The Higher Education Amendments of the 1998 Higher Education Reauthorization Act mandated an accountability system for all college and university teacher preparation programs receiving any form of federal funds. Known as Title II, this accountability system is based on the test performance of program completers. In Texas, the test in question is the Texas Examination of Educator Standards (TExES). Programs are then ranked by quartile across the state.

For the 2001-2002 school year, Howard Payne completers ranked in the third quartile in professional knowledge test performance with a 90% pass rate, and in the second quartile in academic content test performance with a pass rate of 92%. Combining the two results in the statistical anomaly of a summary pass rate of 84% and a summary ranking at the upper limit of quartile four.

State Proficiency Examinations

All candidates applying for initial or additional teacher certification are required to pass the appropriate Texas Examination of Educator Standards (TExES) test(s). Persons seeking additional content endorsement or delivery systems certificates must pass proficiency tests in the field of certification or endorsement. Those being certified in a modern foreign language, e.g., Spanish, French, German, etc., must also pass the Texas Oral Proficiency Test (TOPT). Students are now required to obtain a bar code from the Office of the Dean of the School of Education to register for TExES or TOPT examinations for initial certification or endorsement recommended through Howard Payne University.

Education

Middle School Teaching Fields

The university offers middle school teacher preparation programs (grades 4-8) in English language arts and reading, mathematics, science, social studies, and English language arts and reading/social studies composite. An English as a second language (ESL) endorsement may be added to a middle school certificate.

High School Teaching Fields

The university offers high school teacher preparation programs (grades 8-12) in business education, English language arts, history, life science, mathematics, physical science, social studies, Spanish, speech, technology applications, and theatre arts. An English as a second language (ESL) endorsement may be added to a high school certificate.

All-level Education Teaching Fields

Howard Payne also offers all-level academic specializations in Art, Music, Spanish, Theatre Arts, and Physical Education. An ESL endorsement can also be added to an all-level certificate.

Application for Certificate

All eligible students must file a certificate application on-line with the State Board for Educator Certification, making appropriate fee payment directly to them. Applications cannot be processed until proof that the student has passed the appropriate TExES tests has been provided by the appropriate testing agency. Students may not “challenge” the TExES in an additional subject area for which they may or may not have university credit until an initial certificate has been obtained from SBEC.

Advisors

Students seeking elementary certification will be assigned an advisor from the department of education faculty. Students pursuing middle school, high school, or all-level certifications will be jointly advised by an academic advisor from their teaching field(s) and by a member of the department of education faculty. Middle school, high school, and all-level degree plans must bear the signatures of all advisors.

ELEMENTARY: EARLY CHILDHOOD – GRADE 4 DEGREE PLAN

General Education (Bachelor of Arts option)	Credit Hours
BIB 1303 Introduction to the Old Testament	.3
BIB 1304 Introduction to the New Testament	.3
ENG 1311 English Composition I	.3
ENG 1312 English Composition II	.3
ENG 2351, 2353, or 2373	.3
ENG 3302 Children's Literature	.3
HIS 1310 U.S. History to 1877	.3
HIS 1320 U.S. History Since 1877	.3
MAT 1351 College Algebra	.3
MAT 1371 Mathematics for Elementary Teachers I	.3
MAT 3321 Mathematics for Elementary Teachers II	.3
BIO 1419 Life Science for Elementary Education	.4
PSC 1419 Physical Science for Elementary Education	.4
BIO 3469, BIO 4459, GEO 1419, or GEO 1449	.4
Foreign Language (must be taken in a single foreign language)	.12
POS 2311 American Government	.3
POS 2321 State and Local Government	.3
Fine Arts elective (chosen from the approved list)	.3
CIS 1339 Introduction to Information Technology	.3

Education

COM 1310 Fundamentals of Human Communication	.3
ESS 4120 Fundamental Motor Activities	.1
ESS 4327 Essentials of Elementary Physical Education	.3
Total General Education	76 hours

General Education (Bachelor of Science option) Credit Hours

BIB 1303 Introduction to the Old Testament	.3
BIB 1304 Introduction to the New Testament	.3
ENG 1311 English Composition I	.3
ENG 1312 English Composition II	.3
ENG 2351, 2353, or 2373	.3
ENG 3302 Children's Literature	.3
HIS 1310 U.S. History to 1877	.3
HIS 1320 U.S. History Since 1877	.3
MAT 1351 College Algebra	.3
MAT 1371 Mathematics for Elementary Teachers I	.3
MAT 3321 Mathematics for Elementary Teachers II	.3
BIO 1419 Life Science for Elementary Education	.4
PSC 1419 Physical Science for Elementary Education	.4
BIO 3469, BIO 4459, GEO 1419, or GEO 1449	.4
Foreign Language	.4
POS 2311 American Government	.3
POS 2321 State and Local Government	.3
Fine Arts elective (chosen from the approved list)	.3
CIS 1339 Introduction to Information Technology	.3
COM 1310 Fundamentals of Human Communication	.3
ESS 4120 Fundamental Motor Activities	.1
ESS 4327 Essentials of Elementary Physical Education	.3
Total General Education	68 hours

Interdisciplinary Core Curriculum Credit Hours

(* = Courses are also part of general or professional education.)

Language Arts	.15
*ENG 1311 English Composition I	.3
*ENG 1312 English Composition II	.3
*ENG 2351, 2353 or 2373	.3
*ENG 3302 Children's Literature	.3
*COM 1310 Fundamentals of Human Communication	.3
Mathematics	.11
*MAT 1351 College Algebra	.3
*MAT 1371 Math for Elementary Teachers I	.3
*MAT 3321 Math for Elementary Teachers II	.3
*EDU 4205 Teaching Math in the Elementary School	.2
Science	.14
*BIO 1419 Life Science for Elementary Education	.4
*PSC 1419 Physical Science for Elementary Education	.4
*Natural Science with Lab	.4
*EDU 4204 Teaching Science in the Elementary School	.2
Social Studies	.17
*HIS 1310 U.S. History to 1877	.3
*HIS 1320 U.S. History Since 1877	.3
*POS 2311 American Government	.3
*POS 2321 State and Local Government	.3
GEG 2310 Geography for Elementary Education	.3
*EDU 4206 Teaching Social Studies in the Elementary School	.2
Fine Arts	.12
*Fine Arts Elective	.3
ART 2311 Art for Elementary Teachers	.3

Education

MUS 3384 Music for Children	3
THR 4321 Creative Dramatics	3
Reading	12
REA 4345 Teaching Reading in the Elementary School	3
REA 4346 Teaching Reading in the Content Areas	3
REA 4347 Teaching Developmental Reading	3
REA 4348 Diagnosis & Remediation of Reading Difficulties	3
Total Core Curriculum Less Hours Counted Elsewhere	24 hours

Professional Education	Credit Hours
EDU 3310 Foundations I (Psychological)	3
EDU 3330 Foundations II (Philosophical)	3
EDU 3314 Education of the Young Child	3
EDU 4204 Teaching Science in the Elementary School	2
EDU 4205 Teaching Mathematics in the Elementary School	2
EDU 4206 Teaching Social Studies in the Elementary School	2
EDU 4349 Elementary Instructional Resources	3
EDU 4354 Language Acquisition and Development	3
EDU 4375 Portfolio and Technology Applications	3
EDU 4000 TExES Review	0
EDU 4365 Student Teaching in Elementary Schools/Middle Schools	3
EDU 4370 Student Teaching in Elementary Schools/Middle Schools	3
Total Professional Education	30 hours

Required hours for the elementary degree plan total 122-130 hours, leaving up to 6 hours available for electives. A B.A. or B.S. degree requires 128 hours. Should the student so desire, he or she may apply elective hours toward meeting the additional academic requirements necessary for middle school certification.

An English as a second language (ESL) endorsement can be added to an elementary certificate.

MIDDLE SCHOOL: GRADE 4 – GRADE 8 DEGREE PLAN

Middle school certification at Howard Payne University builds on a foundation of elementary certification. To the requirements spelled out in the elementary degree plan, middle school certification requires one additional professional education course and from 3 to 20 additional academic hours, depending on the particular academic specialization sought.

EDU 4319, Middle School Foundations, focuses on adolescent development, middle school philosophy, and middle school curriculum and methods.

Howard Payne offers the following middle school academic teaching fields: (* = Courses are also part of the elementary certificate subject area core.)

English Language Arts and Reading	Credit Hours (33)
*COM 1310 Fundamentals of Human Communication	3
*ENG 1311 Composition I	3
*ENG 1312 Composition II	3
*ENG 2351, 2353, or 2373	3
*ENG 3302 Children's Literature	3
ENG 3304 Advanced Grammar	3
*REA 4345 Teaching Reading in the Elementary School	3
*REA 4346 Teaching Reading in the Content Areas	3
*REA 4347 Teaching Developmental Reading	3
*REA 4348 Diagnosis & Remediation of Reading Difficulties	3
*THR 4321 Creative Dramatics	3

Total middle school degree plan hours are 119-127 hours from the elementary degree plan, plus 3 additional English language arts and reading hours, plus EDU 4319, for a total of 125-133 hours for a middle school English language arts and reading certificate.

Education

Mathematics	Credit Hours (24)
*MAT 1351 College Algebra	.3
*MAT 1371 Mathematics for Elementary Education I	.3
*MAT 3321 Mathematics for Elementary Education II	.3
MAT 1381 Precalculus: Trig. & Analytic Geometry	.3
MAT 2351 Calculus I	.3
MAT 3302 Matrix and Linear Algebra	.3
MAT 3322 Geometry	.3
MAT 3341 Introduction to Probability and Statistics	.3

Total middle school degree plan hours are 119-127 hours from the elementary degree plan, plus 15 additional mathematics hours, plus EDU 4319, for a total of 137-145 hours for a middle school mathematics certificate.

Science	Credit Hours (32)
*BIO 1419 Life Science for Elementary Education	.4
BIO 2489 Human Anatomy & Physiology I	.4
BIO 2499 Human Anatomy & Physiology II	.4
BIO 3469 General Ecology	.4
GEO 1419 Physical Geology	.4
GEO 1449 Environmental Geology	.4
*PSC 1419 Physical Science for Elementary Education	.4
PSC 1429 Meteorology, Earth Science, and Chemistry	.4

Total middle school degree plan hours are 119-127 hours from the elementary degree plan, plus 20 additional science hours, plus EDU 4319, for a total of 142-150 hours for a middle school science certificate.

Social Studies	Credit Hours (24)
*HIS 1310 U.S. History to 1877	.3
*HIS 1320 U.S. History Since 1877	.3
HIS 2310 Survey of Western Civilization I	.3
or	
HIS 2320 Survey of Western Civilization II	
HIS 2330 Non-Western Civilizations	.3
*POS 2311 American Government	.3
HIS 4366 Special Studies in History	.3
*POS 2321 State and Local Government	.3
*GEG 2310 Introduction to World Geography	.3

Total middle school degree plan hours are 119-127 hours from the elementary degree plan, plus 9 additional social studies hours, plus EDU 4319, for a total of 131-139 hours for a middle school social studies certificate.

Middle School Professional Education	Credit Hours
EDU 3310 Foundations I (Psychological)	.3
EDU 3330 Foundations II (Philosophical)	.3
EDU 3314 Education of the Young Child	.3
EDU 4204 Teaching Science in the Elementary School	.2
EDU 4205 Teaching Mathematics in the Elementary School	.2
EDU 4206 Teaching Social Studies in the Elementary School	.2
EDU 4319 Middle School Foundations	.3
EDU 4349 Elementary Instructional Resources	.3
EDU 4354 Language Acquisition and Development	.3
EDU 4375 Portfolio and Technology Applications	.3
EDU 4000 TExES Review	.0
EDU 4365 Student Teaching in Elementary Schools/Middle Schools	.3
EDU 4380 Student Teaching in the Middle Schools	.3
Total Professional Education	33 hours

An English as a second language (ESL) endorsement can be added to a middle school certificate.

HIGH SCHOOL: GRADE 8 – GRADE 12 DEGREE PLAN

General Education (Bachelor of Arts option)		Credit Hours
BIB 1303 Introduction to the Old Testament3
BIB 1304 Introduction to the New Testament3
ENG 1311 English Composition I3
ENG 1312 English Composition II3
ENG 2351, 2353, or 23733
ENG 2351, 2353, or 23733
HIS 1310 U.S. History to 18773
HIS 1320 U.S. History Since 18773
MAT 1351 College Algebra3
Physical Science with lab4
Life Science with lab4
Foreign Language (must be taken in a single foreign language)12
POS 2311 American Government3
POS 2321 State and Local Government3
Fine Arts elective (chosen from the approved list)3
CIS 1339 Introduction to Information Technology3
COM 1310 Fundamentals of Human Communication3
ESS aerobic activity1
ESS activity1
Total General Education		64 hours
General Education (Bachelor of Science option)		Credit Hours
BIB 1303 Introduction to the Old Testament3
BIB 1304 Introduction to the New Testament3
ENG 1311 English Composition I3
ENG 1312 English Composition II3
ENG 2351, 2353, or 23733
ENG 2351, 2353, or 23733
HIS 1310 U.S. History to 18773
HIS 1320 U.S. History Since 18773
MAT 1351 College Algebra or above3
MAT 1381 Precalculus or above3
Physical science with a lab4
Life science with a lab4
Additional science with a lab4
POS 2311 American Government3
POS 2321 State and Local Government3
Fine Arts elective (chosen from the approved list)3
CIS 1339 Introduction to Information Technology3
COM 1310 Fundamentals of Human Communication3
Foreign Language4
ESS aerobic activity1
ESS activity1
Total General Education		63 hours
Secondary Professional Education		Credit Hours
EDU 3310 Psychological Foundations I3
EDU 3330 Philosophical Foundations II3
EDU 4329 Secondary Methods and Curriculum3
EDU 4339 Secondary Educational Technology3
EDU 4385 Student Teaching in Secondary Schools3
EDU 4390 Student Teaching in Secondary Schools3
EDU 4000 TExES Review0
REA 4346 Teaching Reading in the Content Areas3
Total Professional Education		21 hours

Education

Requirements for High School Teaching Fields Offered

(* = Courses are already part of the General Education or Professional Education cores.)

Business Administration (36 hours) - ACC 2311 and 2321; BUS 1311, 3311, 3321, and 3332; ECO 2311 and 2321; FIN 2312 and 3301; MGT 3303 and 4311. **(On 9-1-06, this certificate name changes to Business Education.)**

Technology Applications (36 hours) - CIS 1359, 2329, 2339, 2379, 2389, 3309, 3329, 3369, 3389, 4321, 4341, and 4351.

English Language Arts and Reading (48 hours) – *ENG 1311 and 1312; *6 hours sophomore survey courses from: ENG 2351, 2353, or 2373; 6 hours media knowledge/writing from PRL 1311, PRL 1312, PRL 2312, PRL 3353, ENG 3303, ENG 3305, or ENG 3306 (No more than 3 hours can be in English.); 9 hours from literature classes from ENG 4311, 4312, 4313, 4315, 4316, 4321, 4322, 4323, 4324, or 4325; 9 hours of skills/developmental classes from ENG 3302, 4301, 4302, 4303, 4304, or 4336; ENG 3304, 4360, and 4000; *REA 4346; *COM 1310

History (36 hours) – *HIS 1310 and 1320; HIS 2310, 2320, 2330, 4303, 4381, 4000, and 15 advanced elective hours

Life Science (55 hours) – *BIO 1459 and 1469; BIO 2419, 2429, 3429, 3489, 4439, 4111, and 4000; Either 3 hours of internship (BIO 4338) or 3 hours of research (BIO 4109, 4209), BIO 3469 or 4459; CHE 1479, 1489, 2331, 2139, 2341, and 2149; MAT 3341 or SCI 3318

Mathematics (36 hours) – MAT 2351, 2361, 2371, 3302, 3311, 3322, 3381, 4341, 4000, and 6 hours chosen from MAT 3351, 4311, 4351, or 4361; CIS 1359 and one additional programming course

Physical Science (50 hours) – *CHE 1479 and 1489; CHE 2331, 2139, 2341, 2149, 3311, 3119, 3321, 3129, 3469, 4111, 4381, 4469, and 4000; 8 hours from PHY 1419 or 2439 and PHY 1429 or 2449; MAT 2351 and 2361; ENG 3306

Social Studies Composite Major (54 hours) – ECO 2311 and 2321; *HIS 1310, 1320, 2310, 2320, 2330, 4000, 4303, 4381, and 3 advanced hours of history; GEG 3312, 4311, and 4312; *POS 2311, 2321, 2350 and 6 advanced hours of political science selected from POS 3300, 3321, 3361, 3371, 3381, 4303, 4351, or 4391.

Spanish (35 hours) - SPA 1411, 1412, 2411, 3350, 3352, 4210, 4311, and 4000 12 advanced hours (Students must take six semester hours of study in a Spanish-speaking country as part of the advanced hour requirement. The study abroad must be at an institution recognized by Howard Payne University. Native speakers may request a waiver from the study abroad requirement and from the SPA 4210 prerequisite. If they do so, they may not take SPA 3360, Advanced Conversation.) TOPT required. **(This secondary certificate is only available until 8-31-06. On 9-1-06, it changes to all-level certification.)**

Speech Communication (33 hours) - COM 2320, 2330, 2344, 3312, 3324, 3333, 3341, 3350, 4310 and 4343, RTV 1311

An ESL endorsement may be added to a high school certificate.

ALL-LEVEL: EARLY CHILDHOOD – GRADE 12 DEGREE PLAN

General Education

These courses are the same as those required for the High School: Grade 8 – Grade 12 Degree Plan above.

All-level Professional Education	Credit Hours
EDU 3310 Psychological Foundations I3
EDU 3330 Philosophical Foundations II3
EDU 4339 Secondary Educational Technology3
EDU 4349 Elementary Instructional Resources3
EDU 4365 Student Teaching in Elementary Schools3
EDU 4390 Student Teaching in Secondary Schools3
EDU 4000 TExES Review0
REA 4346 Teaching Reading in the Content Areas3
Total Professional Education	21 hours

Requirements for All-level Teaching Fields Offered

Art (36 hours) – ART 1311, 1321, 1351, 2311, 2321, 2331, 3312, 3322, 3331, 3339, 4306, and 4311.

Music: Instrumental (70 hours) – MUS 0070 (6 semesters); MUS 0171, 0072, 0073, 0074; MUS 1413, 1414, 2413, 2414, 4213, 2254, 3353, 3363; MUS 2020, 2021, 2022, 4000, 4014; Applied Concentration, 14 hours; Applied Secondary, 4 hours, MUS 3266, 2147, 2167, 2187, 2188, 3384; One additional hour; Band (7 semesters), Instrumental Chamber Ensemble (1 semester), MUS 2157, 3265, 3286, 4253. **Choral (71 hours)** - MUS 0070 (6 semesters); MUS 0171, 0072, 0073, 0074; MUS 1413, 1414, 2413, 2414, 4213, 2254, 3353, 3363; MUS 2020, 2021, 2022, 4000, 4014; Applied Concentration, 14 hours; Applied Secondary, 4 hours, MUS 3266, 2147, 2167, 2187, 2188, 3384; One additional hour; Major Choral Ensemble (7 semesters), Second Vocal Ensemble (1 semester), MUS 2160, 2163, 3233, 3264, 3276.

Physical Education (45 hours) – ESS core (ESS 2340, 3303, 3304, 3325, and 4305) plus ESS 1301, 1350, 2110, 2360, 2371, 3120, 3130, 3140, 4000, 4120, 4129, 4306, 4326, 4327, and 4328.

Spanish (35 hours) - SPA 1411, 1412, 2411, 3350, 3352, 4210, 4311, and 4000. 12 advanced hours (Students must take six semester hours of study in a Spanish-speaking country as part of the advanced hour requirement. The study abroad must be at an institution recognized by Howard Payne University. Native speakers may request a waiver from the study abroad requirement and from the SPA 4210 pre-requisite. If they do so, they may not take SPA 3360, Advanced Conversation.) TOPT required. **(This all-level certificate is only available starting 9-1-05.)**

Theatre Arts (33 hours) - THR 1118 (2 hours), 1311, 2371, 2431, 3311, 3331, 3351, 4321, 4341, 4361 and 4362.

An ESL endorsement may be added to an all-level certificate.

English As a Second Language (ESL) Endorsement Requirements

The ESL endorsement is **added** to an elementary, middle school, secondary, or all-level teaching certificate.

Candidates will complete at least 9 semester hours in addition to regular teacher certification: TSL 3301, 3311, and 4301. Three hours of student teaching in an ESL classroom are also required: EDU 4355 (for elementary), EDU 43 - - (for middle school), EDU 4356 (for secondary), or EDU 4357 (for all-level), depending on the certification being attempted.

Education

Post-baccalaureate students may opt for a six-hour year-long internship as a teacher of record in an ESL classroom in lieu of student teaching: EDU 4393/4394 (for elementary), EDU 43- -/43- - (for middle school), EDU 4395/4396 (for secondary), or EDU 4397/4398 (for all-level). Undergraduates are not eligible for an internship; they must complete the one-semester student teaching experience.

Students are strongly encouraged to complete the Bachelor of Arts degree, which requires at least 12 hours of foreign language. For further information about the ESL teacher certification program, contact the dean of the School of Education. For additional information about ESL studies, contact the director of the ESL program.

Education

EDUCATION 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: Dean's approval.

One to six semester hours

EDUCATION 3310. FOUNDATIONS I (Psychological).

This course is the prerequisite to all other education courses and must be taken first. It is a study of the principles and theories of the psychology of learning and teaching and the study of the developmental characteristics of learners birth through adulthood. The principles of special education and of measurement and evaluation of student achievement are included. Must do 22 clock hours of field experience in a SBEC accredited school. Fall (2 sections), Spring (1 section), Summer (1 section).

Prerequisite: Sixty semester hours and admission to the Teacher Education Program.

Three semester hours

EDUCATION 3314. EDUCATION OF THE YOUNG CHILD.

Survey of the history and philosophy of early childhood education with a comparison to current trends and issues. Characteristics of child growth, principles of learning, techniques of evaluation, and cooperation with parents/community in meeting the cognitive/psychomotor/affective aspects of development. Fall only.

Prerequisite: EDU 3310 (or 3310 may be taken concurrently) and admission to Teacher Education Program.

Three semester hours

EDUCATION 3330. FOUNDATIONS II (Philosophical).

The teaching-learning process as applied to diverse populations is studied from various philosophical viewpoints. The legal and ethical requirements of the public school system are included as well as multicultural aspects of education. Must do 23 clock hours of field experience in a SBEC accredited school. Fall (1 section), Spring (2 sections), Summer (1 section).

Prerequisite: Sixty semester hours, EDU 3310 or concurrent enrollment in 3310 and admission to the Teacher Education Program.

Three semester hours

EDUCATION 4000. TEXES REVIEW — PROFESSIONAL DEVELOPMENT.

This is a course which must be taken and passed the semester just prior to student teaching admission. Designed to help students pass the elementary or secondary professional development sections of the Texas Examination of Educator Standards (TEXES). Free of charge; pass/fail. Fall, Spring only.

Prerequisite: EDU 3310, 3330, admission to Teacher Education Program.

No credit hours

EDUCATION 4108, 4208, 4408, 4608. INSTITUTE WORKSHOP.

One to six hours credit designed for a special short-term concentrated course for a specific need.

Prerequisite: EDU 3310 and admission to the Teacher Education Program. One to six semester hours

EDUCATION 4204. TEACHING SCIENCE IN THE ELEMENTARY SCHOOL.

A study of content, materials education and methods will be applied to the elementary science curriculum; required of students seeking credentials in the elementary school. At least 5 hours of field experience in elementary science classes will be required in addition to regular class times. Field-based course. Fall, Spring.

Prerequisite: EDU 3310, 3330 (or 3330 may be taken concurrently); admission to the Teacher Education Program.

Two semester hours

Education

EDUCATION 4205. TEACHING MATHEMATICS IN THE ELEMENTARY SCHOOL.

A study of mathematical thinking, including concepts, computational skills, problem solving and lesson plan development as applied to the elementary school. Field-based course. Fall, Spring.

Prerequisite: EDU 3310, 3330 (or 3330 may be taken concurrently),

MAT 1351, 1371, 3321 (or 3321 may be taken concurrently);

admission to the Teacher Education Program.

Two semester hours

EDUCATION 4206. TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL.

A course to emphasize the role of the elementary school teacher in planning, developing and utilizing educationally sound approaches in the teaching of social studies. Pre-service students will deal with traditional and innovative practices used in providing children with life experiences. Field-based course. Fall, Spring.

Prerequisite: EDU 3310, 3330 (or 3330 may be taken concurrently);

admission to the Teacher Education Program.

Two semester hours

EDUCATION 4319. MIDDLE SCHOOL FOUNDATIONS.

This course focuses on the transitional distinctiveness of the middle school experience as distinguished from both the elementary and high school years. Moreover, the middle school as an instructional unit is also clearly distinguished from the junior high. Special attention is paid to such issues as developmentally appropriate curriculum and instruction, academic teaming, adolescent social development, and student advising. Spring.

Prerequisite: EDU 3310, 3330 (or EDU 3330 may be taken concurrently),

and admission to the Teacher Education Program.

Three semester hours

EDUCATION 4329. SECONDARY METHODS AND CURRICULUM.

This course is an exploration of curricular issues (such as state curriculum standards, curricular design, scope and sequence and principles of curriculum development) coupled with secondary instructional methodology. Classroom management and discipline will be related to the various strategies. Field-based. TO BE TAKEN THE SEMESTER PRIOR TO STUDENT TEACHING. Fall, Spring.

Prerequisite: EDU 3310, 3330 and admission to the Teacher Education Program.

Three semester hours

EDUCATION 4339. SECONDARY EDUCATIONAL TECHNOLOGY.

Educational computer technology, media and multimedia will be explored so students will be able to utilize current technology in the process of teaching secondary students. TO BE TAKEN THE SEMESTER PRIOR TO STUDENT TEACHING. Fall, Spring.

Prerequisite: EDU 3310, 3330 and admission to the Teacher Education Program.

Three semester hours

EDUCATION 4344. STUDENT TEACHING IN THE ELEMENTARY SCHOOL EARLY CHILDHOOD.

Directed observation and participation in the public schools at the early childhood level. Fall, Spring only.

Prerequisite: Admission to student teaching.

Three semester hours

EDUCATION 4349. ELEMENTARY INSTRUCTIONAL RESOURCES.

A course to include the development of aims and objectives of instruction and the preparation of the software to accomplish these goals. Special emphasis will be given to classroom management, unit planning, daily lesson planning and resources available to the classroom teacher. Field-based course. Fall, Spring.

Prerequisite: EDU 3310, 3330 (or 3330 may be taken concurrently) and

admission to Teacher Education Program.

Three semester hours

EDUCATION 4354. LANGUAGE ACQUISITION AND DEVELOPMENT.

Examination of teaching strategies, questioning techniques, and learning theories in the development of children's emergent literacy by identifying problems through the language arts. Language development will be analyzed through investigation of developmental stages, prior experience, and individualization of diverse learners. Spring only.

Prerequisites: EDU 3310, 3330 (or EDU 3330 may be taken concurrently),

and admission to the Teacher Education Program.

Three semester hours

Education

EDUCATION 4355. STUDENT TEACHING IN ENGLISH AS A SECOND LANGUAGE (ESL) - ELEMENTARY.

Directed observation and participation in English as a second language public school classrooms at the elementary level.

Prerequisite: TSL 3301, 3311, 4301; senior standing; admission to student teaching and simultaneous enrollment in EDU 4365. Three semester hours

EDUCATION 4356. STUDENT TEACHING IN ENGLISH AS A SECOND LANGUAGE (ESL) - SECONDARY.

Directed observation and participation in English as a second language public school classrooms at the secondary level.

Prerequisite: TSL 3301, 3311, 4301; senior standing; admission to student teaching and simultaneous enrollment in EDU 4385. Three semester hours

EDUCATION 4357. STUDENT TEACHING IN ENGLISH AS A SECOND LANGUAGE (ESL) - ALL-LEVEL.

Directed observation and participation in English as a second language public school classrooms at both the elementary and secondary levels.

Prerequisite: TSL 3301, 3311, 4301; senior standing; admission to student teaching and simultaneous enrollment in EDU 4365 or 4390. Three semester hours

EDUCATION 4365/4370. STUDENT TEACHING IN THE ELEMENTARY SCHOOL.

Directed observation and participation in the public schools at the elementary level is required of students majoring in elementary education. Fall, Spring.

Prerequisite: Senior standing; admission to student teaching. Three semester hours each 7-1/2 weeks

EDUCATION 4365/4390. STUDENT TEACHING IN ALL GRADES.

Directed observation and participation in the public school at both the elementary and secondary levels. Required of students applying for all-level certification. Fall, Spring.

Prerequisite: EDU 3310, 3330; senior standing; admission to student teaching. Secondary—Three semester hours and Elementary—Three semester hours

EDUCATION 4375. PORTFOLIO AND TECHNOLOGY APPLICATIONS.

Students will complete their own professional portfolios using advanced technology. State-of-the-art technology and software will be utilized by elementary student teachers during the fifteen week student teaching program. This is the capstone seminar for assimilating all coursework and student experiences. Fall, Spring.

Prerequisite: EDU 3310, 3330, admission to the Teacher Education Program and senior standing; suggest it be taken during elementary student teaching. Three semester hours

EDUCATION 4380. STUDENT TEACHING IN THE MIDDLE SCHOOL.

This course emphasizes directed observation and participation in the public school program at the middle school level. Required for middle school certification. Fall, Spring only.

Prerequisite: EDU 3310, 3330; senior standing; admission to student teaching. Three semester hours over a 7 1/2-week span.

EDUCATION 4385/4390. STUDENT TEACHING IN THE SECONDARY SCHOOL.

This course emphasizes directed observation and participation in the public school program at the secondary level. Required for secondary certification. Fall, Spring only.

Prerequisite: EDU 3310, 3330; senior standing; admission to student teaching. Three semester hours each 7-1/2 weeks

EDUCATION 4391. INTERNSHIP FOR TEACHERS I.

A supervised teaching internship of one semester in public or accredited private schools. The intern may be a teacher of record drawing pay at one of the certification levels and/or early childhood endorsement. Current Texas certification standards must be met.

Prerequisite: Permission of dean/certification officer and admission to student teaching. Three semester hours

Reading

EDUCATION 4392. INTERNSHIP FOR TEACHERS II.

A second semester of a supervised teaching internship in public or accredited private schools. The intern may be a teacher of record drawing pay at one of the certification levels and/or early childhood endorsement. Current Texas certification standards must be met.

Prerequisite: Permission of dean/certification officer and admission to student teaching.

Three semester hours

EDUCATION 4393-4394. INTERNSHIP IN THE ELEMENTARY SCHOOL FOR ENGLISH AS A SECOND LANGUAGE (ESL).

Directed observation and participation in the public school at the elementary level in English as a second language for one school year as a teacher of record. This class is restricted to post-baccalaureate students who already have a valid Texas elementary teaching certificate.

Prerequisite: TSL 3301, 3311, 4301; admission to student teaching; possession of an elementary Texas teaching certificate.

Three semester hours each

EDUCATION 4395-4396. INTERNSHIP IN THE SECONDARY SCHOOL FOR ENGLISH AS A SECOND LANGUAGE (ESL).

Directed observation and participation in the public school at the secondary level in English as a second language for one school year as a teacher of record. This class is restricted to post-baccalaureate students who already have a valid Texas secondary teaching certificate.

Prerequisite: TSL 3301, 3311, 4301; admission to student teaching; possession of a secondary Texas teaching certificate.

Three semester hours each

EDUCATION 4397-4398. INTERNSHIP IN ALL LEVELS FOR ENGLISH AS A SECOND LANGUAGE (ESL).

Directed observation and participation in the public school at elementary and secondary levels in English as a second language for one school year as a teacher of record. This class is restricted to post-baccalaureate students who already have a valid Texas all-level teaching certificate.

Prerequisite: TSL 3301, 3311, 4301; admission to student teaching; possession of an all-level Texas teaching certificate.

Three semester hours each

Reading

READING 4345. TEACHING READING IN THE ELEMENTARY SCHOOL.

The theory and practice of the reading process is emphasized. Methods of instruction are evaluated and students are assigned to diagnostic and remedial situations with elementary children. Students will be required to participate in clinical reading experiences. Fall, Spring.

Prerequisite: Junior standing.

Three semester hours

READING 4346. TEACHING READING IN THE CONTENT AREAS.

The importance of each teacher stressing reading in academic areas and techniques which can be used in content areas to improve reading. Fall, Spring.

Prerequisite: Junior standing.

Three semester hours

READING 4347. TEACHING DEVELOPMENTAL READING.

A course designed to introduce techniques for the development of comprehension, vocabulary, rate, diagnosis, motivation, and evaluation used in teaching developmental reading. A special focus will be given to multicultural approaches and remedial procedures. Students will be required to participate in clinical reading experiences.

Prerequisite: REA 4345.

Three semester hours

READING 4348. DIAGNOSIS AND REMEDIATION OF READING DIFFICULTIES.

A survey course intended to give an overview of reading difficulties, their cause and correction. Special emphasis will be given to formal and informal instruments for assessing reading skills. Students will be required to participate in clinical reading experiences.

Prerequisite: REA 4345.

Three semester hours

Exercise and Sport Science

Department of Exercise and Sport Science

Rick Beelby, Head

Faculty: Curly Cox, Scott Owen

The department of exercise and sport science (ESS) serves the university in two unique ways. The department provides a general education physical activity program for all students and professional preparation programs for students interested in careers in exercise and sport science or related fields.

General Education Physical Activity Program

The student is expected to demonstrate a level of competency commensurate with lifetime physical activity that allows for 1) physical fitness appropriate for maintaining good health, 2) neuromuscular skills and knowledge of physical activity appropriate for maintaining continued involvement in lifetime recreational activities, and 3) the understanding of the value of human movement as it relates to beneficial psychological and spiritual health.

A variety of activities are offered in an attempt to meet expected outcomes, as stated above, for a diverse student population. Activities are classified A or B. Class A activities emphasize health-related fitness and class B activities emphasize psychomotor skills and social-psychological learning experiences that are specific to participation in dual and team activities. The credit value of each ESS activity course is one credit hour.

Graduation Requirements. All students are required to successfully complete two activity courses (two class A, or one class A and one class B), or ESS 2340-Personal Fitness and Wellness. Activity courses cannot be repeated for credit. No more than four hours of physical activity, including varsity athletic credit, can be counted toward a degree. Varsity athletic credit may be used only once as an elective credit.

ESS Activity Courses - Class A

EXERCISE AND SPORT SCIENCE 1101. ALPINE SKIING.

Alpine Skiing is open to all students. The class accommodates those who have never skied as well as those at beginner through expert level. The lecture series covers the history of skiing, ski equipment, ski clothing, ski technique, and ski safety. The lab activity is conducted at a ski resort in Colorado and consists of three days of skiing using a rustic mountain cabin as the base camp. Students experience opportunities for leadership and the development of social interaction skills while maintaining the cabin and in preparing the meals. Fall.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1102. BEGINNING SCUBA. (PHED 1151)

Beginning Scuba is open to all students. The lecture series prepares the student to pass the PADI written examination for Open Water Certification. The pool sessions and successful completion of the open water check-out dive allow the student to qualify for PADI's Beginning Open Water Certification. Fall, Spring.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1103. BASIC CANOEING.

Basic canoeing introduces the student to the fundamentals of safe canoeing. Students are instructed in basic canoe paddle strokes, small craft safety, and the navigation of lakes and Class I and II rivers. Fall.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1104. ADVANCED SCUBA. (PHED 1152)

Advanced Scuba is open to all students. The lecture series prepares the student to pass the PADI written examination for Open Water Certification. The pool sessions and successful completion of the open water check-out dive allow the student to qualify for PADI's Beginning Open Water Certification. Fall, Spring.

Prerequisite: None.

One semester hour

Exercise and Sport Science

EXERCISE AND SPORT SCIENCE 1111. WALKING AND JOGGING.

The purpose of this course is to provide the student with the opportunity to improve cardiovascular endurance by walking, jogging or running. The student will learn the appropriate ways of warming-up, cooling-down, and determination of target heart rate.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1112. AEROBIC DANCE.

The purpose of this course is for the student to obtain knowledge pertaining to lifetime fitness (i.e. nutrition, injury prevention, heart rate monitoring). Students will participate in every phase of the aerobic activity segments and develop a broad base of exercise activity knowledge.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1113. WEIGHT TRAINING.

The purpose of this course is to provide the student with a foundation of current knowledge and practice in beginning weight training.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1114. WATER AEROBICS.

The purpose of this course is to provide students the opportunity to improve cardiovascular endurance through aquatic resistance exercises. The student will learn how to move in the aquatic environment safely while efficiently using water as a resistance modality for enhancing muscular and cardiovascular fitness.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1134. SWIMMING.

The purpose of this course is to provide students the opportunity to improve cardiovascular endurance and muscular strength through swimming activities.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 2110. FITNESS ACTIVITIES.

The purpose of this course is to introduce the student to a variety of fitness activities that are useful for developing specific and general physical fitness necessary for successful participation in professional and recreational physical activity.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 3140. LIFETIME AND RECREATIONAL ACTIVITIES.

A course designed to introduce the ESS major to various lifetime and recreational activities. Essential focal points of the course are Yoga-type stretching and body-resistance exercises, Discovery Scuba, roller skating, and introduction to canoeing. In addition, the student is required to introduce to the class a multimedia presentation of a lifetime recreational activity. For ESS majors and minors only. Fall and Spring.

Prerequisite: None.

One semester hour

ESS Activity Courses - Class B

EXERCISE AND SPORT SCIENCE 1121. BASKETBALL

The purpose of this course is to provide beginning basketball students a means of learning the rules of basketball, the basic skills, and to provide an outlet for practicing each of those basics in a classroom setting with other students of equal abilities.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1122. VOLLEYBALL

The purpose of this course is to provide beginning volleyball students a means of learning the rules of volleyball, the basic skills, and to provide an outlet for practicing each of those basics in a classroom setting with other students of equal abilities.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1123. SOCCER

The purpose of this course is to provide beginning soccer students an opportunity to: a) develop skills and knowledge of soccer and b) develop an appreciation of the value of regular participation in soccer as a means of promoting health and wellness.

Prerequisite: None.

One semester hour

Exercise and Sport Science

EXERCISE AND SPORT SCIENCE 1131. TENNIS.

The purpose of this course is to provide the student with a foundation of current knowledge and practice in beginning tennis.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1135. BOWLING.

The purpose of this course is to provide students an opportunity to develop an interest and proficient skill level in the lifetime recreational activity of bowling.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 1136. BADMINTON/PICKLEBALL.

The purpose of this course is to provide beginning badminton and pickle-ball students an opportunity to: a) develop skills and knowledge of tennis and b) develop an appreciation of the value of regular participation in badminton or pickle-ball as means of promoting health and wellness.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 3120. TEAM ACTIVITIES.

The purpose of this course is to provide physical education majors with an introduction to team activities that might be included in secondary team sports or activities classes. This course covers activities that might be taught to meet the objectives of the Texas Essential Knowledge and Skill for Physical Education section 116.55 Team Sports. This is a required course for all ESS majors seeking certification to teach physical education.

Prerequisite: None.

One semester hour

EXERCISE AND SPORT SCIENCE 3130. INDIVIDUAL AND DUAL ACTIVITIES.

The purpose of this course is to introduce the student to various individual and dual sports that are life-time oriented which will in turn assist the individual in realizing the benefits of an active lifestyle and improve the quality of life. This activity course is for ESS majors only.

Prerequisite: None.

One semester hour

ESS Activity Courses - Varsity Athletics

EXERCISE AND SPORT SCIENCE 1142. VARSITY ATHLETICS.

Varsity athletic credit may be used only once as an elective credit. A student may select only one of the following varsity athletic activities for his/her one-hour of elective credit: baseball, men's basketball, women's basketball, football, softball, tennis, track and field, or volleyball.

Professional Preparation Programs

Through courses in exercise and sport science, students will be given the opportunity to develop skills necessary for successful careers in physical education, exercise and sport management, and athletic training. The programs are multidisciplinary in nature.

Bachelor of Science in Exercise and Sport Science Specializations/Minor

Two specializations that lead to a Bachelor of Science degree and a minor are offered through the department of exercise and sport science. In addition, courses are offered to satisfy requirements for athletic training licensure eligibility in the State of Texas (see page 157).

Physical Education - 36 hours: 1301, 1350, 2110, 2340, 2360, 2371, 3130, 3140, 3303, 3304, 3325, 4305, 4306, and 4327. An additional 9 hours (3120, 4120, 4129, 4326, 4328) and 4000 are required for all-level teacher certification.

Exercise and Sport Management - 36 hours: 1301, 1350, 2110, 2340, 2371, 3130, 3140, 3303, 3304, 3325, 4305, 4306, 4331, 4333. (MGT 4321 may substitute for ESS 4331)

Exercise and Sport Science Minor - 24 hours: 1301, 1350, 2340, 2360, 3303, 3304, 3325, and 4305.

Program Requirements

Laboratory science requirements for all ESS specializations, the ESS minor, and all-level physical education are BIO 2489 and 2499.

Varsity athletic credit may be used for elective credit only and only one semester hour of varsity credit may be used in meeting degree requirements.

Any person who has been honorably discharged from the military may receive two semester hours of credit for six months active duty. This credit may be used to fulfill the General Education-Exercise and Sport Science activity course requirement. A copy of VA Form DD-214 must be on file in the Registrar's Office before credit may be granted.

Exercise and sport science majors and minors are required to successfully complete each ESS course with a grade of "C" or better.

Program Admission

A. **Physical Education, Exercise and Sport Management, ESS minor.** Enrollment in advanced ESS courses (3000 and 4000 level) for ESS majors specializing in physical education, exercise and sport management, or the ESS minor is contingent upon:

1. a minimum grade of "C" in: ESS 1301, 1350, 2110, 2340
2. completion of an application for admission and an interview with ESS faculty.

B. **Other Majors.** Students in other programs with required advanced ESS courses (pre-physical therapy, elementary education) must meet the admission requirements of that program and should consult their major advisor before enrolling.

Physical Education Teacher Certification

Admission to Teacher Education Program (TEP)

Exercise and sport science majors who specialize in all-level physical education and seek teacher certification must be recommended by the faculty of the department of exercise and sport science to the Teacher Education Program (TEP) and to student teaching or internship. Criteria for recommendation are published in this catalog on page 138 and in the Teacher Education Handbook.

ESS Professional Preparation Courses

EXERCISE AND SPORT SCIENCE 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, but offered on an irregular basis.

Prerequisite: None.

One to six semester hours

EXERCISE AND SPORT SCIENCE 1301. FOUNDATIONS OF PHYSICAL EDUCATION. (PHED 1301)

An in depth study of the field of physical education from the sub-disciplinary perspectives of philosophy and history. Fall, Spring.

Prerequisite: None.

Three semester hours

EXERCISE AND SPORT SCIENCE 1350. SAFETY, FIRST AID, AND CPR. (PHED 1306)

A course designed to develop competencies needed to prevent and manage emergency situations that occur in the home, the workplace, and in public. National Safety Council CPR and First Aid certifications will be components of the course. Fall, Spring.

Prerequisite: None.

Three semester hours

EXERCISE AND SPORT SCIENCE 2340. PERSONAL FITNESS AND WELLNESS.

The purpose of this course is to promote healthy life-style choices that result in optimal fitness and wellness. Students will be introduced to information related to the health benefits of physical activity, proper nutrition, consumer awareness and other pertinent topics. Additionally, competencies in the assessment of each of the above fitness and wellness topics will be developed. May be substituted for the two activity course in general education. The student must realize that this adds one additional hour to the general education requirement. Fall, Spring.

Prerequisite: None.

Three semester hours

Athletic Training

EXERCISE AND SPORT SCIENCE 2360. COACHING CHILDREN AND ADOLESCENTS.

A course designed to develop competencies related to coaching and administering sports programs for children and adolescents. Students will be introduced to the philosophical and psychological aspects of coaching these age groups, the legal and ethical responsibilities of a coach, and other pertinent topics. Fall.

Prerequisite: None.

Three semester hours

EXERCISE AND SPORT SCIENCE 2371. NUTRITION.

A thorough study of human nutrition covering digestion and utilization of the basic nutrient groups. The adequacy of the typical diet of various age groups will be studied. Diet planning will be examined, and current topics on nutrition will be discussed. Cross-credited with BIO 2371. Fall, Spring.

Prerequisite: None.

Three semester hours

EXERCISE AND SPORT SCIENCE 3303. KINESIOLOGY.

This is an opportunity for the student to acquire skills for analysis of human motions and posture conforming to the laws, mechanics, and principles of anatomy. Fall.

Prerequisite: Program admission and BIO 2489.

Three semester hours

EXERCISE AND SPORT SCIENCE 3304. EXERCISE PHYSIOLOGY.

Physiological basis of exercise and physical conditioning. Measurement of metabolic efficiency during exercise, neuromuscular efficiency and body composition. Spring.

Prerequisite: Program admission and BIO 2489.

Three semester hours

EXERCISE AND SPORT SCIENCE 3325. LIFESPAN MOTOR DEVELOPMENT.

The purpose of this course is to enhance understanding of human motor development from conception to death. The interrelated nature of the psychomotor, cognitive, and affective domains will be stressed, as well as the necessity of designing developmentally appropriate physical education, fitness and sport programs. Fall.

Prerequisite: Program admission.

Three semester hours

EXERCISE AND SPORT SCIENCE 4000. TExES REVIEW — PHYSICAL EDUCATION.

This is a course that must be taken and passed immediately prior to student teaching. It is designed to help students pass the physical education section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: Program admission and concurrent enrollment in EDU 4000.

Zero semester hours

EXERCISE AND SPORT SCIENCE 4129. PHYSICAL EDUCATION ASSISTANTSHIP.

A course designed to develop skills and competencies in teaching physical education as an assistant instructor. Fall, Spring.

Prerequisite: Program admission, senior standing and concurrent/prior enrollment in ESS 4326 or 4327.

One semester hour

EXERCISE AND SPORT SCIENCE 4305. TESTS AND MEASUREMENTS IN PHYSICAL EDUCATION.

Use, interpretation, evaluation and administration of existing tests used in physical education. The course will employ the application of elementary statistical procedures. Fall.

Prerequisite: Program admission and junior standing, and MAT 3341.

Three semester hours

EXERCISE AND SPORT SCIENCE 4306. ISSUES IN HEALTH, SPORTS AND EXERCISE.

A critical examination of selected issues impacting the health of the nation and the role of sport in society. Fall, Spring.

Prerequisite: Program admission and junior standing.

Three semester hours

EXERCISE AND SPORT SCIENCE 4326. ESSENTIALS OF SECONDARY PHYSICAL EDUCATION.

A study of the adolescent student and the methods and techniques used in secondary physical education programs to design and implement curricular units, manage and instruct students, evaluate student progress, and develop positive classroom environments for the total development of the student. Spring.

Prerequisite: Program admission, senior standing, and ESS 3325.

Three semester hours

Athletic Training

EXERCISE AND SPORT SCIENCE 4327. ESSENTIALS OF ELEMENTARY PHYSICAL EDUCATION.

A study of the developmental stages of elementary children and the methods and techniques used by elementary physical education teachers to design and implement curricular unity, manage and instruct students, evaluate student progress, and develop positive classroom environments for appropriate developmental levels. Fall, Spring, & Summer I.

Prerequisite: Program admission and junior standing.

Three semester hours

EXERCISE AND SPORT SCIENCE 4328. ADAPTIVE PHYSICAL EDUCATION.

A study of the historical background, disabling conditions, teaching modification methods and techniques, curricular planning and implementation, and evaluation methods associated with public school physical education and adapted physical education programs. Spring.

Prerequisite: Program admission, junior standing and concurrent/prior enrollment in ESS 4326 or 4327.

Three semester hours

EXERCISE AND SPORT SCIENCE 4331. ORGANIZATION AND ADMINISTRATION OF WELLNESS AND SPORTS PROGRAMS.

This is a study of principles of administration and the development of sound organizational techniques in wellness and sports programs. On demand.

Prerequisite: Program admission, and junior standing.

Three semester hours

EXERCISE AND SPORT SCIENCE 4333. PRESCRIPTION IN EXERCISE.

A course designed to develop the competencies needed to develop and implement exercise prescriptions for populations of all ages and genders. Applications of nutrition, kinesiology/biomechanics, exercise physiology, and exercise testing and analysis will be the foundation of this class. Fall.

Prerequisite: Program admission, senior standing, ESS 3325, 3303, 3304, and concurrent/prior enrollment in ESS 4331.

Three semester hours

Athletic Training Education Program

The Athletic Training Education Program is designed for the purpose of preparing students for the field of athletic training. All athletic trainers who wish to practice in the State of Texas must be licensed by the Texas Department of Health, Advisory Board of Athletic Trainers. Students of Howard Payne University seeking to become eligible to sit for the athletic training licensure exam must meet the following requirements:

1. Earned baccalaureate degree;
2. Successful completion of BIO 2489, BIO 2499, ESS 2340, ESS 3303, ESS 3304, ATR 1351, ATR 1352, ATR 2351, ATR 3352, ATR 3353, ATR 4354, and ATR 4355. A minimum grade of "C" is required for all courses.
3. Successful completion of an apprenticeship program directed by the Howard Payne University head athletic trainer, which consists of 1800 clock hours completed during at least five fall and/or spring semesters;
4. Current certification in standard first aid and adult CPR.

All students wishing to pursue this program must complete the following requirements before enrolling in ATR 1352 and beyond:

1. Submission of an application, high school and college (if applicable) academic records, a resume, and 2 letters of recommendation to the head athletic trainer*
2. Provide documentation of a current medical / health history and physical examination*
3. Provide proof of Hepatitis B vaccination*
4. Interview with athletic training faculty/staff*
5. Successfully complete ATR 1351 and BIO 2489 with a grade of "C" or better

* Students are encouraged to complete numbers 1-4 before enrolling in ATR 1351.

Athletic Training

Beginning January 1, 2004, all students wishing to become athletic training certified through the National Athletic Trainer's Association Board of Certification (NATABOC) must graduate from an athletic training education program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and successfully pass the NATABOC exam. Students electing to earn a baccalaureate degree at Howard Payne University with the intent of becoming a certified athletic trainer should prepare themselves to enter a CAAHEP accredited, entry-level graduate athletic training education program upon graduation.

Students pursuing careers as athletic trainers are encouraged to complete the requirements for teacher certification in the subject concentration of their choice.

ATHLETIC TRAINING 1351. INTRODUCTION TO ATHLETIC TRAINING.

A course designed as an introduction to the profession of athletic training and the development of selected competencies in the following areas: health care administration; risk management and injury prevention; acute care of injuries and illnesses; and related legal and ethical responsibilities. This course is required for all prospective athletic training students. Fall.

Prerequisite: BIO 2489 or concurrent enrollment.

Three semester hours

ATHLETIC TRAINING 1352. CARE AND PREVENTION OF ATHLETIC INJURIES.

A course designed to develop competencies in the basic recognition, management, and prevention of athletic injuries with emphasis placed on mechanisms of injury, pathology, and clinical signs and symptoms. Spring.

Prerequisite: Program admission, ATR 1351, and BIO 2489.

Three semester hours

ATHLETIC TRAINING 2351. ORTHOPEDIC ASSESSMENT—LOWER EXTREMITY.

A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common athletic injuries/illness that occur to the lower extremities and thorax. Emphasis will be placed on orthopedic assessment, goniometry, manual muscle testing techniques and postural evaluations for the purposes of first aid/emergency care and/or referrals to physicians for diagnosis and treatment.

Prerequisite: Program admission, ATR 1351, 1352, BIO 2489, and 2499.

Three semester hours

ATHLETIC TRAINING 3352. THERAPEUTIC MODALITIES IN ATHLETIC TRAINING.

A course designed to develop the competencies necessary to incorporate physical agents into a comprehensive rehabilitation program for common athletic injuries.

Prerequisite: Program admission, ATR 1351, and BIO 2489.

Three semester hours

ATHLETIC TRAINING 3353. ORTHOPEDIC ASSESSMENT—UPPER EXTREMITY.

A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common athletic injuries/illness that occur to the upper extremities. Emphasis will be placed on orthopedic assessment, goniometry, manual muscle testing techniques and postural evaluations for the purposes of first aid/emergency care and/or referrals to physicians for diagnosis and treatment.

Prerequisite: Program admission, ATR 1351, 1352, BIO 2489, and 2499.

Three semester hours

ATHLETIC TRAINING 4354. REHABILITATION TECHNIQUES IN ATHLETIC TRAINING.

A course designed to develop the competencies needed to plan and implement a comprehensive rehabilitation/reconditioning program for athletic injuries/illnesses.

Prerequisite: Program admission, ATR 1351, 1352, 2351, 3353, BIO 2489, and 2499.

Three semester hours

ATHLETIC TRAINING 4355. ORGANIZATION AND ADMINISTRATION OF ATHLETIC TRAINING PROGRAMS.

A course designed to develop the competencies related to professional ethics, professional development, program management, and other topics related to the organization and administration of athletic training programs.

Prerequisite: Program admission, ATR 1351, 1352, 2351, 3353, BIO 2489, and 2499.

Three semester hours

School of Humanities

Evelyn Romig, Dean

The School of Humanities offers programs leading to the Bachelor of Arts or Bachelor of Science degrees to students having interests or career objectives involving individual and community relationships. Majors are available in the following disciplines: history, political science, psychology, criminal justice, social work and the Academy of Freedom Honors Program (multidisciplinary). Teacher certification is available in English and language arts, Spanish, history, political science, and the Academy of Freedom Honors Program (multidisciplinary). (See the School of Education section of the catalog.)

Bachelor of Applied Arts and Sciences - School of Humanities

Under the Bachelor of Applied Arts and Sciences degree, the School of Humanities offers a major in Criminal Justice.

Major in Criminal Justice

General Education (Bachelor of Applied Arts and Sciences)	49-50 hours
Major - Criminal Justice	30 hours
Electives (with optional minor)	24-31 hours
Electives (without optional minor)	48-49 hours

Major - 30 hours

CRJ 1310	Introduction to Criminal Justice
CRJ 1320	Crime in America
CRJ 3330	Criminology
CRJ 3391	Law and Society
CRJ 4306	Family Law
CRF 4361	Criminal Law and Procedure

Plus twelve (12) hours of additional criminal justice courses from the following: CRJ 2322, 2351, 2360, 3321, 3332, 3341, 3343, 3351, 4351, or 4370.

English

Department of English

www.hpuenglish.org

Glenn Hopp, Head

Faculty: Kathy Hagood, Millard Kimery,
Wendy McNeeley, Evelyn Romig, Rodney Stephens

Students in general-education English courses will become adept at using information technology and at developing research skills, will improve their vital language skills, and will enrich their appreciation of the beauty and value of our literary heritage. English majors and minors will further build and refine these cognitive and affective skills.

A Bachelor of Arts degree in English requires thirty to thirty-six semester hours including: ENG 1311, 1312, and any English course at the 2000-level. Of the remaining semester hours, all may be at the 4000-level and are chosen in consultation with the English faculty. If the student elects to take 3000-level courses, only six semester hours may be counted toward the first thirty semester hours of the major.

Students seeking secondary teaching certification may choose a Bachelor of Science composite degree in Secondary English Language Arts and Reading. This composite degree includes the following courses: ENG 1311, ENG 1312, six hours of sophomore surveys (chosen from ENG 2351, ENG 2353, or ENG 2373), COM 1310, REA 4346, ENG 3304, ENG 4360, and ENG 4000. In addition, choose from the following groups: nine hours of skills/developmental classes (ENG 4301, ENG 4302, ENG 4303, ENG 4304, ENG 4336, or ENG 3302); nine hours of literature (ENG 4311, ENG 4312, ENG 4313, ENG 4315, ENG 4316, ENG 4321, ENG 4322, ENG 4323, ENG 4324, or ENG 4325); and six hours of media knowledge/writing classes (PRL 2312, PRL 1311, PRL 1312, PRL 3353, ENG 3303, ENG 3305, or ENG 3306). In the media knowledge/writing group, no more than three hours may be in English. This comprises 36 hours of English and twelve hours of related fields for a 48-hour program.

A minor in English requires eighteen to twenty-four semester hours including: ENG 1311, 1312, and three hours at the 2000-level. Of the remaining nine to fifteen semester hours, three more may be taken at the 2000-level. Only six hours of 3000-level courses may be taken without the permission of the head of the English department.

Students who score 14 or below on the English section of the ACT test (11 or below on the pre-1989 ACT) or 260 or below on the SAT (340 or below on the SAT I effective April 1995) are required to pass ENG 1304, a preparatory course, prior to enrollment in ENG 1311. Students with ACT scores between 15 and 17 (between 13 and 15 on the pre-1989 ACT) or between 270 and 330 on the SAT (350-410 on the SAT I) or who have no ACT or SAT scores are required to take a departmental proficiency test to determine more accurately which freshman writing course best suits their skills.

Writing Minor

Students who are not majoring in English but who want potential employers and professional and graduate schools to note their ability to communicate may decide to minor in writing.

A writing minor consists of 18-24 semester hours to include:

ENG 1311 English Composition I

ENG 1312 English Composition II

Sophomore English — 3 semester hours

A minimum of 9 semester hours chosen from:

ENG 3304 Advanced Grammar

ENG 3305 Creative Writing

ENG 3306 Technical Writing

ENG 4360 Language Arts for Teachers

or any other upper-level English course with the consent of the instructor.

English

ENGLISH 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

ENGLISH 1304. DEVELOPMENTAL ENGLISH.

An intensive course in English grammar and in paragraph composition. Elective credit only. Fall, Spring.

Prerequisite: None.

Three semester hours

ENGLISH 1311. ENGLISH COMPOSITION I. (ENGL 1301)

A review of grammar, punctuation, and spelling with intensive practice in writing the short essay. Fall, Spring.

Prerequisite: Satisfactory score on the English portion of the

ACT/SAT or a grade of "C" or better in ENG 1304.

Three semester hours

ENGLISH 1312. ENGLISH COMPOSITION II. (ENGL 1302)

Readings in literature and practice in writing the long expository paper, including the library research paper. Fall, Spring.

Prerequisite: A grade of "C" or better in ENG 1311.

Three semester hours

ENGLISH 2351. LITERATURE OF BRITAIN. (ENGL 2321)

A study of the major works of British literature from the Anglo-Saxon period to the present. Fall, Spring.

Prerequisite: A grade of "C" or better in ENG 1311, 1312.

Three semester hours

ENGLISH 2353. MASTERPIECES OF WORLD LITERATURE. (ENGL 2331)

Literature mostly in translation from the ancient world through the modern era.

Prerequisite: ENG 1311, 1312.

Three semester hours

ENGLISH 2373. LITERATURE OF AMERICA. (ENGL 2326)

A survey of major American writings from the colonial period to the present. Fall, Spring.

Prerequisite: A grade of "C" or better in ENG 1311, 1312.

Three semester hours

ENGLISH 3302. CHILDREN'S LITERATURE.

A survey of a wide range of readings for children and adolescents. Recommended for public school teachers. Fall.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 3303. FILM STUDIES.

A study of the works of major filmmakers from the silent era through the present. Cross-listed as RTV 3303. Students will not receive credit for both ENG 3303 and RTV 3303.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 3304. ADVANCED GRAMMAR.

A survey of traditional grammar, punctuation and mechanics. Includes an introduction to the history of the English language. Recommended for teachers of English. Spring.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 3305. CREATIVE WRITING.

A study of the theory and practice of developing short stories and poetry. Fall.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 3306. TECHNICAL WRITING.

This course is designed to give students in all disciplines an understanding of the basic concepts in the field of technical writing. It is especially designed to interest majors in science, theology, and the social sciences (including the Academy of Freedom). Students will produce various documents which can be used to build a working portfolio. Spring, even years.

Prerequisite: ENG 1311, 1312, three hours of sophomore

English literature and computer literacy.

Three semester hours

English

ENGLISH 4000. TExES REVIEW IN SECONDARY ENGLISH.

This is a course which must be taken and passed the semester just prior to student teaching. It is designed to help students pass the secondary English Language Arts and Reading section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: Concurrent enrollment in EDU 4000.

No credit

ENGLISH 4302. DEVELOPMENT OF DRAMA.

Directed reading of plays by British, American and world dramatists, emphasizing the three major periods of drama: ancient Greece, the Renaissance, and the modern age. Spring, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4304. CRITICAL APPROACHES TO LITERATURE.

Survey and application of several major methods of interpretation. A wide variety of readings from several genres. Spring, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4307. TOPICS IN FICTION.

Directed reading of major novels and short stories by British, American, and world authors. Spring, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4312. SHAKESPEARE.

A study of representative comedies, tragedies, histories and romances. Recommended for teachers of English. Spring, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4313. RENAISSANCE AND SEVENTEENTH-CENTURY LITERATURE.

A study of the poetry, prose and drama of sixteenth- and seventeenth-century England, excluding Shakespeare's plays. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4315. THE ROMANTIC ERA.

A study of the poetry and prose of major British romantic writers. Spring, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4316. VICTORIAN LITERATURE.

Survey of major nineteenth-century British authors. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4321. MODERN POETRY.

Study of important trends and figures in the twentieth century. Fall, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4322. AMERICAN ROMANTICISM.

A study of the major works of fiction, prose and poetry written by American authors from the formation of the nation until the Civil War. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4323. AMERICAN REALISM.

A study of the major works of fiction, prose and poetry written by American authors from the Civil War through World War I. Spring, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4324. MODERN AMERICAN LITERATURE.

A study of the major works by American authors from World War I through the present. The emphasis will be on fiction and drama. Fall, odd years.

Prerequisite: See Footnote.

Three semester hours

Modern Languages

ENGLISH 4325. CHRISTIANITY AND LITERATURE.

A study of the influence of Christianity on the content and style of non-biblical literature; Christian characters and doctrines in such literature; Christian imagery, symbols, and figures of speech in such literature. The emphasis will be on twentieth-century fiction. Fall, even years.

Prerequisite: See Footnote.

Three semester hours

ENGLISH 4336. READING ACROSS CULTURES.

A study of contemporary fiction and nonfiction by outstanding writers from many different countries. Recommended for English teachers. Cross-credited with CCS 4336. Only three credit hours will be awarded for CCS 4336 and ENG 4336. Spring, odd years.

Prerequisite: See footnote.

Three semester hours

ENGLISH 4360. LANGUAGE ARTS FOR TEACHERS.

An advanced study of writing and reading applications in a workshop setting for students an interest in teaching. Fall, even years.

Prerequisite: See footnote.

Three semester hours

Footnote: Prerequisite: ENG 1311, 1312 and three semester hours from 2000-level English courses.

Department of Modern Languages

Peter James, Head

Faculty: Carla Hawkins, Jesús Romero

Majors and minors in Spanish will be able to communicate effectively in both oral and written Spanish. They will be familiar with Hispanic culture. Majors will become conversant with the major authors and movements of Hispanic literature. Students with a teaching field in Spanish will be able to pass the required State exams. Students in the General Education sequence in Modern Languages (Spanish or French) will be able to communicate above the low intermediate level according to the ACTFL guidelines. TESOL students will be able to articulate the concepts in linguistics they will need in order to function as ESL teachers in the USA or abroad.

Courses in the modern language department are designed to help students develop communication skills through listening, speaking, reading and writing. Courses in Spanish or French may be taken to fulfill the foreign language requirement for the Bachelor of Arts degree.

Students who have had previous instruction in foreign languages should arrange to take the CLEP test to determine their level of proficiency. This examination should be taken before students enroll in class, since students may not receive credit through examination for a class in which they are simultaneously enrolled. The examination is administered by the university's director of academic testing several times each year, including summers. Through CLEP, students may receive up to twelve semester hours of credit in a foreign language. Credit received in this manner may be counted in the total number of language hours required for the Bachelor of Arts degree or for a language major or minor.

The modern language department offers a major in Spanish, consisting of thirty to thirty-six semester hours. Depending on their goals and interests, students may plan their individual programs of study with an emphasis on culture, literature or teaching. Required courses include: SPA 1411, 1412, 2411, or their equivalent, and SPA 3350. Students taking the required courses have access to a native speaker as a conversation partner.

Students seeking a minor in Spanish are required to take eighteen to twenty-four semester hours including: SPA 1411, 1412, 2411, or their equivalent, and SPA 3350.

Students seeking teacher certification in Spanish must take thirty-five semester hours, including: SPA 1411, 1412, 2411, or their equivalent, and SPA 3350. For additional information, see the School of Education section of this catalog.

French / Spanish

Study Abroad

The university requires that students seeking a major in Spanish or having a teaching field in Spanish at the secondary level take a minimum of 6 semester hours of Spanish in a recognized university program in a Spanish-speaking country.

To help fulfill this requirement, Howard Payne University has established its own summer program in Monterrey, Mexico, with affordable courses that help Spanish majors and minors meet their degree requirements while immersed in a Spanish-speaking environment. Similar programs are available through other colleges and universities, but credit hours from other schools must be transferable.

French

FRENCH 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, offered as necessary.

Prerequisite: Consent of instructor.

One to six semester hours

FRENCH 1411. COLLEGE FRENCH I. (FREN 1411)

An intensive course for students who have had no previous instruction in French. Emphasis will be placed on accuracy of pronunciation, fundamentals of grammar, and the acquisition of vocabulary and conversational skills. Class is conducted in French and supplemented by practice in the language lab and the computer lab. Spring, odd years.

Prerequisite: None.

Four semester hours

FRENCH 1412. COLLEGE FRENCH II. (FREN 1412)

A continuation of FRE 1411. Conducted in French. Fall, odd years.

Prerequisite: FRE 1411 or equivalent.

Four semester hours

FRENCH 2411. COLLEGE FRENCH III.

A review of the essentials of French grammar with continued development of essential vocabulary skills. Additional emphasis will be placed on the development of cultural insights and translation skills. Class is conducted primarily in French and supplemented by audio tapes. Spring, even years.

Prerequisite: FRE 1412 or equivalent.

Four semester hours

Spanish

SPANISH 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, offered as necessary.

Prerequisite: Consent of instructor.

One to six semester hours

SPANISH 1301. INTRODUCTION TO SPANISH.

A preparatory course in conversational Spanish, designed for students who have had no previous instruction in the language. The course is conducted in English and Spanish and includes basic training in pronunciation, grammar and vocabulary. Students may develop skills in Spanish for general use, or for business, teaching, social services, law enforcement or careers in medicine. The course will not count toward the B.A. language requirement, or for a major or minor, but will count as an elective. The purpose of this course is to provide an opportunity for those interested in acquiring basic communication skills in Spanish. Completion of the course will ensure optimum student confidence and performance in College Spanish I.

Prerequisite: None.

Three semester hours

SPANISH 1411. COLLEGE SPANISH I. (SPAN 1411)

An intensive multimedia course in conversational Spanish. Emphasis will be placed on accuracy of pronunciation, fundamentals of grammar, and the acquisition of oral and aural skills. Class is conducted primarily in Spanish and supplemented by audio tapes and computer software. Fall.

Prerequisite: SPA 1301 or one year of high school

Spanish or consent of instructor.

Four semester hours

SPANISH 1412. COLLEGE SPANISH II. (SPAN 1412)

A continuation of SPA 1411, conducted primarily in Spanish. Spring.

Prerequisite: SPA 1411 or two years of high school Spanish.

Four semester hours

SPANISH 1413. SPANISH FOR NATIVE SPEAKERS I. (SPAN 2313)

An intensive course designed to meet the needs of Hispanic students who already speak the language, but need training in reading and writing. It covers the grammar of SPA 1411 and 1412. Three hours of class per week, supplemented by work in the language lab and the computer lab. Students who make a "C" or better in this course may apply for a departmental challenge exam for SPA 1411 credit.

Prerequisite: Satisfactory score on a brief oral examination, or consent of instructor.

Four semester hours

SPANISH 2411. COLLEGE SPANISH III.

A brief review of Spanish grammar with continued development of essential vocabulary skills. Additional emphasis will be placed on the development of cultural insights and listening comprehension skills. Class is conducted primarily in Spanish and supplemented by audio and video tapes. Fall.

Prerequisite: SPA 1412 or three years of high school Spanish.

Four semester hours

SPANISH 2413. SPANISH FOR NATIVE SPEAKERS II.

A continuation of SPA 1413. It covers the grammar of SPA 2411. Three hours of class per week, supplemented by work in the language center.

Prerequisite: SPA 1413.

Four semester hours

SPANISH 3331. HISPANIC CULTURE I.

A survey of Spanish Culture and Civilization, with consideration of geographical, social, economic, cultural, political, religious and artistic features. Attention is also given to Spain and Pre-Columbian influences. The course includes lectures, collateral readings, and written reports. A special feature of the course is the use of numerous video supplements. Class is conducted in Spanish. Cross-credited with CCS 3331. Only three credit hours will be awarded for CCS 3331 and SPA 3331.

Prerequisite: SPA 2411 or the equivalent.

Three semester hours

SPANISH 3332. HISPANIC CULTURE II.

A survey of Hispanic-American Culture and Civilization, with consideration of geographical, social, economic, cultural, political, religious and artistic features. The course includes lectures, collateral readings and written reports. A special feature of the course is the use of numerous video supplements. Class is conducted in Spanish.

Prerequisite: SPA 3330 or the equivalent.

Three semester hours

SPANISH 3333. CONTEMPORARY ISSUES IN HISPANIC CULTURE.

This course is a continuation of SPA 3332. Students will engage in discussions and write papers on issues affecting contemporary Hispanic Culture with the aid of computer technology. Students will also learn how to design multimedia presentations on cultural topics.

Prerequisite: SPA 3332 or consent of instructor.

Three semester hours

SPANISH 3350. ADVANCED GRAMMAR.

This course will consist of an in-depth review of Spanish grammar. It will enable Spanish majors to broaden their knowledge of grammatical structures.

Prerequisite: SPA 2411 or the equivalent.

Three semester hours

SPANISH 3352. METHODS OF STUDY IN HISPANIC LITERATURE.

An introduction to Hispanic literature with emphasis on the development of skills needed to read and discuss literary texts in Spanish.

Prerequisite: SPA 3332, 3350 or the equivalent.

Three semester hours

SPANISH 3360. ADVANCED CONVERSATION.

A comprehensive course in Spanish conversation, with continued vocabulary development. Emphasis will be placed on strengthening listening comprehension skills and on developing improvisational skills. The class is conducted in Spanish and supplemented by audio tapes.

Prerequisite: SPA 2411 or the equivalent.

Three semester hours

Spanish

SPANISH 3361. MEXICAN-AMERICAN CULTURE AND LITERATURE.

A study of representative Chicano writers and their works, in both Spanish and English. Collateral readings and reports.

Prerequisite: SPA 2411 or 2413.

Three semester hours

SPANISH 3371. SPANISH FOR EVANGELISM.

Continued study of Spanish with emphasis on its use in evangelism. The course is designed to provide the specialized vocabulary essential for preaching, teaching and evangelizing in Spanish, plus advanced grammar necessary to handle the Spanish New Testament effectively.

Prerequisite: SPA 2411 or the equivalent.

Three semester hours

SPANISH 3381. HISTORY OF MEXICO.

This course is a synopsis of the history of Mexico. It begins with the Pre-Columbian period and it extends to the twentieth century.

Prerequisite: SPA 1412.

Three semester hours

SPANISH 4000. TExES REVIEW IN SPANISH.

This is a course which must be taken and passed prior to student teaching. It is designed to help students pass the Spanish section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: SPA 3331 or 3332; 3350; 3352.

No credit

SPANISH 4210. CONVERSATION PRACTICUM.

A course designed to help students pass the Texas Oral Proficiency Test (TOPT) in Spanish. Required for all teacher certification students with a specialization or teaching field in Spanish. The course includes one hour of class work with TOPT preparation materials, plus one hour of lab work per week, plus one hour per week of individual practice with a conversation partner under the professor's supervision. Must be taken prior to student teaching.

Prerequisite: SPA 2411, 3350 with "C" or better.

Two semester hours

SPANISH 4301. SURVEY OF SPANISH LITERATURE.

A survey of major Spanish writers and their works from El Cid to the present day. Collateral readings and reports.

Prerequisite: SPA 3350, 3352 or the equivalent.

Three semester hours

SPANISH 4311. SPANISH FOR TEACHERS.

This course acquaints students with current approaches to teaching and testing the four skills in Spanish at all levels. Students will do micro-teaching in Spanish as a practical component.

Prerequisite: SPA 3350.

Three semester hours

SPANISH 4312. INTERNSHIP.

This course provides students with the opportunity to practice teaching in the Community Spanish program.

Prerequisite: SPA 2411 or the equivalent.

Three semester hours

SPANISH 4321. SURVEY OF SPANISH-AMERICAN LITERATURE.

A survey of major Spanish-American writers and their works. Collateral readings and reports.

Prerequisites: SPA 3350, 3352 or consent of instructor.

Three semester hours

SPANISH 4343. COMPUTER-ASSISTED LANGUAGE INSTRUCTION.

This course prepares future Spanish teachers to utilize the computer in language teaching. They will learn how to use the internet as a resource and software programs on both the computer and the internet. Cross-credited with TSL 4343. Only three credit hours will be awarded for SPA 4343 and TSL 4343.

Prerequisite: CIS 1339 and 12 hours of Spanish.

Three semester hours

SPANISH 4391. SEMINAR IN HISPANIC LITERATURE.

This course will examine topics in contemporary Hispanic literature. Students will be required to submit a research paper. Additional readings in the field will also be required.

Prerequisite: Six semester hours of Spanish literature and junior standing.

Three semester hours

Teaching English to Speakers of Other Languages (TESOL)

Peter James, Head

Endorsement

Howard Payne University offers an endorsement in teaching English to speakers of other languages (TESOL) through the department of modern languages and the School of Education. The program is open to students who are planning to obtain, or who have obtained, a teaching certificate in the State of Texas. TESOL endorsements may be added to an elementary, secondary, or all-level certificate at either the undergraduate or post-baccalaureate levels. An undergraduate endorsement requires 12 semester hours, three of which are student teaching. Post-baccalaureate students will need to take 15 semester hours, six of which are the year-long internship as a teacher of record in an ESL classroom. International students may take this sequence with the exception of student teaching.

Major

Students seeking a Bachelor of Arts (BA) degree with a major in teaching English to speakers of other languages (TESOL) are required to take thirty to thirty-six semester hours including: TSL 3301, 3311, 4301, 4343, CCS/COM/TSL 3350, ENG 1311, 1312 and 3304. The remaining course or courses are selected from ENG 4304, 4336, 4360, and EDU 3310. It is recommended that students take a reading and writing course.

Minor

Students seeking a minor in teaching English to speakers of other languages (TESOL) are required to take eighteen to twenty-four semester hours including: TSL 3301, 3311, 4301, 4343, CCS/COM/TSL 3350 and at least one three-hour advanced English course.

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3301. INTRODUCTION TO LANGUAGE AND LINGUISTICS.

This course introduces students to the nature of language, including phonology, semantics, syntax and contrastive linguistics. Fall, odd years.

Prerequisite: None.

Three semester hours

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3311. APPLIED LINGUISTICS.

In this course, students will study first and second language acquisition, psycholinguistics, sociolinguistics and language and the brain. Spring, even years.

Prerequisite: Consent of instructor.

Three semester hours

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 3350. INTERCULTURAL COMMUNICATION.

This course will examine major perspectives and theories of cross-cultural communication. It includes a comprehensive examination of how communication elements are shaped by social and cultural forces. Cross-credited with COM 3350 and CCS 3350. Credit will not be given for TSL 3350, COM 3350, and CCS 3350.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 4301. METHODS OF TEACHING ENGLISH AS A SECOND LANGUAGE.

The principles and practice of teaching English as a second language. This course incorporates field experience when available. Fall, even years.

Prerequisite: Consent of instructor.

Three semester hours

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 4302. METHODS OF TEACHING ENGLISH AS A SECOND LANGUAGE II.

This is the second semester of the methods course required for TESOL majors. Spring, odd years.

Prerequisite: TSL 4301.

Three semester hours

Legal Studies Program

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 4312. INTERNSHIP.

This course provides students with the opportunity to practice teaching in the Community ESL program in a supervised situation.

Prerequisite: Twelve hours of a language or the equivalent.

Three semester hours

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES 4343. COMPUTER-ASSISTED LANGUAGE INSTRUCTION.

This course prepares future ESL teachers to utilize the computer in language teaching. They will learn how to use the Internet as a resource and software programs on both the computer and the Internet. Cross-credited with SPA 4343. Only three credit hours will be awarded for TSL 4343 and SPA 4343.

Prerequisite: CIS 1339 and 12 hours of Spanish.

Three semester hours

EDUCATION 4355 or 4356 or 4357. STUDENT TEACHING IN ENGLISH AS A SECOND LANGUAGE.

See the education section for descriptions.

EDUCATION 4393 and 4394 or 4395 and 4396 or 4397 and 4398. INTERNSHIP IN ENGLISH AS A SECOND LANGUAGE.

See the education section for descriptions.

LEGAL STUDIES PROGRAM

Normally, the sole specific academic requirements for admission to law schools are a baccalaureate degree and acceptable scores on the law school admission test. Thus, students may qualify for law school admission with a major concentration in any academic field or any baccalaureate degree program.

However, the law schools in Texas and other states, and many of the colleges which prepare students for them, stress as desirable a broad background, usually with concentration in one of the humanities or communications areas. They also recommend specific fields where familiarity is important, as, for example, logic, writing ability, and philosophy. The department of political science at Howard Payne University offers pre-law and paralegal specializations emphasizing all three.

The Social Studies Path of the Douglas MacArthur Academy of Freedom is predicated on those principles. It seeks to give breadth of background in many areas, including those noted above, to students who will probably not have opportunity for formal training in those areas during the highly specialized law school years. It includes only a minimum of specifically law-oriented courses on the assumption that much of this will be covered later. In short, it aims to complement the specialized law training with a broad-based undergraduate grounding in areas relevant to the lawyer's task.

At the same time, this program can be useful to those who ultimately choose to work in other areas, such as government service. It substitutes for the usual major and minor concentrations a broader field of study that opens many paths to professional and personal growth. For these reasons, the Social Studies Path of the Douglas MacArthur Academy of Freedom is highly recommended for students anticipating law school.

Department of History, Political Science, and Geography

Robert G. Mangrum, Head

Faculty: John Ferguson, Nancy Lee, Justin D. Murphy, John Nickols, Joe Weatherby

Through studying history, political science, and geography, students will develop an enhanced comprehension of current events, a better appreciation of art, architecture, ideas, and politics, and an improved understanding of their fellow human beings and their activities.

Students taking the general education course in history will develop the skills required to seek knowledge, analyze complex issues and present conclusions in a clear and thoughtful manner as well as have an improved understanding of American history.

Students taking the general education course in political science will develop the skills required to seek

History, Political Science and Geography

knowledge, analyze complex issues and present conclusions in a clear and thoughtful manner as well as learn the basic theoretical and philosophical tenets of politics and the American political system.

History

The word history comes from the Greek and Latin terms for inquiring and knowing. It describes a branch of study in which we seek to learn about human life over time. Since present-day concerns often inspire the study of the past, historians debate concepts and theories about why humans have acted in specific ways, which leads to an understanding not only of the past but also of the present, while also providing a guide for the future. The study of history provides students with the skills required to seek knowledge, analyze complex issues, and present conclusions in a clear and thoughtful manner. A major in history prepares students for professional careers in teaching, research, journalism, and government service.

The history curriculum offers course work leading to the Bachelor of Arts degree. There are two capstone courses for the history major: HIS 4381 The Cold War: 1945-1991 and HIS 4303 Europe Since 1919. Together these two courses unify the history major and provide a forum whereby the student's mastery of the major can be demonstrated.

The **Bachelor of Arts Degree in History** requires thirty to thirty-six hours, which includes a fifteen-hour core consisting of HIS 1310, 1320, 2310, 2320, and 2330. Students must then select from among the following three options:

General History Option (30 hours): core plus HIS 4303, 4381, and 9 advanced hours of history.

American Emphasis Option (36 hours): core plus HIS 4303, 4381, and 15 advanced hours of American history chosen from HIS 3310, 3322, 3332, 3340, 3355, 4325, 4351, or 4366. This option is intended for majors who intend to pursue a graduate degree with a specialization in American History. The department recommends that students pursuing this option take 12 hours of Spanish to meet their language requirement for the Bachelor of Arts degree.

Modern European Emphasis Option (36 hours): core plus HIS 3343, 3380, 3391, 4303, 4381 and 3 advanced hours of American history chosen from HIS 3310, 3322, 3332, 3340, 3355, 4325, 4351, or 4366. This option is intended for majors who intend to pursue a graduate degree with a specialization in Modern European history. The department recommends that students pursuing this option take 12 hours of French to meet their language requirement for the Bachelor of Arts degree.

Students interested in **Teacher Certification** will choose either the Bachelor of Arts Degree in History, the Bachelor of Arts Degree in Social Studies Composite, or the Bachelor of Science Degree in Social Studies Composite. Students must then select from among the following two options:

History Teaching Major (36 hours): HIS 1310, 1320, 2310, 2320, 2330, 4000, 4303, 4381, and 15 advanced hours of history. The department recommends that students pursuing this option take 12 hours of Spanish to meet their language requirement for the Bachelor of Arts degree.

Social Studies Composite Major (54 hours): ECO 2311 and 2321; HIS 1310, 1320, 2310, 2320, 2330, 4000, 4303, 4381 and 3 advanced hours of history; GEG 3312, 4311, and 4312; POS 2311, 2321, 2350, and 6 advanced hours political science selected from POS 3300, 3321, 3361, 3371, 3381, 4303, 4351, or 4391.

The department recommends that students pursuing this option take 12 hours of Spanish to meet their language requirement for the Bachelor of Arts degree. For those students pursuing either degree, the department recommends that students take PSC 1429. Meteorology, Earth Science, and Chemistry to meet 4 hours of the lab science requirements in general education.

The history minor will consist of twenty-four semester hours to include: HIS 1310, 1320, 2310, 2320, 2330, and 9 advanced history hours.

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

As the primary Institutional Effectiveness tool utilized by the history department, each history major, prior to graduation, MUST take a departmental exam in history.

History

HISTORY 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of history not covered by existing catalog courses. Course may be repeated when the topic of study changes.

Prerequisite: Consent of instructor.

One to six semester hours

HISTORY 1310. UNITED STATES HISTORY TO 1877. (HIST 1301)

The development of the United States from the discovery of the Americas to the end of the Civil War and Reconstruction in 1877. The prerequisite for the honors section of this course will be membership in the Douglas MacArthur Academy of Freedom (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring.

Prerequisite: None.

Three semester hours

HISTORY 1320. UNITED STATES HISTORY SINCE 1877. (HIST 1302)

The development of the United States from 1877 to the 1980's. The prerequisite for the honors section of this course will be membership in the Douglas MacArthur Academy of Freedom (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring.

Prerequisite: None.

Three semester hours

HISTORY 2108. HISTORICAL RESEARCH METHODS AND WRITING.

A laboratory course in Historical research methods and writing designed to introduce students to historical concepts and historiography, to prepare students for research and critical thinking, and to teach students to organize and communicate ideas effectively. Fall, Spring.

Prerequisite: None.

One semester hour

HISTORY 2310. WESTERN CIVILIZATION I. (HIST 2311)

A survey of western civilization from the early Greeks and Romans through the Middle Ages, the Renaissance, and the Reformation, emphasizing the political, economic, and cultural evolution of early western society. Fall.

Prerequisite: None.

Three semester hours

HISTORY 2320. WESTERN CIVILIZATION II. (HIST 2312)

A survey of western civilization from the early seventeenth century through the French Revolution, the Industrial Revolution, and the First World War, emphasizing the rise of modern state and the political, economic, and cultural revolution of modern western society. Spring.

Prerequisite: None.

Three semester hours

HISTORY 2330. NON-WESTERN CIVILIZATIONS. (HIST 2322)

A survey of the political, economic, and cultural evolution of African, Asian, and Latin American societies from their earliest origins to the present. Spring.

Prerequisite: 12 hours of history or consent on instructor.

Three semester hours

HISTORY 3310. COLONIAL AMERICA: 1607-1763.

American history from the beginning of European colonization of North America to the end of the Seven Years War in 1763, stressing the increasing maturity of the colonies. Fall, even years.

Prerequisite: HIS 1310 and 1320 or consent of instructor.

Three semester hours

HISTORY 3322. AMERICAN REVOLUTION AND FEDERAL UNION: 1763-1800.

Surveys the period of the coming of revolution, Articles of Confederation, the Federal Constitution, the organization of the federal government, and the emergence of the first U.S. two party system. Spring, odd years.

Prerequisite: HIS 1310 and 1320 or consent of instructor.

Three semester hours

HISTORY 3332. AGE OF JEFFERSON AND JACKSON: 1800-1850.

Surveys Jeffersonian politics, the war of 1812, the emergence and development of the second political party system, Jacksonian politics, the impact of nationalism and sectionalism, and Manifest Destiny and the Mexican War. Fall, odd years.

Prerequisite: HIS 1310 and 1320 or consent of instructor.

Three semester hours

HISTORY 3340. CIVIL WAR AND RECONSTRUCTION (1850-1877).

Surveys the background and causes of secession and war, the military, political, economic and diplomatic aspects of war, reconstruction and post-war adjustments. Spring, even years.

Prerequisite: HIS 1310 and 1320 or consent of instructor.

Three semester hours

History

HISTORY 3343. FRENCH REVOLUTION AND NAPOLEON: 1787-1815.

The course surveys the history of Europe from the eighteenth-century Enlightenment to the Congress of Vienna, emphasizing the impact of the Enlightenment, the French Revolution, and the Napoleonic wars upon European politics, diplomacy, and economic and cultural life. Fall, odd years.

Prerequisite: HIS 2310 and 2320 or consent of instructor.

Three semester hours

HISTORY 3355. THE GILDED AGE, THE PROGRESSIVE ERA, AND WORLD WAR I: 1877-1920.

American history from the era of Reconstruction to the election of 1920. Details of the Plains Indian wars, agricultural, industrial, and social/political revolutions in the U. S. transition from isolationism to internationalism. Fall, even years.

Prerequisite: HIS 1310 and 1320 or consent of instructor.

Three semester hours

HISTORY 3380. THE AGE OF REACTION AND REALIGNMENT: EUROPE, 1815-1871.

The course surveys the history of Europe from the Congress of Vienna to the unification of Italy and Germany, emphasizing the conflict between conservatism, liberalism, democracy, and socialism and the impact of nationalism and industrialization upon European politics, diplomacy, and economic and cultural life. Spring, even years.

Prerequisite: HIS 2310 and 2320 or consent of instructor.

Three semester hours

HISTORY 3381. THE WESTERN INTELLECTUAL TRADITION.

A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with PHI 3381 and POS 3381. Only three credit hours will be awarded for HIS 3381, PHI 3381, and POS 3381. Fall.

Prerequisite: POS 2311 or consent of instructor.

Three semester hours

HISTORY 3391. THE AGE OF NATIONALISM AND IMPERIALISM: EUROPE, 1871-1919.

The course surveys the history of Europe from the unification of Germany to the end of the First World War, emphasizing the impact of nationalism, the industrial revolution, imperial expansion, and war upon European politics, diplomacy, and economic and cultural life. Fall, even years.

Prerequisite: HIS 2310 and 2320 or consent of instructor.

Three semester hours

HISTORY 4000. PREPARATION WORKSHOP FOR THE HISTORY TExES.

This is a course which must be taken and passed by all history major teaching option and history secondary teaching field students the semester just prior to student teaching admission. Designed to help students pass the TExES test in history as required for employment in the secondary teaching field. Fall, Spring.

Prerequisite: Completion of history upper-division coursework or consent of instructor.

No credit

HISTORY 4108. RESEARCH OF THE ACADEMY BACHELOR'S THESIS.

A laboratory course in research techniques as a preparation for the Academy Bachelor's Thesis. In addition, the course, as one of the two capstone courses required for graduation in the Academy Honors Program, provides a practical application and demonstration of the multidisciplinary aspects of the honors program. Fall. Spring.

Prerequisite: Junior in the Academy of Freedom Honors Program

One semester hour

HISTORY 4208. THE ACADEMY BACHELOR'S THESIS (HONORS).

Preparation, writing and presentation of the Academy Bachelor's Thesis, which provides an analysis of a public policy topic selected by the student in consultation with the Academy Director. In addition, the course, as one of two capstone courses required for graduation in the Academy Honors Program, provides a practical application and demonstration of the multidisciplinary aspects of the honors program. Fall, spring.

Prerequisite: HIS 4108.

Two semester hours

HISTORY 4303. EUROPE SINCE 1919.

History of Europe from the end of World War I to the collapse of communism in Eastern Europe, emphasizing the struggle between democracy and totalitarianism. Spring, odd years.

Prerequisite: Six semester hours of history or consent of instructor.

Three semester hours

Political Science

HISTORY 4325. THE ROARING TWENTIES, FDR, THE NEW DEAL AND WORLD WAR II: 1920-1945.

Intellectual, social, economic, military, and political study of the U. S. from 1920 to the end of World War II. Spring, odd years.

Prerequisite: HIS 1310 and 1320 or consent of instructor.

Three semester hours

HISTORY 4351. AMERICAN CONSTITUTIONAL HISTORY

A survey of the making of the Constitution, an overview of the political, social, cultural, and economic forces that have shaped constitutional interpretations, and an in-depth analysis of the Constitutional Law of the United States through a study of cases concerning governmental powers and individual rights. Cross credit with POS 435. Only three credit hours will be awarded for HIS 4351, CRJ 4351 and POS 4351. Fall, even years.

Prerequisite: HIS 1310 and 1320 and POS 2311 and 2321.

or consent of instructor.

Three semester hours

HISTORY 4366. SPECIAL TOPICS IN HISTORY.

An in-depth analysis of a specific history topic which will examine the military, political, economic, cultural and social aspects of the topic in relation to the narrow topic under examination as well as the broader perspective of American and world history. Spring, even years.

Prerequisite: Three semester hours of history or consent of instructor.

Three semester hours

HISTORY 4381. THE COLD WAR: 1945-1991.

American history from the death of FDR on April 12, 1945 to the end of the Cold War, December 26, 1991 with an emphasis upon the diplomacy, military actions, domestic politics, and economic changes that post World War II America experienced during this era. Fall, odd years.

Prerequisite: HIS 1310 and 1320 or consent of instructor.

Three semester hours

Political Science

The political science program is designed to introduce the students to the basic theoretical and philosophical tenets of politics; to provide the opportunities to gain practical research experience using contemporary techniques of political analysis; to help the students gain a better perspective of the American political system in and international context; and to provide background training for such professional fields as law, policy research, teaching, journalism, management, and government service. The basic courses introduce the issues, mechanics and functions of government. Upper-division courses acquaint the students with the types of government in other nations as well as specific areas of our own; provide opportunities to gain practical research experience using contemporary techniques of political analysis; help the student gain a better perspective of the American political system in an international context; provide background training for such fields as law, research, teaching, government, public administration and paralegal studies; and supplement areas of study such as journalism and management.

The department has a specific five-fold purpose and goal.

1. To prepare political science majors for graduate study in law and political science leading to professional careers in such areas as college teaching, the legal profession, international diplomacy, public administration, or other governmental-type work.
2. To prepare political science teaching-field students for careers in secondary education.
3. To provide all students seeking a degree with the skills necessary for understanding and participating intelligently in the political life of the community.
4. To help all students taking political science courses, including students entering other professions, develop the skills necessary for sophisticated prediction, criticism and interpretation of political behaviors and the interactions within and among nation states.
5. To prepare students for entry-level work in political science-related career fields.

The political science curriculum offers course work leading to the **Bachelor of Arts Degree in Political Science** and requires thirty to thirty-one semester hours, which includes a nine-hour core consisting of POS 2311, 2321, and 2350. Students must then select from the following three options:

Political Science

General Political Science Option (31 hours): core plus POS 4102, 4392, and eighteen advanced hours selected from POS 3300, 3321, 3340, 3361, 3371, 3381, 3391, 4303, 4310, 4351, 4391, or no more than six hours from appropriate political science special studies classes or internships approved by the head of the department. Note: Students may take up to six hours of POS 3300 Regional Studies as topics change from semester to semester. This option is intended for majors who plan to enter government service or who intend to pursue a graduate degree in political science. The department recommends that students pursuing this option take 12 hours of Spanish to meet their language requirement.

Pre-Law Option (30 hours): core plus POS 3301, 4351, 4392, and three hours of 3161 and nine hours of advanced Political Science selected from POS 3311, 3312, 3341, 3361, 3391, 4353, or 4361. This option is intended for majors who plan to pursue a graduate degree in law school. The department recommends that students pursuing this option take 12 hours of Spanish to meet their language requirement.

Political Consulting and Lobbying Option (31 hours): core plus POS 4102, 4303, 4391, 4392, and twelve advanced hours of Political Science selected from POS 3321, 3340, 3361, 3371, 3381, 3391, 4310, 4351, or no more than six hours of appropriate political science special studies classes or internships approved by the head of the department. This option is intended for majors who plan to enter governmental service, serve as political assistances, or engage as lobbyists. The department recommends that students choosing this option take 12 hours of Spanish to meet their language requirement. Students may also take COM 2330 in lieu of COM 1310 for the general education requirement. The department also recommends that students pursuing this option have a minor in public relations.

A minor in political science shall consist of eighteen to twenty-four hours, including POS 2311, 2321, 2350, 4392, and six to twelve advanced hours of political science chosen in consultation with the head of the department.

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

Students seeking **Teacher Certification** in political science must select either the Bachelor of Arts Degree in Social Studies Composite or the Bachelor of Science Degree in Social Studies Composite as described in the History section of this catalog.

As the primary Institutional Effectiveness tool utilized by the political science department, each political science major, prior to graduation, **MUST** take a departmental exam in political science.

POLITICAL SCIENCE 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of political science not covered by existing catalog courses. Courses may be repeated when the topic of study changes.

Prerequisite: None.

One to six semester hours

POLITICAL SCIENCE 2311. AMERICAN GOVERNMENT. (GOVT 2305)

A survey of the structure, functions, processes, and problems of the federal government. The prerequisite for the honors section of this course will be membership in the Douglas MacArthur Academy of Freedom (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 2321. STATE AND LOCAL GOVERNMENT. (GOVT 2306)

An intensive study is made of the structure and functions of government in Texas. Examination is made of the State Constitution. The prerequisite for the honors section of this course will be membership in the Douglas MacArthur Academy of Freedom (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

POLITICAL SCIENCE 2350. POLITICAL ECONOMY.

A survey of the macro and micro principles of economics and the politics of their implementation in the economy. Fall.

Prerequisite: MAT 1351.

Three semester hours

Political Science

POLITICAL SCIENCE 3161. MOOT COURT.

A study of the appellate process covering the following topics: effective advocacy, standards of review, limits on appellate briefs and oral arguments. May be taken for up to six semester hours credit, but only a maximum of three semester hours may be applied to the political science major. Students taking this course need to sign up as partners. Professor may switch partners during the course and/or hold a competition to determine TUMCA contestants. Enrollment in this course is limited to seven (7) teams and preference will be given to pre-law majors. Non-majors will be selected on a space-available basis. Fall, Spring.

Prerequisite: POS 2311, and COM 1310. Permission of instructor required. One semester hour

POLITICAL SCIENCE 3300. REGIONAL STUDIES.

The course will examine a different region of the world each semester offered. This in-depth analysis of a specific region will examine the political, economic, cultural and social aspects and relate the region not only to its geography but also to the broader world. Cross-credited with GEG 3300. Only three credit hours will be awarded for POS 3300 and GEG 3300. Fall.

Prerequisite: POS 2311 or consent of instructor. Three semester hours

POLITICAL SCIENCE 3301. INTRODUCTION TO LAW.

A course designed to introduce undergraduate students, intent upon graduate law school, to the tools of legal writing, case briefing, trial procedure, and appellate advocacy by examining the American legal system. Fall, even years.

Prerequisite: POS 2311. Three semester hours

POLITICAL SCIENCE 3311. BUSINESS LAW I.

General principles and case studies of the law of contracts, employment, negotiable instruments, property, transportation, insurance, partnerships, corporation, mortgages, leases, estates and bankruptcy. Cross-credited with BUS 3311. Fall, Summer.

Prerequisite: Junior standing. Three semester hours

POLITICAL SCIENCE 3312. BUSINESS LAW II.

Role of government in business, social policy and legal institutions, administrative law, antitrust law, agency and employment relations, bankruptcy law, business organizations, property rights, product safety and regulation of information. Cross-credited with BUS 3321. Only three credit hours will be awarded for BUS 3321 and POS 3312. Spring, Summer.

Prerequisite: BUS 3311 or POS 3311. Three semester hours

POLITICAL SCIENCE 3321. COMPARATIVE GOVERNMENT.

A study of the governments and political systems of countries in Europe, Asia, the Middle East, Latin America, and Africa. A special focus will also be given to criminal justice systems and emerging multinational governments, such as the European Union. Cross-credited with CRJ 3321. Only three credit hours will be awarded for CRJ 3321 and POS 3321. Spring, odd years.

Prerequisite: POS 2311 or consent of instructor. Three semester hours

POLITICAL SCIENCE 3340. INTRODUCTION TO PUBLIC ADMINISTRATION.

A course designed to acquaint the student with the theoretical and practical foundations of government administration. Fall, odd years.

Prerequisite: POS 2311 and POS 2321. Three semester hours

POLITICAL SCIENCE 3341. LEGAL EVIDENCE.

A study of evidentiary law and materials, and the litigation procedures in the Anglo-American legal system that will help the pre-law student, paralegal student, social work student, and the law enforcement student identify and understand the structure, functions, processes, and problems of litigants. Cross-credited with CRJ 3341. Only three credit hours will be awarded for CRJ 3341 and POS 3341. Spring, odd years.

Prerequisite: POS 2311. Three semester hours

POLITICAL SCIENCE 3361. INTERNATIONAL LAW AND POLITICS.

A study of the nation-state system with emphasis upon the fundamental factors governing international relations between states, the techniques and instruments of power politics, and the sources of tensions and possibilities of conflicts among the major states. Spring, even years.

Prerequisite: POS 2311. Three semester hours

Political Science

POLITICAL SCIENCE 3371. THE AMERICAN PRESIDENCY.

An examination of the development and functions of the national executive. Emphasis is placed upon presidential character, power and decision making. Fall, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 3381. POLITICAL THEORY.

A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with HIS 3381 and PHI 3381. Only three credit hours will be awarded for HIS 3381, PHI 3381 and POS 3381. Fall.

Prerequisite: POS 2311 or consent of instructor.

Three semester hours

POLITICAL SCIENCE 3391. LAW AND SOCIETY.

An overview of Anglo-American legal principles and an analysis of controversial legal issues in contemporary American society. Cross-credited with CRJ 3391. Only three credit hours will be awarded for CRJ 3391 and POS 3391. Fall, odd years.

Prerequisite: POS 2311 or consent of instructor.

Three semester hours

POLITICAL SCIENCE 4199-4399. INTERNSHIPS IN POLITICAL SCIENCE.

Supervised professional activities in an approved government or politically affiliated organization. Designed to provide Political Science majors with an opportunity to apply academic course work in practical and professional settings. Department will determine assessment criteria on a case by case basis. May be taken for up to six hours credit, though only three hours will count toward the Political Science major. Course may be repeated for credit. Fall, Spring, Summer.

Prerequisite: POS 2311, a cumulative GPA of 3.0 and approval by department before internship is to begin.

One to three semester hours

POLITICAL SCIENCE 4303. POLITICAL PARTIES AND INTEREST GROUPS.

Political parties and pressure groups (a.k.a. interest groups) are vitally important components for our representative democracy, constitution crucial linkages between citizens and government. An understanding of the relationship between the two components is vital to the understanding of how the modern American political system works. Spring, odd years.

Prerequisite: POS 2311 and POS 2321.

Three semester hours

POLITICAL SCIENCE 4310. AMERICAN FREE ENTERPRISE SYSTEM.

Economic institutions in the American economy. This course is designed for members of the Academy of Freedom or for students needing a related course in economics. Cross-credited with ECO 4310. Spring.

Prerequisite: POS 2311 and 2350 or ECO 2311, 2321.

Three semester hours

POLITICAL SCIENCE 4351. AMERICAN CONSTITUTIONAL HISTORY.

A survey of the making of the Constitution, an overview of the political, social, cultural, and economic forces that have shaped constitutional interpretations, and an in-depth analysis of the Constitutional Law of the United States through a study of cases concerning governmental powers and individual rights. Cross credit with CRJ 4351 and HIS 4351. Only three credit hours will be awarded for CRJ 4351, HIS 4351, and POS 4351. Fall, even years.

Prerequisite: HIS 1310 and 1320 and POS 2311, or consent of instructor.

Three semester hours

POLITICAL SCIENCE 4353. CIVIL LIBERTIES IN AMERICA.

This class will provide an in-depth look at the civil liberties and protections found in the American constitutional system. The Supreme Court's interpretation of the Constitution and society's response will receive particular attention. Cross credited with CRJ 4353. Only three credit hours will be awarded for POS 4353 and CRJ 4353. Spring, even years.

Prerequisite: POS 2311.

Three semester hours

POLITICAL SCIENCE 4361. CRIMINAL LAW AND PROCEDURE.

An overview of the criminal justice process with emphasis on arrest, search, seizure, the right to counsel, police interrogation, subpoenas, warrants, pleas, trial by jury, and sentencing procedures. Cross-credited with CRJ 4361. Only three credit hours will be awarded for CRJ 4361 and POS 4361. Fall, odd years.

Prerequisite: POS 2311.

Three semester hours

Geography

POLITICAL SCIENCE 4391. THE AMERICAN CONGRESS.

An examination of the history, structures and processes of the national legislature. Spring, even years.
Prerequisite: POS 2311 or consent of instructor. Three semester hours

POLITICAL SCIENCE 4392. CHRISTIANITY AND POLITICS.

An examination of the relationship between Christianity, politics and civil government. Topics include church and state, war and peace, capitalism and socialism. Spring.
Prerequisite: POS 2311. Three semester hours

Geography

The study of geography is designed to provide the student with an understanding of the spatial relationship between humans and the physical environment and how that environment affects society, economics, politics, and culture.

Neither a major or minor is available in geography.

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

GEOGRAPHY 2310. GEOGRAPHY FOR ELEMENTARY EDUCATION. (GEOG 1303)

An introduction to the physical, political, economic, and cultural geography of the world's regions. This course includes activities and projects designed for elementary education majors and will address some of the key subject matter in the Texas Essential Knowledge and Skills for social studies. Spring.
Prerequisite: None. Three semester hours

GEOGRAPHY 3300. REGIONAL STUDIES.

The course will examine a different region of the world each semester offered. This in-depth analysis of a specific region will examine the political, economic, cultural and social aspects and relate the region not only to its geography but also to the broader world. Cross-credited with POS 3300. Only three credit hours will be awarded for GEG 3300 and POS 3300. Fall.
Prerequisite: GEG 2310 or 3312 or consent of instructor. Three semester hours

GEOGRAPHY 3312. WORLD REGIONAL GEOGRAPHY.

A study of the physical, political, economic, and cultural conditions of contemporary world regions and their relationship to one another. Fall, Summer.
Prerequisite: Six semester hours of history or consent of instructor. Three semester hours

GEOGRAPHY 4311. POPULATION AND DEMOGRAPHY.

A geographical study of social factors in population increase and decrease as well as examining birth, death, and migration trends. The course will study population and demography in other countries as compared to the United States. Cross-credited with SOC 4311. Only three credit hours will be awarded for GEG 4311 and SOC 4311. Fall, even years.
Prerequisite: SOC 1311 or consent of instructor. Three semester hours

GEOGRAPHY 4312. DIRECTED STUDIES IN PHYSICAL GEOGRAPHY.

An analysis of the world's physical environment and the forces that shape it. Directed study, Spring.
Prerequisite: GEG 3312 or consent of instructor. Three semester hours

Department of Psychology

Keith Mask, Head

Faculty: Athena Bean

Psychology majors and minors will learn to successfully pursue a graduate degree in psychology or a related field and thereafter to function effectively in the profession. Students taking a psychology course as a part of general education requirement will learn to understand themselves and others better by taking into consideration the emotional, social, cultural, and environmental and heredity factors which cause people to act as they do.

Students having a major in psychology must take thirty-one semester hours including PSY 1311, 2351, 3321, 3351, 4311, 4321, and 4439. The remaining courses will be chosen in consultation with a faculty advisor in keeping with the student's career objectives. All psychology majors will be required by the end of their senior year to have taken a national area test in psychology. Students majoring in psychology may take COM 2320 or COM 2330 in lieu of COM 1310 for the general education requirement.

A minor in psychology shall consist of PSY 1311 and fifteen (15) additional semester hours chosen in consultation with a member of the psychology faculty.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

PSYCHOLOGY 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of psychology not covered by existing catalog courses. Course may be repeated when the topic of study changes.

Prerequisite: Consent of instructor.

One to six semester hours

PSYCHOLOGY 1311. INTRODUCTION TO PSYCHOLOGY. (PSYC 2301)

Basic requirement course in psychology. Successful completion of this course should enable the student to understand and develop his or her capabilities and to relate more successfully to the environment. The course is an overview of major topics included in the field of psychology. Fall, Spring, and Summer.

Prerequisite: None.

Three semester hours

PSYCHOLOGY 2311. MARRIAGE AND THE FAMILY. (SOCI 2301)

A study of family types and marital processes with an emphasis upon the contemporary American families including ethnic and minority families within the context of contemporary American and Christian values. Related issues include lifestyles, dating, mate selection, sexual values, communication, conflict, children, divorce, remarriage, and step families. Cross-credited with SOC 2311. Only three credit hours will be awarded for SOC 2311 and PSY 2311. Fall.

Prerequisite: None.

Three semester hours

PSYCHOLOGY 2351. STATISTICS FOR THE SOCIAL SCIENCES. (PSYC 2317)

An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations and applicability of statistical procedures. Cross-credited with CRJ 2351 and SOC 2351. Only three credit hours will be awarded for CRJ 2351, SOC 2351, or PSY 2351. Fall.

Prerequisite: None.

Three semester hours

PSYCHOLOGY 2360. SOCIAL DEVIANCE.

The psychological, biological and sociological aspects of socially deviant behavior. Theories pertaining to social deviance will be examined and social control laws, policies and effectiveness of rehabilitative programs will be examined. Cross-credited with CRJ 2360 and SOC 2360. Only three credit hours will be awarded for CRJ 2360, PSY 2360, and SOC 2360. Fall, odd years.

Prerequisite: CRJ 1310 or PSY 1311 or SOC 1311.

Three semester hours

Psychology

PSYCHOLOGY 3306. DEATH AND DYING.

An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide, and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers and psychologists in direct practice. Cross-credited with SOC 3306 and SWK 3306. Credit will be awarded for only one of the three courses: SOC 3306, SWK 3306, or PSY 3306. Fall, even years.

Prerequisite: SOC 1311 or PSY 1311.

Three semester hours

PSYCHOLOGY 3321. PERSONALITY.

A study of the importance of the individual and the development of personality. Fall.

Prerequisite: PSY 1311.

Three semester hours

PSYCHOLOGY 3341. SOCIAL PSYCHOLOGY.

A study of the social bases of behavior and the behavior of the individual in social situations, as well as the socio-psychological bases of attitudes. Cross-credited with CRJ 3343 and SOC 3341. Only three credit hours will be awarded for CRJ 3343, SOC 3341, and PSY 3341. Fall.

Prerequisite: CRJ 1310, PSY 1311 or SOC 1311.

Three semester hours

PSYCHOLOGY 3342. ADOLESCENT PSYCHOLOGY.

An intensive study of the development process of youth into adulthood to determine their characteristics and their needs. Spring.

Prerequisite: PSY 1311 or consent of instructor.

Three semester hours

PSYCHOLOGY 3351. ABNORMAL PSYCHOLOGY.

A study of the major categories of mental illness and maladjustment — causes, symptoms and methods of treatment. Cross-credited with CRJ 3351. Only three credit hours will be awarded for CRJ 3351 and PSY 3351. Spring.

Prerequisite: PSY 1311.

Three semester hours

PSYCHOLOGY 3355. LIFESPAN DEVELOPMENT.

The study of the physiological and developmental processes of the human organism from conception to old age. Designed for students in the health care professions. Fall.

Prerequisite: PSY 1311.

Three semester hours

PSYCHOLOGY 4311. HISTORY AND SYSTEMS OF PSYCHOLOGY.

A study of the life and works of significant personalities in the development of psychology along with major theoretical viewpoints emerging in the historical development of modern psychology. Required of all senior psychology majors. Cross-credited with PHI 4311. Only three credit hours will be awarded for PSY 4311 and PHI 4311. Spring.

Prerequisite: PSY 1311 and junior standing.

Three semester hours

PSYCHOLOGY 4321. LEARNING THEORY.

An evaluation of the learning processes as proposed by many of the contemporary learning theorists. The history and development of these materials are included in the study. Fall.

Prerequisite: PSY 1311 plus six additional hours of psychology.

Three semester hours

PSYCHOLOGY 4332. INTRODUCTION TO COUNSELING AND PSYCHOTHERAPY.

An overview of the various theories and strategies of psychotherapeutic intervention, including both individual and group methods. Cross-credited with SWK 4332. Credit may be awarded for only one of the two: PSY 4332 or SWK 4332. Spring.

Prerequisites: PSY 3321 and 3351 or consent of instructor.

Three semester hours

PSYCHOLOGY 4351. PHYSIOLOGICAL PSYCHOLOGY.

The study of physiological aspects of human behavior with emphasis upon neurological structure and function. The mind-body relationship will be emphasized.

Prerequisite: PSY 1311 and BIO 2489.

Three semester hours

PSYCHOLOGY 4381. GROUP DYNAMICS.

A course designed primarily to aid students in understanding leadership roles and behavior in groups. The primary emphasis will be upon describing, elaborating, and applying the positive role of the democratic style of leadership. Spring, odd years.

Prerequisite: PSY 1311 or permission of instructor.

Three semester hours

Criminal Justice, Social Work and Sociology

PSYCHOLOGY 4439. EXPERIMENTAL PSYCHOLOGY.

The presentation of theory and practices employed in the application of scientific methodology to a variety of psychological phenomena. This course will include a research project. Spring.

Prerequisite: PSY 1311 and 2351.

Four semester hours

PSYCHOLOGY 4390. INDIVIDUAL RESEARCH PROBLEMS.

A course designed to provide the opportunity for students to study particular problems in any field of applied psychology or initiate basic research using the scientific method under the guidance of a member of the faculty.

Prerequisite: PSY 1311, 4439.

Three semester hours

Department of Criminal Justice, Social Work, and Sociology

Cathy Sneed, Head

Lynn Humeniuk, Program Director of Criminal Justice

Faculty: Olga Carter, John Sneed

The department of criminal justice, social work and sociology offers programs leading to both the Bachelor of Arts and Bachelor of Science degrees. The needs of students requiring a substantive knowledge of criminal justice, social work and/or sociology for professional competence, graduate study, or personal enrichment are addressed by the department's program options and individual courses. Honor students in the Douglas MacArthur Academy of Freedom may choose the criminal justice and social work paths as their area of concentration. See the Academy of Freedom section of this catalog for details.

The range of substantive content in the discipline and the range of interests of students have resulted in two major options being provided in criminal justice and social work and a minor in sociology.

Criminal Justice

The criminal justice program offers degree choices in Bachelor of Arts, Bachelor of Science, or the Bachelor of Applied Arts and Sciences. To prepare majors in the field of criminal justice, emphasis will be placed on the roles of policing, courts, laws, and correctional systems at the local, state, federal and international levels. Sociological and psychological perspectives of offenders, victims, and professionals who interact in the criminal justice system will be explored and reviewed. Students taking introductory level courses in Criminal Justice will be able to understand the operations of the criminal justice system in social interaction as well as on an individual basis.

Students having a major in criminal justice must take thirty semester hours including CRJ 1310, 1320, 2360, 3330, 4361, and 4370. Additional courses and/or internships will be decided in consultation with a faculty advisor depending on the career goals of the student and selected from the list of courses below.

A minor in criminal justice shall consist of CRJ 1310 and 1320 and twelve additional semester hours chosen in consultation with a member from the criminal justice faculty.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

CRIMINAL JUSTICE 1310. INTRODUCTION TO CRIMINAL JUSTICE. (CRIJ 1301)

An introductory course designed to focus on the history and philosophy of criminal justice, ethical and moral issues, definitions of crime categories, law enforcement, the court system, prosecution and defense, trial and correctional processes. Fall, Spring.

Prerequisite: None.

Three semester hours

CRIMINAL JUSTICE 1320. CRIME IN AMERICA. (CRIJ 1307)

Historical review of crime in the United States, social and psychological factors pertaining to different categories of crime, crime trends and prevention of crime. Spring.

Prerequisite: CRJ 1310.

Three semester hours

Criminal Justice

CRIMINAL JUSTICE 2322. PROBLEMS OF CONTEMPORARY SOCIETY.

An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with SOC 2322 and SWK 2322. Only three credit hours will be awarded for SOC 2322, SWK 2322, and CRJ 2322. Spring.

Prerequisite: None.

Three semester hours

CRIMINAL JUSTICE 2351. STATISTICS FOR THE SOCIAL SCIENCES. (PSYC 2317)

An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations, and applicability of statistical procedures. Cross-credited with SOC 2351 and PSY 2351. Only three hours credit will be awarded for SOC 2351, PSY 2351, or CRJ 2351. Fall.

Prerequisite: None.

Three semester hours

CRIMINAL JUSTICE 2360. SOCIAL DEVIANCE.

The psychological, biological and sociological aspects of socially deviant behavior. Theories pertaining to social deviance will be examined and social control laws, policies and effectiveness of rehabilitative programs will be examined. Cross-credited with PSY 2360 and SOC 2360. Only three credit hours will be awarded for CRJ 2360, PSY 2360, and SOC 2360. Fall, odd years.

Prerequisite: CRJ 1310 or PSY 1311 or SOC 1311.

Three semester hours

CRIMINAL JUSTICE 3321. COMPARATIVE GOVERNMENT.

A study of the governments and political systems of countries in Europe, Asia, the Middle East, Latin America, and Africa. A special focus will also be given to criminal justice systems and emerging multinational governments, such as the European Union. Cross-credited with POS 3321. Only three credit hours will be awarded for POS 3321 and CRJ 3321. Spring, odd years.

Prerequisite: CRJ 1310 and six hours of political science.

Three semester hours

CRIMINAL JUSTICE 3330. CRIMINOLOGY.

An introduction to the study of criminological theories, both historical and modern with the focus on adult populations as they pertain to the criminal justice system. Causes and prevention of crime as well as functions of the law enforcement, the judicial, and the penal systems will also be examined. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with SOC 3330 and SWK 3330. Only three credit hours will be awarded for SOC 3330, SWK 3330, and CRJ 3330. Fall.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

CRIMINAL JUSTICE 3332. JUVENILE DELINQUENCY.

A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquent behavior. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with YMN 3332, SOC 3332 and SWK 3332. Only three credit hours will be awarded for YMN 3332, SWK 3332, SOC 3332, and CRJ 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

CRIMINAL JUSTICE 3341. LEGAL EVIDENCE.

A study of evidentiary law and materials, and the litigation procedures in the Anglo-American legal system that will help the pre-law student, paralegal student, social work student, and the law enforcement student identify and understand the structure, functions, processes, and problems of litigants. Cross-credited with POS 3341. Only three credit hours will be awarded for POS 3341 and CRJ 3341. Spring, odd years.

Prerequisite: CRJ 1310, POS 2311 and 2321 and junior standing.

Three semester hours

CRIMINAL JUSTICE 3343. SOCIAL PSYCHOLOGY.

A study of the social bases of behavior and the behavior of the individual in social situations, as well as the socio-psychological bases of attitudes. Cross-credited with PSY 3341. Only three credit hours will be awarded for CRJ 3343, PSY 3341 and SOC 3341. Fall.

Prerequisite: CRJ 1310 or PSY 1311 or SOC 1311.

Three semester hours

Sociology

CRIMINAL JUSTICE 3351. ABNORMAL PSYCHOLOGY.

A study of the major categories of mental illness and maladjustment - causes, symptoms and methods of treatment. Cross-credited with PSY 3351. Only three credit hours will be awarded for PSY 3351 and CRJ 3351. Spring.

Prerequisite: CRJ 1310 and PSY 1311.

Three semester hours

CRIMINAL JUSTICE 3391. LAW AND SOCIETY.

An overview of Anglo-American legal principles and an analysis of controversial legal issues in contemporary American society. Cross-credited with POS 3391. Only three credit hours will be awarded for POS 3391 and CRJ 3391. Fall, odd years.

Prerequisite: CRJ 1310, 1320, POS 2311 and junior standing.

Three semester hours

CRIMINAL JUSTICE 4351. AMERICAN CONSTITUTIONAL HISTORY.

A survey of the making of the Constitution, an overview of the political, social, cultural, and economic forces that have shaped constitutional interpretations, and an in-depth analysis of the Constitutional Law of the United States through a study of cases concerning governmental powers and individual rights. Cross-credited with POS 4351. Only three credit hours will be awarded for POS 4351, HIS 4351 and CRJ 4351. Fall, even years.

Prerequisite: CRJ 1310, 1320, POS 2311, 2321 and 2350.

Three semester hours

CRIMINAL JUSTICE 4353. CIVIL LIBERTIES IN AMERICA.

This class will provide an in-depth look at the civil liberties and protections found in the American constitutional system. The Supreme Court's interpretation of the Constitution and society's response will receive particular attention. Cross credited with POS 4353. Only three credit hours will be awarded for CRJ 4353 and POS 4353. Spring, even years.

Prerequisite: POS 2311.

Three semester hours

CRIMINAL JUSTICE 4361. CRIMINAL LAW AND PROCEDURE.

An overview of the criminal justice process with emphasis on arrest, search, seizure, the right to counsel, police interrogation, subpoenas, warrants, pleas, trial by jury, sentencing procedures. Cross-credited with POS 4361. Only three credit hours will be awarded for POS 4361 and CRJ 4361. Fall, odd years.

Prerequisite: CRJ 1310, 1320 and POS 4351.

Three semester hours

CRIMINAL JUSTICE 4370. INTERNSHIP IN CRIMINAL JUSTICE.

Supervised professional activities in an approved criminal justice or social service agency. Designed to provide the criminal justice major with an opportunity to apply academic learning in practical and professional situations. Placement obtained in consultation with criminal justice internship program coordinator.

Prerequisite: CRJ 1310, 1320, twelve additional hours of CRJ and a 2.5 GPA.

Three semester hours

Sociology

Students selecting sociology will be seeking a broad base of academic knowledge in the subject. The thrust of this program is to expose students' practical training to a number of areas of sociological inquiry, equipping them for a wide range of careers in which a knowledge of the structure, organization and processes of human society within a global perspective is essential for successful future leadership based on Christian values.

The department of sociology offers only a minor. Students pursuing a minor in sociology are required to complete SOC 1311, 2322, 2351, 3361, and six additional semester hours chosen in consultation with a member of the sociology faculty. Additional courses and/or internships will be selected in consultation with a faculty advisor in keeping with the student's career objectives. Eighteen to twenty-four semester hours are required for the sociology minor. All prerequisites must carry a "C" or better or consent of the instructor.

SOCIOLOGY 1101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of sociology not covered by existing catalog courses, including applied sociology internships and field studies. Course may be repeated when topic of study changes.

Prerequisite: Consent of instructor.

One to six semester hours

Sociology

SOCIOLOGY 1311. INTRODUCTION TO SOCIOLOGY. (SOCI 1301)

An introduction to the study of society and the basic concepts of sociology. The prerequisite for the honors section of this course will be membership in the Douglas MacArthur Academy of Freedom (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring.

Prerequisite: None.

Three semester hours

SOCIOLOGY 1315. INTRODUCTION TO SOCIAL WORK. (SOCW 2361*)

The initial course in the social work curriculum, this course is designed to give students an understanding of the development and history of social work as a profession as well as a broad overview of how social work is carried out in various settings and with diverse populations. This course gives insights into the body of knowledge, theory, values, principles and techniques of social work generalist practice at the entry level. Cross-credited with SWK 1315. Only three credit hours will be awarded for SOC 1315 and SWK 1315. This is a required course for social work majors. Fall.

Prerequisite: SOC 1311 or consent of instructor.

Three semester hours

** May be used as a sociology elective only*

SOCIOLOGY 2311. MARRIAGE AND THE FAMILY. (SOCI 2301)

A study of family types and marital processes with an emphasis upon the contemporary American families including ethnic and minority families within the context of contemporary American and Christian values. Related issues include lifestyles, dating, mate selection, sexual values, communication, conflict, children, divorce, remarriage and step-families. Cross-credited with PSY 2311. Only three credit hours will be awarded for PSY 2311 and SOC 2311. Fall.

Prerequisite: None.

Three semester hours

SOCIOLOGY 2322. PROBLEMS OF CONTEMPORARY SOCIETY. (SOCI 1306)

An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with CRJ 2322 and SWK 2322. Only three hours credit will be awarded for CRJ 2322, SWK 2322, or SOC 2322. Spring.

Prerequisite: None.

Three semester hours

SOCIOLOGY 2351. STATISTICS FOR THE SOCIAL SCIENCES. (PSYC 2317)

An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations, and applicability of statistical procedures. Cross-credited with CRJ 2351 and PSY 2351. Only three hours credit will be awarded for CRJ 2351, PSY 2351, or SOC 2351. Fall.

Prerequisite: None.

Three semester hours

SOCIOLOGY 2360. SOCIAL DEVIANCE.

The psychological, biological and sociological aspects of socially deviant behavior. Theories pertaining to social deviance will be examined and social control laws, policies and effectiveness of rehabilitative programs will be examined. Cross-credited with PSY 2360 and CRJ 2360. Only three credit hours will be awarded for CRJ 2360, PSY 2360 and SOC 2360. Fall, odd years.

Prerequisite: CRJ 1310 or PSY 1311 or SOC 1311.

Three semester hours

SOCIOLOGY 3301 CROSS-CULTURAL STUDIES.

A course in which students will be actively involved in research and experiential learning in a setting outside the United States. Attention will be given to understanding the culture and interacting with the people within that culture. Cross-credited with CCS 3301. Credit will not be given for both CCS 3301 and SOC 3301.

Prerequisite: Sophomore standing.

Three semester hours

SOCIOLOGY 3305. RURAL-URBAN SOCIETY.

A study of both rural and urban physical environments, spatial patterns and institutions and the processes of change as influenced by technology, urbanization, and globalization. Emphasis will be placed on the use of the city, its ecology and place in contemporary society. Spring, even years.

Prerequisite: SOC 1311 or consent of instructor.

Three semester hours

SOCIOLOGY 3306. DEATH AND DYING.

An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers in direct practice. Cross-credited with SWK 3306 and PSY 3306. Credit will be awarded for only one of the three courses: SOC 3306, SWK 3306, or PSY 3306. Fall, even years.

Prerequisite: SOC 1311 or PSY 1311.

Three semester hours

SOCIOLOGY 3330. CRIMINOLOGY.

An introduction to the study of criminological theories, both historical and modern with the focus on adult populations as they pertain to the criminal justice system. Causes and prevention of crime as well as functions of the law enforcement, the judicial, and the penal systems will also be examined. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with CRJ 3330 and SWK 3330. Only three credit hours will be awarded for CRJ 3330, SWK 3330, or SOC 3330. Fall.

Prerequisite: SOC 1311 or consent of instructor.

Three semester hours

SOCIOLOGY 3332. JUVENILE DELINQUENCY.

A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquent behavior. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with YMN 3332, CRJ 3332 and SWK 3332. Only three credit hours will be awarded for YMN 3332, CRJ 3332, SWK 3332, and SOC 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor.

Three semester hours

SOCIOLOGY 3341. SOCIAL PSYCHOLOGY.

A study of the social bases of behavior of the individual in social situations, as well as the socio-psychological bases of attitudes. Cross-credited with CRJ 3343 and PSY 3341. Only three credit hours will be awarded for CRJ 3343, PSY 3341, and SOC 3341. Fall.

Prerequisite: CRJ 1310 or PSY 1311, or SOC 1311.

Three semester hours

SOCIOLOGY 3361. SOCIAL RESEARCH THEORY AND TECHNIQUES.

A study of experimental and observational schemes, survey analysis, sociometry, interview and questionnaire designs, scaling techniques, sampling and simulation. Cross-credited with SWK 3361. Only three hours credit will be awarded for SWK 3361 or SOC 3361. Spring.

Prerequisite: SOC 2351 or equivalent.

Three semester hours

SOCIOLOGY 3371. SOCIAL STRATIFICATION.

A course dealing with theories and research on the distribution of power, privilege, and prestige in human societies. Different kinds of distributive systems are examined in a historical and comparative perspective. The process whereby distributive systems develop, become institutionalized and become transformed is analyzed. Spring, odd years.

Prerequisite: SOC 1311 or consent of the instructor.

Three semester hours

SOCIOLOGY 3372. MINORITY-MAJORITY RELATIONS.

A study of the problems of racial and cultural minorities in America from both historical and contemporary perspectives. Fall, even years.

Prerequisite: None.

Three semester hours

SOCIOLOGY 4311. POPULATION AND DEMOGRAPHY.

A study of social factors in population increase and decrease. Fertility, mortality, and migration trends are examined. Cross-credited with GEG 4311. Only three credit hours will be awarded for GEG 4311 and SOC 4311. Fall, even years.

Prerequisite: SOC 1311 or consent of the instructor.

Three semester hours

Social Work

Social Work

The social work program offers students a baccalaureate level of social work education with a liberal arts foundation. Students will be prepared to become generalist practitioners in entry level positions in the field of social work or advanced students in graduate schools of social work. Student learning focuses on the integration of Professional knowledge, values and skills of the social work profession. Students learn through a sequence of academic courses and a field experience to master direct practice skills serving various client systems including the individual, the family, the community and society. **THE PROGRAM DOES NOT GRANT ACADEMIC CREDIT FOR LIFE OR WORK EXPERIENCE.** The Commission on Accreditation of the Council on Social Work Education has granted accreditation status to the baccalaureate degree Social Work Program.

Admission to the program is contingent on successful completion of SWK 1315 or the equivalent with a "B" or better, which constitutes a screening process for the program. For continuance in the program, a student must maintain a minimum grade point average of 2.50 in social work courses. Student performance will be evaluated at the end of each semester and a student who fails to maintain a satisfactory performance level will be notified in writing of termination in the major. Re-admission must be determined by a faculty panel. The program is open to all qualified applicants without discrimination.

A major in social work for the Bachelor of Science or Bachelor of Arts degree consists of thirty-six (36) semester hours: SWK 1315, 3303, 3304, 3314, 3315, 3342, 3353, 3361, 4316, 4429 and 4539.

For the general education requirements, students must select the following courses: SOC 1311, BIO 2489, and PSY 1311.

Social Work majors will be required to take a minimum of 18 semester hours of Psychology, Sociology and/or Criminal Justice courses which must include PSY 1311, SOC or PSY 2351, and PSY 3351. The additional course selections will be made in consultation with an advisor.

There is no minor offered in social work.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

For the Bachelor of Arts degree, it is recommended that the student choose Spanish to fulfill the modern language requirement.

SOCIAL WORK 1315. INTRODUCTION TO SOCIAL WORK.

The initial course in the social work curriculum, this course is designed to give students an understanding of the development and history of social work as a profession as well as a broad overview of how social work is carried out in various settings and with diverse populations. This course gives insights into the body of knowledge, theory, values, principles and techniques of social work generalist practice at the entry level. Cross-credited with SOC 1315. Only three credit hours will be awarded for SOC 1315 and SWK 1315. This is a required course for social work majors. Fall.

Prerequisite: SOC 1311 or consent of instructor.

Three semester hours

SOCIAL WORK 2322. PROBLEMS OF CONTEMPORARY SOCIETY.

An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with CRJ 2322 and SOC 2322. Only three credit hours will be awarded for CRJ 2322, SOC 2322, and SWK 2322. Spring.

Prerequisite: None.

Three semester hours

SOCIAL WORK 3101-4609. SPECIAL STUDIES.

Topics offered as demand reflects an interest in areas of social work not covered by existing catalog courses. Course may be repeated when topic of study changes.

Prerequisite: Upper-division standing or consent of advisor and instructor. One to six semester hours

SOCIAL WORK 3303. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I.

This course is the study of the complex relationships between human beings and their environment that bear upon human growth, dynamics of human behavior, individual and small group systems and the implications for social work practice. The objectives of this course include providing students with a social systems approach to understanding behavior, from individuals as systems through the person-in-environment context of families, groups, interactions between biological, social, psychological, institutional, economic and cultural systems as they impact and are impacted by individuals. This is a required course for all social work majors. Fall.

Prerequisite: PSY 1311, SOC/SWK 1315, SOC 1311 or consent of instructor. Three semester hours

SOCIAL WORK 3304. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II.

This course provides students with knowledge and theories of each stage of human bio-psycho-social growth and development in the context of the environmental demands faced by individuals throughout the lifespan from conception to old age. Students analyze development as impacted by various social forces. Spring.

Prerequisite: SOC/SWK 3303 or consent of instructor. Three semester hours

SOCIAL WORK 3306. DEATH AND DYING.

An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers in direct practice. Cross-credited with SOC 3306 and PSY 3306. Only three credit hours will be awarded for SWK 3306, PSY 3306, or SOC 3306. Fall, even years.

Prerequisite: SOC 1311 or PSY 1311. Three semester hours

SOCIAL WORK 3312. CHILD WELFARE SERVICES.

The problems, practices and principles in the child welfare field; the role of the social worker in supportive, supplemental and substitute care and protective services.

Prerequisite: None. Three semester hours

SOCIAL WORK 3314. SOCIAL WORK PRACTICE I.

This course is the first of a three course practice sequence. The primary focus of the course is problem solving and communication theory and skills as applied to working with individuals, including persons of diverse backgrounds. This course is required for and open only to social work majors. Fall.

Prerequisite: SWK 1315 or consent of instructor. Three semester hours

SOCIAL WORK 3315. SOCIAL WORK PRACTICE II.

This course is the second of a three course practice sequence. The primary focus of the course is problem solving and communication theory and skills as applied to working with families and groups, including persons of diverse backgrounds. This course is required for and open only to social work majors. Spring.

Prerequisite: SWK 3314 or consent of instructor. Three semester hours

SOCIAL WORK 3330. CRIMINOLOGY.

An introduction to the study of criminological theories, both historical and modern, the focus will be on adult populations as they pertain to the criminal justice system, causes and prevention of crime, functions of the law enforcement system, the judicial system and the penal system. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with CRJ 3330 and SOC 3330. Only three credit hours will be awarded for CRJ 3330, SOC 3330 and SWK 3330. Fall.

Prerequisite: SOC 1311 or consent of instructor. Three semester hours

SOCIAL WORK 3332. JUVENILE DELINQUENCY.

A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquency. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with YMN 3332, CRJ 3332 and SOC 3332. Only three credit hours will be awarded for YMN 3332, CRJ 3332, SOC 3332 and SWK 3332. Spring.

Prerequisite: CRJ 1310 or consent of instructor. Three semester hours

Social Work

SOCIAL WORK 3342. SOCIAL SERVICES AND SOCIAL POLICY IN RURAL SETTINGS.

This course examines the unique knowledge, attitudes, values, skills and social policies that facilitate the delivery of services and the activities often required of social service providers in rural areas. Resources such as schools, churches, welfare and social service agencies, informal helping systems, and the local media will be examined as ways to overcome obstacles inherent with providing services and successfully dealing with current and emerging problems faced by individuals, families and communities in rural settings. This is a required course for social work majors. Fall.

Prerequisite: SOC/SWK 1315 or consent of instructor.

Three semester hours

SOCIAL WORK 3353. SOCIAL WELFARE PROGRAMS, POLICIES AND ISSUES.

This course provides students with the opportunity to study and understand historical and contemporary social welfare policy issues and programs and to develop students' abilities to analyze these issues and programs. This course of study will focus on political, economic and other social conditions which impinge upon policy development in the United States. Specific policy areas to be studied are income maintenance, health, child welfare, and aging services and programs. Policy issues will be addressed as they affect majority groups as well as women, ethnic and cultural minority groups. This is a required course for social work majors. Spring.

Prerequisite: SOC/SWK 1315 or consent of instructor.

Three semester hours

SOCIAL WORK 3361. SOCIAL RESEARCH THEORY AND TECHNIQUES.

A study of both qualitative and quantitative research methodologies, this course teaches students to become critical consumers of social research in order to enhance their practice knowledge and skills. Course focus is also on building students' abilities to scientifically evaluate services they deliver in an accountable manner both at the single-case level and program and/or agency evaluation. Cross-credited with SOC 3361. Only three credit hours will be awarded for SWK 3361 or SOC 3361. This is a required course for social work majors. Spring.

Prerequisite: SWK 1315, SOC 2351 or equivalent,

SOC/SWK 3303 or consent of instructor.

Three semester hours

SOCIAL WORK 4316. SOCIAL WORK PRACTICE III.

This course is the third of a three course practice sequence. The primary focus of the course is problem-solving and communication theory and skills as applied to working with organizations and communities, including persons of diverse backgrounds. This course is required for and open only to social work majors. Fall.

Prerequisite: SWK 3314, 3315 or consent of instructor.

Three semester hours

SOCIAL WORK 4332. INTRODUCTION TO COUNSELING AND PSYCHOTHERAPY.

An overview of the various theories and strategies of psychotherapeutic intervention, including both individual and group methods. Cross-credited with PSY 4332. Only three credit hours will be awarded for SWK 4332 or PSY 4332. Spring.

Prerequisite: PSY 3321 and 3351.

Three semester hours

SOCIAL WORK 4429. FIELD INSTRUCTION I.

This is the first of a two course field sequence. The student applies generalist social work practice in a social work setting under controlled supervision 14 hours per week. The student also participates in a weekly two-hour seminar. This course is required for and open only to social work majors. Fall.

Prerequisite: SWK 3304, 3314, 3315, 3342, 3353, 3361 or consent of instructor.

Four semester hours

SOCIAL WORK 4539. FIELD INSTRUCTION II.

Field Instruction II is the capstone course for the Social Work Program, the second of a two course field sequence, a continuation of supervised generalist social work practice in an agency. The course is designed to integrate the concepts from previous and current Social Work Program components. The student spends 16 hours per week in an agency and also participates in a weekly two-hour capstone seminar. This course is required for and open only to social work majors.

Prerequisite: SWK 4429.

Five semester hours

The Douglas MacArthur Academy of Freedom

Justin D. Murphy, Director

As the multidisciplinary honors program of Howard Payne University, the Douglas MacArthur Academy of Freedom is designed for academically gifted students who aspire to leadership roles in a variety of careers.

The Academy program prepares students to read critically, think analytically, and communicate ideas effectively. Through a broad-based liberal arts education that emphasizes Judeo-Christian values, western civilization, free enterprise principles, and political awareness, the Academy explores the meaning and significance of traditional American values and seeks to understand the problems of contemporary society. Students develop critical thinking skills by analyzing current issues through the multidisciplinary Academy major, which includes courses from the School of Humanities, the School of Christian Studies, and the School of Business.

The Academy major has been carefully designed to challenge the student intellectually and experientially. Through the expeditious selection of related and elective courses, chosen with the assistance of the student's academic advisors, thorough academic preparation for a specific career field can be acquired. There are two capstone courses for the academic program: HIS 4108 Research of the Academy Bachelor's Thesis and HIS 4208 the Academy Bachelor's Thesis. Together they act to unify the multidisciplinary program by providing a theoretical as well as a practical application and demonstration of the student's mastery of the multidisciplinary areas germane to the program.

General Information and Requirements

Degrees

The Academy of Freedom major requirements are multidisciplinary in content, including courses from the School of Humanities, the School of Christian Studies, and the School of Business. Students must also choose a major from one of the Academy career paths. A related minor or minors may also be required as part of the career path or major requirements. The Bachelor of Arts, the Bachelor of Science, or the Bachelor of Business Administration Degree may be obtained with the Academy of Freedom program as the area of concentration.

The Academy Major

The Academy major provides a multidisciplinary course of study that has been carefully designed to challenge students intellectually and experientially by examining contemporary domestic and international issues and preparing students to analyze, evaluate, and formulate public policy.

Economics Foundations	.6 hours
POS 2350 Political Economy AND	
ECO 4310 American Free Enterprise	
Ethical and Spiritual Foundations	.6 hours
PHI 3322 Ethics AND	
POS 4392 Christianity and Politics	
International Foundations	.6 hours
GEG 3312 World Regional Geography OR	
POS 3321 Comparative Government OR	
POS 3361 International Law and Politics OR	
3 hours from an appropriate political science special studies course or internship dealing with an international topic and approved by the head of the department and the Academy Director.	

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Legal Foundations	3 hours
HIS 4351 American Constitutional History OR	
POS 4351 American Constitutional History OR	
POS 4353 Civil Liberties in American OR	
POS 3391 Law and Society	
Political Foundations	3 hours
POS 3340 Introduction to Public Administration OR	
POS 3371 American Presidency OR	
POS 4303 Political Parties and Interest Groups OR	
POS 4391 American Congress OR	
3 hours from an appropriate political science special studies course or internship approved by the head of the department and the Academy Director.	
Theoretical Foundations	3 hours
HIS 3381 The Western Intellectual Tradition OR	
POS 3381 Political Theory	
Analytical Foundations	3 hours
HIS 4108 Research of the Academy Bachelor's Thesis AND	
HIS 4208 The Academy Bachelor's Thesis (Honors)	
Total Hours	30 hours

Consult the catalog description for each course to determine the prerequisites that must be met and the frequency for when courses are offered.

Academy Paths

In addition to the Academy major, students must pursue an area of specialization chosen from one of the six Academy path options. Where the Academy major is designed to provide a more rounded, broad-based, and advanced liberal arts education, the Academy path is designed to prepare students for a career in a specific field. After choosing a path, students will follow the requirements for majors and minors specified in the HPU catalog and consult an academic advisor in their area of specialization.

Academy path options currently include the following:

- I. **Arts and Sciences Path.** This path is designed to prepare students for careers and graduate study in the liberal arts or science-related governmental agencies or industries and for graduate study in science or medicine. Students choosing the arts and sciences path will select a major from the School of Humanities, the School of Science and Mathematics, or the School of Music and Fine Arts. Your advisor may also suggest a related minor or minor area.
- II. **Education Path.** This path is designed to prepare students for leadership roles as teachers in public and private schools. Students choosing the education path will select a major from the secondary certification options offered in the School of Education.
- III. **Free Enterprise Path.** This path is designed to prepare students for supervisory positions in business, for careers in business-related fields, or for graduate study in economics. Through careful utilization of courses, a strong philosophical and practical educational foundation can be developed for entry into the American free enterprise system. Students choosing the free enterprise path will select a major from the school of Business. Your advisor may also suggest a related minor or minor area.
- IV. **Ministerial Path.** This path is designed to prepare students for leadership roles and careers in Christian service. Students choosing the ministerial path will major in Christian Studies and choose a specialization within that major, Cross-Cultural Studies, or Youth Ministry. Your advisor may also suggest a related minor or minor area.
- V. **Social Services Path.** This path is designed to prepare students for careers and graduate study in counseling, criminal justice, psychology, or social work. Students choosing the social services path

Douglas MacArthur Academy of Freedom

will select a major in criminal justice, psychology, or social work. Your advisor may also suggest a related minor or minor area.

VI. Social Studies Path. This path is designed to prepare students for positions in government or for professional careers in history, political science, or law. Students choosing the social studies path will select a major from history or political science. Your advisor may also suggest a related minor or minor area.

Academy of Freedom Career Paths and Academic Majors

	Paths	Degrees Offered		
I.	Arts and Sciences Path			
	Art Communication	BA	BS	
	Chemistry		BS	
	Communication	BA	BS	
	Communication Studies			
	Public Relations			
	English	BA		
	Mathematics		BS	
	Music	BA		
	Spanish	BA		
II.	Education Path			
	Secondary Education			
	Business Administration		BS	
	Composite Social Science	BA	BS	
	History Major	BA		
	Speech Communication	BA	BS	
	Spanish	BA		
III.	Free Enterprise Path			
	Accounting and Accounting CPA			BBA
	Business Administration		BS	BBA
	Finance			
	Management			
	Marketing			
	Interdisciplinary	BA	BS	
	Computer Information Systems		BS	BBA
IV.	Ministerial Path			
	Christian Studies	BA		
	Bible			
	Biblical Languages			
	Philosophy			
	Practical Theology			
	Religious Education			
	Cross-Cultural Studies			
	Youth Ministry			
V.	Social Services Path			
	Criminal Justice	BA	BS	
	Psychology	BA	BS	
	Social Work	BA	BS	

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VI.	Social Studies Path	
	History	BA
	American Emphasis Option	
	General History Option	
	Modern European Emphasis Option	
	Political Science	BA
	General Political Science Option	
	Pre-law Option	
	Political Consulting and Lobbying Option	

Membership

The Academy of Freedom is divided into two levels: an **honors level** for freshmen and sophomores, and a **scholars level** for juniors and seniors. Membership in the honors level is neither a prerequisite nor a guarantee for membership in the scholars level.

Members of the Douglas MacArthur Academy of Freedom must meet all requirements for admission to the university and the respective levels for which they are applying. Formal approval of the application for membership in the Academy program is the prerogative of the university administration acting through the Academy Admissions Committee. Membership is a privilege, not a right. Members are expected to fulfill all obligations as specified below or in the Academy Student Handbook to maintain the privileges of membership.

The Academy Admissions Committee may admit a student to either level of the program on a **conditional basis** for one semester. At the end of the semester the Academy Admissions Committee will evaluate the student's academic records to determine his or her future enrollment in the program.

Academy students who fail to maintain the required cumulative GPA's will be subject to one of the three following consequences: probation for one semester, suspension from the Academy with loss of Academy scholarships, or expulsion from the Academy. The Academy Admissions Committee will specify the requirements for lifting probation or suspension.

Academy students who fail to maintain their membership or who drop out for any reason at any time are not eligible to claim identification as an Academy graduate. Loss of membership does not affect credits earned during Academy membership and credits in Academy courses may apply toward regular graduation.

Honors Level

To be admitted unconditionally to the honors level, freshmen must score a composite of 24 or above on the ACT or a composite of 1100 or above on the SAT. Freshmen are required to enroll in one introductory honors course selected from history (HIS 1310 and HIS 1320) or political science (POS 2311 and POS 2321) or an approved substitute each semester to receive an Academy honors level scholarship of \$500 - \$1,000 per semester.

Freshmen who score lower than a composite of 24 on the ACT or a composite of 1100 on the SAT may be admitted conditionally without aid provided that they take one of the required introductory honors courses. If conditional students achieve a 3.25 GPA in the first semester, they will then qualify for admission and an Academy honors level scholarship (if funds are available) during the second semester of their freshman year.

Students who complete their first-year in the honors level with a 3.25 cumulative GPA will receive an Academy honors level scholarship of \$1,000-\$1,500 per semester during their second year in the program. Second-year students are required to enroll in the remaining honors sections listed above and take one additional class from the Academy major or an approved substitute. Second-year students are also required to serve as Academy tour guides to develop public-speaking skills.

Academy honors level scholarships are for tuition only during the freshmen and sophomore years. The number of scholarships awarded each year will be determined by the availability of funds, with preference given to students with the highest ACT and/or SAT scores. Students must maintain a 3.25 cumulative GPA to retain their scholarships each semester. Failure to maintain the required GPA may result in

probation, suspension or expulsion from the Academy program and the reduction or loss of Academy scholarships.

Scholars Level

To be admitted unconditionally to the scholars level, students must have completed a minimum of sixty semester hours or be scheduled to complete a minimum of sixty semester hours before the start of the next long semester and have a minimum 3.25 cumulative GPA. Students must have completed HIS 1310 and 1320 and POS 2311 and 2321 or enroll in the appropriate course(s) in the semester in which they are admitted to the scholars level. (Transfer students must show equivalent courses, be approved for course substitutions, or be subject to the same enrollment requirement.) In addition, students must file a degree plan with the Academy major prior to admission to the scholars level. Transfer students must file a degree plan during their first semester in the scholars level.

Students must submit an application for admission to the scholars level. Applications will require a brief biographical profile, a short essay over an assigned topic, four letters of recommendation (two of which must be from professors currently familiar with your academic achievements), and official transcripts of all college work. The Academy Director will review all applications and may schedule interviews before a committee of Academy professors to determine admission to the program and eligibility for scholars level scholarships.

To maintain membership in the scholars level, students must maintain a minimum cumulative GPA of 3.25, select a career path and pursue a major and related courses approved by the faculty advisors, and remain free of disciplinary probation, suspension, or expulsion. In addition, students must enroll in HIS 4108 during the second semester in the scholars level and HIS 4208 during their third semester in the scholars level. Each semester the Academy Director will evaluate each student's grades, progress toward a degree, and performance of Academy duties. An unsatisfactory review may result in probation, suspension, or expulsion from the Academy of Freedom.

Students in the scholars level are assigned specific service projects each semester as a condition of membership. These tasks include service as Academy tour guides, recruiters, departmental assistants, and a variety of assignments that are designed to prepare students for professional careers and instill the virtues of servant leadership. Failure to perform duties may result in fines, probation, suspension, or expulsion from the Academy of Freedom.

Academy scholars level scholarships are for tuition only, with the exception of the Hatton W. Sumners Foundation Scholarship, during the junior and senior years. The number and amounts of scholarships awarded each year will be determined by the availability of funds and the stipulations of individual scholarships. Students must maintain a 3.25 cumulative GPA to retain their scholarships each semester. Failure to maintain the required GPA may result in probation, suspension or expulsion from the Academy program and the reduction or loss of Academy scholarships.

Additional Information

Further information concerning the Academy program, in addition to this catalog, will be found in *The Douglas MacArthur Academy of Freedom Student Handbook*, which is updated each year. Upon admission to the Academy, students are expected to meet all the requirements and fulfill all of the expectations established in the catalog and the student handbook. Failure to do so may result in probation, suspension, or expulsion from the Academy program and the loss of Academy scholarships.



School of Music and Fine Arts

Allen Reed, Dean

Department of Music

Faculty: Matt Adams, Patricia Banks, Celeste Church, Gregory Church, Monte Garrett, Stephen Goacher, Diane Owens, Elizabeth Wallace

Students who major in music, as a result of their ensemble experiences, their applied lessons, and their theoretical and historical studies, will be able to combine their capabilities in musical performance with the aural, verbal, and visual analysis of music to engage in historically accurate and aesthetically satisfying musical endeavors. They will have the foundations necessary for composition and improvisation; and they will be knowledgeable about repertory and history. Students will be able to form and defend value judgments about music; and they will have a basic understanding of the interrelationships and interdependencies among the various professions and activities that constitute the musical enterprise.

The department of music is an accredited institutional member of the National Association of Schools of Music and seeks to prepare students for careers in the field of musical performance, music teaching certification and church music. The fields within the department are organized according to these areas of study.

In the department of music, performance is strongly emphasized, and students have a wide variety of opportunities to perform both in ensembles and as soloists. The choral and instrumental fields have extensive ensemble offerings, including A Cappella Choir, University Singers, University Band, Symphonic Band, Jazz Ensemble, Heritage Singers, and Winds of Triumph, in addition to numerous small ensembles. In close association with other curricula is the Church Music program, designed to provide training for organists, conductors, and ministers of music.

To fulfill general education and degree requirements, all music students are required to include courses in the humanities, sciences, and related fields appropriate to their majors.

General Requirements

Admission as a music major is by audition before the faculty. All entering music majors, both freshmen and transfer students, will take placement examinations in music theory, piano, and their applied area, instrumental or voice. These examinations are diagnostic in purpose, and they will be used in advising students of their deficiencies and in assigning them an applied music level.

Music

Students in the Bachelor of Music degree program with a concentration in voice, piano, organ or instrument, will be evaluated by the faculty at the end of the freshman year, when they will be advised as to whether or not continuation in this degree will be allowed. All music majors will be heard at the end of their sophomore year (fourth semester of applied study) to determine admission to upper-division study.

Membership in a major music ensemble, choral or instrumental, is required each semester for students with a major in music. For piano majors, Piano Ensemble may serve as the major ensemble after two semesters in a choral or instrumental ensemble.

Students with majors in music are required to attend 20 recitals, music concerts and Recital Hours for six semesters. Students with minors in music must attend 15 recitals, music concerts and Recital Hours for four semesters.

Music Organizations

Music ensembles include the following: A Cappella Choir, Heritage Singers, University Singers, Music Theatre/Opera Workshop, University Marching, Symphonic, and Concert Bands, Handbell Choir, Winds of Triumph, Jazz Ensemble and various other small ensembles. Professional organizations and fraternities include: Music Educator's National Conference (student chapter), American Choral Directors Association, Southern Baptist Church Music Conference, Kappa Kappa Psi, and Tau Beta Sigma.

Regulations for All Music Degrees

1. General requirements for degrees as stated on page 75 apply to music degrees also.
2. Minimum recital requirements
 - A. Bachelor of Music (performance)
 1. Junior Recital (half) (thirty minutes)
 2. Senior Recital (full) (sixty minutes)
 - B. Bachelor of Music (church music)
 1. Senior Recital (half) (applied)
 2. Senior Seminar Project
 - C. Bachelor of Arts or Bachelor of Music Education
 1. Senior Recital (half)
3. The final examination for all applied music courses is a jury performed at the close of each semester, unless the credit is elective, i.e. not required for a degree or taken as the General Education Fine Arts requirement. This jury is performed in the presence of a panel from the music faculty. The jury grade will partly determine the student's grade for the course. Students may or may not be required to perform a jury in the semester of their junior or senior recital, depending on when the recital is given.
4. All students with a major in music or a minor in music as a teaching field are required to pass the Piano Proficiency Examination (MUS 2021). If the Piano Proficiency is not passed by the end of the sophomore year, the student must continue to enroll for piano until the examination is passed. As an option, students may successfully complete four semesters of Class Piano to satisfy the requirements for MUS 2021.
5. All students majoring in music, except those pursuing the Bachelor of Arts degree, will have a secondary performance area, and will demonstrate proficiency in the chosen area by completing a minimum of four semesters of study and passing the secondary examination (MUS 2022). Since all majors must pass the Piano Proficiency, and since most will accomplish this through enrollment in class piano, most students would be advised to choose piano as the secondary performance area. However, students with performance expertise in an area other than piano may elect to pursue that area as a secondary applied in addition to the requisite study in piano.

Music

6. Bachelor of Music (church music major) candidates must have keyboard or voice as a secondary performance area.
7. Bachelor of Music Education (Choral) majors with a principal applied area in piano must have voice as the secondary performance area.
8. Applied music courses (private lessons) may not be audited.
9. All students, including transfer students, must pass sophomore assessment before enrolling for advanced (3000-4000) applied music.
10. MUS 4000 must be taken during the last semester of classroom study (the semester prior to student teaching for teacher certification students) and concurrently with EDU 4000.
11. All graduating music majors will be required to take the Major Field Achievement Test (MFAT) in music as a condition for graduation. Results of this test will be used as an assessment tool for music curriculum and will not have a bearing on graduation.
12. Students who wish to take private lessons for elective or General Education Fine Arts credit may enroll for no more than ONE HOUR of credit per semester, unless approved by the Dean of the School of Music and Fine Arts.
13. Students wishing to take private lessons in voice for elective credit or Fine Arts credit may enroll with the consent of the teacher. Students with limited or no musical background may be better served enrolling for class instruction.
14. Students must be continuously enrolled in applied music up to and including the semester in which they give a recital.
15. Additional policies are given in the Music Student Handbook. Students are responsible for being familiar with and adhering to policies and procedures published in this handbook.

Curricula and Degrees

The department of music offers three curricula leading to the Bachelor of Music degree, two curricula for the Bachelor of Music Education degree and one curriculum for the Bachelor of Arts degree. While it is possible to complete the Bachelor of Music Education degree in four years, most students will require five years to complete this degree.

A minor in music shall consist of 18 to 21 semester hours: MUS 0070 (4 semesters), 0171, 0072, 1413, 2153, 2253, Applied Music (4 semesters), Private or Class Piano (2 semesters), and Ensemble (4 semesters).

Information on Music Advisement

Students must audition before being admitted as a music major or minor. However, students may enroll in music courses prior to the audition, *with the understanding that they will contact the Music Office as soon as possible to schedule an audition at the beginning of their first semester.*

MUS 1192 University Band and MUS 1193 University Singers is open to any student without audition. MUS 1194 Concert Choir requires an audition. Interested students should enroll for MUS 1193 and then contact the Director of Choral Activities for an audition.

As a scholarship requirement, music minors MUST enroll for either University Band or University Singers (i.e., major ensemble) and private lessons. In addition, they are ENCOURAGED to enroll for MUS 0070 Recital Hour, MUS 0171 Music Computer Lab I, MUS 1126 Class Piano I (offered fall only), and MUS 1413 Musicianship I (offered fall only).

Non-music majors may NOT enroll for more than 1 hour of private lessons without approval of the Dean of the School of Music and Fine Arts. Private lessons may not be audited.

Music

Bachelor of Music

Bible6 hours
BIB 1303 Introduction to the Old Testament	
BIB 1304 Introduction to the New Testament	
English9 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
Three semester hours of sophomore English literature	
Fine Arts (MUS 2253 and 2153)3 hours
Oral Communication3 hours
COM 1310	
Mathematics3 hours
Computer Information Systems3 hours
Laboratory Science (Science of Music recommended)4 hours
Social Science6 hours
Courses to be taken from History, Psychology or Sociology	
Political Science3 hours
POS 2311 American Government, or	
POS 2321 State and Local Government	
Physical Education Activity courses or ESS 23402-3 hours
	42-43 hours

**Bachelor of Music in Performance
Voice Concentration**

General Education	42 hours
Language (one semester of French)	3 hours
Electives	11 hours
Music	80 hours
Applied	28
Concentration	24
Secondary	4
Theory	22
Lower Division	16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division	6
MUS 4213 Form and Analysis	
TWO of the following:	
MUS 3213 Counterpoint	
MUS 3233 Choral Arranging	
MUS 4253 Orchestration	
History and Literature	8
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble	10
Major Choral Ensemble	8
Music Theatre/Opera Workshop	2
MUS 2160, 2163 Vocal Diction	2
MUS 4203 Vocal Pedagogy	2
MUS 4234 Song Literature	2
MUS 3266 Elementary Conducting	2
Electives in Music	3
Recital Hour (6 semesters) 0070	0
Junior Recital 3014 (half)	0
Senior Recital 4014 (full)	0
MUS 2021 Piano Proficiency	0
MUS 2022 Secondary Examination	0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV	1
MUS 2020 Music Technology Proficiency	0
MUS 4000 Capstone Course in Musical Thinking	0
	<u>80</u>
Total Hours in Degree Program:	136 hours

Music

Bachelor of Music in Performance Piano Concentration

General Education	42 hours
Language (one semester of French)	3
Free Electives	11
Music	78
Applied	28
Concentration	24
Secondary	4
Theory	20
Lower Division	16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division	4
MUS 4213 Form and Analysis	
EITHER:	
MUS 3233 Choral Arranging OR	
MUS 4253 Orchestration	
History and Literature	8
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble	6
Choir or Band	2
Piano Ensemble	2
Ensemble Elective	2
MUS 1161 Keyboard Skills Class	1
MUS 1188 Solo Accompanying	2
MUS 3273 Piano Pedagogy I	2
MUS 3283 Piano Pedagogy II	2
MUS 4224 Piano Literature I	2
MUS 4234 Piano Literature II	2
MUS 3266 Elementary Conducting	2
Electives in Music	2
MUS 0070 Recital Hour (6 semesters)	0
MUS/REC 3014 Junior Recital (half)	0
MUS/REC 4014 Senior Recital (full)	0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV	1
MUS 2020 Music Technology Proficiency	0
MUS 4000 Capstone Course in Musical Thinking	0
	<u>78</u>
Total Hours in Degree Program:	134 hours

Bachelor of Music in Performance Organ Concentration

General Education	42 hours
Language (one semester of French)	3 hours
Electives	11 hours
Music	79 hours
Applied	28
Concentration	24
Secondary	4
Theory	22
Lower Division	16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division	6
MUS 4213 Form and Analysis	
TWO of the following:	
MUS 3213 Counterpoint	
MUS 3233 Choral Arranging	
MUS 4253 Orchestration	
History and Literature	8
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble	8
Choir or Band	4
Studio Accompanying	4
MUS 4271 Organ Pedagogy	2
MUS 4291 Service Playing	2
Organ Literature	4
MUS 4204 Organ Literature I	
MUS 4214 Organ Literature II	
MUS 3266 Elementary Conducting	2
Electives in Music	2
MUS 0070 Recital Hour (6 semesters)	0
MUS 1161 Keyboard Skills Class	1
MUS/REC 3014 Junior Recital	0
MUS/REC 4014 Senior Recital	0
MUS 2021 Piano Proficiency	0
MUS 2022 Secondary Examination	0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV	1
MUS 2020 Music Technology Proficiency	0
MUS 4000 Capstone Course in Musical Thinking	0
	80
Total Hours in Degree Program:	135 hours

Music

Bachelor of Music in Performance Instrumental Concentration (non-keyboard)

General Education42 hours
Electives10 hours
Music80 hours
Applied28
Concentration24
Secondary4
Theory22
Lower Division16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division6
MUS 4213 Form and Analysis	
TWO of the following:	
MUS 3213 Counterpoint	
MUS 3233 Choral Arranging	
MUS 4253 Orchestration	
History and Literature8
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble12
Band8
University Ensemble4
MUS 3266 Elementary Conducting2
MUS 4284 Instrumental Literature2
MUS 4293 Instrumental Pedagogy2
Electives in Music3
MUS 0070 Recital Hour (6 semesters)0
MUS/REC 3014 Junior Recital0
MUS/REC 4014 Senior Recital0
MUS 2021 Piano Proficiency0
MUS 2022 Secondary Examination0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV1
MUS 2020 Music Technology Proficiency0
MUS 4000 Capstone Course in Musical Thinking0
	<u>80</u>
Total Hours in Degree Program:132 hours

Bachelor of Music in Piano Pedagogy and Accompanying

General Education	42 hours
Language (one semester of French)	3
Free Electives	11
Music	78
Applied	20
Concentration	16
Secondary	4
Theory	20
Lower Division	16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division	4
MUS 4213 Form and Analysis	
EITHER:	
MUS 3233 Choral Arranging OR	
MUS 4253 Orchestration	
History and Literature	8
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble	4
Choir or Band	2
Piano Ensemble	2
MUS 1161 Keyboard Skills Class	1
MUS 1188 Solo Accompanying	2
MUS 1187 Studio & Ensemble Accompanying	4
MUS 3273 Piano Pedagogy I	2
MUS 3283 Piano Pedagogy II	2
MUS 4184 Practicum in Piano Pedagogy	2
MUS 4224 Piano Literature I	2
MUS 4234 Piano Literature II	2
MUS 3266 Elementary Conducting	2
MUS 2160-2163 Vocal Diction	2
MUS 4294 Song Literature	2
Electives in Music	2
MUS 0070 Recital Hour (6 semesters)	0
MUS 3013 Recital Accompanying (4 semesters)	0
MUS 4014 Senior Recital (half)	0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV	1
MUS 2020 Music Technology Proficiency	0
MUS 4000 Capstone Course in Musical Thinking	0
	<u>78</u>
Total Hours in Degree Program:	134 hours

Music

Bachelor of Music in Church Music

General Education42 hours
Electives8
Music86
Applied20
Concentration16
Secondary4
Theory20
Lower Division16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division4
MUS 4213 Form and Analysis	
EITHER:	
MUS 3233 Choral Arranging OR	
MUS 4253 Orchestration	
History and Literature10
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
MUS 4264 Choral Literature	
Church Music15
MUS 2264 Intro to Church Music	
MUS 3282 Church Music Education	
MUS 3354 Hymnology	
MUS 3384 Music for Children	
MUS 4254 History of Music and Worship	
MUS 3286 Instrumental Conducting	
MUS 4107 Field Experience	
Ensemble10
Band or Choir8
Choral (if major ensemble-band) or Instrumental Ensemble*	
(if major ensemble-choir)2
*MUS 2147 may be substituted for Instrumental Ensemble.	
Conducting6
MUS 3266 Elementary Conducting	
MUS 3276 Choral Conducting	
MUS 4286 Seminar in Church Music	
MUS 4203 Vocal Pedagogy2
ONE from the following:2
MUS 2160 and 2163 Vocal Diction (voice concentration)	
MUS 1136 and 1137 Voice Class (instrumental concentration)	
(based on placement examination, may opt for two semesters of private voice study)	
MUS 4291 Service Playing (keyboard concentration)	
MUS 0070 Recital Hour (6 semesters)0
MUS 1161 Keyboard Skills Class (Piano, organ majors)1
MUS 4014 Senior Recital (applied, half recital)0
MUS 4015 Senior Seminar Project0
MUS 2021 Piano Proficiency0
MUS 2022 Secondary Examination0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV1
MUS 2020 Music Technology Proficiency0
MUS 4000 Capstone Course in Musical Thinking0
	<u>87</u>

Total Hours in Degree Program:136 hours

General Education for the Bachelor of Music Education

General Education	56 - 57 hours
English	12
ENG 1311 English Composition I	
ENG 1312 English Composition II	
six hours of sophomore English literature	
American History	6
HIS 1310 U.S. to 1877	
HIS 1320 U.S. since 1877	
Political Science	6
POS 2311 American Government	
POS 2321 State & Local Government	
Natural Science with Laboratory (Science of Music recommended)	4
Mathematics	3
College Algebra or the equivalent	
Computer Information Systems	3
Communication Studies	3
Fine Arts (MUS 2253/2153)	3
Physical Education Activities or ESS 2340	2-3
Bible	6
BIB 1303 Introduction to the Old Testament	
BIB 1304 Introduction to the New Testament	
Music History and Literature	8
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	

Music

Bachelor of Music Education - Instrumental

General Education (page 203)56 - 57 hours
Professional Education21
EDU 3310 Foundations I (Psychological)	
EDU 3330 Foundations II (Philosophical)	
EDU 4339 Secondary Educational Technology	
EDU 4349 Elementary Instructional Resources	
EDU 4365 Student Teaching in All Grades	
EDU 4390 Student Teaching in All Grades	
EDU 4000 TExES Review	
REA 4346 Teaching Reading in the Content Areas	
Music62
Applied18
Concentration14
Secondary4
Theory20
Lower Division16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division4
MUS 4213 Form and Analysis	
MUS 4253 Orchestration	
Ensemble8
Band7
Instrumental Chamber Ensemble1
Techniques14
MUS 2157 Vocal Techniques	
MUS 3266 Elementary Conducting	
MUS 3286 Instrumental Conducting	
MUS 2147 String Techniques	
MUS 2167 Woodwind Techniques	
MUS 2187 Brass Techniques	
MUS 2188 Percussion Techniques	
MUS 3384 Music for Children	
MUS 3265 Secondary Instrumental Methods	
MUS 0070 Recital Hour 6 semesters0
MUS 1161 Keyboard Skills Class (Piano, organ majors)1
MUS 4014 Senior Recital (half)0
MUS 2021 Piano Proficiency0
MUS 2022 Secondary Examination0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV1
MUS 2020 Music Technology Proficiency0
MUS 4000 Capstone Course in Musical Thinking0
Electives1
Total Hours140 - 141 hours

The all-level teacher certificate permits a graduate to teach instrumental or choral music in the Texas public schools for grades one through twelve.

Bachelor of Music Education - Choral

General Education (page 203)	56 - 57 hours
Professional Education	21
EDU 3310 Foundations I (Psychological)	
EDU 3330 Foundations II (Philosophical)	
EDU 4339 Secondary Educational Technology	
EDU 4349 Elementary Instructional Resources	
EDU 4365 Student Teaching in All Grades	
EDU 4390 Student Teaching in All Grades	
EDU 4000 TExES Review	
REA 4346 Teaching Reading in the Content Areas	
Music	62
Applied	18
Concentration	14
Secondary	4
Theory	20
Lower Division	16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division	4
MUS 4213 Form and Analysis	
MUS 3233 Choral Arranging	
Ensemble	8
Choir	7
Vocal Chamber Ensemble	1
Techniques	13
MUS 2147 String Techniques	
MUS 2167 Woodwind Techniques	
MUS 2187 Brass Techniques	
MUS 2188 Percussion Techniques	
MUS 3266 Elementary Conducting	
MUS 3276 Choral Conducting	
MUS 3384 Music for Children	
MUS 3264 Secondary Choral Methods	
Vocal Diction	2
MUS 2160 Vocal Diction I	
MUS 2163 Vocal Diction II	
MUS 0070 Recital Hour 6 Semesters	0
MUS 4014 Senior Recital (half)	0
MUS 2021 Piano Proficiency	0
MUS 2022 Secondary Examination	0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV	1
MUS 2020 Music Technology Proficiency	0
MUS 4000 Capstone Course in Musical Thinking	0
Electives	1
Total Hours	140 - 141 hours

The all-level teacher certificate permits a graduate to teach instrumental or choral music in the Texas public schools for grades one through twelve.

Music

Bachelor of Arts - Music

General Education	.49 - 50 hours
Bible 1303, 1304	.6
English 1311, 1312 and Sophomore Literature	.9
Fine Arts from the approved list (Theatre or Art)	.3
Mathematics 1351 or above	.3
Laboratory Science	.8
Physical Science - 4 hours and Life Science - 4 hours	
Political Science 2311 and one history course	.6
Social Science (Geography, History, Psychology, Sociology, Political Science)	.6
Computer Information Systems 1339	.3
Physical Education (ESS Activity or ESS 2340)	.2 - 3
Oral Communication Studies 1310	.3
Language	.12 hours
Non-music Electives (9 hours 3000 and above)	.10-13 hours
Music	.54-56 hours
Applied Concentration	.11
Theory	.18
Lower Division	.16
MUS 1413 Musicianship I	
MUS 1414 Musicianship II	
MUS 2413 Musicianship III	
MUS 2414 Musicianship IV	
Upper Division	.2
MUS 4213 Form and Analysis	
History and Literature	.11
MUS 2253/2153 Music History I	
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble (Major Instrumental or Choral Ensemble)	.8
MUS 0070 Recital hour (6 semesters)	.0
Senior Recital MUS 4014 (half)	.0
Electives in Music	.2-4
MUS 1161 Keyboard Skills Class (Piano, organ majors only)	.1
MUS 2160-2163 Vocal Diction (for voice concentration only)	.2
MUS 2021 Piano Proficiency	.0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV	.1
MUS 2020 Music Technology Proficiency	.0
MUS 4000 Capstone Course in Musical Thinking	.0
Total Hours in Degree Program:	.128 hours

Bachelor of Arts - Academy of Freedom

Music Path. This path provides students with a broad background in the field of music, with music studies designed to develop musicianship, capabilities in the use of principles and procedures that lead to an intellectual grasp of the art, and the ability to perform.

Musicianship

MUS 1413 Musicianship I	.4
MUS 1414 Musicianship II	.4
MUS 2413 Musicianship III	.4
MUS 2414 Musicianship IV	.4
MUS 4213 Form and Analysis	.2
MUS 2253/2153 Survey of Western/Non-western Music	.1
MUS 2254 Music History II	.3
MUS 3353 Music History III	.3
Electives in Music	.2-4
MUS 0070 Recital Hour (6 semesters)	.0
MUS 2021 Piano Proficiency	.0
MUS 0171, 0072, 0073, 0074 Music Computer Lab I, II, III, IV	.1
MUS 2020 Music Technology Proficiency	.0
Total Musicianship Area	28-30 Hours

Musical Performance

Applied Concentration	.11
Major Choral or Instrumental Ensemble	.6
Second ensemble	.1
MUS 3266 Elementary Conducting	.2
MUS 4014 Senior Recital (half)	.0
MUS 1161 Keyboard Skills Class (Piano, organ majors only)	.1
MUS 2160 and 2163 Vocal Diction (voice concentration only)	.2
MUS 4000 Capstone Course in Musical Thinking	.0
Total Musical Performance Area	20-22 Hours

TOTAL HOURS IN MUSIC. .51-53 Hours

Music - Applied Lessons

A student may receive from one to three semester hours credit for applied music lessons. A minimum expectation of three hours of practice per week is required for each semester hour credit. Further information is found in the Music Student Handbook. Applied music courses may not be audited. All students, including transfers, must pass sophomore assessment before enrolling for advanced (3000-4000) applied music. Credit in applied music is given as follows: Class instruction, one hour credit: two one-hour classes per week; Private instruction, one hour credit: one half-hour of instruction per week; Private instruction, two hours credit*: one hour of instruction per week; Private instruction, three hours credit*: one hour of instruction per week. Private lessons may be repeated for credit.

Students wishing to take private lessons in voice for elective credit for Fine Arts credit may enroll with the consent of the teacher. Students with limited or no musical background may be better served enrolling for class instruction.

* Enrollment for more than one credit hour of applied music (if not a music major or minor) will require the approval of the dean of the School of Music and Fine Arts.

COMPOSITION 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

Prerequisite: Musicianship I, II, III and IV and/or consent of instructor.

Music - Techniques

CONDUCTING 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

Prerequisite: Completion of MUS 3276 or 3286 with a grade of "B" or better and consent of approved instructor.

ORCHESTRAL INSTRUMENTS 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

ORGAN 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

PIANO 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

VOICE 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.

Music - Techniques

MUSIC 0070. RECITAL HOUR.

Required attendance at recitals, community music concerts and Recital Hour during each semester. Fall, Spring.

Prerequisite: None.

No Credit

MUSIC 0171. MUSIC COMPUTER LAB I.

Laboratory experience with music computer software, taken in conjunction with other required music courses. Students utilize software in music theory, aural skills, keyboard skills, music history, ethnomusicology, music sequencing and notation, and music education. Concepts explored are of progressive difficulty in successive semesters. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 0072-0074. MUSIC COMPUTER LAB II, III, IV.

Laboratory experience with music computer software, taken in conjunction with other required music courses. Students utilize software in music theory, aural skills, keyboard skills, music history, ethnomusicology, music sequencing and notation, and music education. Concepts explored are of progressive difficulty in successive semesters. Fall, Spring.

Prerequisite: MUS 0072 - Grade of "C" or better in MUS 0171;

MUS 0073 - Grade of "P" in MUS 0072;

MUS 0074 - Grade of "P" in MUS 0073.

0 semester hours

MUSIC 1124. CLASS PIANO I (NON-MAJOR/MINOR).

Designed for the non-music major or minor without previous keyboard experience. This course provides students with a basic knowledge of music fundamentals and keyboard technique so that they may play beginning piano literature. Does not count toward a major or minor in music. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1125. CLASS PIANO II. (NON-MAJOR/MINOR).

A continuation of MUS 1124, for non-music majors or minors. This course provides further experience in music fundamentals and keyboard technique, enabling students to play elementary piano literature. Does not count toward a major or minor in music. Spring.

Prerequisite: MUS 1124 or consent of instructor.

One semester hour

MUSIC 1126. CLASS PIANO I. (MUSI 1181)

Designed especially for music majors and minors without previous experience in piano. General keyboard techniques, sight-reading of folk tunes and easier classics, scales and beginning piano techniques. Fall only.

Prerequisite: Placement through examination by keyboard faculty.

One semester hour

MUSIC 1127. CLASS PIANO II. (MUSI 1182)

A continuation of MUS 1126, for music majors and minors. This course includes work on all major scales, late elementary repertoire, all diatonic triads and seventh chords, and easier hymns. Spring.

Prerequisite: "C" or better in MUS 1126 or

placement through examination by keyboard faculty;

MUS 1413 or concurrent enrollment in MUS 1413.

One semester hour

MUSIC 1128. CLASS PIANO III. PROFICIENCY TRACK. (MUSI 2181)

A continuation of MUS 1127 in the Piano Proficiency track for music and music education majors. This course includes all major and natural minor scales, intermediate repertoire, increased emphasis on hymns, melodic harmonization and cadences using nondiatonic harmony, and open-score reading. Fall. *Prerequisite: "C" or better in MUS 1127; MUS 1414 or concurrent enrollment.* One semester hour

MUSIC 1129. CLASS PIANO IV. PROFICIENCY TRACK. (MUSI 2182)

The culmination of the four-semester Piano Proficiency track for music and music education majors. Successful completion of this course will satisfy the Piano Proficiency requirements. The course includes late intermediate repertoire, more difficult hymns, melodic harmonization and cadences employing augmented 6th chords, all major, natural and harmonic minor scales, and open score including instrumental transpositions. Spring.

Prerequisite: "C" or better in MUS 1128; MUS 2413 or concurrent enrollment. One semester hour

MUSIC 1130. CLASS PIANO V. SECONDARY TRACK.

A continuation of the four-semester sequence of MUS 1126, 1127, 1128 and 1129, this course prepares music majors for the Piano Secondary Examination. Successful completion of both MUS 1130 and MUS 1131 with a grade of "B" or better, will satisfy the Piano Secondary Examination requirements. Fall only. *Prerequisite: MUS 1129 with a grade of "B" or better,*

or permission of keyboard faculty. One semester hour

MUSIC 1131. CLASS PIANO VI. SECONDARY TRACK.

The culmination of the two-semester piano secondary track. Successful completion of this course, with a grade of "B" or above, will satisfy the Piano Secondary Examination requirements. The course includes technical drills, advancing repertoire, hymn sight-reading, melodic harmonization and improvisation, all major scales and arpeggios, all natural, harmonic and melodic scales and minor arpeggios, anthem accompaniment, and open-score reading, which includes instrumental transposition. Spring only.

Prerequisite: MUS 1129 with a grade of "B" or better,
or permission of keyboard faculty. One semester hour

MUSIC 1132. ADVANCED CLASS PIANO I. PROFICIENCY/SECONDARY TRACK.

A two-semester sequence of courses, leading to the completion of the Piano Proficiency and Piano Secondary Examination. The course is designed for students with an extensive background in piano. It includes advancing repertoire hymns, melodic harmonization and cadences employing all diatonic triads and seventh chords, secondary dominants, augmented 6th chords, all major scales, natural, harmonic and melodic minor scales, and open score including instrumental transposition. Fall.

Prerequisite: Several years of previous piano study and consent of instructor. One semester hour

MUSIC 1133. ADVANCED CLASS PIANO II. PROFICIENCY/SECONDARY TRACK.

The second of a two-semester sequence of courses, leading to the completion of the Piano Proficiency and Piano Secondary Examination. The course is designed for students with an extensive background in piano. It includes advancing repertoire hymns, melodic harmonization and cadences employing all diatonic triads and seventh chords, secondary dominants, augmented 6th chords, all major scales, natural, harmonic and melodic minor scales, and open score including instrumental transposition. Spring.

Prerequisite: MUS 1132 with a grade of "B" or better. One semester hour

MUSIC 1136 AND 1137. CLASS VOICE I AND II. (MUSI 1183, 1184)

Group instruction in the fundamentals of voice production and vocal techniques. Fall (1136), Spring (1137).

Prerequisite: None. One semester hour credit each

MUSIC 1161. KEYBOARD SKILLS CLASS.

This class is designed to address functional keyboard skills for the student choosing piano or organ as their primary instrument. Scales, arpeggios, chord progressions, harmonization, melodic improvisation, sight-reading, open-score notation, transposition, and hymn playing. Keyboard majors must continue to enroll until they have passed the skills portion of the freshman keyboard skills exam. Fall, Spring.

Prerequisite: Keyboard concentration in all music degrees. One semester hour

Music - Church Music

MUSIC 1187. STUDIO AND ENSEMBLE ACCOMPANYING.

Requires piano students to accompany a choral ensemble or accompany in a vocal/instrumental studio for three hours per week. To be supervised by a piano instructor. May be repeated for credit. Fall, Spring.
Prerequisite: Membership by audition. One semester hour

MUSIC 1188. SOLO ACCOMPANYING.

Required of all students with concentrations in piano. Includes reading, listening and weekly coaching sessions. May be repeated for credit. Fall, Spring.
Prerequisite: None. One semester hour

MUSIC 2020. MUSIC TECHNOLOGY PROFICIENCY.

Indicates completion of the technology component of all music courses. Required of all music majors. Fall, Spring.
Prerequisites: MUS 0171, 0072, 0073, 0074. No credit

MUSIC 2021. PIANO PROFICIENCY.

An examination of piano skills in sight-reading, keyboard techniques, literature of moderate difficulty, ensemble playing, improvisation, transposition and harmonization. Required of all music majors, and minors with music as a teaching field. (Students may opt to pass MUS 2021 by successfully completing four semesters of MUS 1126 1127, 1128, and 1129.) Fall, Spring.
Prerequisite: Keyboard skills. No credit

MUSIC 2022. SECONDARY EXAMINATION.

An examination of performance skills in technique, sight-reading and literature of moderate difficulty, as well as evaluation of achievement of a minimum level of performance in the chosen secondary area. For those choosing piano, skills will be examined beyond the requirements for the Piano Proficiency. Specific requirements for each applied area are given in the Music Student Handbook. Required of all music majors and usually taken at the conclusion of the fourth semester of study (the fifth semester in the case of piano). Fall, Spring.
Prerequisite: MUS 2021 and four semesters of applied study in the secondary area. No credit

MUSIC 2160-2163. VOCAL DICTION I AND II. (MUSI 1162, 1165)

A study of the correct sounds belonging to the English, Italian, French, and German languages respectively with emphasis placed on their application to singing. Fall (2160), Spring (2163).
Prerequisite: None. One semester hour credit each

MUSIC 3013. RECITAL ACCOMPANYING.

Required of Bachelor of Music - Piano Pedagogy and Accompanying majors. May be repeated to meet degree requirements. Fall, Spring.
Prerequisite: MUS 1187. No credit

MUSIC 3014. JUNIOR RECITAL.

Requires public performance of a minimum of 25 minutes of music. *No credit*

MUSIC 4014. SENIOR RECITAL.

Requires public performance of a minimum of 45 minutes of music for performance majors, and a minimum of 25 minutes of music for all other concentrations. Students with a major in piano with emphasis in pedagogy and accompanying will perform 25 minutes of solo repertoire, with the remainder of the recital given to accompanying and chamber works. *No credit*

MUSIC 4015. SENIOR SEMINAR PROJECT.

Requires concurrent enrollment in MUS 4286. *No credit*

Music - Church Music

MUSIC 1101-4608. SPECIAL STUDIES IN CHURCH MUSIC.

Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. One to six semester hours

Music - Education and Pedagogy

MUSIC 2264. INTRODUCTION TO CHURCH MUSIC EDUCATION.

Philosophy, orientation and administration of church-wide program of music education. Topics include role of the minister of music, introduction to the organ, worship planning and staff relations. Spring.

Prerequisite: None.

Two semester hours

MUSIC 3282. CHURCH MUSIC EDUCATION.

Study of a fully graded music program, including adult and senior adult choirs, and instrumental methods. Spring, even years.

Prerequisite: MUS 2264.

Two semester hours

MUSIC 3354. HYMNOLOGY.

A study of the development of hymnology and the gospel song from Biblical times to contemporary hymnody, considering the hymn as literature, the musical value of the tune, and the relation of hymnody to the parallel periods in the history of music. Fall, odd years.

Prerequisite: None.

Three semester hours

MUSIC 4107. SUPERVISED FIELD EXPERIENCE IN CHURCH MUSIC.

On-the-job training in a church situation as a director or accompanist, or in a capacity approved by the church music department. Course requirements include periodic reports and plans. Prospectus for the senior seminar project will be developed and approved in consultation with the supervising instructor. Fall, Spring.

Prerequisite: Senior standing.

One hour credit

MUSIC 4254. HISTORY OF MUSIC AND WORSHIP.

An investigation and comparative study of the development of music and worship for the Jewish and Christian religions. Intensive research and actual observance of worship services of various Christian denominations and Jewish synagogues will also include an examination and discussion of current trends in worship. Fall, even years.

Prerequisite: None.

Two semester hours

MUSIC 4286. SENIOR SEMINAR IN CHURCH MUSIC.

Students will prepare a conducting recital, senior thesis on a topic in church music, or a senior project in conjunction with the Supervised Field Experience. Students will meet on a regular basis to dialogue about progress and direction of chosen project. Prospectus for the seminar project must be submitted/approved prior to enrollment.

Prerequisite: MUS 4107, senior standing, and concurrent enrollment in MUS 4015.

Two semester hours

MUSIC 4291. SERVICE PLAYING.

A study of the practical problems of the church accompanist. Spring, even years.

Prerequisite: Junior standing.

Two semester hours

Music Education and Pedagogy

MUSIC 1101-4608. SPECIAL STUDIES IN MUSIC EDUCATION.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MUSIC 2147. STRING TECHNIQUES. (MUSI 1190)

A study and application of the fundamentals of playing string instruments, including correct tone production, bowing technique and care of the instrument. Fall, odd years.

Prerequisite: None.

One semester hour

MUSIC 2157. VOCAL TECHNIQUES.

A study of vocal and choral techniques for nonvocal majors only. Spring, even years.

Prerequisite: None.

One semester hour

MUSIC 2167. WOODWIND TECHNIQUES. (MUSI 2166)

Group instruction with emphasis placed on correct tone production, technique and care of woodwind instruments with attention devoted to the embouchure and fingering problems of each instrument. Spring, odd years.

Prerequisite: None.

One semester hour

Music - Education and Pedagogy

MUSIC 2187. BRASS TECHNIQUES. (MUSI 2168)

Practical elementary class instruction is given on the instruments of the brass family with attention devoted to correct tone production, technique, and care of the brass instrument. Spring, even years.

Prerequisite: None.

One semester hour

MUSIC 2188. PERCUSSION TECHNIQUES. (MUSI 2188)

Practical class instruction is given on the various percussion instruments with emphasis placed upon their care and use in the ensemble. Fall, even years.

Prerequisite: None.

One semester hour

MUSIC 3247. IMPROVISATION.

Materials and practices for improvising or extemporaneous performance. Spring.

Prerequisite: A grade "B" or above in applied concentration.

Two semester hours

MUSIC 3264. SECONDARY CHORAL METHODS.

A study of current trends, methods, materials and techniques for the adolescent choral ensemble. Fall.

Prerequisite: MUS 3266.

Two semester hours

MUSIC 3265. SECONDARY INSTRUMENTAL METHODS.

A study of curriculum problems and factors involved in organizing, training and directing instrumental ensembles. Spring.

Prerequisite: MUS 3266.

Two semester hours

MUSIC 3266. ELEMENTARY CONDUCTING.

Hand and baton techniques developed in laboratory experience. Group and individual practice is supervised with drills in rhythmic patterns, tempo marking, phrasing and dynamics. Fall.

Prerequisite: MUS 1414.

Two semester hours

MUSIC 3273. PIANO PEDAGOGY I.

A study of practical aspects of establishing an independent studio. Will include an examination of current teaching methods and materials, as well as a survey of learning theories. Fall, odd years.

Prerequisite: None.

Two semester hours

MUSIC 3276. CHORAL CONDUCTING.

Emphasis placed upon the problems of score reading, interpretation and advanced conducting techniques. Spring.

Prerequisite: MUS 3266.

Two semester hours

MUSIC 3283. PIANO PEDAGOGY II.

A survey of the history and philosophy of piano pedagogy, including the physiology of playing the piano. Performance practices of baroque, classical, romantic, and twentieth-century music will be covered. Spring, even years.

Prerequisite: MUS 3273.

Two semester hours

MUSIC 3286. INSTRUMENTAL CONDUCTING.

Emphasis is placed upon the problems of score reading, interpretation and advanced conducting techniques. Spring.

Prerequisite: MUS 3266.

Two semester hours

MUSIC 3384. MUSIC FOR CHILDREN.

A study of current trends, techniques and materials for children. Fall (two sections will be offered, one for music majors ONLY, and one for non-music majors); Spring (non-music majors).

Prerequisite: None.

Three semester hours

MUSIC 4184. PRACTICUM IN PEDAGOGY.

Faculty supervision of the degree candidate teaching beginner, intermediate and advanced pre-college level students. May be repeated for credit. Fall, even years; Spring, odd years.

Prerequisite: MUS 3283.

One semester hour

MUSIC 4203. VOCAL PEDAGOGY.

A study of vocal sound, voice physiology, processes and coordination in singing and the psychologi-

Music - Theory and Composition

cal/creative aspects of singing and teaching. The identification and correction of vocal problems is emphasized. Spring, odd years.

Prerequisite: None.

Two semester hours

MUSIC 4271. ORGAN PEDAGOGY.

Analysis of various teaching methods and special problems of organists and organ teachers. Study of manual and pedal techniques, registration, memorization, articulation and phrasing, styles and ornamentation. Offered on demand.

Prerequisite: None.

Two semester hours

MUSIC 4293. INSTRUMENTAL PEDAGOGY.

Study and practical application of methods, fundamentals, teaching materials and problems of teaching a specific instrument to those varying ages and stages of development. Spring, even years.

Prerequisite: None.

Two semester hours

Music - Theory and Composition

MUSIC 1101-4608. SPECIAL STUDIES IN THEORY AND COMPOSITION.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MUSIC 1301. FUNDAMENTALS OF MUSIC. (MUSI 1304)

Designed for students who have limited or no background in music theory, this course is a study of notation, scales, rhythm, intervals, triads, key signatures, and music terminology. Course will include an introduction to aural skills and sight singing by solfege. Quick recall of material is cultivated and reinforced by keyboard assignments and computer-assisted applications outside class. Credit will not apply to music major degree requirements. Offered on demand.

Prerequisite: Placement examination.

Three semester hours

MUSIC 1413. MUSICIANSHIP I.

An introductory course in the basic written and aural materials of music. Fall.

Prerequisite: Placement examination.

Four semester hours

MUSIC 1414. MUSICIANSHIP II.

A study of the diatonic harmonic practices of the seventeenth and eighteenth centuries. Includes written and aural exercises in analysis, harmonization, and composition in common practice style. Spring.

Prerequisite: MUS 1413 with a grade of "C" or better.

Four semester hours

MUSIC 2413. MUSICIANSHIP III.

A continuation of Musicianship II concentrating on the chromatic materials of common practice and romantic periods. Includes written and aural exercises in analysis, harmonization, and composition in the appropriate style. Fall.

Prerequisite: MUS 1414 with a grade of "C" or better.

Four semester hours

MUSIC 2414. MUSICIANSHIP IV.

A written and aural study of the techniques found in Impressionism through current practices with an emphasis on major trends of the twentieth century. Spring.

Prerequisite: MUS 2413 with a grade of "C" or better.

Four semester hours

MUSIC 2247. JAZZ FUNDAMENTALS.

Introduction to jazz harmony and scales. Drill in ear training and keyboard. Fall, even years.

Prerequisite: MUS 1414 with a grade of "B" or better.

Two semester hours

MUSIC 3213. COUNTERPOINT.

A study of 16th and 18th century polyphony, principally the styles of Palestrina and Bach; includes analysis and composition of three and four-part works in these styles. Spring, odd years.

Prerequisite: MUS 2414.

Two semester hours

MUSIC 3233. CHORAL ARRANGING.

A practical course in arranging for various combinations of voices and practice in writing piano accompaniments in both the traditional and contemporary styles. Fall, even years.

Prerequisite: MUS 2414.

Two semester hours

Music - History and Literature

MUSIC 4213. FORM AND ANALYSIS.

A study of the structure of music; motif and phrase, lied, rondo, variation, sonata and programmatic forms. Fall.

Prerequisite: MUS 2414.

Two semester hours

MUSIC 4253. ORCHESTRATION.

A study of the principles of orchestration. The course is designed also for original productiveness in the instrumental areas of composition. Spring, even years.

Prerequisite: MUS 2414.

Two semester hours

Music - History and Literature

MUSIC 1101-4608. SPECIAL STUDIES IN HISTORY AND LITERATURE.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MUSIC 1302. JAZZ APPRECIATION.

A general music course providing a survey of the history and literature of jazz styles. Fall, Spring.

Prerequisite: None.

Three semester hours

MUSIC 1353. MUSIC APPRECIATION. (MUSI 1306)

A general music survey course designed to acquaint students with the principal composers, forms and characteristics of the various periods in music. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

MUSIC 2153. INTRODUCTION TO WORLD MUSIC.

An introduction to world music through a survey of the diversity of non-western music among the world's people. Selected music systems throughout the world are examined within cultural contexts: social, historical and spiritual. Introduction to ethnomusicology: a combination of musicology, anthropology and sociology. The course will further serve to increase awareness of ethnic heritage for those preparing to participate in mission outreach. Fall.

Prerequisite: Concurrent enrollment in MUS 2253.

One semester hour

MUSIC 2253. HISTORY OF WESTERN MUSIC I.

A survey of the major style periods, representative composers and compositions in the musical traditions of western civilization. Fall.

Prerequisite: Concurrent enrollment in MUS 2153.

Two semester hours

MUSIC 2254. HISTORY OF MUSIC AND LITERATURE II.

A study of the history of music and representative music literature from Antiquity through the Renaissance period. Spring.

Prerequisite: MUS 2153/2253 with a grade of "C" or better.

Two semester hours

MUSIC 3353. HISTORY OF MUSIC AND LITERATURE III.

A study of the history of music and representative music literature from baroque through the classical periods. Fall.

Prerequisite: MUS 2153/2253 with a grade of "C" or better or consent of instructor.

Three semester hours

MUSIC 3363. HISTORY OF MUSIC AND LITERATURE IV.

A study of the history of music and representative music literature from the romantic period to the present. Spring.

Prerequisite: MUS 2153/2253 with a grade of "C" or better.

Three semester hours

MUSIC 4000. CAPSTONE COURSE IN MUSICAL THINKING.

This course will serve to help students assimilate the knowledge and musical thinking skills acquired during their full course of music study, as well as to serve as a review course for the music portions of the TExES, MFAT, and GRE. This course must be taken and passed just prior to student teaching, or graduation in the case of nonteacher certification students. Pass/Fail. Fall, Spring.

Prerequisite: Final semester or semester prior to student teaching, consent of instructor.

No credit

Music - Ensembles

MUSIC 4204. ORGAN LITERATURE I.

A study of solo organ literature from the Middle Ages through the baroque era, with attention given to style, compositional forms and performance practices. Fall, odd years.

Prerequisite: None.

Two semester hours

MUSIC 4214. ORGAN LITERATURE II.

A study of solo organ literature from 1750 to the present. Special emphasis will be placed upon compositional techniques and practices of the twentieth century. Spring, even years.

Prerequisite: MUS 4204.

Two semester hours

MUSIC 4224. PIANO LITERATURE I.

A study of solo and ensemble piano literature from the baroque and classical periods. Attention given to compositional forms and performance practices of each period. Fall, even years.

Prerequisite: None.

Two semester hours

MUSIC 4234. PIANO LITERATURE II.

A study of solo and ensemble piano literature from the romantic, impressionistic and modern schools. Attention given to compositional forms and performance practices of each period. Spring, odd years.

Prerequisites: MUS 4224.

Two semester hours

MUSIC 4264. SURVEY OF CHORAL LITERATURE.

A survey of major choral works and anthem literature, covering the spectrum of music history as well as contemporary genres. Spring, odd years.

Prerequisite: MUS 2254 or concurrent enrollment.

Two semester hours

MUSIC 4284. INSTRUMENTAL LITERATURE.

A survey of solo, chamber and symphonic literature for the major instrument of students with brass, woodwind or percussion concentrations. Spring, odd years.

Prerequisite: Junior standing in any degree program with instrumental emphasis.

Two semester hours

MUSIC 4294. SONG LITERATURE.

A study of solo literature from the Middle Ages to the present. Emphasis upon the style, interpretation, and performance of solo material from all periods. Fall, even years.

Prerequisite: MUS 3353, 3363, and junior standing in theory and applied voice.

Two semester hours

MUSIC 4295. OPERA LITERATURE.

A study of operatic literature from 1600 to the present. Special emphasis will be placed upon works currently considered standard repertoire for opera houses in the United States. Fall, odd years.

Prerequisite: None.

Two semester hours

MUSIC 4103-4403. SPECIAL STUDIES IN HISTORY AND LITERATURE.

One to three hours credit designed for a special short-term concentration course offered for a specific need.

Prerequisite: Approval of dean, School of Music and Fine Arts.

One to four semester hours

Music – Ensembles

MUSIC 1140. INSTRUMENTAL ENSEMBLE.

Small ensembles comprised of percussion, recorder, or various instruments combined to form small chamber music groups. Performance of literature from all style periods. Open to all university students. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1141. WOODWIND ENSEMBLE.

Small ensembles comprised of various woodwind instruments (e.g. flute choir, woodwind choir, saxophone quartet) performing literature of all style periods. Open to all university students. Fall, Spring.

Prerequisite: None.

One semester hour

Music - Ensembles

MUSIC 1142-4142. STRING ENSEMBLE.

Ensemble comprised of string instruments. Literature will be chosen to accommodate available instrumentation and technique levels. Open to all university students. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1145. BRASS CHOIR.

Small ensembles comprised of brass instruments (e.g. brass quintets, trombone choir, horn choir, etc.) performing literature of all style periods. Open to all university students. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1151-4151. HERITAGE SINGERS.

Heritage Singers is a small vocal ensemble performing sacred music, both contemporary and traditional, and vocal jazz literature. The ensemble performs for churches and civic groups. Open by audition to upper-level Concert Choir members. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1152. VOCAL ENSEMBLE.

Vocal ensembles formed as needed or as interest demands, i.e., Men's Chorus, Women's Chorus, Early Music Ensemble, etc. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1180-4180. CONCERT BAND.

This ensemble is open to any student enrolled in the university without audition. Spring.

Prerequisite: None.

One semester hour

MUSIC 1190-4190. JAZZ ENSEMBLE.

The Jazz Ensemble is an auditioned organization which focuses on arrangements from the "Big Band" era to jazz stylings of the present time. This ensemble performs at jazz festivals and concerts, and it sponsors local jazz events. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1191-4191. SYMPHONIC BAND.

The Symphonic Band is an auditioned organization which performs traditional band literature and contemporary wind ensemble repertoire. The group tours, performing at high schools and colleges. Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1192-4192. UNIVERSITY BAND.

The University Band performs a halftime show for all home football games and occasionally travels to away games. After marching season, the band is a concert organization, performing a concert at the end of the semester. The band performs a wide variety of literature from traditional to contemporary music. Fall.

Prerequisite: None.

One semester hour

MUSIC 1193-4193. UNIVERSITY SINGERS.

University Singers is open to all university students. The ensemble is designed for study and performance of choral works from all major style periods, both sacred and secular. Fall, Spring.

Prerequisite: None.

One semester hour

MUSIC 1194-4194. CONCERT CHOIR.

Concert Choir is the university's top vocal ensemble and is open to all university students by audition. The choir studies and performs repertoire from all major style periods, both sacred and secular. Concert Choir tours each spring. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1195. MUSIC THEATRE/OPERA WORKSHOP. (MUSI 1157, 1158, 2157, 2158)

A training program for the singer-actor with the purpose of discovering and developing talent and skills in a wide range of activities associated with music theatre. The program consists of stage training classes devoted to awakening the expressive capacities of the participants and to the application of the dramatic skills to the peculiar medium of music theatre. In addition, the participants will take part in the performance of scenes and excerpts from operatic and musical repertoire, as well as produce a major work for public performance. This course is offered the same semester that an opera or Broadway musical is

Multimedia Communication Major

produced so that students have an opportunity to work with a major musical play. May be repeated for credit. Fall, Spring.

Prerequisite: Membership by audition.

One semester hour

MUSIC 1196. MUSIC THEATRE CHOREOGRAPHY.

This course introduces the students to the basic choreography used in musical theatre. A lecture-demonstration and performance format will be observed. May be repeated for credit. Fall.

Prerequisite: None.

One semester hour

MUSIC 1197-4197. WINDS OF TRIUMPH.

A stage band activity involved in the development of sacred/gospel instrumental music. The program is designed to provide concerts of sacred instrumental music and help pastors, music directors and other related staff in developing their own church instrumental groups. National tours are considered a regular part of this program. Fall, Spring, Summer.

Prerequisite: Membership by audition.

One semester hour

MUSIC 2198. HANDBELL CHOIR.

An auditioned ensemble open to all interested students. Class is dependent upon minimum enrollment.

Prerequisite: Membership by audition.

One semester hour

MUSIC 3198. PIANO ENSEMBLE.

Required of all students with piano concentrations. Performance literature of all style periods. May be repeated for credit. Fall, odd years; Spring, even years.

Prerequisite: None.

One semester hour

Multimedia Communication Major

The multimedia communication major is a true multidisciplinary program involving faculty and courses from the departments of computer information systems, communication and theatre, and art. The major utilizes the best and most appropriate resources across the curriculum to prepare students for a career in this dynamic field.

Computer information systems brings hardware and technical programming expertise. Art is incorporated because of the strong design and aesthetic criteria that must be present for effective communication. Communication has become multidimensional because of media advancements and provides the expertise necessary for overall program development. The capstone course of the program is centered in communication.

The multimedia communication major consists of 12 required courses for 36 credit hours, consistent with university requirements. Majors graduating with a degree in multimedia communication must complete university general education requirements, as well as fulfill minor or minor area and elective requirements.

Computer information systems courses in this program focus on mastering hardware and interactive software skills, as well as programming languages like Java. Because demands change, software upgrades are constant, and new languages may dominate the scene quickly, emphasis is clearly on bedrock principles and leading-edge programs that provide a long-term educational benefit. Dynamic courses which quickly adjust to industry realities are critical components of the program.

The art department module brings an important series of four computer graphics courses which provide instruction in industry-standard programs. Beyond computing, emphasis is on technology as a creative tool to provide powerful communication using an array of graphic skills. Increasingly, these multimedia applications are also interactive, further providing the critical needs for aesthetic design principles. This series starts with a basic introduction and concludes with high-end graphics that commonly incorporate more than one program to create art.

Communication incorporates coursework that includes bedrock skills of writing for the media, using mass media outlets, full motion video and manipulation, and incorporating audio communication. As

Art

mentioned, the multidisciplinary nature of communication brings the capstone course under that department.

This major may be taken as either a Bachelor of Science or Bachelor of Arts program.

Required Courses:

Please see department pages in this catalog for complete course descriptions.

Computer Information Systems Module
CIS 1359 Programming Logic
CIS 2329 Web Design
CIS 2389 Object-oriented Programming I
CIS 3379 Multimedia Technology

Art Module
ART 3334 Fundamentals of Layout and Design
ART 3339 Computer Graphics I
ART 4339 Computer Graphics II
ART 4349 Computer Graphics III

Communication Module
PRL 1312 Public Relations Writing
RTV 2319 TV Production I
RTV 2329 Audio Production
RTV 4339 Special Projects

Minor-related Area in Multimedia Communication

A minor-related area in multimedia communication requires a 24 credit hour series of courses. The coursework must encompass courses from each of the three major discipline areas, and be conducted in consultation with an advisor. The minor-related area curriculum must include RTV 4339 Special Projects as a final course.

Department of Art

Ann Smith, Head

Faculty: Jack Chew

The department of art offers the Bachelor of Arts degree and the Bachelor of Science degree in art communication and art education.

Majors and minors in Art Communication will learn to combine traditional art courses with the latest imaging technology to produce solutions to contemporary visual problems. Art Education majors will learn to teach art in a comprehensive and sequential manner employing the disciplines of art history, art production, aesthetics, and art criticism. Students taking art courses for fine arts credit will learn to appreciate the contribution of the visual arts to world culture.

The art communication major requires 36 semester hours which combine a core of traditional art courses with courses in computer graphics. This major requires ART 1311, 1321, 1351, 2321, 2331; 3312; 3322, 3332, 3334, 3339, 4339 and 4349.

This program seeks to prepare students for art-related careers in printed communications, using both words and graphic images effectively in such areas as magazine, brochure, and newsletter production; display and merchandising design; and advertising in a variety of publications.

Students seeking a traditional minor in art should take twenty-four semester hours of art: ART 1311, 1351, 2321, 3312, 3322 and an additional nine hours of art.

Students should refer to the section, School of Education, for requirements for teacher education programs.

All art communication majors and art minors seeking teacher certification are required to participate in the designated museum trip each semester in which they are enrolled in an art class. A minimum of six such trips must be taken as a requirement for majors and four are required for those minoring in art and those seeking teacher certification on the elementary level.

Art communication majors must take ART 1361 as one of the fine arts requirements.

The art department reserves the right to hold student work for one or two semesters for exhibition purposes.

ART 1101-4609. SPECIAL STUDIES.

Special courses not a part of regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

ART 1311. DRAWING I. (ARTS 1316)

Exploration of drawing media to develop perceptual skills and techniques. Six hours per week, class and laboratory. Fall.

Prerequisite: None.

Three semester hours

ART 1321. DRAWING II. (ARTS 1317)

A continuation of ART 1311. Six hours per week, class and laboratory. Spring.

Prerequisite: ART 1311.

Three semester hours

ART 1351. BASIC DESIGN. (ARTS 1311)

Study of art elements and principles as they relate to two-dimensional design. Six hours per week, class and laboratory. Spring.

Prerequisite: None.

Three semester hours

ART 1361. ART APPRECIATION. (ARTS 1301)

A general overview of the world of art with emphasis on learning to look and to understand a variety of styles and art forms. Fall.

Prerequisite: None.

Three semester hours

ART 2311. ART FOR ELEMENTARY TEACHERS. (ARTS 1313)

A general study of the visual arts to include art history, appreciation, aesthetics, criticism, the elements of art and studio activities in a variety of media. Six hours per week, class and laboratory. Fall, Spring.

Prerequisite: Sophomore standing.

Three semester hours

ART 2321. PAINTING AND COMPOSITION I. (ARTS 2316)

Painting problems in a variety of media with emphasis on composition and personal expression. Six hours per week, class and laboratory. Fall.

Prerequisite: ART 1311 and 1351 or consent of instructor.

Three semester hours

ART 2331. PAINTING AND COMPOSITION II. (ARTS 2317)

A continuation of ART 2321. Development of painting problems in a variety of media with emphasis on composition and personal expression. Six hours per week, class and laboratory. Spring.

Prerequisite: ART 2321.

Three semester hours

ART 3312. ART HISTORY: SURVEY I.

A survey of art from the prehistoric through the Gothic period. Fall, odd years.

Prerequisite: None.

Three semester hours

ART 3322. ART HISTORY: SURVEY II.

A survey of art from the Renaissance to the present. Spring.

Prerequisite: None.

Three semester hours

ART 3331. SECONDARY SCHOOL ART.

Teaching art on the secondary level with an emphasis on course content, curriculum guides, teaching methods, and selected art media. Fall, even years.

Prerequisite: ART 1311, 1351 and 2311.

Three semester hours

Art

ART 3332. PHOTOGRAPHY AS AN ART FORM.

Instruction in photography as an art form with emphasis on history, composition and technical procedures of developing and printing in black and white. The student must furnish his/her own 35mm single lens reflex camera. Six hours per week, classroom and darkroom. Spring.

Prerequisite: None.

Three semester hours

ART 3334. FUNDAMENTALS OF LAYOUT AND DESIGN.

A preliminary course for designing with the computer. A study of layout and design techniques including typography, copy fitting, picture editing, color reproduction and the production of camera-ready art. Emphasis will be given to the use of design elements in advertising, magazines and newspapers. Cross-credited with JOU 3334. Only three credit hours will be awarded for JOU 3334 and ART 3334. Spring.

Prerequisite: Sophomore standing.

Three semester hours

ART 3339. COMPUTER GRAPHICS I.

An introductory course utilizing the Macintosh computer. Students will be introduced to word processing and graphic design programs. This course is required for Computer Graphics II and Computer Graphics III. Six hours per week, classroom and laboratory. Cross-credited with PRL 3339. Credit will not be given for both ART 3339 and PRL 3339. Fall.

Prerequisite: Sophomore standing.

Three semester hours

ART 3371. SCULPTURE.

Exploration of sculptural media with an emphasis on the development of technique.

Prerequisite: None.

Three semester hours

ART 4100-4600. ART COMMUNICATION INTERNSHIP.

This course is designed to give students outside-the-classroom experience in a professional graphic arts setting. Forty-five (45) clock hours of service per credit hour is required.

Prerequisite: Consent of instructor.

One to six semester hours

ART 4306. CERAMICS I.

An introductory course exploring the techniques of wheel-throwing, hand building, glazing and firing of low-fire pottery. Six hours per week, classroom and laboratory. Fall.

Prerequisite: None.

Three semester hours

ART 4311. CRAFTS.

An introduction to design and processes in a variety of crafts including weaving, basketry, clay and other selected media. Fall.

Prerequisite: None.

Three semester hours

ART 4326. CERAMICS II.

A continuation of ART 4306. Techniques of hand building, wheel-throwing, glazing and firing of stoneware pottery. Six hours per week, classroom and laboratory. Fall, Spring.

Prerequisite: ART 4306.

Three semester hours

ART 4331, 4332. ADVANCED PROBLEMS.

Advanced problems completed under faculty supervision in the student's area of emphasis. Six hours per week, classroom and laboratory.

Prerequisite: Junior standing and 3.0 GPA in Art.

Three semester hours

ART 4339. COMPUTER GRAPHICS II.

Students will receive specialized training in design utilizing word processing and desktop publishing software. Emphasis will be placed on advertising, magazine, brochure and newsletter design. Six hours per week, classroom and laboratory. Cross-credited with PRL 4339. Credit will not be given for both ART 4339 and PRL 4339. Spring.

Prerequisite: ART/PRL 3339 or consent of instructor.

Three semester hours

ART 4349. COMPUTER GRAPHICS III.

A continuation of Computer Graphics II. Students will receive advanced training in desktop publishing. Students will be required to submit a portfolio of work at the end of the semester. Six hours per week, classroom and laboratory. Fall.

Prerequisite: ART 4339.

Three semester hours

Department of Communication and Theatre

Nancy Jo Humfeld, Head

Faculty: Kim Bryant, Jack Chew, James Jones, Jim Looby,
Johnathan Marlow, Kenneth Tate, Julie Welker

Majors and minors in Communication and Theatre will learn to think critically, communicate effectively, and develop abilities constructively through a variety of media: theatre, print, broadcast, and verbal and nonverbal communication.

Students taking general education courses in Communication Studies will be able to learn effective communication skills in the context of public speaking, interpersonal communication, and small group communication.

Students taking general education courses in Theatre will be able to learn general information about theatre history, theatre architecture, stage terminology, play analysis, and different theatre genres and literature as well as some basic acting theory and techniques.

The department of communication and theatre offers programs leading to the Bachelor of Arts or the Bachelor of Science degree. Included in this department are the disciplines of communication studies, public relations, radio/television and theatre.

Teacher certification is available in speech communication or theatre arts and the requirements are found in the section: School of Education. Secondary certification requires a major of thirty-three semester hours.

As part of departmental assessment, all communication and theatre majors in their last semester before graduation are required to participate in an exit interview with departmental faculty.

MAJORS

The department of communication and theatre offers two choices of majors:

Communication Major:

The communication major is a thirty-six hour interdisciplinary major which is comprised of a 15 hour core of communication classes, and a 21 hour specialization in communication studies, public relations or radio/television. Under this major, students may pursue a Bachelor of Arts or a Bachelor of Science degree.

The communication core consists of:

COM 2350 or 2320	Nonverbal Communication or Interpersonal Communication
COM 2344	Voice and Diction (Those specializing in PRL may take COM 3324 or COM 2344.)
PRL 1312	Public Relations Writing
PRL 3339	Graphics I
RTV 1311	Survey of Mass Communication

Specializations include:

Communication Studies (COM): 3333, 4310, 4343 and 12 hours chosen from 2320, 2330 or 2350, 3312, 3324, 3341, 3350, 3360, or 3370

Public Relations: 2302, 2312, 3331, 3353, 3373, 4353, and 3 hours chosen from 4300, 4333, or CIS 2329.

Radio/Television: 2319, 2329, 3310, 3319, 4319 or 4329, 4331 or 4631**, and 3 hours chosen from 2140-2145. ***RTV internship of which only 3 hours may count toward major.* Students concentrating in radio/television as a communication major are strongly encouraged to seek a minor area that includes: MKT 2302, 3331 and 3342.

Communication Studies

Theatre Major

A major in theatre leads to a Bachelor of Arts degree or a Bachelor of Science degree for those seeking teacher certification and requires thirty-three hours of theatre as follows:

Theatre: 1311, 2344, 2371, 2431, 3331, 3351, 4341, 4361, 4362, two hours of 1118 and three upper-division hours in theatre.

MINORS

Students may minor in communication studies, public relations, radio/television, journalism or theatre by taking 18 to 24 semester hours as follows:

Communication Studies: 2320, 2350, 3333, 4343 and six to twelve additional hours of COM courses of which three hours must be upper division.

Public Relations: 1311, 1312, 2302, 3324, 3353, 3373, 4353 and 3 hours chosen from 3331, 4300 or 4333.

Radio/Television: 1311, 2319, 2329, 3310 and six to twelve additional hours of radio/television courses of which three hours must be upper division.

Journalism: JOU 2312, JOU 3331, JOU 3334, JOU 3304, and any combination of the following courses that completes 6 semester hours: JOU 4100-4600, JOU (RTV) 2140, JOU (RTV) 2141, JOU (RTV) 2142 or JOU 2151 (may be taken up to 3 times for credit).

Theatre: Two hours of 1118, 1311, 2344, 2371, 2431 and six additional upper-division hours in theatre.

Media Ministry Minor:

A composite minor to prepare Christian Studies professionals and non-Christian Studies students with the tools to serve in today's multi-media churches.

Media Ministry (21 hours): RTV 2319, 2329, 3319, 3329, ART/PRL 3334, 3339, and three hours chosen from PTH 3331, RED 4371, or YMN 3310.

Communication Studies

The communication studies curriculum provides a liberal arts approach to the study of human communication and strives to equip individuals to become more proficient communicators. It also assists in training those who want to teach speech in public education.

COMMUNICATION STUDIES 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

COMMUNICATION STUDIES 1310. FUNDAMENTALS OF HUMAN COMMUNICATION. (SPCH 1311)

An introduction to the principles and fundamental skills of effective communication in the contexts in public speaking, interpersonal communication and small group communication. This course will provide the student with opportunities for improvement in various communication situations. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

Prerequisite: Honors COM 1310 will be membership in the Douglas MacArthur Academy of Freedom (honors or scholars level) or a 22 or above on the ACT or a composite score of 1010 or above on the SAT.

Communication Studies

COMMUNICATION STUDIES 2320. INTERPERSONAL COMMUNICATION. (SPCH 1318)

This course combines reading, discussions, lectures and exercises to explore a wide variety of topics and skills in dyadic interaction. The student will become aware of current research in the human communication field as well as become more effective communicators in their relationships with friends, family, co-workers, and intimates. The course will present a theoretical perspective integrated with activities in and out of the classroom. Topics include interpersonal perception, language, nonverbal communication, self-concept, social roles, conflict management, and dynamics of intimacy. Spring odd years.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 2330. SMALL GROUP COMMUNICATION. (SPCH 2333)

This course familiarizes the student with small group processes and the latest in small group communication research. Topics include: how leadership emerges in small groups, helpful and negative roles persons play in small groups, cohesiveness, norms, roles, conflict, conformity and deviance, networks, listening skills, how small groups make decisions, making small group interactions and meetings more rewarding, and other topics. Spring, even years.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 2344. VOICE AND DICTION. (SPCH 1342)

This course acquaints and equips the individual with the means of learning proper pronunciation and articulation of the language and sounds of the standard American dialect. Cross-credited with THR 2344. Credit will not be given for both COM 2344 and THR 2344. Spring.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 2350. NONVERBAL COMMUNICATION.

This course surveys contemporary research findings in the study of human nonverbal behavior. Topics include: paralinguistics, physical appearance, touch, distance, face and eye behavior, scent, time, gestures, and other nonverbal cues. The student will gain a deeper understanding of the impact of nonverbal communication on our daily lives. Attention will be given to the impact of nonverbal communication's impact on relationships between superiors and subordinates, women and men, teachers and students, and members of different cultures. Fall, even years.

Prerequisite: None.

Three semester hours

COMMUNICATION STUDIES 3312. ORAL INTERPRETATION.

Development of the skills of communication through reading of prose, poetry and dramatic works. Cross-credited with THR 3312. Only three credit hours will be awarded for COM 3312 and THR 3312. Spring, odd years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3324. ORGANIZATIONAL COMMUNICATION.

This course is designed to equip students with the necessary tools to communicate effectively in the business or professional setting. Includes a study of communication within work groups, preparing and presenting informational and persuasive reports, resume writing and interviewing techniques. This course will count as the general education communication studies requirement for the Associate in Health Science degree. Cross-credited with PRL 3324. Credit will not be given for both COM 3324 and PRL 3324. Spring, odd years.

Prerequisite: Sophomore standing, consent of instructor or enrollment in the Associate in Health Science.

Three semester hours

COMMUNICATION STUDIES 3333. RHETORICAL CRITICISM.

The course will exam the major genres of rhetorical criticism by examining the impact of rhetoric throughout history. This will be achieved by studying outstanding public speeches and speakers as well as other forms of rhetoric. Careful attention will be given to style, technique, types of appeals, modes of proof, and societal effect. Fall, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3341. ARGUMENTATION AND DEBATE.

This course will examine the theory and practical applications of reasoned discourse. Attention is given to logical analysis, evidence, and reasoning. Includes processes and strategies of scholastic debate as well as employment of argumentation in business and education. Fall, odd years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

Journalism

COMMUNICATION STUDIES 3350. INTERCULTURAL COMMUNICATION.

This course will examine major perspectives and theories of cross-cultural communication. Includes a comprehensive examination of how communication elements are shaped by social and cultural forces. Cross-credited with TSL 3350 and CCS 3350. Only three credit hours will be awarded for COM 3350, TSL 3350 and CCS 3350. Fall.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3353. INTRODUCTION TO PUBLIC RELATIONS.

An introduction to the principles and fundamental skills of the public relations practitioner including: history, current trends, writing for public relations, presentational skills, visual communication, research, and media knowledge/relations. Cross-credited with PRL 3353 and RTV 3353. Students will not receive credit for COM 3353, PRL 3353 and RTV 3353. Fall.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3360. CONFLICT RESOLUTION.

Effective behavior in conflict situations requires an ability to analyze the situation and choose behavior that is appropriate, without sacrificing one's own values and beliefs. This course will examine the general principles of the mediation process. Skills will be developed through an interaction of theory, practice and analysis. Fall, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 3370. FAMILY COMMUNICATION.

This course examines the family from a communication perspective. The course will study dominant theories and methodologies that illuminate communication about and within the contemporary family. Emphasis on the central role communication plays in determining expectations and realities in a diversity of situations (e.g., nuclear, extended, single-parent, blended, voluntarily childless, and cross-cultural). Spring, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hour

COMMUNICATION STUDIES 4310. COMMUNICATION THEORIES.

This course is a comprehensive treatment of contemporary communication theory. A survey of major theories is designed to provide a core of foundational concepts and a theoretical framework for studying the nature and the process of human communication. Spring, odd years.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

COMMUNICATION STUDIES 4343. PERSUASION.

This course will examine the nature of persuasion in its many forms as it occurs in our society. The generation and consumption of persuasive messages in a variety of communication settings will be investigated. Cross-credited with PRL 4343. Credit will not be given for both COM 4343 and PRL 4343. Spring, even years.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

Journalism

JOURNALISM 1101-4609. SPECIAL STUDIES.

Courses designed to further knowledge in a specific area of journalism. Not part of the regular schedule.

Prerequisite: Consent of instructor.

One to six semester hours

JOURNALISM 2151 (COM 1130), 3151, 4151. NEWSPAPER PRODUCTION.

Students (with adviser/instructor assistance) produce *The Yellow Jacket*. These classes may be taken two times each for a total of six semester hour credits. Fall, Spring.

Prerequisite: Consent of instructor.

One semester hour each

JOURNALISM 2161, 3161, 4161. YEARBOOK PRODUCTION.

Students (with advisor/instructor assistance) will produce the yearbook. These classes may be taken two times each for a total of six semester hours credit.

Prerequisite: consent of instructor.

One semester hour

Public Relations

JOURNALISM 2312. FUNDAMENTALS OF JOURNALISM. (COMM 2311)

A study of the journalist's sources, news values, news writing and style. Cross-credited with PRL 2312. Only three credit hours will be awarded for PRL 2312 and JOU 2312. Fall, Spring.

Prerequisite: Keyboarding.

Three semester hours

JOURNALISM 3304. ADVANCED GRAMMAR.

A survey of traditional grammar, punctuation and mechanics. Includes an introduction to the history of the English language. Recommended for teachers of English. Cross-credited with ENG 3304. Only three credit hours will be awarded for ENG 3304 and JOU 3304. Fall, Spring.

Prerequisite: ENG 1311, 1312 and three semester hours

from 2000-level English courses.

Three semester hours

JOURNALISM 3331. ADVERTISING.

A study of advertising as a part of the promotional mix in the marketing system. The relationship of advertising to business strategy, the social influence of advertising campaigns, costs and the media are studied. Cross-credited with MKT 3331, PRL 3331, and RTV 3331. Only three credit hours will be awarded for MKT 3331, PRL 3331, RTV 3331 and JOU 3331. Fall.

Prerequisite: MKT 2302 or junior standing or consent of instructor.

Three semester hours

JOURNALISM 3334. FUNDAMENTALS OF LAYOUT AND DESIGN.

A preliminary course for designing with the computer. A study of layout and design techniques including typography, copy fitting, picture editing, color reproduction and the production of camera-ready art. Emphasis will be given to the use of design elements in advertising, magazines and newspapers. Cross-credited with ART 3334. Only three credit hours will be awarded for ART 3334 and JOU 3334. Spring.

Prerequisite: Sophomore standing.

Three semester hours

JOURNALISM 4100-4600. PUBLIC RELATIONS INTERNSHIP.

Supervised professional level experience in an approved public relations position. Cross-credited with PRL 4100-4600. Credit will not be awarded for both PRL 4100-4600 or JOU 4100-4600.

Prerequisite: PRL 3353 or consent of instructor.

One to six semester hours

Public Relations

The public relations specialization is a multidisciplinary communication-based curriculum germane to the diverse spectrum of life and human experience. Based upon an understanding of the different media and how they function, the curriculum seeks to provide a practical base for future professional communicators/public relations practitioners. This includes the abilities to write, speak, and counsel others in their communications.

PUBLIC RELATIONS 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular curriculum but offered on an irregular schedule.

Prerequisite: Consent of instructor.

One to six semester hours

PUBLIC RELATIONS 1311. SURVEY OF MASS COMMUNICATION. (COMM 1307)

An overview of the history, philosophy, operation, and societal impact of print and electronic media including books, newspapers, magazines, motion pictures, recordings, radio and television. Cross-credited with RTV 1311. Students will not receive credit for both PRL 1311 and RTV 1311. Fall.

Prerequisite: None.

Three semester hours

PUBLIC RELATIONS 1312. PUBLIC RELATIONS WRITING.

Introduction to the basic writing skills/styles for print, broadcast, advertising and public relations. Fall, Spring.

Prerequisite: Keyboarding.

Three semester hours

PUBLIC RELATIONS 2302. PRINCIPLES OF MARKETING.

A study of the system of interacting business activities designed to plan, price, promote and distribute want-satisfying products and services to consumers. Cross-credited with MKT 2302. Only three credit hours will be awarded for PRL 2302 and MKT 2302. Fall, Spring.

Prerequisite: None.

Three semester hours

Public Relations

PUBLIC RELATIONS 2312. FUNDAMENTALS OF JOURNALISM. (COMM 2311)

A study of the journalist's sources, news values, news writing and style. Cross-credited with JOU 2312. Only three credit hours will be awarded for JOU 2312 and PRL 2312. Fall, Spring.

Prerequisite: Keyboarding.

Three semester hours

PUBLIC RELATIONS 3324. ORGANIZATIONAL COMMUNICATION.

Designed to aid students to communicate effectively in the business or professional setting. Includes communication within work groups, preparing and presenting informational reports, conducting information-gathering interviews, and participating in employment interviews. Cross-credited with COM 3324. Credit will not be given for both PRL 3324 and COM 3324. Spring.

Prerequisite: COM 1310 or consent of instructor.

Three semester hours

PUBLIC RELATIONS 3331. ADVERTISING.

A study of advertising as a part of the promotional mix in the marketing system. The relationship of advertising to business strategy, the social influence of advertising campaigns, costs and the media are studied. Cross-credited with JOU 3331, RTV 3331 and MKT 3331. Only three credit hours will be awarded for JOU 3331, PRL 3331, RTV 3331 and MKT 3331. Fall.

Prerequisite: MKT 2302 or junior standing or consent of instructor.

Three semester hours

PUBLIC RELATIONS 3339. COMPUTER GRAPHICS I.

An introductory course utilizing the Macintosh computer. Students will be introduced to word processing and graphic design programs. This course is required for Computer Graphics II and Computer Graphics III. Six hours per week, classroom and laboratory. Cross-credited with ART 3339. Credit will not be given for both PRL 3339 and ART 3339. Fall, Spring.

Prerequisite: Sophomore standing.

Three semester hours

PUBLIC RELATIONS 3353. INTRODUCTION TO PUBLIC RELATIONS.

An introduction to the principles and fundamental skills of the public relations practitioner including: history, current trends, writing for public relations, presentational skills, visual communication, research, and media knowledge/relations. Cross-credited with COM 3353 and RTV 3353. (Students will not receive credit for COM 3353, RTV 3353 and PRL 3353). Fall.

Prerequisite: None.

Three semester hours

PUBLIC RELATIONS 3373. PUBLIC RELATIONS STRATEGIES AND EVALUATION.

A study of the sources of public relations planning and the selection of formalized strategies. Analysis and evaluation of programs is conducted from a perspective of case studies, administration, strategy selection, goal-setting and managerial decision-making. Spring.

Prerequisite: None.

Three semester hours

PUBLIC RELATIONS 4100-4600. PUBLIC RELATIONS INTERNSHIP.

Supervised professional level experience in an approved public relations position. Cross-credited with JOU 4100-4600. Credit will not be awarded for both JOU 4100-4600 and PRL 4100-4600.

Prerequisite: PRL 3353 or consent of instructor.

One to six semester hours

PUBLIC RELATIONS 4333. PUBLIC RELATIONS RESEARCH.

Application of the research process for planning and evaluating programs of action, including ascertaining program impact, techniques for monitoring efficiency, creating fact-finding research, and environmental monitoring. Fall, even years.

Prerequisite: PRL 3353.

Three semester hours

PUBLIC RELATIONS 4339. COMPUTER GRAPHICS II.

Students will receive specialized training in design utilizing word processing and desktop publishing software. Emphasis will be placed on advertising, magazine, brochure and newsletter design. Cross-credited with ART 4339. Credit will not be given for both PRL 4339 and ART 4339. Spring.

Prerequisite: ART 3334 and PRL 3339.

Three semester hours

PUBLIC RELATIONS 4343. PERSUASION.

An examination of the nature of persuasion in its many forms as it occurs in our society. The generation and consumption of persuasive messages in a variety of communication settings will be investigated.

Radio/Television

ed. Cross-credited with COM 4343. Credit will not be given for both PRL 4343 and COM 4343. Spring, even years.

Prerequisite: None.

Three semester hours

PUBLIC RELATIONS 4353. PUBLIC RELATIONS CAMPAIGNS.

Students will use knowledge and skills developed in previous course work to design an integrated public relations campaign for a community business/organization. A public relations problem/opportunity will be identified, researched, and recommendations will be offered to the client. Spring.

Prerequisite: PRL 2302, 3353, and senior standing.

Three semester hours

Radio/Television

The radio-television program introduces the student to the history, philosophy, terminology, concepts, and production techniques of the broadcast industry. The program places emphasis on the creative and effective use of radio and television and their respective roles in society, while preparing students for careers in broadcasting. Students must make a "C" or better before they may advance to the next course in the sequence.

Students majoring in radio-television must gain admission into the program through an assessment examination. The assessment examination will assure both the student and the department that the student is ready to function at a predetermined level of competency. It is not intended to preclude anyone from entrance into the program. Radio and television both require a good grasp of the English language in both spoken and written form. An assessment test, consisting of both oral and written examinations, will be used to determine the eligibility of students wishing to pursue the radio-television specialization of the communication major. Students failing to meet the minimum entrance qualifications will be redirected to courses that will prepare them for entry into the program. The entry assessment will not prevent enrollment in lower-division courses by non-majors or prior to declaration of the major. These students must obtain the consent of the instructor and/or complete any required prerequisites.

RADIO/TELEVISION 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular curriculum but offered on an irregular schedule.

Prerequisite: Consent of instructor.

One to six semester hours

RADIO/TELEVISION 1108-4608. INSTITUTE WORKSHOP.

Special short-term course offered for a specific need.

Prerequisite: Consent of instructor.

One to six semester hours

RADIO/TELEVISION 1118. INTRODUCTION TO RADIO/TELEVISION.

An introduction for all students interested in practical activities related to radio and television production. May be repeated up to three times. Fall, Spring.

Prerequisite: None.

One semester hour

RADIO/TELEVISION 1311. SURVEY OF MASS COMMUNICATION. (COMM 1307)

An overview of the history, philosophy, operation, and societal impact of print and electronic media including books, newspapers, magazines, motion pictures, recordings, radio and television. Cross-credited with PRL 1311. Only three credit hours will be awarded for RTV 1311 and PRL 1311. Fall, even.

Prerequisite: None.

Three semester hours

RADIO/TELEVISION 2140. RADIO ACTIVITY.

Students will be assigned selected on-air shifts.

Prerequisite: None.

One semester hour

RADIO/TELEVISION 2141. RADIO ACTIVITY.

Students will produce sweepers and public service announcements and other tasks as assigned.

Prerequisite: RTV 2329 and RTV 2140.

One semester hour

RADIO/TELEVISION 2142. RADIO ACTIVITY.

Students will be required to use all aspects of a complete audio project, including script writing, directing, recording and editing. Students will utilize their skills to produce radio projects for non-profit community and University organizations.

Prerequisite: RTV 2141.

One semester hour

Radio/Television

RADIO/TELEVISION 2143. TELEVISION ACTIVITY.

Students will be assigned to record basic archival videos, i.e. theater performances and homecoming activities.

Prerequisite: RTV 2319.

One semester hour

RADIO/TELEVISION 2144. TELEVISION ACTIVITY.

Students will be assigned to record more complex video projects with basic editing requirements, i.e. seminars, homecoming, alumni banquet.

Prerequisite: RTV 2143.

One semester hour

RADIO/TELEVISION 2145. TELEVISION ACTIVITY.

Students will be required to use all aspects of a complete video project, including script writing, directing, shooting and editing. Students will utilize their skills to produce university recruitment and chapel videos, in addition to producing video projects for non-profit community organizations.

Prerequisite: RTV 2144.

One semester hour

RADIO/TELEVISION 2319. TELEVISION PRODUCTION I.

Introduction to the essentials of television production. Emphasis is placed on the creative and effective use of video through the production of programs. Fall, even.

Prerequisite: None.

Three semester hours

RADIO/TELEVISION 2329. AUDIO PRODUCTION. (COMM 2303)

An introduction to the basics of audio production. Included in this course is a look at the theory and techniques of sound production covering such elements as microphones, sound mixers, and recorders. Students must be admitted to the radio/television program prior to enrollment in this course. Spring, even.

Prerequisite: None.

Three semester hours

RADIO/TELEVISION 3303. FILM STUDIES.

A study of the works of major film makers from the silent era through the present. Cross-listed as ENG 3303. Students will not receive credit for both RTV 3303 and ENG 3303.

Prerequisite: ENG 1311, 1312 and three semester hours

from 2000-level English courses.

Three semester hours

RADIO/TELEVISION 3310. BROADCAST WRITING AND ANNOUNCING.

A look at the responsibilities and skills required for writing and performing scripts for both radio and television. Spring, even.

Prerequisite: RTV 2319, 2329.

Three semester hours

RADIO/TELEVISION 3319. TELEVISION PRODUCTION II.

Continued, in-depth experience in television production with a look at current trends in the broadcast industry. Spring, odd.

Prerequisite: RTV 2319.

Three semester hours

RADIO/TELEVISION 3329. RADIO, TELEVISION AND CABLE MANAGEMENT.

An in-depth examination of the process of RTV and Cable management. The course covers the financial, technical, and day-to-day operations of a RTV and Cable system. Fall, odd.

Prerequisite: RTV 1311 or consent of instructor.

Three semester hours

RADIO/TELEVISION 3331. ADVERTISING.

A study of advertising as a part of the promotional mix in the marketing system. The relationship of advertising to business strategy, the social influence of advertising campaigns, costs and the media are studied. Cross-credited with JOU 3331, PRL 3331 and MKT 3331. Only three credit hours will be awarded for JOU 3331, RTV 3331, PRL 3331 and MKT 3331. Fall.

Prerequisite: MKT 2302 or junior standing or consent of instructor.

Three semester hours

RADIO/TELEVISION 3353. INTRODUCTION TO PUBLIC RELATIONS.

An introduction to the principles and fundamental skills of the public relations practitioner including: history, current trends, writing for public relations, presentational skills, visual communication, research and media knowledge/relations. Cross-credited with PRL 3353 and COM 3353. (Students will not receive credit for RTV 3353, PRL 3353 and COM 3353). Fall, Spring.

Prerequisite: None.

Three semester hours

Theatre

RADIO/TELEVISION 3360. ADVANCED TELEVISION PRODUCTION.

Advanced directing, post production editing and creative short and long form productions. Fall, odd years.

Prerequisite: RTV 2319.

Three semester hours

RADIO/TELEVISION 4319. TELEVISION PRACTICUM.

Program capstone course designed to showcase senior student's original television productions utilizing the skills and information acquired through classroom and activity coursework. Individualized instruction with faculty supervision. Fall, Spring.

Prerequisite: RTV 3310, 3319.

Three semester hours

RADIO/TELEVISIONS 4329. RADIO PRACTICUM.

Program capstone course designed to showcase senior student's original radio productions, utilizing the skills and information acquired through classroom and activity coursework. Individualized instruction with faculty supervision. Fall, Spring.

Prerequisite: RTV 3310.

Three semester hours

RADIO/TELEVISION 4331 or 4631. RADIO/TELEVISION INTERNSHIP.

An actual in-the-field radio and television experience provided to the student under the supervision of professionals at area radio and television stations. Fall, Spring, Summer.

Prerequisite: Junior standing and consent of instructor.

Three or six semester hours

RADIO/TELEVISION 4339. SPECIAL PROJECTS.

A capstone integrated project demonstrating concepts and skills in the area of multimedia communication. Individualized instruction with faculty supervision. Spring.

Prerequisite: Completion of the multimedia curriculum major or minor.

Three semester hours

RADIO/TELEVISIONS 4360. MASS COMMUNICATION LAW AND ETHICS.

Laws and regulations affecting Broadcasting, Cable and related areas. Spring, odd.

Prerequisite: RTV 1311.

Three semester hours

Theatre

Within the department of communication and theatre, the theatre area encourages critical thinking, creative endeavor and the development of the multiple crafts of theatre through experiences explored in rehearsal, performance and in the classroom.

The theatre program introduces the student to the history, literature and production/performance philosophies, styles and techniques of theatre from the ancient Greeks to the present. Students receive a balance of theory and opportunities for performance/production work through an annual series of mainstage productions. This prepares students for careers in teaching, further study in graduate school, or careers in theatre or allied fields.

Theatre majors are required to work in a performance and/or production role on each mainstage production. Their progress is charted on a production planning sheet which is kept in their file and monitored by their advisor. All majors must successfully perform on-stage in at least two roles and have worked successfully on at least five different crews, three of these as crew head, during their academic stay. Students who choose theatre as their second teaching field must perform successfully on stage in at least two roles and successfully serve as crew head on at least three different crews during their academic stay.

THEATRE 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

THEATRE 1118. THEATRE ACTIVITY. (DRAM 1120)

Structured for all students who have any interest in the actual production of a play other than acting and directing. The students will be involved with set construction, painting, lighting, makeup, and costume construction, as well as all other aspects of play production. This course may be taken pass/fail. Two semester hours required for the theatre major. Two additional hours may be taken as electives. Fall, Spring.

Prerequisite: None.

One semester hour

Theatre

THEATRE 1196. MUSIC THEATRE CHOREOGRAPHY.

This course introduces the students to the basic choreography used in musical theatre. A lecture-demonstration and performance format will be observed. May be repeated for credit. Cross-credited with MUS 1196. Only one credit hour will be awarded for MUS 1196 and THR 1196. Fall.

Prerequisite: None.

One semester hour

THEATRE 1311. INTRODUCTION TO THE THEATRE. (DRAM 1310)

Required for the theatre major. A study that includes theatre history, theatre architecture, stage terminology, play analysis and theatre genres and literature. Fall, Spring, Summer.

Prerequisite: None.

Three semester hours

THEATRE 2344. VOICE AND DICTION. (DRAM 2336)

Acquaints and equips the individual with the means of learning proper pronunciation and articulation of the language and sounds of the standard American dialect. Cross-credited with COM 2344. Only three credit hours will be awarded for both THR 2344 and COM 2344. Spring.

Prerequisite: None.

Three semester hours

THEATRE 2371. FUNDAMENTALS OF ACTING. (DRAM 1351)

Basic technique of acting with emphasis on motivation for movement and emotion. Study of the theory and history of acting. Required for theatre majors. Fall.

Prerequisite: None.

Three semester hours

THEATRE 2431. STAGECRAFT.

Acquaints the student with the fundamental knowledge of technical theatre. Emphasis on scene construction and design. This course includes practical experiences, exercises and projects in design and construction. Required for the theatre major. Spring, even years.

Prerequisite: None.

Four semester hours

THEATRE 3311. STAGE MOVEMENT.

Stage movement will include units on pantomime, stage combat and basic choreography. The course is principally a practicum class and involves strenuous physical activity and exercises. Students will be required to perform several projects. Fall, even years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

THEATRE 3312. ORAL INTERPRETATION.

Development of the skills of communication through reading prose, poetry and dramatic works. Cross-credited with COM 3312. Only three credit hours will be awarded for THR 3312 and COM 3312. Spring, odd years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

THEATRE 3321. STAGE MAKE-UP.

A study of stage make-up ranging from types of make-up available and application of make-up to the use of specific make-up techniques toward the creation of a number of specific styles of make-up. Fall, odd years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

THEATRE 3331. STAGE LIGHTING.

Acquaints the student with the fundamental knowledge of stage lighting. This course includes practical exercises and projects in design, maintenance and rigging. Required for the theatre major. Spring, odd years.

Prerequisite: Sophomore standing or consent of instructor.

Three semester hours

THEATRE 3351. ADVANCED STAGE ACTING.

Emphasis on the major styles and techniques of the actor's craft from the ancient Greek plays through contemporary theatre. Required for theatre majors. Spring, odd years.

Prerequisite: THR 2371 and Sophomore standing or consent of instructor.

Three semester hours

THEATRE 4108-4608. INSTITUTE WORKSHOP.

One to six hours credit designed for a special short-term concentrated course offered for a specific need.

Prerequisite: Junior standing or consent of instructor.

One to six semester hours

Theatre

THEATRE 4131-4631. THEATRE INTERNSHIP.

Actual professional theatre experience for students under the personal supervision of a staff at a professional theatre company. This internship may be done in acting, management or technical production. Fall, Spring, Summer.

Prerequisite: Junior standing and consent of instructor.

One to six semester hours

THEATRE 4321. CREATIVE DRAMATICS.

A study of specialized approaches to theatre education including story as a telling, improvisation, readers' theatre, etc. Children's literature will be used as a medium in the application of these techniques. Fall, Spring.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

THEATRE 4341. STAGE DIRECTING.

Emphasis on the director's media, use of the stage, movement, stage picture, imposed business, characterization, cast and rehearsals. Students will be required to direct a one-act play to be presented to the public. Required for the theatre major. Spring.

Prerequisite: THR 1311, 2371, 2431, 3331 and Junior standing . or consent of instructor

Three semester hours

THEATRE 4361. HISTORY OF THE THEATRE I.

A study of the historical development of the theatre from the Greeks through Shakespeare. Plays from each period will be discussed. Required for the theatre major. Fall, odd years.

Prerequisite: Junior standing or consent of instructor.

Three semester hours

THEATRE 4362. HISTORY OF THE THEATRE II.

A study of the historical development of the theatre from the restoration to the present time. Plays from each period will be discussed. Fall, even years.

Prerequisite: Junior standing or consent of instructor.

Three semester hours



Science and Mathematics

School of Science and Mathematics

Edward Roth, Interim Dean

The purpose of the School of Science and Mathematics is to provide courses that contribute to the liberal arts and sciences general education foundation of all Howard Payne University graduates and to provide professional programs in the various departments.

Pre-professional Studies

The university offers pre-professional requirements necessary for entrance to the professional schools of medicine, dentistry, veterinary medicine, physical therapy, allied health science, and dental hygiene.

The programs in the School of Science and Mathematics seek to provide students with the scientific background needed to function in an increasingly technical world. Emphasis is given to training students to become scientists, to enter professional schools of medicine and related fields, and to teach the sciences.

Students may earn a Bachelor of Arts degree in biology, chemistry, and mathematics, or a Bachelor of Science Degree in biology, chemistry, and mathematics. A minor in physics is also offered.

Pre-dental, Pre-medical, and Pre-veterinary Studies

The following are the minimal science and math requirements for admission to many medical schools:

8 hours General Biology (BIO 1459, 1469)
8 hours Advanced Biology
8 hours General Chemistry (CHE 1479, 1489)
8 hours Organic Chemistry (CHE 2331, 2341, 2139, 2149)
6 hours (1 year) of math with calculus preferred
8 hours General Physics (PHY 1419, 1429).

Similar requirements exist for admission to dentistry and veterinary medicine schools.

Pre-engineering

Students desiring an engineering degree can obtain a thorough background at Howard Payne in math, physics, chemistry, computer information systems, English, and other basic courses prior to transfer to an engineering school. Interested students should consult with the pre-engineering advisor as to selection of courses for their area of interest.

Pre-pharmacy

Students interested in pharmacy may, after completing the required preparatory work at Howard Payne, apply for admission to any of the three colleges of pharmacy in Texas as well as any other like-accredited institution. Earning a baccalaureate degree at Howard Payne before transferring to pharmacy school can significantly enhance the student's academic background and provide greater career versatility for the future.

Pre-physical Therapy

Students seeking the physical therapy degree can complete the required preparatory work at Howard Payne University and then apply for admission to any of the accredited physical therapy programs. These include, but are not limited to, those at the seven institutions in Texas offering a physical therapy degree.

Students may elect to earn a baccalaureate degree at Howard Payne, as physical therapy is becoming an entry-level graduate program at many institutions. Further, the Howard Payne degree strengthens admissions credentials while ensuring greater career versatility in the future.

A recommended program which will meet the requirements¹ of most Texas schools and allows the student to pursue the major of his/her choice is provided below for Howard Payne. An internship is available to those students who have completed 60 hours and have a GPA of 3.00 or above. This internship will be administered under the supervision of a Registered Physical Therapist.

	<i>COURSE(S)</i>	<i>HOURS</i>
ENG	1311, 1312	6
POS	2311, 2321	6
HIS	1310, 1320	6
COM	1310, 4312	6
PSY	1311, 3355	6
SOC	1311	3
MAT ²	1381, 3341	6
CIS	1339	3
CHE	1479, 1489	8
PHY ³	1419, 1429	8
BIO	1459, 1469, 2429, 4429 (BIO 2489 and 2499) ⁴	16
	Internship	6
ESS	3303	3
	TOTAL	83

¹Students are encouraged to keep a catalog from the school of their choice to be sure of the required preparatory work.

²Calculus is the recommended course, especially for those considering a graduate program.

³Calculus-based physics may be needed to compete in some graduate programs.

⁴Some schools allow 8 hours of human anatomy and physiology to replace comparative anatomy and general physiology.

In addition to the above, students who plan to earn a degree from Howard Payne University must complete 6 hours of Bible, 3 hours of fine arts, 3 hours of literature, 2 physical education activity courses and enough hours to satisfy a major of their choice. Additional suggested electives include ATR 1351 (Introduction to Athletic Training) and 2351 (Orthopedic Assessment—Lower Extremity), ATR 4354 (Rehabilitation Techniques in Athletic Training) and ATR 3352 (Therapeutic Modalities in Athletic Training), and SCI 2305 (Drugs in Our Society).

Science and Mathematics

ASSOCIATE IN HEALTH SCIENCE

The Associate in Health Science degree program is designed to allow a student to complete prerequisites for a program that is to be completed at another university. Examples would be the BSN nursing program at Tarleton State University, dental hygiene program or other health science programs. Students should acquaint themselves with the admission requirements for the chosen career program.

Chapel3 semesters
English6 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
Bible3 hours
BIB 1303 Introduction to the Old Testament OR	
BIB 1304 Introduction to the New Testament	
Speech3 hours
COM 1310 Fundamentals of Human Communication	
Computer Information Systems3 hours
CIS 1339 Introduction to Information Technology	
Social Science15 hours
POS 2311 American Government	
HIS 1310 U.S. History to 1877 OR HIS 1320 U.S. History since 1877	
SOC 1311 Introduction to Sociology	
PSY 1311 Introduction to Psychology	
PSY 3355 Lifespan Development	
Exercise and Sports Science2 hours
ESS 2340 Personal Fitness and Wellness OR	
2 ESS Activity Courses - Two Class A or one Class A and one Class B	
Science19 hours
CHE 1429 Fundamentals of Chemistry OR	
CHE 1479 General Chemistry I	
BIO 2409 Fundamentals of Microbiology	
BIO 2489 Human Anatomy and Physiology I	
BIO 2499 Human Anatomy and Physiology II	
BIO 2371 Nutrition	
Mathematics6 hours
MAT 1351 College Algebra	
MAT 3341 Introduction to Probabilities and Statistics	
Electives6-7 hours
Choose two or three of the following:	
HIS 1310 U.S. History to 1877 OR HIS 1320 U.S. History since 1877	
POS 2321 State and Local Government	
One ESS Activity Course - Class A or B	
One sophomore level literature course	
One Fine Arts course from the approved list	
One Foreign Language course	
TOTAL HOURS	64 hours

Teacher Certification

Students desiring to enter public school teaching in science or mathematics should check requirements listed in the School of Education in this catalog.

Science (Interdisciplinary Studies)

SCIENCE 2104, 2204, 2304. SCIENCE/MEDICAL INTERNSHIP.

Supervised work outside of the academic environment, but under the guidance of an instructor. Forty-five (45) clock hours of service per credit hour is required. The purpose is to provide students with scientific/medical experience in industrial, medical and governmental settings. May be repeated for credit. Fall and Spring.

Prerequisite: Consent of head of biology or head of physical sciences departments.

One, two, or three semester hours

SCIENCE 2351. SCIENCE AND THEOLOGY: INTEGRATING CHRISTIANITY AND CONTEMPORARY SCIENCE.

This course is designed to promote critical thinking concerning the relationship between theology and science and how they impact our thinking about various issues. This course will be cross-credited with PTH 2351. Spring, even years.

Prerequisite: BIB 1303 and 1304 and one university natural science course.

Three semester hours

SCIENCE 3318. INTRODUCTORY BIOSTATISTICS.

An introduction to basic statistical concepts and methods as applied to data taken from a wide variety of biological and health sciences. Includes descriptive techniques such as measures of central tendency, variability, hypothesis testing, analysis of variance, and simple linear regression. Three hours lecture. Fall. *Prerequisite: CIS 1339, MAT 1351.*

Three semester hours

SCIENCE 4309. RESEARCH PROBLEMS IN CHEMISTRY.

A course emphasizing library research, independent investigation, and scientific writing. Fall, Spring.

Prerequisite: Senior standing and consent of instructor.

Three semester hours

Department of Biological Sciences

Harlan Scott, Head

Faculty: Marilyn Mathis, Nathan Reyna, Edward Roth

The department of biological sciences offers a challenging curriculum leading to the degree of Bachelor of Science or Bachelor of Arts. The purpose of the department is to prepare well-educated biologists who will be competitive in their particular discipline: medicine, applied health and graduate school. Also, the department offers courses to meet the general education requirements for the natural sciences.

Students seeking a major in biology should take thirty-three to thirty-six semester hours to include BIO 1459, 1469, 2429, 3429, 4439, 4111, plus at least one course from 2419 or 3479; one course from 3459, 3489 or 4449 and one course from 3469 or 4459. All biology majors are required to complete BIO 4309, or a total of three hours of biology internship (BIO 4138, 4238 or 4338).

Biology majors will be required to take MAT 1351, SCI 3318 or MAT 3341 or MAT 4341, CHE 1479, 1489, 2331, 2139, 2341 and 2149. For a biology major considering post-baccalaureate study, ENG 3306, MAT 1381, 2351, PHY 1419 and 1429 are recommended.

All graduating biology majors will be required to take the Major Field Achievement Test (MFAT) in biology as a condition for graduation. Results of this test will be used as an assessment tool for biology curriculum and will not have a bearing on graduation.

Students majoring in exercise and sport science, psychology, sociology, or social work should consider taking BIO 2489 and 2499 to meet the general education requirement for laboratory science.

Biology

A minor in biology should consist of 18 to 24 hours chosen in consultation with the head of the biological sciences department.

Students majoring in biology and seeking teacher certification should refer to the School of Education section in this catalog.

All students seeking teacher certification in biology must be advised by both the biology faculty and the faculty of the School of Education.

All prerequisites must carry a grade of “C” or better.

BIOLOGY 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule but offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

BIOLOGY 1409. BIOLOGICAL SCIENCE. (BIOL 1408)

A study of the development of the principle concepts of biology and how they have influenced civilized man; a study of fundamental structure and function of biological systems. Contemporary problems will be discussed. For non-natural science majors. Students will not be allowed credit for BIO 1409 and BIO 1419 or BIO 1459 for the general education laboratory science requirement. Lecture and laboratory. Fall, Spring and Summer.

Prerequisite: None.

Four semester hours

BIOLOGY 1419. LIFE SCIENCE FOR ELEMENTARY EDUCATION.

Activity based course for elementary education majors **only**. Concepts covered are those recommended by Texas Essential Knowledge and Skills in Life Science. Course to meet 2 hours, 3 times per week. Students will not be allowed credit for BIO 1409 and 1419 or 1459 for the general education laboratory science requirement. Fall, spring.

Prerequisite: None.

Four semester hours

BIOLOGY 1459, 1469. GENERAL BIOLOGY I, II. (BIOL 1406, 1407)

An in-depth study of the principles and concepts of biology. General Biology I will cover cell biology, genetics, evolution, and ecology. General Biology II will cover diversity and physiology of organisms, including microbes, plants, and animals. Field trips are required for BIO 1469. Students will not be allowed credit for BIO 1459 and BIO 1419 or BIO 1409 for the general education laboratory science requirement. Three hours lecture, three hours laboratory per week. Fall 1459, Spring 1469.

Prerequisite: 1459 prerequisite for 1469.

Four semester hours each

BIOLOGY 2371. NUTRITION.

A thorough study of human nutrition covering digestion and utilization of the basic nutrient groups. The adequacy of the typical diet of various age groups will be studied. Diet planning will be examined, and current topics on nutrition will be discussed. Cross-credited with ESS 2371. Fall, Spring.

Prerequisite: None.

Three semester hours

BIOLOGY 2409. FUNDAMENTALS OF MICROBIOLOGY. (BIOL 2420)

Fundamental concepts of the biology of microorganisms will be taught. Emphasis will be principally on bacteria, fungi, and viruses causing human disease and impacting human health through their effects on the environment. Three hours of lecture and two two-hour laboratories per week. Spring.

Prerequisite: PSC 1419 or CHE 1429 or 1479 or 1489 and BIO 1409 or 1459 or 2489.

Four semester hours

BIOLOGY 2419. PLANT DIVERSITY.

Field and laboratory studies of native nonvascular plants with emphasis on classification, identification and life cycles. Field trips required. Three hours lecture and three hours laboratory per week. Fall.

Prerequisite: BIO 1459, 1469.

Four semester hours

BIOLOGY 2429. COMPARATIVE VERTEBRATE ANATOMY. (BIOL 2428)

A comparative study of the origin and development of vertebrate organ systems. Three hours lecture, and one three-hour laboratory. Fall.

Prerequisite: BIO 1459, 1469.

Four semester hours

Biology

BIOLOGY 2489, 2499. HUMAN ANATOMY AND PHYSIOLOGY I and II. (BIOL 2401, 2402)

A correlated study of the structure and function of the human body. BIO 2489, Fall and Summer I; BIO 2499, Spring and Summer II.

Prerequisite: BIO 2489 prerequisite to BIO 2499.

Four semester hours each

BIOLOGY 3419. MICROBIOLOGY.

An introduction to the structure, function and economic relationship of bacteria, fungi, and viruses. Three hours lecture and two two-hour laboratories per week. Spring, odd years.

Prerequisite: BIO 3429.

Four semester hours

BIOLOGY 3429. CELL BIOLOGY.

A detailed study of the structure and function of cells and cell structures. Regulation and mechanisms will be stressed. Three hours of lecture and three hours of laboratory per week. Spring.

Prerequisites: BIO 1459, 1469; CHE 2331, 2139, 2341, 2149 or

concurrent enrollment in CHE 2341 and 2149.

Four semester hours

BIOLOGY 3459. GENERAL ENTOMOLOGY.

An introduction to the study of insects and the identification of families in the principle orders. Three hours lecture and three hours laboratory per week. Field trips required. Fall, odd years.

Prerequisite: BIO 1459 and 1469.

Four semester hours

BIOLOGY 3469. GENERAL ECOLOGY.

A study of organisms in relation to environment. Three hours lecture and a three hour laboratory per week. Field trips required. Spring, even years.

Prerequisite: BIO 1459 and 1469, or 1409, or 1419.

Four semester hours

BIOLOGY 3479. PLANT TAXONOMY.

Field and laboratory studies of native vascular plants, with emphasis on classification and identification of representative species found in Central Texas. Three lecture hours and one three-hour laboratory. Field trips required. Spring.

Prerequisite: BIO 1459, 1469.

Four semester hours

BIOLOGY 3489. INVERTEBRATE NATURAL HISTORY.

A study of the natural history of the invertebrates involving habitats, life histories and classification. Three lecture hours and three laboratory hours per week. Field trips required. Spring, odd years.

Prerequisite: BIO 1459, 1469.

Four semester hours

BIOLOGY 4000. TExES REVIEW FOR SECONDARY TEACHERS.

This course is designed to help students pass the biology section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail. Fall, Spring.

Prerequisite: Concurrent enrollment in EDU 4000.

No semester hours

BIOLOGY 4109. RESEARCH PROPOSAL.

A course emphasizing hypothesis formation, writing the research proposal and searching the scientific literature.

Prerequisite: Junior/Senior standing and consent of instructor.

One semester hour

BIOLOGY 4111. SEMINAR.

A discussion of current scientific literature in biology. May be repeated one time for credit. Spring.

Prerequisite: Junior/senior standing and consent of department chairman.

One semester hour

BIOLOGY 4138, 4238, 4338. BIOLOGY INTERNSHIP.

Supervised work inside or outside of the academic environment, but under the supervision of an instructor. Forty-five (45) clock hours of service per credit hour is required. The purpose is to provide students with scientific experience in industrial, academic and governmental settings. May be repeated for credit. Fall, Spring.

Prerequisite: Junior/senior standing and consent of head of department of biological sciences.

One, two or three semester hours

Mathematics

BIOLOGY 4209. RESEARCH.

A course emphasizing independent investigation, experimental design, collecting and analyzing data and drawing logical conclusions based on the data.

Prerequisite: BIO 4109.

Two semester hours

BIOLOGY 4372. IMMUNOLOGY.

An introduction to the basic principles of immunity including the molecules, cells, and organs of the immune system, their interactions, and their regulation. Spring, even years.

Prerequisite: BIO 4439.

Three semester hours

BIOLOGY 4429. GENERAL PHYSIOLOGY.

A study of the function of the animal organs and organ systems and how these enable organisms to live in their particular environment. Three lecture hours and three hours laboratory per week. Spring, even years.

Prerequisite: BIO 1459, 1469, 3429.

Four semester hours

BIOLOGY 4439. GENETICS.

A study of the theories, principles and mechanics of inheritance, including the latest molecular knowledge of DNA and RNA. Three hours of lecture and three hours of laboratory per week. Fall.

Prerequisite: BIO 1459, 1469, 3429; CHE 2331, 2139, 2341, 2149.

Four semester hours

BIOLOGY 4449. VERTEBRATE ZOOLOGY.

A study of life histories, habitats and classification of the local vertebrate fauna. Three lecture hours and one three hour laboratory per week. Field trips required. Spring, even years.

Prerequisite: BIO 1459, 1469.

Four semester hours

BIOLOGY 4459. BIOGEOGRAPHY.

A study of the factors determining the natural distribution of plants and animals in space and time. Three hours lecture and three hours laboratory per week. Spring, odd years.

Prerequisite: BIO 1459 and 1469 or 1409 or 1419.

Four semester hours

Department of Mathematics

Robert Sartain, Head

Faculty: Brett Coulter, Wendy Grooms, Tonya Horner, José Romero

The mathematics department serves the university in two major capacities. The department prepares mathematicians to serve in education and industry and/or enter advanced study in mathematics. In addition, the department meets the needs of the general student body by giving special attention to the areas of business, computer information systems, and the natural sciences.

Courses are taught with the intent of increasing the understanding of the basic concepts of mathematics and improving competency in the application of these concepts to mathematical problem solving.

The Bachelor of Arts and the Bachelor of Science degrees are available from the department of mathematics.

A major in mathematics requires a minimum of 30 semester hours including: MAT 2351, 2361, 2371, 3302, 3311 and either 4351 or 4361 and twelve semester hours chosen from MAT 3322, 3351, 3381, 4311, 4341, 4471 and either 4351 or 4361 if not chosen as one of the required courses or other junior/senior level courses as approved by the head of the mathematics department.

Some students will need to take MAT 1351 and 1381 as prerequisites for MAT 2351. Mathematics majors must complete six semester hours in programming courses (CIS 1359 and MAT 4471 may count as programming courses). It is recommended that the laboratory science requirement be met by taking the major's classes in biology, chemistry or physics.

French is recommended to meet the language requirement for the Bachelor of Arts degree.

Mathematics

All secondary teacher certificate programs with a major or teaching field in mathematics must include MAT 3322, 3381, 4000 and 4341.

A minor in mathematics will consist of eighteen to twenty-four semester hours chosen in consultation with the head of the mathematics department and must include: MAT 2351, 2361 and six advanced semester hours of mathematics.

MAT 1303 is required of students who score 16 or below on the mathematics section of the ACT test (12 or below on the pre-1989 ACT), 340 or below on the SAT (390 or below on the SAT I) and may be required of students who do not successfully pass the mathematics proficiency test or whose past performance indicates a need for improved mathematics skills. MAT 1303 may count only as an elective and does not satisfy the general education requirement for mathematics.

No credit will be given for either MAT 1303 or 1321 on the basis of ACT or SAT scores.

All mathematics majors will be required by the end of their senior year to have taken a national area test in mathematics.

See the School of Education for additional information concerning teacher certification in mathematics.

All prerequisites must carry a grade of “C” or better.

MATHEMATICS 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

MATHEMATICS 1303. DEVELOPMENTAL MATHEMATICS.

A study of the basic computational functions, including factors, decimal notations, percentages, and elementary algebra. This course requires one hour per week mathematics laboratory. Does not satisfy the mathematics requirement for any degree. Fall, Spring.

Prerequisite: Appropriate ACT/SAT or placement test score.

Three semester hours

MATHEMATICS 1321. INTERMEDIATE ALGEBRA.

Intermediate algebra reviews many of the topics covered in high school algebra such as real numbers, linear equations, polynomials, rational expressions, exponents, radicals, graphing functions, quadratic equations, systems of equations and inequalities which prepare the student for college algebra. (elective credit only; does not satisfy the mathematics requirement on any degree) Fall, Spring.

Prerequisite: Appropriate ACT/SAT or placement test score.

Three semester hours

MATHEMATICS 1351. COLLEGE ALGEBRA. (MATH 1314)

Functions, quadratic equations, and inequalities, radical equations, polynomial and rational functions, exponential and logarithmic functions, systems of linear equations, matrices, sequences, series, and the binomial theorem are studied. Fall, Spring, Summer.

Prerequisite: Two years of high school algebra and a satisfactory ACT score, or MAT 1321.

Three semester hours

MATHEMATICS 1371. MATHEMATICS FOR ELEMENTARY TEACHERS I. (MATH 1350)

Problem solving, sets, number systems, mathematical systems, natural numbers, real and complex numbers are studied. This course requires two hours per week of mathematical laboratory. Required for elementary teacher certification. Fall.

Prerequisite: MAT 1351.

Three semester hours

MATHEMATICS 1381. PRECALCULUS: TRIGONOMETRY AND ANALYTIC GEOMETRY. (MATH 2312)

Trigonometric functions, solutions of right and oblique triangles, logarithms, identities, trigonometric equations, polar coordinates, graphical interpretation of the equations of plane curves, straight lines, conic sections, parametric equations and introduction to analytical geometry will be discussed in this course. Spring.

Prerequisite: MAT 1351 or equivalent.

Three semester hours

Mathematics

MATHEMATICS 2341. FINITE MATHEMATICS.

A course designed for business majors and minors. Topics studied include linear programming, matrices, the simplex method, mathematics of finance, Markov Chains, and an Introduction to Calculus. Fall, spring.

Prerequisite: MAT 1351.

Three semester hours

MATHEMATICS 2351. CALCULUS I. (MATH 2313)

Topics covered include limits, differentiation, applications of differentiation, basic integration, and the Fundamental Theorem of Calculus. Fall.

Prerequisite: MAT 1381 or consent of instructor.

Three semester hours

MATHEMATICS 2361. CALCULUS II. (MATH 2314)

Topics covered include exponential, logarithmic and other transcendental functions, applications of integration, integration techniques, L'Hospital Rule, improper intervals, infinite sequences, series, and convergence tests. Spring.

Prerequisite: MAT 2351.

Three semester hours

MATHEMATICS 2371. CALCULUS III. (MATH 2315)

Topics covered include parametric equations, polar coordinates, vectors, surfaces in space, multivariable calculus, multiple integrations, and other topics as time permits. Fall.

Prerequisite: MAT 2361.

Three semester hours

MATHEMATICS 3302. MATRIX AND LINEAR ALGEBRA.

An introduction to matrices and vectors, applications of matrices including solutions of systems of linear equations. Also an introduction to vector spaces, algebraic structures, linear transformations and characteristic values. Spring.

Prerequisite: MAT 2351.

Three semester hours

MATHEMATICS 3311. ABSTRACT ALGEBRA.

Introduction to number theory, groups, rings, integral domains, fields, isomorphisms, and the characterization of the integers and real numbers. Fall.

Prerequisite: MAT 2351 and 3302 or consent of instructor.

Three semester hours

MATHEMATICS 3321. MATHEMATICS FOR ELEMENTARY TEACHERS II.

Basic concepts of geometry including the metric system and measurement, logic, probability and statistics. This course requires two hours per week of mathematics laboratory. Required for elementary teacher certification. Spring.

Prerequisite: MAT 1371.

Three semester hours

MATHEMATICS 3322. GEOMETRY.

Development of Euclidean and non-Euclidean geometry by theoretical and intuitive methods. Recommended for all prospective secondary teachers. Fall.

Prerequisite: MAT 2351 or equivalent.

Three semester hours

MATHEMATICS 3341. INTRODUCTION TO PROBABILITY AND STATISTICS.

A beginning course studying frequency distributions, probability, binomial and normal distributions, random sampling, testing hypothesis, confidence intervals, and the Chi-Square distribution. Fall, Spring.

Prerequisite: MAT 1351.

Three semester hours

MATHEMATICS 3351. COMPUTER ALGEBRA SYSTEMS.

Basic concepts of computer algebra systems and how they can be used to enhance the study of mathematics. Maple will be the primary CAS used and the course will consist of a series of projects in Precalculus, Calculus, and Linear Algebra which will show the power of using CAS.

Prerequisite: MAT 2351.

Three semester hours

MATHEMATICS 3381. MATHEMATICS FOR SECONDARY TEACHERS.

An examination of the major topics of secondary mathematics curriculum in light of the National Council of Teachers of Mathematics Standards. Techniques to implement the standards through the use of manipulatives, graphing calculators, computer technology, and projects will be explored. This course is open only to those who will be student teaching in secondary mathematics during the following spring or

Physical Sciences

fall semester and is required for the secondary teaching field in mathematics. Two hours per week of mathematics laboratory are required for this course. Fall.

Prerequisite: Consent of instructor.

Three semester hours

MATHEMATICS 4000. TExES REVIEW FOR SECONDARY TEACHERS.

This course must be taken and passed just prior to student teaching. It is designed to help students pass the secondary mathematics section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: Junior standing.

No credit

MATHEMATICS 4311. DIFFERENTIAL EQUATIONS.

Differential equations of first order, linear differential equations of first order and higher degree, special equations of order two, and power series are included. Spring, odd years.

Prerequisite: MAT 2371 and 3302 or consent of instructor.

Three semester hours

MATHEMATICS 4341. PROBABILITY AND STATISTICS.

Descriptive statistics, derivation and application of formulas used in data analysis, discrete and continuous probability distributions, central limit theorem, and confidence intervals. Spring.

Prerequisite: MAT 2351.

Three semester hours

MATHEMATICS 4351. ADVANCED CALCULUS.

An axiomatic approach to the real numbers, sequences, functions, continuity, derivatives, integrals, series, and uniform convergence. Spring, even years.

Prerequisite: MAT 2371 or equivalent.

Three semester hours

MATHEMATICS 4361. COMPLEX ANALYSIS.

A study of complex numbers, analytic functions, exponential, trigonometric, and logarithmic functions of a complex variable, complex integration, Laurent Series, and residue theory. Fall, even years.

Prerequisite: Concurrent enrollment or credit in MAT 2371 or equivalent.

Three semester hours

MATHEMATICS 4471. INTRODUCTION TO NUMERICAL ANALYSIS.

Error propagation, algorithms for solutions of equations in one variable, interpolation, numerical integration, and algorithms for solutions of differential equations (as time permits). Three hours of lecture and two hours of laboratory per week. Spring, even years.

Prerequisite: CIS 1359, MAT 2371 and credit or concurrent enrollment in MAT 3302.

Four semester hours

Department of Physical Sciences

Pam Bryant, Head

Faculty: Gerry Clarkson, Gary Succaw

Purpose

1. To enable students, science majors and non-majors alike, to develop a scientific literacy, through: (1) appreciation of the contributions of science to modern life; (2) development of an awareness of measures necessary for personal safety and ecological responsibility in this scientific era; and (3) development of a background of information in the physical science discipline studied.

2. The department of physical sciences offers a curriculum such that graduates with a major in Chemistry will 1) understand, effectively communicate, and practice the basic theories of Chemistry, 2) obtain positions as scientist, educators, and/or obtain admission to a graduate or professional school of their choice, 3) will be prepared to compete in their chosen field.

All students seeking middle school (4-8) and/or high school (8-12) teacher certification in the physical sciences should consult the requirements listed in the School of Education in this catalog. In addition, students must be advised by the physical sciences faculty and the faculty of the School of Education.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

Chemistry

Chemistry

Students majoring in chemistry must complete 30 to 36 hours in chemistry chosen in consultation with the head of the physical science department and may choose between a standard chemistry degree and a chemistry with a biochemistry concentration as outlined below.

Standard Chemistry Major: CHE 1479, 1489, 2331, 2139, 2341, 2149, 3311, 3119, 3321, 3129, 3469, 4111, 4381, and 4469. This major is highly recommended as a preparation for further related studies in graduate school, professional schools and work in industry. Students planning to teach may substitute electives for CHE 4381 and 4469 as approved by the head of the physical sciences department.

Chemistry Major with Biochemistry Concentration: In addition to the 36 hours listed above, students must take a minor in biology including BIO 1459, 1469, 3419, 3429, 4439, and 4372 or 4429. Approved by the American Society of Biological Chemists, this curriculum is an excellent preparation for medical and dental schools, as well as for biomedically oriented research and graduate studies in biochemistry.

Chemistry majors should take ENG 3306, MAT 2351 and 2361, SCI 3318, SCI 4309, and eight hours of general or university physics as part of their general education and/or electives.

Chemistry/Academy of Freedom Double Major: Students interested in executive positions in science-related governmental agencies or industries are advised to consider this program, detailed further in the catalog's Academy of Freedom section.

A minor in chemistry shall consist of 18-24 semester hours of chemistry approved by the head of the physical sciences department. The six advanced hours requirement may be waived, subject to approval of the physical sciences department head.

CHEMISTRY 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, offered on an irregular schedule.

Prerequisite: None.

One to six semester hours

CHEMISTRY 1105. CHEMICAL CALCULATIONS I.

Problem-solving techniques for CHE 1479 General Chemistry I. One-hour lecture per week. Fall.

Prerequisite: Concurrent enrollment in CHE 1479 or consent of department head. One semester hour

CHEMISTRY 1106. CHEMICAL CALCULATIONS II.

Problem-solving techniques for CHE 1489 General Chemistry II. One-hour lecture per week. Spring.

Prerequisite: Concurrent enrollment in CHE 1489 or consent of department head. One semester hour

CHEMISTRY 1429. FUNDAMENTALS OF CHEMISTRY.

A beginning chemistry course for students in applied sciences who need only one semester of general chemistry. The course includes the structure, properties and changes in matter, quantitative relationships in reactions, solutions, equilibrium, pH, buffers and nuclear chemistry. Not recommended for science majors or preprofessional students in health related fields. Does not meet prerequisite for CHE 1489 or 2331. Two hours of laboratory per week. Fall.

Prerequisite: None.

Four semester hours

CHEMISTRY 1479, 1489. GENERAL CHEMISTRY I, II. (CHEM 1411, 1412)

A study of the fundamentals of chemistry with emphasis on atomic structure, chemical bonding, the periodic system, descriptive inorganic chemistry, equilibria and elementary thermodynamics of chemical systems. Three hours lecture and three hours laboratory per week. Fall (1479), Spring (1489).

Prerequisite: Credit or concurrent enrollment in MAT 1351.

1479 is prerequisite to 1489, or consent of department head.

Four semester hours each

CHEMISTRY 2331, 2341. ORGANIC CHEMISTRY I, II. (CHEM 2323, 2325)

A study of organic chemistry emphasizing nomenclature, bonding, structural relationships to reactions; reaction types and mechanisms and synthetic methods. Fall (2331), Spring (2341).

Prerequisite: CHE 1489, 2331 is prerequisite to 2341.

Three semester hours each

Chemistry

CHEMISTRY 2139, 2149. ORGANIC CHEMISTRY LABORATORY I, II. (CHEM 2123, 2125)

A two-semester study of the laboratory techniques and methods used in modern organic chemistry. Must be taken concurrently with CHE 2331 or 2341. Four hours of laboratory per week. Fall (2139), Spring (2149).

Prerequisite: Credit or concurrent enrollment in CHE 2331 or 2341. One semester hour each

CHEMISTRY 3001. LABORATORY ASSISTANT INTERNSHIP.

Students will gain experience in preparing, conducting, and evaluating laboratory studies.

Prerequisite: Consent of department head. No credit

CHEMISTRY 3311, 3321. PHYSICAL CHEMISTRY I, II.

A two-semester study of the physical properties and structure of matter together with chemical interactions from the perspectives of thermodynamics, quantum mechanics, chemical kinetics and symmetry. Three hours lecture per week. Fall, even years (3311); Spring, odd years (3321).

Prerequisite: CHE 1489, MAT 2351, PHY 1419. Three semester hours each

CHEMISTRY 3119, 3129. PHYSICAL CHEMISTRY LABORATORY I, II.

An introduction to the equipment, methods and laboratory skills needed in modern physical chemistry. Must be taken concurrently with CHE 3311 or 3321. Four hours of laboratory per week. Fall, even years (3119); Spring, odd years (3129).

Prerequisite: Credit or concurrent enrollment in CHE 3311 or 3321. One semester hour each

CHEMISTRY 3469. QUANTITATIVE CHEMISTRY.

The theory and practice relating to the major analytical techniques in chemistry will be studied. These include gravimetric, volumetric, electrochemical and colorimetric methods of analysis. Two hours of lecture and eight hours of laboratory weekly. Fall, odd years.

Prerequisite: CHE 1489. Four semester hours

CHEMISTRY 4000. TExES REVIEW FOR SECONDARY TEACHERS.

This course is designed to help students pass the chemistry section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

Prerequisite: Concurrent enrollment in EDU 4000. No semester hours

CHEMISTRY 4111. SEMINAR.

Discussion and presentation of current topics in chemistry.

Prerequisite: Junior or senior standing and consent of instructor. One semester hour

CHEMISTRY 4381. ADVANCED INORGANIC CHEMISTRY.

A study of the chemistry of the main group elements including bonding, symmetry, periodic properties, and the chemistry of the transition elements. Three hours of lecture weekly.

Prerequisite: CHE 2331. Three semester hours

CHEMISTRY 4391. POLYMER CHEMISTRY.

Basic chemistry and synthesis reactions of polymers. Effect of polymer structure and composition on mechanical properties. Viscoelastic behavior of amorphous polymers and response of crystalline polymers to stress. Electrical and optical properties.

Prerequisite: CHE 2341. Three semester hours

CHEMISTRY 4439, 4449. BIOCHEMISTRY I, II.

Chemical studies of biological processes emphasizing conformation, metabolism, biosynthesis, genetic information and molecular physiology. Three hours lecture and four hours laboratory per week. Fall, even years (4439), Spring, odd years (4449).

Prerequisite: CHE 2341. Four semester hours each

CHEMISTRY 4469. INSTRUMENTAL ANALYSIS.

The study of the principles upon which instrumentation is based along with the practical application of spectral interpretation. Two hours of lecture and six hours of laboratory per week. Spring, even years.

Prerequisite: CHE 3469. Four semester hours

Geology / Physical Science / Physics

Geology

GEOLOGY 1419. PHYSICAL GEOLOGY. (GEOL 1403)

The study of the materials of the earth's crust. The physical processes by which the crust is formed and the resulting landscape. Three hours of lecture and one two-hour laboratory per week. Spring, odd years.
Prerequisite: None. *Four semester hours*

GEOLOGY 1429. HISTORICAL GEOLOGY. (GEOL 1404)

The history of the earth's surface and of the various life forms which inhabit it. Three hours of lecture and one two hour laboratory per week.
Prerequisite: None. *Four semester hours*

GEOLOGY 1449. ENVIRONMENTAL GEOLOGY.

An introduction to geology and its role in shaping the environment. Topics covered include natural hazards: earthquakes, volcanoes, floods, erosion; water, soil, mineral and energy resources; waste disposal and pollution as well as environmental law; land use planning and engineering. Three hours lecture and two hours laboratory per week. Fall.
Prerequisite: None. *Four semester hours*

Physical Science

These courses do not count toward a major in any of the sciences.

PHYSICAL SCIENCE 1409. ASTRONOMY AND PHYSICS.

An introduction to the basic concepts and principles from astronomy and physics with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. Designed for non-science majors. Lecture and laboratory.
Prerequisite: None. *Four semester hours*

PHYSICAL SCIENCE 1419. PHYSICAL SCIENCE FOR ELEMENTARY EDUCATION.

An introduction to the basic concepts and principles of physics and astronomy with an emphasis on the way scientific theories are developed. This course is activity based and is designed for elementary education majors only. Topics discussed address some of the key subject matter in the Texas Essential Knowledge and Skills for physical science.
Prerequisite: MAT 1321 or above. *Four semester hours*

PHYSICAL SCIENCE 1429. METEOROLOGY, EARTH SCIENCE, AND CHEMISTRY.

An introduction to the basic concepts and principles from meteorology, earth science and chemistry with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. Designed for non-science majors and required for 4-8 Middle School Science certification. Lecture and laboratory.
Prerequisite: None. *Four semester hours*

PHYSICAL SCIENCE 1439. THE SCIENCE OF MUSIC.

An introduction to classical mechanics, oscillating systems and acoustics. The course will emphasize physical principles which provide a firm foundation in acoustical phenomena, room acoustics and the physics of musical instruments. This course will be especially useful to the music student. Three hours lecture and two hours laboratory per week.
Prerequisite: None. *Four semester hours*

Physics

A minor in physics shall consist of 18 to 24 semester hours chosen in consultation with the physics faculty. The six advanced hours requirement may be waived, subject to approval of the physical sciences department head.

PHYSICS 1101-4609. SPECIAL STUDIES.

Special courses not a part of the regular schedule, offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

Developmental Program

PHYSICS 1105. GENERAL PHYSICS CALCULATIONS I.

A problem-oriented course designed to assist students in mastering calculations for general physics.
Co-requisite: PHY 1419. One semester hour

PHYSICS 1106. GENERAL PHYSICS CALCULATIONS II.

A problem-oriented course designed to assist students in mastering calculations for general physics.
Co-requisite: PHY 1429. One semester hour

PHYSICS 1419. GENERAL PHYSICS I. (PHYS 1401)

The first semester of a two-semester, algebra-based sequence in classical physics, covering topics in mechanics, heat, and fluid flow. Three hours of lecture and one two-hour laboratory period per week. Fall.
Prerequisite: MAT 1351 and high school trigonometry. Four semester hours

PHYSICS 1429. GENERAL PHYSICS II. (PHYS 1402)

Continuation of PHY 1419, covering topics in electricity and magnetism, wave motion, and physical and geometric optics. Three hours of lecture and one two-hour laboratory period per week. Spring.
Prerequisite: PHY 1419. Four semester hours

PHYSICS 2105. UNIVERSITY PHYSICS CALCULATIONS I.

A problem-oriented course designed to assist students in mastering calculations for university physics.
Co-requisite: PHY 2439. One semester hour

PHYSICS 2106. UNIVERSITY PHYSICS CALCULATIONS II.

A problem-oriented course designed to assist students in mastering calculations for university physics.
Co-requisite: PHY 2449. One semester hour

PHYSICS 2439. UNIVERSITY PHYSICS I. (PHYS 2425)

The first semester of a two-semester, calculus-based sequence in classical physics for mathematics, physical science, or pre-engineering students. Topics include vector mechanics, kinematics, thermodynamics, and fluid dynamics. PHY 1419 and 2439 may not both be counted. Three hours of lecture and one two-hour laboratory period per week. Fall.
Co-requisite: MAT 2351. Four semester hours

PHYSICS 2449. UNIVERSITY PHYSICS II. (PHYS 2426)

Continuation of PHY 2439, with emphasis on a calculus-based treatment of electricity and magnetism, Maxwell's equations, acoustics, and physical and geometric optics. PHY 1429 and 2449 may not both be counted. Three hours of lecture and one two-hour laboratory period per week. Spring.
Prerequisites: PHY 2439 and MAT 2351. Four semester hours

Developmental Program

Wendy McNeeley, Head

Faculty: Virginia Butler, Amy Dodson, Tonya Horner

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

A developmental program is available to students who need to improve English, mathematics, reading, and study skills before entering regular university-level courses. Students may be required to complete certain courses in this program based upon test scores, faculty recommendations, past performance, or department head's approval. ONLY SIX SEMESTER HOURS OF THE COURSES MAY COUNT AS ELECTIVES ON A DEGREE ALTHOUGH ALL WORK BECOMES A PART OF THE ACADEMIC RECORD.

ENGLISH 1304. DEVELOPMENTAL ENGLISH.

An intensive course in the fundamental structure of the English language. Required of students who score 14 or below on the English sub-score of the ACT or 340 or below on the verbal sub-score of the SAT I. Fall, Spring. Must have "C" or above to take ENG 1311.
Prerequisite: None. Three semester hours

Developmental Program

FOUNDATIONS OF UNIVERSITY LIFE 1301. FOUNDATIONS OF UNIVERSITY LIFE.

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

Prerequisite: None.

Three semester hours

FOUNDATIONS OF UNIVERSITY LIFE 1302. DEVELOPMENTAL READING.

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

Prerequisite: None.

Three semester hours

FOUNDATIONS OF UNIVERSITY LIFE 4101. TEACHING ASSISTANT FORUM.

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

Prerequisite: None.

One semester hour

MATHEMATICS 1303. DEVELOPMENTAL MATHEMATICS.

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

Prerequisite: None.

Three semester hours



Campus Information

Howard Payne University Campus: The main campus is located adjacent to downtown Brownwood, between Main Street (U.S. 377) and Carnegie Street, just west of Austin Avenue.

Daniel Baker College Campus. Daniel Baker College merged with Howard Payne in 1953. HPU's Douglas MacArthur Academy of Freedom building and the Guy D. Newman Hall of American Ideals are located on the DBC campus, at the corner of Austin Avenue and Coggin Avenue, a few blocks southeast of the main campus.

Facilities

Art Labs. The art labs, remodeled in 2001, are located in the historic Coca-Cola complex. The building also houses the offices for the art faculty. (Center Avenue)

Campus Theatre. This facility was constructed in 2001 for theatre classroom instruction and student productions. (Clark Street and Whaley Street)

Coggin Academy - McClelland Library Building. Opened in 1876, this building has served as a public elementary school and high school, and as a DBC dormitory, science hall and library. This building, currently closed, was designated as a Texas historical landmark in 1964. (DBC campus, Austin Avenue)

Communication and Theatre Building. This building houses the communication and theatre offices and a classroom. (Austin Avenue and Clark Street)

Davidson Music Complex. Named for the C.J. Davidson Family Charitable Foundation, this music facility, dedicated in 1998, is comprised of the renovated Fleming Building and the J.D. Nabers Band Hall, which have been connected by a three-story addition. Included in this complex are classrooms, computer labs, faculty studios, and instrumental and choral rehearsal halls. (Center Avenue and Whaley Street)

Campus Information

Don Shepard Park. Dedicated in 1996, Don Shepard Park is located near the main campus and used by the Yellow Jacket baseball team. A building adjacent to the baseball field was renovated in 1998 and serves as the clubhouse and coaches' offices. (Center Avenue and U.S. 377)

Douglas MacArthur Academy of Freedom Building. This facility, originally the Daniel Baker College administration building, was renovated in 1969 to accommodate HPU's Douglas MacArthur Academy of Freedom museum and classrooms. A portion of the building is open to the public for guided tours. (DBC campus, Austin Avenue and Coggin Avenue)

Education Building. Constructed in 1957, this building houses the offices and the classroom and computer lab for the School of Education. (Fisk Street)

Elliston-Cassle Wellness Center. This building opened in 1939 as Jacket Gym. Renamed for the families of James V. and Lavonne Elliston and James and Mickey Cassle, HPU renovated this on-campus gymnasium in 2001 to provide students, faculty and staff with a fitness facility containing a full line of exercise equipment, volleyball and intramural basketball court and walking/jogging track. This facility contains offices and classrooms used by the department of exercise and sport science as well as a computer lab and the distance learning classrooms for the nursing program. (Fisk Street)

English Building. Built circa 1915 and purchased by Howard Payne University in 1991, this building contains classrooms, a writing lab and faculty offices for the department of English. (Main Street and Whaley Street)

Greenhouse. Completed in 1999, this greenhouse is used as a lab by the department of biological sciences. (Center Avenue)

Guy D. Newman Hall of American Ideals. Named for former Howard Payne president Dr. Guy D. Newman and completed in 1974, this facility houses classrooms as well as faculty offices for the School of Humanities and the School of Business. Some Douglas MacArthur Academy of Freedom classes and seminars are also held in Newman Hall. (DBC campus, Austin Avenue and Coggin Avenue)

Harrison House. Purchased and renovated in 1991, this building houses the Office of University Advancement, which includes alumni relations, development, marketing and public relations. Originally built in 1894, the building is named for the late Gilbert Harrison, a Brownwood civic leader. (Center Avenue)

J. Howard Hodge Memorial Bell Towers. Dedicated in 1978 and named for Dr. J. Howard Hodge by his wife, Dr. Veda Hodge, the three towers represent the Trinity, each one encircled and connected by a walkway symbolizing the oneness of the Father, the Son and the Holy Spirit. The bell towers are used for university events including Chime-Out and Homecoming festivities. (Center Avenue/Wilson Walkway)

Jennings Hall. Dedicated in 1963 and named for the family of Rev. Osborn Jennings, this building provides men's residential facilities on its four floors. Portions of the building were remodeled in 1995 creating several suites, a laundry room and a renovated lobby. (Center Avenue)

Campus Information

Lynn and Mary Scott Nabers Tennis Center. Opened in 2000 for use by the HPU men's and women's tennis teams for practice and competition, this complex of lighted courts is located on the west end of campus. (Fisk Avenue and 2nd Street)

Mabee University Center. Dedicated in 1993, a matching grant from the J.E. and L.E. Mabee Foundation, Inc. made construction possible for this student center. Housed in the 40,000-square-foot facility are the student life offices, student bookstore, campus post office, recreation and study areas, as well as the dining hall, banquet facilities, Baptist Student Ministry offices and Fambrough's grill. (Between Fisk Street and Center Avenue at Lipscomb Street)

Mamie D. McCullough Athletic Center. Built in 1994 and named for Dr. Mamie D. McCullough, this facility was constructed to provide facilities for student athletics including fitness and weight rooms, training equipment and offices for the coaching staff. (2nd Street and Hawkins Street)

Mims Auditorium. HPU's main auditorium, built in 1922, is named for former Howard Payne president Dr. L.J. Mims and is the oldest building on the university's main campus. This HPU landmark hosts chapel services, concerts and recitals. (Center Avenue/Wilson Walkway)

Muse Plaza and Mall. Dedicated in 2001 and named for McGillivray Muse by his wife, Leona Muse, the plaza features a bronze statue of the servant Christ and a seating area. The mall extends through the center of the main campus, creating a park-like student corridor with tree-lined sidewalks and an antique-styled clock. (Between Fisk Street and Center Avenue/Wilson Walkway)

Old Main Park. Old Main Park is used for many university events, including some of the Homecoming activities. This was the site of the first building on the Howard Payne campus, Old Main, erected in 1890. Over the years the building was used for classes, chapel, the library, and several administrative offices. It was destroyed by fire in 1984. Also located in Old Main Park is the "H" pond, another cherished HPU landmark. (Austin Avenue and Center Avenue)

Old Main Tower. Old Main Tower provides an opportunity for current students to gain a better understanding of the university's heritage. The tower, which incorporates stone from Old Main and is modeled after the legendary building's front entrance, is surrounded by a plaza featuring bricks engraved with names and class years of alumni. The tower was made possible by the late Tom and Evelyn Linebery and The Scarborough-Linebery Foundation. (Fisk Street and Center Avenue/Wilson Walkway)

Packer Administration Building. Opened in 1984, this building is used for administrative offices including those of the president, academic affairs, enrollment services, financial aid, the registrar, the business office and others. The building is named for siblings Rev. Ruben Packer and Miss Mary Lou Packer. (Fisk Street)

Phelps Bible Building. This building, named for former HPU president Dr. Ralph Phelps, Jr., is the location of classrooms and faculty offices for the School of Christian Studies. The facility was constructed in 1982, and also contains a chapel and the Yantis Prayer Room, named for T.C. Yantis, the first chairman of Howard Payne's Board of Trustees. (Center Avenue/Wilson Walkway)

Campus Information

Physical Plant Building. Built in 2001, this facility is the control center for the newly constructed central power plant, which provides climate-controlled heating and air conditioning for several buildings on the main campus. The central power plant was made possible through donations from the late Tom and Evelyn Linebery and The Scarborough-Linebery Foundation. (Fisk Street)

Quinn House. Once the family home of former Bible professor Dr. A.J. Quinn and his wife, Mrs. Berta Quinn, this house was renovated in 1999 to accommodate up to eight residents and currently houses junior and senior female students. (Center Avenue)

Radio/Television/KHPU Building. This teaching facility houses the department of communication and theatre's production studios and faculty and staff offices for student-produced radio/television programs, including the radio station KHPU. (Main Street and Whaley)

Smith Bell Student Duplexes. Named for the late Smith Bell, a longtime Brownwood civic leader, these eight duplex apartments are residences for junior and senior students. (Center Avenue and Lipscomb Street)

Softball Park. This updated sports facility is home to the Lady Yellow Jackets softball team. (U.S. 377 and 9th Street)

Student Apartments. Built in 1996 and 1999, these two buildings each contain eight two-bedroom apartment units for junior- and senior-level students. Each apartment unit houses up to four students. (Fisk Street)

Student Lab Center. This building houses the computer lab and offices for the graphic arts faculty. The Office of Institutional Effectiveness is also located in the building.

Tennis Courts. Resurfaced in 1998, these four lighted tennis courts are provided for general use by the student body. (Fisk Street)

Thomas Taylor Hall. Named for former Howard Payne president Dr. Thomas Taylor, this men's residence hall was opened in 1947. After several upgrades through the years, the building was remodeled in 1998 to create several suites, a laundry room and a renovated lobby. (Fisk Street)

Thompson Academic Complex. This 16,072 square-foot classroom building, named for Dr. James Cleo Sr. and Mrs. Christine Chandler Thompson and completed in 1996, contains classrooms, offices, computer labs and a language lab. This complex is also the home for the **John and Shirley Weidner Learning Enhancement Center.** (Between Clark Street and Main Street)

Veda Hodge Hall. Built in 1955, this women's residence hall was named for Dr. Veda Hodge, former chair of the HPU Board of Trustees. Renovations in 1995 provided several new suites, laundry facilities and a remodeled lobby. This facility also includes the campus nurse's office, the Student Government Association office and the Eva Ramey guest suite. (Center Avenue/Wilson Walkway)

Walker House. Named for John Allen and Elizabeth Peacock Walker, the house was built in 1925, as the residence of the Walkers. John Walker was a long-time member of the HPU Board of Trustees and owner of the Walker Grocery Warehouse. The university purchased the building in 1988 as the president's residence. (Center Avenue)

Campus Information

Walker Memorial Library. Named for John Allen and Elizabeth Peacock Walker, this historic facility opened in 1952. Containing more than 100,000 volumes of printed and electronic books, documents, periodicals and audiovisual materials, the library also features the Heart of Texas Children's Literature Review Center, the Al Tucker Historical Research Room, an electronic classroom, the Grove Music Library and the Burrell Genealogy Library, which includes the Daughters of the American Revolution collection. (Fisk Street)

Wilson Gate and Walkway. Dedicated in 2001 and named for Walter C. and Debra Wilson, the gates and landscaped walkway formally completed the closing of Center Avenue through the campus. This area, complete with benches made of stone from Old Main, is a popular gathering place for students. (Center Avenue/Wilson Walkway)

Winebrenner Memorial Hall of Science. This building, dedicated in 1962, contains classrooms, labs and offices for the School of Science and Mathematics as well as the department of computer information systems. This facility is named for Dr. O.E. Winebrenner, former science department head. (Center Avenue/Wilson Walkway)



University Calendar of Events 2005-2006

The following calendar provides dates applicable to the main campus in Brownwood. The off-campus centers follow a somewhat different calendar; therefore, accurate dates may be obtained by contacting the off-campus learning center listed on page 4 of this catalog.

Summer, 2005

June 2 - 29	Summer I Term
June 2, 8 - 9:30 a.m.	Advisement
June 2, 10 a.m. - 12 noon	Registration
June 2	All classes begin
June 13 - 14	Board of Trustees Meetings
June 28	Final examinations for evening classes
June 29	Final examinations for day classes
June 29, 3 p.m.	Grades due for evening classes
June 30, 10 a.m.	Grades due for day classes
June 30 - July 28	Summer II Term
June 30, 8 - 9:30 a.m.	Advisement
June 30, 10 a.m. - 12 noon	Registration
June 30	All classes begin
July 4	Independence Day holiday
July 28	Final examinations for all classes
July 29, 10:00 a.m.	Grades due for all classes

Fall, 2005

August 17	Mail-in registration packets due for the fall
August 18, 9 a.m. - 3 p.m.	New students move into residence halls
August 18-21	Jacket Journey (New Student Orientation)
August 18, 1 p.m. - 5 p.m.	New Faculty Workshop
August 19	Convening of Faculty
August 20, 10 a.m.	Residence halls open for returning students
August 22, 9 a.m. - 11 a.m.	Academic advising and registration
August 23	All classes begin
Add/drop period begins (no fees charged this day and the following day)		
August 25	Late registration fee begins
August 27	Impact Weekend
September 1	Last day to register or change classes
September 5	Labor Day holiday (evening classes will meet)
September 8	Yellow Jacket Thursday, Downtown
September 12	Yellow Jacket Monday
September 16 - 18	Brownwood Reunion Celebration
September 19 - 20	Board of Trustees Meetings
September 19 - 24	Daze of Payne
September 23 - 24	Parent and Family Weekend
September 26 - 28 (tentative)	Encounter 2005 (Fall Revival)
September 29	Faculty/Staff Development (no day classes; evening classes meet)

Calendar of Events

September 29	S.W.A.R.M.
September 30	Academy of Freedom Board of Directors Meeting
October 5	Fall Rush
October 10	Yellow Jacket Monday
October 12, 3 p.m.	Mid-semester grades due
October 21 - 23	Homecoming
October 27 - 28	Fall Break (offices will be open on Thursday, closed on Friday, residence halls remain open)
November 2 - 16	Academic advising
November 5	Stinger Daze
November 7	Yellow Jacket Monday
November 8	Graduate School Fair
November 15	The Great Pumpkin Chase
November 22, 5 p.m.	Residence halls close
November 23 - 25	Thanksgiving holidays
November 27, 1 p.m.	Residence halls open
November 28	Offices open
December 7, 8 p.m.	Christmas on the Plaza/Campus Lighting Ceremony
December 9	Exam preparation day (no classes will be held)
December 12, 9 p.m.	Pancake Supper
December 12 - 13	Board of Trustees Meetings
December 12 - 15	Final examinations
December 15	December Graduate Dinner
December 16, 10 a.m.	Residence halls close
December 16, 4 p.m.	Grades due
December 20	Mail-in Registration packets for Spring 2006 mailed out
December 21 - January 3	Christmas/New Year's Day holidays

Spring, 2006

January 4	Offices open
January 11	Mail-in Registration packets for Spring 2006 due back
January 13	Convening of Faculty
January 15, 1 p.m.	Residence halls open
January 16, 9 a.m. - 11 a.m.	Academic advisement and registration
January 17	All classes begin Add/drop period begins (no fees charged this day and the next day)
January 19	Late registration fee begins
January 23	Yellow Jacket Monday
January 26	Last day to register or change classes
February	Cultural Awareness Month
February 8	Spring Rush
February 20	Yellow Jacket Monday
March 2	Faculty/Staff Development (no day classes; evening classes meet)
March 3 - 4	Stinger Daze and Spring Sing
March 6 - 8	Career Awareness Week
March 10, 3 p.m.	Mid-semester grades due
March 10, 6 p.m.	Residence halls close
March 13 - 17	Spring Break
March 19, 1 p.m.	Residence halls open
March 24	Academy of Freedom Board of Directors Meeting

Calendar of Events

March 27	Yellow Jacket Monday
March 29 - April 12	Academic advising
April 1	HPU Fest
April 3	Yellow Jackets Monday
April 3 - 8	Fifties Week (QEP)
April 10 - 12	Resurrection Week
April 14 - 17	Easter holidays (Residence halls remain open, Monday evening classes meet)
April 18	Offices open and classes resume
May 5	Exam preparation day (no classes will be held)
May 8 - 11	Final examinations
May 8, 9 p.m.	Pancake Supper
May 11 (evening)	Senior Salute
May 12, 10 a.m.	Grades due
May 12, 6:30 p.m.	Chime-out
May 13, 10 a.m.	Commencement
May 13, 2 p.m.	Residence halls close
May 15 - June 2	May Term
May 15, 5 p.m.	Last day to add/drop classes
May 29	Memorial Day (classes will meet; offices will be closed)

APPENDIX

TEXAS COMMON COURSE NUMBERING SYSTEM

The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic coursework. Through SPEEDE, a technology used in administrative areas of education, student academic records may be moved electronically between colleges and universities. Changes occurring at Howard Payne are moving the university toward the ability to send and receive electronic transcripts.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

The Texas Common Course Numbering System (TCCNS) is a set of four-character abbreviations for academic disciplines and four-digit course numbers. The first digit of the number reflects the academic level of the course (1 for freshman, 2 for sophomore, etc.) and the second digit reflects the semester-credit-hour value of the course. Howard Payne University courses and their TCCNS equivalent are identified within each discipline by following Howard Payne's course number with the TCCNS number in parenthesis. Many other courses taken at a regionally accredited junior college may be accepted on individual approval by the appropriate department.

The university cannot guarantee the continued accuracy of these equivalencies if the content is revised or if a junior college assigns a TCCNS number to a course that the university considers substantially different in content from courses carrying the same designation at other participating junior colleges.

Appendix

HPU COURSE		TCCNS EQUIVALENT
ACC 2311	Principles of Accounting I	ACCT 2301
ACC 2321	Principles of Accounting II	ACCT 2302
ART 1311	Drawing I	ARTS 1316
ART 1321	Drawing II	ARTS 1317
ART 1351	Basic Design	ARTS 1311
ART 1361	Art Appreciation	ARTS 1301
ART 2311	Art for Elementary Teachers	ARTS 1313
ART 2321	Painting and Composition I	ARTS 2316
ART 2331	Painting and Composition II	ARTS 2317
BIO 1409	Biological Science	BIOL 1408
BIO 1459	General Biology	BIOL 1406
BIO 1469	General Biology	BIOL 1407
BIO 2409	Fundamentals of Microbiology	BIOL 2420
BIO 2429	Comparative Vertebrate Anatomy	BIOL 2428
BIO 2489	Human Anatomy and Physiology I	BIOL 2401
BIO 2499	Human Anatomy and Physiology II	BIOL 2402
BUS 1311	Introduction to Business	BUSI 1301
CHE 1479	General Chemistry I	CHEM 1411
CHE 1489	General Chemistry II	CHEM 1412
CHE 2331	Organic Chemistry I	CHEM 2323
CHE 2341	Organic Chemistry II	CHEM 2325
CHE 2139	Organic Chemistry Laboratory I	CHEM 2123
CHE 2149	Organic Chemistry Laboratory II	CHEM 2125
CIS 1339	Introduction to Information Technology	BCIS 1305
CIS 1359	Programming Logic	COSC 1309
CRJ 1310	Introduction to Criminal Justice	CRIJ 1301
CRJ 1320	Crime in America	CRIJ 1307
CRJ 2351	Statistics for the Social Sciences	PSYC 2317
COM 1310	Fundamentals of Human Communication	SPCH 1311
COM 2320	Interpersonal Communication	SPCH 1318
COM 2330	Small Group Communication	SPCH 2333
COM 2344	Voice and Diction	SPCH 1342
ECO 2311	Principles of Microeconomics	ECON 2302
ECO 2321	Principles of Macroeconomics	ECON 2301
ENG 1311	English Composition I	ENGL 1301
ENG 1312	English Composition II	ENGL 1302
ENG 2351	Literature of Britain	ENGL 2321
ENG 2353	Masterpieces of World Literature	ENGL 2331
ENG 2373	Literature of America	ENGL 2326
ESS Activity Courses - Class A		
ESS 1102	Beginning Scuba	PHED 1151

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ESS 1104	Advanced Scuba	PHED 1152
ESS 1301	Foundations of Physical Education	PHED 1301
ESS 1350	Safety, First Aid, and CPR	PHED 1306
FIN 2312	Personal Finance	BUSI 1307
FRE 1411	College French I	FREN 1411
FRE 1412	College French II	FREN 1412
GEG 2310	Geography for Elementary Education	GEOG 1303
GEO 1419	Physical Geology	GEOL 1403
GEO 1429	Historical Geology	GEOL 1404
HIS 1310	United States History to 1877	HIST 1301
HIS 1320	United States History Since 1877	HIST 1302
HIS 2310	Western Civilization I	HIST 2311
HIS 2320	Western Civilization II	HIST 2312
HIS 2330	Non-Western Civilizations	HIST 2322
JOU 2151	Newspaper Production	COMM 1130
JOU 2312	Fundamentals of Journalism	COMM 2311
MAT 1351	College Algebra	MATH 1314
MAT 1371	Mathematics for Elementary Teachers I	MATH 1350
MAT 1381	Precalculus: Trigonometry and Analytic Geometry	MATH 2312
MAT 2351	Calculus I	MATH 2313
MAT 2361	Calculus II	MATH 2314
MAT 2371	Calculus III	MATH 2315
MUS 1126	Class Piano I	MUSI 1181
MUS 1127	Class Piano II	MUSI 1182
MUS 1128	Class Piano III. Proficiency Track	MUSI 2181
MUS 1129	Class Piano IV. Proficiency Track	MUSI 2182
MUS 1136	Class Voice I	MUSI 1183
MUS 1137	Class Voice II	MUSI 1184
MUS 2160	Vocal Diction I	MUSI 1162
MUS 2163	Vocal Diction II	MUSI 1165
MUS 2147	String Techniques	MUSI 1190
MUS 2167	Woodwind Techniques	MUSI 2166
MUS 2187	Brass Techniques	MUSI 2168
MUS 2188	Percussion Techniques	MUSI 2188
MUS 1195	Music Theatre/Opera Workshop	MUSI 1157
MUS 1195	Music Theatre/Opera Workshop	MUSI 1158
MUS 1195	Music Theatre/Opera Workshop	MUSI 2157
MUS 1195	Music Theatre/Opera Workshop	MUSI 2158
MUS 1301	Fundamentals of Music	MUSI 1304
MUS 1353	Music Appreciation	MUSI 1306
CMP 1111	Composition	MUSI 1186

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CMP 1211	Composition	MUSI 1286
CMP 1311	Composition	MUSI 1386
PHI 1311	Logic	PHIL 2303
PHI 2311	Introduction to Philosophy: Method	PHIL 1301
PHI 2321	Introduction to Philosophy: Problems	PHIL 2316
PHY 1419	General Physics I	PHYS 1401
PHY 1429	General Physics II	PHYS 1402
PHY 2439	University Physics I	PHYS 2425
PHY 2449	University Physics II	PHYS 2426
POS 2311	American Government	GOVT 2305
POS 2321	State and Local Government	GOVT 2306
PRL 1311	Survey of Mass Communication	COMM 1307
PRL 2312	Fundamentals of Journalism	COMM 2311
PSY 1311	Introduction to Psychology	PSYC 2301
PSY 2311	Marriage and the Family	SOCI 2301
PSY 2351	Statistics for the Social Sciences	PSYC 2317
RTV 1311	Survey of Mass Communication	COMM 1307
RTV 2329	Audio Production	COMM 2303
SOC 1311	Introduction to Sociology	SOCI 1301
SOC 1315	Introduction to Social Work	SOCW 2361 *
* May be used as sociology elective only		
SOC 2311	Marriage and the Family	SOCI 2301
SOC 2322	Problems of Contemporary Society	SOCI 1306
SOC 2351	Statistics for the Social Sciences	PSYC 2317
SPA 1411	College Spanish I	SPAN 1411
SPA 1412	College Spanish II	SPAN 1412
SPA 1413	Spanish for Native Speakers	SPAN 2313
THR 1118	Theatre Activity	DRAM 1120
THR 1311	Introduction to the Theatre	DRAM 1310
THR 2344	Voice and Diction	DRAM 2336
THR 2371	Fundamentals of Acting	DRAM 1351

College Level Examination Program

**COLLEGE-LEVEL EXAMINATION PROGRAM
(CLEP) Evaluation**

General Examinations are not accepted by Howard Payne University

CLEP SUBJECT TEST	HPU COURSE	MIN. SCORE
American Literature	ENG 2373	50
Freshman College Composition with essay section	ENG 1311	50
Analyzing and Interpreting Literature	ENG 1312	50
English Literature	ENG 2351	50
French	FRE 1411	44
	FRE 1412	54
	FRE 2411	62
Spanish	SPA 1411	44
	SPA 1412	54
	SPA 2411	62
American Government	POS 2311	56
American History I	HIS 1310	54
American History II	HIS 1320	56
Western Civilization I	HIS 2310	55
Western Civilization II	HIS 2320	54
Introduction to Psychology	PSY 1311	50
Human Growth & Development	PSY 3352	50
Principles of Macroeconomics	ECO 2321	60
Principles of Microeconomics	ECO 2311	60
Introduction to Sociology	SOC 1311	50
Calculus & Elementary Functions	MAT 2351	50
College Algebra	MAT 1351	50
Trigonometry	MAT 1381	54
Information Systems and Computer Applications	CIS 1339	60
Principles of Management	MGT 3303	60
Introduction to Accounting	ACC 2311, 2321	60
Introduction to Business Law	BUS 3311	63
Principles of Marketing	MKT 2302	61

Advanced Placement Program

**ADVANCED PLACEMENT PROGRAM
(APP) Evaluation**

APP SUBJECT TEST	HPU COURSE	MIN. SCORE
History of Art	ART 3312	3
	ART 3312, 3322	4
Biology	BIO 1459	3
	BIO 1459, 1469	4
Chemistry	CHE 1479	3
	CHE 1479, 1489	4
Computer Science A	CIS 1339	3
Computer Science AB	CIS 1339	3
Economics: Micro	ECO 2311	3
Economics: Macro	ECO 2321	3
English Language/Comp	ENG 1311	3
	ENG 1311, 1312	4
English Literature/Comp	3 hrs. Soph. Literature	3
	6 hrs. Soph. Literature	4
French	FRE 1411	3
	FRE 1411, 1412	4
French Literature	FRE 3341	3
Government & Politics: Comparative	POS 3321	3
Government & Politics: U.S.	POS 2311	3
History: United States	HIS 1310	3
	HIS 1310, 1320	4
European History	HIS 2320	3 or higher
Mathematics: Calculus AB	MAT 2351	3
Mathematics: Calculus BC	MAT 2351, 2361	3
Mathematics: Introduction to Probability and Statistics	MAT 3341	3 or higher
Psychology	PSY 1311	3
Spanish	SPA 1411	3
	SPA 1411, 1412	4
Spanish Literature	SPA 4301	3

Dantes Subject Standardized Tests

DANTES SUBJECT STANDARDIZED TESTS (DSS)

DSST EXAM	HPU COURSE	SCORE
Fundamental of College Algebra	MAT 1351	47
Western Europe Since 1945	HIS 4303	45
The Civil War and Reconstruction	HIS 3340	47
Lifespan Development Psychology	PSY 3355	46
Introduction to Business	BUS 1311	65
Business Law	BUS 3321	65
Principles of Financial Accounting	ACC 2311	65
Personal Finance	FIN 2312	65
Principles of Finance	FIN 3301	65
Money and Banking	FIN 3391	65
Principles of Supervision	MGT 3303	65
Organizational Behavior	MGT 4321	65
Human Resource Management	MGT 4311	65
Management Information Systems	CIS 3389	65
Introduction to Computing	CIS 1339	65
Introduction to World Religions	PTH 4341	48



GLOSSARY

ACADEMIC DEAN

An academic dean is the head of a school within the university. At Howard Payne there are six schools: Business, Christian Studies, Education, Humanities, Music and Fine Arts, and Science and Mathematics. The dean reports to the university's chief academic officer and is responsible for academic decisions in his/her program.

ACADEMIC PROBATION

Probation is a warning period. Students are placed on academic probation at the end of any semester that their cumulative GPA (grade point average) does not meet the published level for their classification. The Academic Information section of the catalog contains these levels in relation to semester hours attempted. Academic probation is only imposed **after** a student has attempted a minimum of twelve semester hours.

ACADEMIC SUSPENSION

Students are suspended-not allowed to attend the university-for one long semester following failure to raise GPA to posted levels and to be removed from academic probation. In other words, grades must go up acceptably during the probation semester to avoid suspension.

Students academically suspended may enroll in summer school at Howard Payne or another college/university, and have their transfer work accepted. However, if academically suspended students enroll at another university during the next long semester, their transfer work will not be accepted.

If students fail all academic courses in a semester, excluding skills courses such as exercise and sports science, private applied music lessons, etc., they will be immediately suspended for one long semester.

Students may apply for readmission after the period of suspension has been completed. If readmitted, students must improve the cumulative GPA sufficiently that they are not on probation...or the process begins again.

ACADEMY OF FREEDOM

The Academy of Freedom is a multidisciplinary honors program that seeks to provide students with a broad-based liberal arts education which emphasizes Christian values, American tradition and free enterprise as an economic philosophy. The Academy prepares students to read critically, think analytically and communicate ideas effectively.

The Academy program is designed for academically gifted students who aspire to leadership roles in a variety of careers. With its emphasis upon the American way of life, the meaning and significance of American values are explored in depth. Current issues are analyzed in the context of the various disciplines of the School of Humanities and related academic areas of the university.

ACT/SAT CREDIT

If their entrance exam scores fall within the university's set requirements, beginning freshmen are awarded academic credit during their first semester at Howard Payne. Credit may be

Glossary

granted for introductory courses in English, math, reading, verbal skills, and/or science reasoning. This credit opportunity is only available to first-semester freshmen at Howard Payne; transfer students from other schools are not eligible. See "Earned Credit by Examination" in the Academic Information section of the catalog.

ADD/DROP

Students may add and/or drop classes from their schedules after the close of registration on the first day of each semester until the official close of registration. At any time, charges are assessed for each change. Changes made during the add/drop period do not reflect on students' transcripts. After the add/drop period, students may withdraw from classes with either a WP (withdraw passing) or WF (withdraw failing); these withdrawals do appear on transcripts.

ADVISOR

Students are assigned academic advisors from the ranks of full-time instructors in their chosen fields of study. These advisors help students plan their academic schedules, complete their degree plans, help with academic difficulties, and aid their student advisees until graduation. An advisor's office should be a student's first stop for any academic advice or problem solving.

AP CREDIT

Advanced Placement (AP) classes are offered in many Texas high schools. Students who score well on the end of course AP tests as high school seniors may be granted college credit in introductory level courses. Acceptable scores vary from test to test and university to university.

AUDITING

Students desiring to learn from a course without receiving academic credit may audit a class if space is available. No credit or grade is given. The instructor determines the amount of participation required, and is not required to review student work. The decision to audit a course must be done at registration time and cannot be changed after the registration period.

NOTE: **Applied music classes (private lessons) may not be audited.**

ATTENDANCE POLICY

There is no system of free absences at Howard Payne University. **Students are expected and urged to attend all class sessions.** Students must attend a minimum of 75% of class sessions to receive credit for a course. Absences are counted from the first day class meets, not from the day a student registers. Excessive absences result in an automatic "F" for the class, even though class work may show that students are passing. All absences, excused or unexcused, count as absences. Work for an excused absence may be made up, but the absence still counts. **EACH INSTRUCTOR MAY ESTABLISH A MORE STRINGENT ABSENCE POLICY IF IT IS OUTLINED IN THE COURSE SYLLABUS.**

BACHELOR'S DEGREE

A bachelor's degree is the informal name for a four-year college degree. At Howard Payne University, bachelor's degrees include BACHELOR OF ARTS (BA), BACHELOR OF SCIENCE (BS), BACHELOR OF BUSINESS ADMINISTRATION (BBA), BACHELOR OF MUSIC (BM), and BACHELOR OF APPLIED ARTS AND SCIENCES (BAAS).

CLASSIFICATION

The word "classification" expresses students' academic level or class. First-year students are freshmen; second-year students are sophomores, and so on informally. But actual classification is determined by number of credit hours earned: 0-29 is freshman, 30-59 is sophomore, 60-89 is junior, and 90+ is senior.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)

Students may earn credit hours through examination. CLEP tests are administered in a variety of courses by HPU's Office of Academic Testing. Students must score the equivalent of "C" or better to be granted credit. CLEP examinations may not be taken when students have already registered for a course. Further reference: "Earned Credit by Examination" in the Academic Information section of the catalog.

CO-CURRICULAR ACTIVITIES

Activities in which participation is required by enrollment in a course that counts toward graduation requirements.

COLLEGE/SCHOOL

A major division of the university is called a "college" or a "school." Each college or school is headed by a dean, and may be subdivided into departments with department heads.

COMPREHENSIVE

"Comprehensive" is a term generally referring to an exam that will cover all material taught during a semester.

CONCURRENT ENROLLMENT

Students enrolled both at Howard Payne and at another college during the same semester are "concurrently enrolled." Only students with individual hardship situations are allowed such enrollment. Permission must be obtained from the academic advisor, from the appropriate academic dean, and from the vice president for academic affairs. Permission forms are available from the registrar. Concurrent enrollment includes extension courses, correspondence courses, and any other college or university coursework.

COURSE NUMBERING

Courses at Howard Payne University have four-digit numbers. The first number is the level of the course: 1 and 2 are lower division, and 3 and 4 are upper division. The second number indicates the hours of credit the course receives. The third and fourth numbers distinguish the course within a department.

All upper-division courses (3000 and 4000 numbers) require a minimum grade of "C" to be counted toward a degree. Grades below "C" in upper-division courses will not be applied to degree plans; this includes courses taken for elective credit.

All courses passed, including those with "D" grades, count toward the total number of hours taken.

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CREDIT OR SEMESTER HOUR

The semester (or credit) hour is the standard unit of measurement for university-level course work. One hour credit is equal to fifty minutes per week per semester. Thus, the usual three-hour credit course is based on meeting 50 minutes per session, three times each week (often Monday, Wednesday, and Friday) or 75 minutes per session, two times each week (often Tuesday and Thursday) for a semester.

DEGREE PLAN

A degree plan spells out the individual course requirements for each student to complete his/her degree. Degree plans must be filed when students have completed 60 credit hours.

DEGREE REQUIREMENTS

See "Specific Requirements for Degrees" in the Academic Information section of the catalog.

DEPARTMENTAL CHALLENGE TESTS

In areas of study where the CLEP test is unavailable, students may request a departmental challenge test. The material for the test in each course and the appropriate passing grade will be determined by each department. See also "Earned Credit by Examination" in the Academic Information section of the catalog.

DROPPING A COURSE

Students may withdraw from a class at any time during the semester up to (but not including) final exam week. Students fill out a withdrawal card in the registrar's office which is then sent to the instructor for a grade of WP (Withdraw Passing) or WF (Withdraw Failing).

A grade of WP does not affect grade point average. A WF, however, carries the same value as an "F" grade. If students have already failed courses because of absences, grades of WP and WF do not apply; the "F" grade will be applied.

In summer school, students may withdraw until five days prior to the final exam. A WP or WF will be recorded, just as in the long semester.

DUAL COUNTING OF COURSES

Courses taken to fulfill general education requirements may be used to satisfy requirements for a major or minor. NOTE: Courses used to satisfy major requirements **may not** be counted in the minor. When courses are used to fulfill two requirements, the hours **may not** be counted twice; therefore, additional hours must be planned to bring the total to the 128 hours needed to graduate.

ELECTIVES

Courses not specifically required for general education, majors, or minors are called electives. Students select electives that interest them with the help of their advisors. Elective courses help complete the total number of hours in a degree.

EXTRA-CURRICULAR ACTIVITIES

Activities and clubs beyond formal academic courses are called extra-curricular.

FINANCIAL AID PROBATION

The Office of Financial Aid checks student academic progress at the end of each semester. Students who are not making satisfactory progress are put on probation; during the probationary semester, students are allowed to receive financial aid. Exceptions are students who have 0.0 grade point averages, and they are suspended from financial aid at the end of the semester when the 0.0 occurs - for them, there is no probationary period.

FINANCIAL AID SUSPENSION

Students who fail to make satisfactory academic progress are suspended from all federal and state programs of financial aid. Suspension continues until students have met requirements of the Satisfactory Progress policy found in the Financial Information section of the catalog.

FREQUENCY

Classes are offered on a rotating basis, some every semester, some once a year, and some less frequently. Rotation in the catalog appears at the end of a course description and may look like this: FALL, EVEN YEARS. Students should pay careful attention in making degree plans so that all necessary courses will be offered before they plan to graduate.

GPA

GPA is the abbreviation for "grade point average." Each "A" is worth 4 grade points, each "B" is 3, "C" is 2, and "D" is 1. Total points are added together and divided by the number of hours attempted to compute a cumulative grade point average.

GENERAL EDUCATION REQUIREMENTS

All students must take a core of courses called general education requirements. This core is a broad range of courses in many disciplines that gives students a sound liberal arts background, regardless of their majors. Lists of these required courses appear in the Academic Information section of the catalog.

HONORS

See "Academy of Freedom"

HOURL

See "Credit or Semester Hour"

INTERNSHIPS

An internship is supervised practical experience that earns academic credit. For example, radio/television majors may earn credit by working for a radio or television station to gain hands-on experience.

LAB/LAB FEE

Labs, regardless of discipline, are hands-on experiences supervised by an instructor. Time spent in a lab class is usually in addition to time spent in lecture. Typically, there is a special fee charged for particular labs.

LIBERAL ARTS

A course of study intended to provide broad, general knowledge that helps develop the intellectual capacity of an individual.

Glossary

LIBERAL ARTS STUDIES

Students in the early part of their college careers who are undecided on majors are assigned to liberal arts studies, where advisors will help them plan their academic goals and schedules.

LOWER DIVISION

Courses numbered 1000 or 2000 are generally referred to as "lower-division" courses. Often, lower-division courses in a field are prerequisites for upper-division courses.

MAJOR

A subject or academic field chosen as a primary field of study is a major. Some majors have concentrations or specializations within a major field. Majors can be interdisciplinary. Students may add any number of majors to degree plans as long as all requirements for each major are met.

MINOR

A secondary field of study within a single department is called a minor. Minors usually range from 18 to 24 credit hours.

MINOR AREA

Minor areas are interdisciplinary groupings of courses that augment or complement the major field of study. As with traditional minors, minor areas require 18-24 credit hours. Students choose these courses in consultation with their advisors.

PASS/FAIL GRADING OPTION

Students may elect to have some courses graded Pass or Fail rather than the traditional letter grade. The option may be exercised for elective courses and for up to six hours of major or minor courses (if the course description permits). General education courses may not be taken pass/fail, nor can classes be repeated pass/fail when they have already been taken for a grade. Once chosen, the decision to take a class pass/fail may not be changed.

PLAGIARISM

Plagiarism is any failure, intentional or not, to acknowledge adequately the original source's words or ideas. Even summaries require correct footnotes and citations.

PREREQUISITE

Some courses require students to have completed other courses before they enroll. Catalog course descriptions carry the information about course prerequisites. Prerequisites require a grade of "C" or better in order to enroll in the next course. If a prerequisite course grade is below "C", the course must be repeated before the student advances to the next course.

REFUND POLICY

When students officially withdraw from the university or officially withdraw from a course prior to the end of the fourth week of the semester, tuition refunds will be considered by the administration. For information about amounts and procedures, students should read the Financial Information section of the catalog.

REPEATED COURSES

Grades from earlier attempts at a class appear on students' transcripts. Only the best grade, however, will be used to compute cumulative grade point average. A course repeated at another institution must be at the same level and be approved by that course's department head before students take the course.

SAT/ACT CREDIT

See "ACT/SAT Credit"

SEQUENCE

Some courses must be taken in a specific order since each serves as a prerequisite for the next course in line. Students should begin any sequence of courses early enough in their academic careers to ensure the timely completion of those sequences.

SPECIAL STUDIES

Academic departments may offer special studies courses for independent or group study. These courses are assigned department designations, course numbers, and prerequisites by the appropriate school dean. **No more than six credit hours of special studies may be taken in a major, and no more than twelve hours of special studies may be applied to a bachelor's degree.**

STUDENT TEACHING

One semester of supervised teaching experience in a public school classroom is required for students seeking teacher certification.

SYLLABUS

Course instructors usually provide a written description of a course and its requirements at the beginning of a semester.

TRANSFER WORK

Transfer courses are those courses taken at another accredited university and then transferred to Howard Payne to complete degree requirements. Transfer students must provide official transcripts from each university they have attended. The HPU registrar will evaluate these transcripts and assess HPU credit for those classes. Students should keep copies of these evaluation forms to use in writing their degree plans. Upper-division courses must have grades of "C" or better to be fully transferred. Upper-division courses with grades below "C" are accepted and computed in grade point averages, but are not accepted to meet degree requirements.

UPPER DIVISION

Courses numbered 3000 to 4000 are generally referred to as "upper-division" courses.

WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to withdraw from the university during a semester should complete or arrange for official withdrawal forms. Failure to complete this official withdrawal procedure results in grades of "F" for all courses. Such failure can result in academic suspension and can block continuing college work. Refunds (see Financial Information in the catalog) are possible only when official withdrawal is complete.

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