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UNIVERSITY

2016-2017 Catalog

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Table of Contents

Howard Payne University Board of Trustees....7
Guy D. Newman Honors Academy Board of Directors....7
Administration....8
Administrative Staff....8
Faculty....9
Adjunct Faculty....15
General Information....23
Admission....30
Financial Information....36
Financial Aid....42
Student Life....57
Academic Information....67
Academic Programs:
- School of Business....113
- School of Christian Studies....125
- School of Education....138
- School of Humanities....168
- Guy D. Newman Honors Academy....187
- School of Music and Fine Arts....191
- School of Science and Mathematics....208
- School of Nursing....221
- Master of Arts in Youth Ministry Degree Program....336
- Master of Arts in Theology and Ministry....339
- Master of Business Administration Program....343
- Master of Education in Instructional Leadership Graduate Degree Program....346
- Master of Education in Sport and Wellness Leadership Graduate Degree Program....349
- Master of Science in Criminal Justice Graduate Degree Program....351

Course Descriptions – Undergraduate....225
Course Descriptions – Graduate....353
Campus Information....367
University Calendar of Events....371
Appendix....374
- The Family Education Rights and Privacy Act (FERPA)....375
- Texas Common Course Numbering System....391
- College-level Examination Program....396
- Advanced Placement Program....397
- Texas Commission on Law Enforcement....398
- Glossary....399

Index....408

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MICHAEL TERRILL, *Assistant Professor of Athletic Training; Director, Athletic Training Education Program* (2001)
B.S., Angelo State University, 1995; M.S., ibid, 1999.

W. MARK TEW, *Provost and Chief Academic Officer* (2007)
B.S., Samford University, 1980; M.B.A., ibid, 1982; M. Div., New Orleans Baptist Theological Seminary, 1984; Th.D., ibid, 1988.

LESTER TOWELL, *Professor of Computer Information Systems; Chair, Department of Computer Information Systems* (1996)
B.S., Abilene Christian University, 1990; M.S., Nova Southeastern University, 1998; Ed.D., ibid, 2012.

SHANNON TURNER, *Instructor of Academic Services, Learning Assistance and Academic Recovery* (2011)
B.B.A., Tarleton State University, 2000; M.S., ibid, 2001.

JILL UNDERWOOD, *Instructor of Education* (2002)
B.S.Ed., Baylor University, 1988; M.S.Ed., ibid, 1990.

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

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

RUSSELL WHEELINGTON, *Associate Professor of Christian Studies* (2006)
B.A., Dallas Baptist University, 1994; M.A.R.E., Southwestern Baptist Theological Seminary, 1996; Ed.D., Southern Baptist Theological Seminary, 2005.

RANDY YEAKLEY, *Vice President for Development* (2013)
B.S., Howard Payne University, 1983; M.S., Lamar University, 1987.

CRAIG YOUNCE, *Associate Professor of Biology, Chair, Department of Biological Sciences* (2013)
B.S., Palm Beach Atlantic University, 2003; Ph.D., University of Central Florida, 2009.

*Year in parenthesis indicates first year at Howard Payne.

Adjunct Faculty (2016-2017)

JAHUE ANDERSON, *Geography and History*
B.A., University of Texas at Austin, 2001; M.A., Texas State University, 2004; Ph.D., Texas Christian University, 2009.

JASON ATCHLEY, *Christian Studies*
B.A., Howard Payne University, 1998; M.Div., Hardin-Simmons University, 2001; D.Min., ibid, 2014

REDA BERRY, *Mathematics (New Braunfels Center)*
B.S., University of Maryland, 1995; M.A., Webster University, 1996.

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

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

RACHEL BROWER, *Kinesiology (El Paso Center)*
B.A., University of Texas at Arlington, 2014.

RICKY CAVITT, *Kinesiology*
B.A., Wayland Baptist University, 1984; M.Div., Southwestern Baptist Theological Seminary, 1988.

TERESA CAVITT, *Kinesiology*
B.A., University of Texas at Arlington, 1986.

DAVID CLEMONS, *History*
B.S., Southwestern Assemblies of God University, 1997; M.A., Wheaton College, 2007.

JEFFREY COVINGTON, *Christian Studies (New Braunfels Center)*
B.E.S.S., Southwest Texas State University, 1994; M.Div., Southwestern Baptist Theological Seminary, 2000; D.Min., Golden Gate Baptist Theological Seminary, 2014.

TONY DANIEL, *Kinesiology*
B.S.Ed., Abilene Christian University, 1981; M.Ed., ibid, 1986.

JAMES DARBY, *Kinesiology*

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

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

DON FAWCETT, *Christian Studies*
B.A., Howard Payne University, 1993; M.A., Southwestern Baptist Theological Seminary, 1997; D.Min., ibid, 2008.

ETHAN FISHER, *Business Administration*
B.B.A., Howard Payne University, 2013; M.B.A., ibid, 2015.

MICHAEL CHAD GANN, *Criminal Justice*
B.S., Howard Payne University, 1997; M.A., Southwestern Baptist Theological Seminary, 2006; M.A. University of Texas at Arlington, 2008.

TED GILLUM, *Education*
B.A., Baylor University, 1970; M.Ed., Texas A & M University, 1980; Ed.D., ibid, 1987.

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

JODI GOODE, *Computer Information Systems*
B.S., Tarleton State University, 2003; M.S., ibid, 2006.

CHARLES GREAR, *History (New Braunfels Center)*
B.A., McMurry University, 1999; M.A., Texas Tech University, 2001; Ph.D., Texas Christian University, 2005.

SUSAN HARMON, *Art*
B.F.A., The School of the Art Institute of Chicago, 1980; M.F.A., Georgia Southern University, 2007.

CRAIG HERMANS, *Criminal Justice*
B.A., Madonna University, 2005; M.A., American Military University, 2011.

CHASSIDY HOLLOWAY, *Kinesiology*
B.S., University of Alabama at Birmingham, 2014.

GLENN HOPP, *English*
B.A., University of Missouri at St. Louis, 1976; M.A., Southern Illinois University at Edwardsville, 1978; Ph.D., University of Missouri at Columbia, 1986.

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

DAVID JOYNER, *Business Administration (New Braunfels Center)*
B.S., University of Texas at Austin, 1984; M.B.A., University of Incarnate Word, 1987; D.B.A., Nova Southeastern University, 2012.

RICK JUSTICE, *Christian Studies*
B.S., Texas A & M University, 1983; M.Div., Southwestern Baptist Theological Seminary, 1989.

DOUGLAS KARR, *Education*
B.A., Texas Tech University, 1974; M.Ed., ibit, 1978, Ed.D., Baylor University, 1995.

KEVIN KIRK, *Business Administration*
B.A., Baylor University, 1993; M.B.A., Howard Payne University, 2014.

ELIZABETH MacCROSSAN, *English (New Braunfels Center)*
B.A., Schreiner College, 1996; M.A., University of Texas at San Antonio, 2000; Ph.D., ibid, 2010

JERI MARTIN, *English*
B.A., Tarleton State University, 1994; M.A., ibid, 2016.

RODNEY McGLOTHLIN, *Christian Studies*
B.M., University of Houston, 1975; M.Div., Southwestern Baptist Theological Seminary, 1978; D.Min., ibid, 1987.

(DAVID) SCOTT McINTOSH, *Christian Studies (New Braunfels Center)*
B.A., Howard Payne University, 1985; M.Div., Midwestern Baptist Theological Seminary, 1989

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

GABRIEL MENDOZA, *Mathematics (El Paso)*
B.A., University of Texas at El Paso, 2001; M.A.T., ibid, 2003; M.Ed., ibid, 2011.

JEFFERY MITCHELL, *Mathematics; Developmental Studies*
B.S., Howard Payne University, 2002; M.A., University of Houston, 2008.

JULIE MIZE, *Art*
B.S., Howard Payne University, 1996; M.A.E., Texas Tech University, 2006.

JIMMY MYERS, *Christian Studies*
B.A., Howard Payne University, 1982; M.A., Liberty University, 2002; Ph.D., ibid, 2006.

ERIC NELSON, *Government*
B.S., Stephen F. Austin State University, 2004; M.A., Texas Tech University, 2005; M.P.A., ibid, 2007.

DIANE OWENS, *Music*
B.S., University of North Texas, 1976; M.Ed., East Texas State University, 1987.

JEREMY PATTERSON, *Kinesiology*

COURTNEY PEARSON, *English*
B.A., Howard Payne University, 2010; M.A., Abilene Christian University, 2014.

FRANKIE RAINEY, *Christian Studies*
B.A., Wayland Baptist University, 1960; B.D., Southwestern Baptist Theological Seminary, 1964; Th.M., ibid, 1966; Th.D., ibid, 1968.

AMBER SAARE*, English (El Paso Center)*
B.A., University of Texas at El Paso, 2002; M.A., California State University, 2008.

KEITH SAARE, *Christian Studies (El Paso Center)*
B.A., Howard Payne University, 2002; M.Div., The Master's Seminary, 2007.

LORIN SCOTT, *History*
B.A., Howard Payne University, 2009; M.A., Texas Tech University, 2014.

TERRY SCOTT, *Government*
B.S., Texas A & M University, 1964; M.B.A., Fairleigh Dickinson University, 1973.

JOHN SEGURA*, English*
B.A., University of Texas at San Antonio, 2010; M.A., ibid, 2014.

MICHAEL SEIBERT, *Criminal Justice*
B.S., Texas State University, 2005; M.S., ibid, 2012.

TIM SKAGGS, *Kinesiology*
B.A., Angelo State University, 1979; M.A.R.E., Southwestern Baptist Theological Seminary, 1984.

GAYLE SMITH, *Kinesiology*
B.A., Howard Payne University, 2012.

JAMES SMITH, *Kinesiology*
B.S., Howard Payne University, 2014.

KENNETH SMITH, *Business Administration (New Braunfels)*
B.A., Austin College, 1980; M.B.A., Texas A & M University, 1982; M.S., ibid, 1984; M.P.A., University of Texas at Dallas, 1991; Ph.D., University of North Texas, 1999.

DONALD STANGE, *Kinesiology (New Braunfels)*

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

ALVIN STEWART, *Kinesiology*

STEVEN TIGHE, *Christian Studies (El Paso Center)*
B.S.E.E., Rice University, 1978; M.E.E., ibid, 1979; M.Div., Trinity Episcopal School for Ministry, 1998; Ph.D., Trinity Evangelical Divinity School, 2014.

GABRIELA VALLE, *Criminal Justice (El Paso Center)*
B.S., University of Texas at El Paso, 1992; M.C.J. and M.P.A., New Mexico State University, 2008.

ALLEN WILLIAMS, *Christian Studies*
B.A., Howard Payne University, 1983; M.Div., New Orleans Baptist Theological Seminary, 1986; Ph.D., ibid, 1991.

KEVIN WINTER, *Music*
B.M., Baylor University, 2012; M.M., Cleveland Institute of Music, 2014.

NICHOLAS YEAKLEY, *History*
B.A., LeTourneau University, 2010; M.A., University of Texas at Tyler, 2015.

Emeritus Faculty (2016-2017)

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

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

SARA E. BAKER, *Associate Professor Emeritus of Music* (1962-1981; 1986)
B.M., Judson College, 1951; M.M., Howard Payne University, 1969.

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

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

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

DONAL BIRD, *Professor Emeritus of Chemistry and Biology; Dean, School of Science and Mathematics* (1982)
B.S., Sam Houston State Teachers' College, 1961; M.S., University of Missouri, 1964; Ph.D., ibid, 1966.

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

JACK BOTTOMS, *Professor Emeritus of Music* (1980)
B.S., Sam Houston State University, 1953; B.M., Baylor University, 1957; M.A., Sam Houston State University, 1963; Ph.D., University of Colorado, 1972.

GERALDINE FULLER BOYD, *Professor Emeritus of Mathematics* (1981)
B.S., Howard Payne University, 1950; A.M., University of Illinois, 1961; Ph.D., Texas Christian University, 1967.

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

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

VIRGINIA BUTLER, *Instructor Emeritus of Developmental Studies; Head, Developmental Programs* (1992)
B.A., Howard Payne University, 1960.

ANNE COX, *Associate Professor Emeritus of Social Work; Director, Social Work Program* (1992-99; 2000-01; 2002-04)
B.S., Howard Payne University, 1986; M.S., University of Texas at Arlington, 1989.

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

MARIE GRAMANN, *Assistant Professor Emeritus of Geology* (1965)
B.S., University of Texas, 1936.

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

MARILYNN JACKSON, *Associate Professor Emeritus of Psychology; Director, Academic Testing* (1974-1982, 1983)
B.A., Howard Payne University, 1973; M.A., Abilene Christian University, 1976.

PETER JAMES, *Professor Emeritus of Modern Languages; Chair, Department of Modern Languages* (1990)
B.A., Hons., Bristol University, 1965; Ph.D., University of Texas, 1977.

ANN R. KNOBEL, *Associate Professor Emeritus of Education* (1975-78, 1980)
B.S., Howard Payne University, 1970; M.Ed., University of North Texas, 1974.

HAL B. LANE, JR., *Professor Emeritus of Mathematics* (1960)
B.A., North Texas State College, 1954; M.A., ibid, 1961.

JEAN H. LAW, *Instructor Emeritus of Education; Director of Continuing Education* (1973-84; 1990)
B.A., Wayland Baptist University, 1955; M.Div., New Orleans Baptist Theological Seminary, 1958; M.Ed., North Texas State University, 1966; Ed.D., Texas Tech University, 1973.

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

ROBERT C. PETERS, *Associate Professor Emeritus of Education* (1996)
B.A., University of Texas at Austin, 1966; M.A., North Texas State University, 1973; Ed.D., ibid, 1975.

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

ALLEN REED, *Professor Emeritus of Music* (1981)
B.A., William Jewell College, 1967; M.C.M., Southwestern Baptist Theological Seminary, 1970; D.M.A., Memphis State University, 1980.

WALLACE ROARK, *Professor Emeritus of Christian Studies* (1974)
B.S., Oklahoma A&M College, 1955; M.Div., Southwestern Baptist Theological Seminary, 1962; M.Th., ibid, 1968; Th.D., ibid, 1972.

EDWARD ROTH, *Professor Emeritus of Biology* (1977-82, 1987)
B.S., Midwestern State University, 1967; M.S., ibid, 1969; Ph.D., University of Arizona, 1976.

ROBERT L. SARTAIN, *Professor Emeritus of Mathematics; Head, Department of Mathematics* (1964-67, 1971-81, 1996)
B.S., Wayland Baptist University, 1961; M.S., University of Iowa, 1963; Ph.D., Texas Tech University, 1972.

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

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

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

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

Others With Emeritus Status (2016-2017)

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

JERRY BARNUM, *Groundskeeper* (2000)

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

DARLA COLLIER, *Cashier* (1995)

DOROTHY DuPREE, *Payroll Clerk* (1983)

CLARENCE FOTHERGILL, *Computer Network Administrator* (1999)

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

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

GEORGE HUSEMAN, *Custodial Supervisor* (1984)

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

JUDY KELLEY, *Payroll Coordinator* (1989)

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

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

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

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

BARBARA SMITH, *Admissions Assistant* (1991)

LaVON SNIDER, *Technical Services Assistant* (1955)

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

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

History of Howard Payne University

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

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

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

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

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

In 1974, Howard Payne College became Howard Payne University.

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

Andrew Jackson Emerson 1890-1893
John D. Robnett 1893-1896
James Harvey Grove 1896-1908
John Strother Humphreys (Acting President) 1908-1910
Robert H. Hamilton 1910-1911
John Strother Humphreys 1911-1913
James Milton Carroll 1913-1914
Anderson E. Baten (Vice President and Acting President) 1915-1917
Judson Allen Tolman 1917-1919
Lee Johnston Mims 1919-1922
William R. Hornburg (Vice President and Acting President) 1922-1923
Edgar Godbold 1923-1929
Thomas H. Taylor 1929-1955

Guy D. Newman 1955-1973
Roger L. Brooks 1973-1979
Charles A. Stewart (Chief Executive Officer) 1979-1980
Ralph A. Phelps, Jr. 1980-1985
Don Newbury 1985-1997
Rick Gregory 1997-2002
Russell Dilday (Interim President) 2002-2003
Lanny Hall 2003-2009
William N. Ellis 2009-000

Howard Payne University Mission, Vision & Curriculum

Mission Statement

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

Vision Statement

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 and learning. While remaining true to its historic vision, the university has expanded its original scope to include a full array of undergraduate and graduate programs. Students, faculty, staff, and administration work together under the shared values of academic excellence, service to others, and Christian integrity. The university also offers selected graduate and undergraduate course work by electronic means and at extended learning centers responsive to the academic needs of the communities served.

Curriculum

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

The university operates distance learning programs in the following fields of study; Bachelor of Science - Business Administration, and Master of Education – Instructional Leadership. Various academic programs engage in service learning that includes a public outreach component. These are addressed in the learning outcomes of individual programs.

Various academic programs engage in service learning that includes a public outreach component. These are addressed in the learning outcomes of individual programs.

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

University Profile

Accreditation and Membership

Howard Payne University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the associate, baccalaureate, and masters levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Howard Payne University.

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

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

Athletic Training Education Program at Howard Payne University is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

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

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

Student Body

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

Faculty

In its pursuit of excellence in academic endeavors, Howard Payne University employs as its faculty individuals who exemplify a commitment to Christian ideals and who are dedicated to the search for and dissemination of truth. Howard Payne University seeks gifted teachers from throughout the United States

and the world who are dedicated to teaching, advising students in a professional context, serving the communities of the university and its locale, and continuing to grow in their profession as scholars and teachers.

Governance, Programs, and Support

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

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

Student Life. The student life program of the university is administered by the vice president for student life and dean of students with program directors, residence life staff, and faculty. Areas of student life include student activities, student organizations, residence life, student government association, athletics, intramurals, chapel, Baptist Student Ministry, and health and wellness resources.

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

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

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

Location. Howard Payne University is located in Brownwood, Texas, about 120 miles southwest of Fort Worth and about eighty miles southeast of Abilene. Brownwood is almost exactly in the geographical center of the State of Texas and is in the edge of the hill country found in west central Texas. Brownwood has a population of 20,000 including the student body of Howard Payne University.

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

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

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

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

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

The Walter M. and Evalynn Burress Chair of Genealogy and American History. This endowed chair was established in the Guy D. Newman Honors Academy through the estate of Mrs. Walter M. Burress for the purpose of concentrating study in genealogy and American history. In pursuit of this objective, the Burress Chair will organize seminars on American history and provide resources on genealogy.

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

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

Program Endowments

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Faculty Fellowships

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

Admission

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

Unconditional Admission for Beginning, First-Year Students

Unconditional admission is typically offered to students who have maintained a "B" (80 and above) average or better throughout high school, whose ACT composite score is 19 or above or whose SAT score (Critical Reading plus Math) is 910 or above on the Pre-March 2016 SAT or 990 (Converted score-utilizing formula provided by The College Board-of Evidence-Based Reading and Writing plus Math) on the March 2016 SAT and after**,** and who meet all other admission requirements.

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

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

Graduates of high schools or home school programs that are not accredited by a regional or state accrediting agency will have their work reviewed by the Admission Committee on an individual basis in accordance with the university's current admission requirements. High school transcripts as provided and signed by parents of homeschooled students may be accepted.

Supporting materials required to complete an application for admission:

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

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

Provisional Admission for Beginning, First-Year Students

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

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

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

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

Transfer Admission

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

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

An official high school transcript showing date of graduation must also be submitted by transfer applicants. If the applicant is not a high school graduate, please submit official GED scores.

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

- Grade point average of 1.60 or above, exclusive of activity classes, when a student has attempted thirty (30) or less semester hours and completed a minimum of twelve (12) semester hours of non-activity classes.

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

- Grade point average of 2.00 or above, exclusive of activity classes, when a student has attempted over sixty (60) semester hours and completed a minimum of twelve (12) semester hours of non-activity classes.

Conditional Transfer Admission

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

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

Special Admission Programs

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

DUAL ENROLLMENT

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

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

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

- Complete an application for early admission (form available online within The Collegium page on the Howard Payne University website, including principal or counselor recommendations section and certification)

- Provide an official high school transcript.

- Must have verification that the student successfully completed the sophomore year of high school and is classified as a junior when the college-course term begins.

- High school seniors taking Dual Enrollment courses must provide official ACT or SAT score results.

- Complete a computerized skills assessment in English, math, and reading and score into college level courses.

- Students may enroll in no more than seven (7) hours of coursework. Special provisions may be made on occasion to enroll students in more than seven hours based on performance in previous coursework; however, students cannot enroll in more than eleven (11) hours per semester

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

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

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

HIGH SCHOOL EQUIVALENCY

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

TRANSIENT ADMISSION

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

NON-DEGREE ADMISSION

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

CERTIFICATE IN MINISTRY TRAINING

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

READMISSION

Undergraduate and Graduate students who discontinue coursework at Howard Payne University, for one or more long semesters, must reapply and be readmitted in order to re-enroll.

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

The graduate readmission process involves the director of the program in which the student was enrolled as well as the Business Office. A student must be cleared and approved for readmission by each of these offices before admission is granted. To begin the process of readmission, contact the program director.

Specific information regarding "Readmission Under an Academic Plan" is available in the Financial Aid Information - page 47 or Academic Information – page 106.

How to Apply for Admission

Students may apply on-line at www.hputx.edu/apply.

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

INTERNATIONAL STUDENT ADMISSION

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

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

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

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

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

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

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

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

- Room deposit, for residence hall students, of $100.

- Current health forms including certification of current immunizations and inoculations. (The university reserves the right to require of students from certain geographical areas, when warranted, additional medical tests or inoculations to be administered by a U.S. physician.)

- Proof of an insurance policy for hospital or medical expenses.

- **A current, notarized bank statement from parent or sponsor verifying available funds to cover the cost of one year of study and personal expenses at Howard Payne University.**

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

Financial Information

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

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

Block Tuition Rate

Current Block Tuition Rates are as follows (not guaranteed):

Fall 2016 (12-18 hours).....$12,215 per semester
Fall 2016 (19 plus hours) .....$815/per hour plus $12,215

Guaranteed Tuition Payment Option - Application required by July 31, 2016

Tuition (Guaranteed Option) - Block Rate 12-18 hours .....$13,600 per semester
Tuition (Guaranteed Option) - Overload undergraduate - 19 plus hours..... $815/per hour plus $13,600

The student's **Guaranteed Tuition Payment Option** will not increase as long as the student continues to meet **ALL** of the following **eligibility** criteria:

1. The student continues to be enrolled as a full-time student for consecutive fall and spring semesters

2. The student continues to make satisfactory progress toward his/her degree

3. The student's account must be paid according to the Payment of Accounts section of this catalog

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

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

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

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

Other Tuition Rates

Part-time tuition rate for regular semesters
(students enrolled in less than 12 credit hours) ..... $790 per credit hour
Summer sessions I and II 2016, and May term 2017 ..... $400 per credit hour
Audit classes (no credit) ..... $105 per audit hour
Senior citizens (age 62 and above) ..... $210 per credit hour
Senior citizens - audit classes/no credit (age 62 and above) ..... $65 per audit hour
Early admissions tuition for High School Students ..... $300 **per class**

El Paso Center Undergraduate Tuition Rates

Classroom courses ..... $375 per credit hour
On-line courses ..... $375 per credit hour
Audit courses ..... $105 per audit hour

New Braunfels Center Undergraduate Tuition Rates

Classroom courses ..... $375 per credit hour
On-line courses ..... $375 per credit hour
Early Admission courses for high school students ..... $375 **per class**
Audit courses ..... $105 per audit hour

Graduate Tuition

Graduate Programs - Youth Ministry, Theology and Business ..... $510 per credit hour
Graduate Programs – Criminal Justice ..... $495 per credit hour
Graduate Program - Sport and Wellness Leadership ..... $333 per credit hour
Graduate Program – Education ..... $275 per credit hour
Graduate Program Audit classes (no credit) ..... $105 per audit hour

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

Fees

The following fees and charges apply for 2016-2017.

Student Services fee (full-time students) $1,100
This fee is a general university fee charged to all full-time students each semester. Designed to fund a variety of activities and services to students, the student services fee provides the following: athletic events, student activities, equipment and maintenance for the HPU Wellness Center, internet connectivity in campus housing, technology in student labs, library and building usage, and more.
Parking and transportation fee (per semester) $25
Fees for laboratory or activity courses (per course) ..... $5 - $150
Online course fee (per online class-all locations, undergraduates only) $50
Course change fee - add, drop or withdrawal (per change) $10
Student records fee (applies to ALL students) $15

Fees for new students only:

Application fee ..... No Charge
Tuition deposit - required before scheduling classes (non-refundable) $100

Other fees:

Academic services fee $25
Registration fee (only if registration is not completed by due date) $50
Deferred payment fee $47
Financial Aid cash advance fee - no exceptions $15
Returned check fee $25
C.L.E.P. Test $65-100
($15 proctoring fee for non-HPU students)
Graduation Fee (cap, gown, diploma, and other costs) $100
Diploma Re-order Fee $35
Duplicate Student ID Fee $15

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

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

Housing Rates

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

Residence hall rates (per semester)

Veda Hodge Hall (women) $1,680
Taylor Hall (men) $1,680
Jennings Hall (men) $1,680
Private room charge ..... $1,680 plus $600

Residence hall rates (per term / session)

Newbury Place May rate (includes electricity)

1-2 occupants ..... $265 per occupant
3-4 occupants ..... $245 per occupant

Newbury Place Summer rate (includes electricity)

1-2 occupants ..... $395 per occupant
3-4 occupants ..... $360 per occupant

Other housing options for juniors and seniors:

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

Rates listed are per person, per regular semester.

Newbury Place apartment (includes electricity) $2,130
Center Avenue duplexes (includes electricity) $1,695

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

Meal Plans Rates

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

#1 21 meals per week:
includes $100 in Jacket Bucks/$125 in Stinger Bucks $2,300.00
#2 15 meals per week, includes $150 in Jacket Bucks/$125 in Stinger Bucks $2,226.41
#3 12 meals per week, includes $200 in Jacket Bucks/$125 in Stinger Bucks $2,134.14

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

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

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

#4 5 meals per week plan, includes $250 in Stinger Bucks..... $1,177.75
#5 55 meals per semester plan, includes $150 in Stinger Bucks ..... $ 780.70
#6 33 meals per semester plan, includes $150 in Stinger Bucks ..... $ 540.09

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

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

Applied Music and Special Courses

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

Payment of Accounts

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

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

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

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

Deferred Payment Plan:

If a balance is owed after grants, scholarships and loans, and the student elects to set up a payment plan, rather than paying in full at the time of registration, Howard Payne University has partnered with Tuition Management Systems, Inc. (TMS) to offer a deferred payment plan with smaller, interest free payments, instead of one large payment. This plan offers easy choices that reduce the need to borrow, is tailored to the needs of the student, and there is guaranteed acceptance. Early enrollment in this plan affords the user the opportunity to spread education expenses over five monthly payments. There is a $47 per semester enrollment fee for the plan that is paid directly to TMS upon enrollment. Further information may be obtained by visiting the TMS website at www.afford.com, by calling 1-800-356-8329 to reach a TMS representative, or by calling HPU's student account coordinator at 325-649-8053.

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

Deferred Payment Plan-Spring, 2017:

Beginning with the spring, 2017 semester, HPU will be partnering with Higher One/CashNet to offer a full service payment plan that will be fully integrated with the student's account. This new payment plan will offer:

- Enrollment online via an electronic signature
- Different payment options including credit card, ACH, debit card
- Bills, reminders and receipts automatically emailed and/or messaged to cell phones
- A provision for full participation by parents or other approved payers
- Automated recurring payments
- Expedited customer support with a dedicated call center ready to help solve issues
- Integrated with HPU Gateway for up-to-date adjustment if student account balance changes

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

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

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

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

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

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

Refund Policy

Complete Withdrawal From The University

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

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

Prior to the end of the.....Fall / Spring

(The number of days listed below includes both weekdays and weekends)

Semester day one and two.....100%
Semester day three through seven.....90%
Semester day eight through fourteen.....80%
Semester day fifteen through twenty-one.....70%
Semester day twenty-two through twenty-eight 25%
Semester day twenty-nine and after..... No refund

Prior to the end of the: ..... Fall/Spring - Module Courses

First full day of classes offered.....100%
Second and third full day of classes offered 80%
Fourth & fifth full day of classes offered.....50%
After fifth day ..... No refund

Prior to the end of the: ..... May Term and Summer I & II

First full day of classes offered.....100%
Second and third full day of classes offered 80%
Fourth & fifth full day of classes offered.....50%
After fifth day ..... No refund

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

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

Individual Courses Dropped

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

Additional Information on Dropping Individual Courses

No refunds of block rate tuition will be made for a student beginning the semester as a fulltime student (12 or more hours), then dropping to part time (11 or fewer hours) after census date (8th class day). A student who must drop a course because of excessive absences, poor work, similar causes, withdraws without notice, is expelled, or asked to withdraw **is not entitled to a refund**. Failure to attend class or simply notifying an individual instructor **will not** be regarded as an official withdrawal.

Refund Policies and Definitions Required by Federal Regulations

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

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

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

Financial Aid Programs

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

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

The academic year begins on June 1 and ends on May 31. HPU offers two summer terms: Summer I and Summer II. The Summer I and Summer II sessions are combined into a single term for the purposes of financial aid. Enrollment status is based on the student's combined enrollment for all summer sessions. An

undergraduate student must be enrolled for a minimum of 12 hours during the combined summer sessions to be considered a full-time student. When combined, the summer sessions enrollment period becomes a "cross-over period" between award years. It is Howard Payne University's policy to always designate the summer sessions as part of the up-coming award year.

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

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

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

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

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Academic progress will be checked at the end of each semester. A student who does not meet the requirements will be placed on warning for one semester. A student who fails to meet the criteria to be removed from financial aid warning will be ineligible for financial aid consideration until such time as he/she earns sufficient hours and achieves the required minimum cumulative grade point average to meet the

criteria for satisfactory progress. Students placed on financial aid warning or suspension will be notified by mail (at the student's permanent address on file) after grades are released at the end of each payment period.

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

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

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

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

Qualitative Component (cumulative grade point average)

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

Maximum Time Frame

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

Quantitative "Pace" Component

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

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

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

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

COURSE INCOMPLETE

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

TRANSFER STUDENTS

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

NEW OR FORMER APPLICANT

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

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

Academic credit/hours earned through dual-credit, advanced placement, CLEP credit or credit earned through other nationally recognized testing agency examinations, and academic credit earned in a non-collegiate setting such as military service school or certain civilian employer training programs are considered in both "attempted" and "completed" hours when calculating the student's PACE.

COURSES NOT CONSIDERED FOR FINANCIAL AID FUNDING INCLUDE

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

EVAULATION AT THE END OF EACH PAYMENT PERIOD

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

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

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

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

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

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

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

APPEAL PROCESS AND CHECKLIST

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

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

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

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

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

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

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

- The student will be able to meet the satisfactory progress requirements by the end of the next payment,

OR

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

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

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

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

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

Readmission Under an Academic Plan: If a student is re-admitted to the University after a period of Academic and/or Financial Aid Suspension, the student will be placed on an Academic Plan under the supervision of an advisor in the Collegium. The Academic Plan will be designed to allow the student to regain good academic standing and meet the Financial Aid Satisfactory Progress requirements. The advisor will monitor and counsel the student while the Academic Plan is in effect. The student's academic records will be reviewed by the advisor in consultation with the Registrar's Office to determine classes that must be repeated and the length of the plan. Students who are re-admitted under this condition and have attempted more than 30 credit hours will be required to file a degree audit.

If the Appeal is Not Approved: A letter will be sent to the student providing the cumulative grade point average and the number of hours the student must achieve to regain federal and state financial aid eligibility. The student will need to consult with the Registrar's Office concerning any courses that will need to be repeated and/or transferred from another school.

COURSES NOT REQUIRD FOR DEGREE AND REPEATED COURSEWORK

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

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

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

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

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

HOW AN OFFICIAL WITHDRAWAL AFFECTS SATISFACTORY PROGRESS

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

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

FAILING ALL CLASSES EXCEPT SKILL COURSES

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

ENROLLMENT STATUS

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

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

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

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

CHANGE IN ENROLLED HOURS

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

Student Employment

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

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

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

The Federal Work-Study Program also offers off-campus employment opportunities to 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, Family Service Center, Boys and Girls Club, and Extended Day Reading Program. Other locations may be added.

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

Federal and State Grants

Federal Pell Grant: Public Law 92-318 and the Educational Amendments of 1972 established a program of “entitlement” grants which may provide up to $5,775 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 $4,000 per academic year, depending upon the availability of funds. Grants are made for one year only, and students must reapply in order that the institution can determine whether or not a subsequent grant can be made.

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

Federal and State Loan Programs

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

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

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

Federal Direct Loans: . Effective with the 2010-2011 award year the Federal Family Educational Loan Program (FFELP) was discontinued and the Federal Direct Loan replaced it. Under this program the U.S. Department of Education is your lender. This loan requires half-time (minimum of 6 credit hours per semester) enrollment.

The Federal Direct Loan provides both subsidized and unsubsidized student loans. For more information on these types of loans, go to www.StudentAid.gov/sub-unsub.

Direct Loans: First Time Borrower at HPU:

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

Direct Loans: Previous Borrower:

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

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

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

FEDERAL DIRECT PARENT LOAN (PLUS) CONFIRMATION PROCESS

The Master Promissory Note (MPN) is a very important contract between the parent borrower and the lender. The MPN allows borrowers to receive multiple Federal Direct Parent Loans (PLUS) over a ten (10) year period. After an MPN is submitted to the Department of Education, the parent is not required to complete a new MPN unless the MPN has expired. A parent will be defined as a "Previous Borrower" if all of the following conditions are met:

- Previously borrowed from the Federal Direct Parent Loan, and
- Has a valid Master Promissory Note (MPN) on file with the Department of Education as the lender.

To confirm that the parent wants to continue to receive parent loans under the original MPN, the parent must complete the Parent Loan (PLUS) Request and Authorization Statement. A credit approval process must be completed each academic year. It is also required that a new Parent (PLUS) Request and authorization Statement be completed for any additional loans requested during the same academic year. The parent has the right to complete a new MPN any time the parent borrows a PLUS.

If the parent needs a Parent Loan (PLUS) to finance another dependent student's education, the parent must complete a separate MPN.

STUDENT LOAN DEFERMENT INFORMATION

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

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

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

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

Additional information concerning loan amounts, interest rates and deferment provisions 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.

CONTACT INFORMATION FOR FSA STUDENT LOAN OMBUDSMAN

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

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

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

Via telephone: 877-557-2575

Via Fax: 202-275-0549

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

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

Merit-Based Scholarship Information for First-Year/Transfer Students 2016-2017 (Brownwood campus / Tuition Only)

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

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

STUDENTS ENROLLED PRIOR TO FALL 2016: For information on Academic/Merit Scholarships, please refer to the applicable catalog based upon your entry date to Howard Payne University.

MERIT-BASED SCHOLARSHIPS - These scholarships apply to students entering HPU during the 2016-2017 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.

Achievement Awards	HPU'S Investment In You	Annual Amount	Semester Amount	Eligibility Criteria / Renewal
Presidential Scholar	$62,000 over 4 years	$15,500	$7,750	Top 10% at an accredited high school OR 3.80 GPA AND an ACT of 29 OR an SAT of 1290 (Mathematics & Critical Reading Score Combined). *3.00 Cumulative GPA Required for Renewal*
Dean's Scholar	$58,000 over 4 years	$14,500	$7,250	Top 25% at an accredited high school OR 3.40 GPA AND ACT of 24 OR an SAT of 1090 (Mathematics & Critical Reading Score Combined).
Yellow Jacket Scholar	$56,000 over 4 years	$14,000	$7,000	Top 50% at an Accredited High School OR 2.50 GPA AND ACT of 19 OR an SAT of 910 (Mathematics & Critical Reading Score Combined).
Academic Incentive Grant	$24,000 over 4 years	$6,000	$3,000	Awarded to students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University.

Achievement Awards	HPU'S Investment In You	Annual Amount	Semester Amount	Eligibility Criteria / Renewal
Heart of Texas Scholarship Program for First-Year Students	$60,000 over 4 years	$15,000	$7,500	Awarded to 2016 high school students who graduate high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCulloch, Mills and San Saba counties. **Students must meet unconditional requirements at the university, and enroll full-time in the fall and spring semesters.**
Central Texas Scholarship Program for First-Year Students	$58,000 over 4 years	$14,500	$7,250	Awarded to 2016 high school students who graduate high school from one of the following counties: Bell, Blanco, Bosque, Burnet, Coke, Concho, Coryell, Erath, Fisher, Gillespie, Hamilton, Hill, Hood, Johnson, Jones, Kendall, Kerr, Kimble, Lampasas, Llano, Mason, McLennan, Menard, Nolan, Palo Pinto, Runnels, Schleicher, Shackelford, Somervell, Stephens, Sutton, Taylor, and Tom Green. **Students must meet unconditional admission requirements at the university, and enroll full-time in the fall and spring semesters.**
Legacy Scholarship Program for First-Year Students	$58,000 over 4 years	$14,500	$7,250	Awarded to 2016 high school graduates who have a parent or grandparent who graduated from Howard Payne University. **Students must meet unconditional requirements at the university, and enroll full-time in the fall and spring semesters.**
Guy D. Newman Honors Academy Awards	**HPU'S Investment In You**	**Annual Amount**	**Semester Amount**	**Eligibility Criteria / Renewal**
Academy Scholar Level I	Full Tuition	Full Tuition	Full Tuition	(Top 10% at an accredited high school OR 3.80 GPA) AND (ACT of 29 OR an SAT of 1290 [Mathematics & Verbal/Critical Reading Scores Combined]). A maximum of 5 awards will be made and an interview with the Director of the Academy is required. *3.25 Cumulative GPA Required for Renewal*

Guy D. Newman Honors Academy Awards	HPU'S Investment In You	Annual Amount	Semester Amount	Eligibility Criteria / Renewal
Academy Scholar Level II	$74,000 over 4 years	$18,500	$9,250	(Top 25% at an accredited high school OR 3.65 GPA) AND (ACT of 27 OR an SAT of 1200 [Mathematics & Verbal/Critical Reading Scores Combined]). Awards are limited and an interview with the Director of the Academy is required. *3.25 Cumulative GPA Required for Renewal*
Academy Scholar Level III	$66,000 over 4 years	$16,500	$8,250	(Top 33% at an Accredited High School OR 3.50 GPA) AND (ACT of 24 OR an SAT of 1090 [Mathematics & Verbal/Critical Reading Scores Combined]). Awards are limited and an interview with the Director of the Academy is required. *3.25 Cumulative GPA Required for Renewal*

Merit Based Scholarships for Transfer Students	Annual Amount	Semester Amount	Eligibility Criteria/Renewal
Presidential Transfer Scholarship	$15,500	$7,750	3.80 cumulative GPA based upon transferable credit from a regionally accredited institution. *3.0 Cumulative GPA Required for Renewal*
Dean's Transfer Scholar	$14,500	$7,250	3.40 cumulative GPA based upon transferable credit from a regionally accredited institution.
Yellow Jacket Transfer Scholar	$14,000	$7,000	2.00 cumulative GPA based upon transferable credit from a regionally accredited institution.
Academic Incentive Transfer Grant	$6,000	$3,000	Awarded to transfer students who demonstrate strong academic promise.
Heart of Texas Scholarship Program for Transfer Students	$15,000	$7,500	Awarded to first-time transfer students who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCulloch, Mills and San Saba counties. **Students must meet unconditional admission requirements at the university, and enroll full-time in the fall and spring semesters.**

Merit Based Scholarships for Transfer Students	Annual Amount	Semester Amount	Eligibility Criteria/Renewal
Central Texas Scholarship Program for Transfer Students	$14,500	$7,250	Awarded to first-time transfer students who graduated high school from one of the following counties: Bell, Blanco, Bosque, Burnet, Coke, Concho, Coryell, Erath, Fisher, Gillespie, Hamilton, Hill, Hood, Johnson, Jones, Kendall, Kerr, Kimble, Lampasas, Llano, Mason, McLennan, Menard, Palo Pinto, Runnels, Schleicher, Shackelford, Somervell, Stephens, Sutton, Taylor, and Tom Green. **Students must meet unconditional admission requirements at the university, and enroll full-time in the fall and spring semester**s.
Legacy Scholarship Program for Transfer Students	$14,500	$7,250	Awarded to first-time transfer students who have a parent or grandparent who graduated from Howard Payne University. **Students must meet unconditional admission requirements at the university, and enroll full-time in the fall and spring semester**s.

Scholarships

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

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

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

BAPTIST MINISTERIAL SCHOLARSHIPS: Baptist ministerial students applying for this scholarship must present a license, certification of ordination, or letter of certification from a Baptist church, and meet all

requirements set by the Baptist General Convention of Texas. Applications must be obtained from and approved by the dean of the School of Christian Studies prior to each registration period and cannot be made retroactive during a semester. The scholarship is paid by the Baptist General Convention of Texas.

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

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

ENDOWED SCHOLARSHIPS

Thanks to the generosity of alumni and friends, Howard Payne University has a number of endowed scholarships that support students attending Howard Payne University based on the criteria set by donors. For a complete listing of the active scholarship endowments please contact the Director of Development and Alumni Relations.

While most of the scholarship recipients for these endowed scholarships are determined by the Office of Financial Aid in conjunction with the Howard Payne University Business Office, a number of the endowed scholarships are distributed by various academic departments of the University such as the School of Music and Fine Arts and the School of Christianity. Students should be advised to contact the administrative assistant in their area of academic study to determine if endowed scholarships are be available through the department.

Instructions

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

Instructions for Veterans Affairs

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

Student Life

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

Student Conduct

Students are required to know and abide by the policies and regulations of the university. These policies are published in the Catalog and the Student Handbook, and electronic copies are available to every student. It is expected that students electing to attend Howard Payne University do so with the intent of being cooperative members of the university community. Because Howard Payne University is a Christian institution, students are expected to conduct themselves in accordance with Christian value systems both on and off campus.

There are four primary values which students agree to uphold by nature of their attendance at Howard Payne University:

1. Respect for Self
2. Respect for Others
3. Respect for the Environment
4. Respect for Authority

Students should consult the most recent Student Handbook for additional expectations, policies and procedures, however a few key policies are outlined below:

1. Howard Payne University values human dignity and worth; thus, respect for the thoughts, property and rights of others is expected.

2. The use or possession of illegal drugs, non-prescription hallucinatory drugs, or synthetic drugs is prohibited on or off campus. Possession of drug paraphernalia is also prohibited.

3. The use or possession of alcohol on campus, at a University-sponsored event or trip, or in any manner that violates municipal, county, state, or federal law is prohibited. Possession of alcohol related paraphernalia is also prohibited on campus.

4. Academic dishonesty, sexual impropriety, gambling, hazing, threatening and/or harassing behavior, and violence are not permitted. Firearms are not permitted on campus.

5. Students are expected to abide by local, state and federal laws as well as the moral standards of the

university community. The university will not seek or support special treatment for students who may be apprehended for violation of the law.

The standards apply to all students, both on and off campus, during the time of enrollment at Howard Payne University. The authority of the university is exercised over all student groups, organizations, and student activities to the extent necessary to safeguard the good name and well-being of Howard Payne University and its students and faculty. The conduct of each student is expected to uphold, not detract from, the good name of Howard Payne University. If it is determined that the conduct of a student, on or off campus, is reprehensible or detrimental to the best interests of the student, his/her fellow students, or the university, appropriate disciplinary action will be taken. The Dean of Students is responsible for addressing student conduct issues and concerns. Appeals of disciplinary sanctions are possible. The appeal process is outlined in the Student Handbook.

Student Representation

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

Student Complaint/Grievance Procedure

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

Chapel/Student Assembly

Chapel/Student Assembly is required of students attending Howard Payne University. The mission of chapel is to promote a vibrant relationship with Jesus Christ through a praise and worship format. Chapel services are structured to provide students with the opportunity to hear inspirational speakers/programs that will encourage them in their spiritual journey of faith. Occasionally, a student assembly will be held for the purpose of promoting cultural awareness, academic life, student activities, and world events in a setting that integrates faith and life.

Four semesters, or credits, of chapel/student assembly attendance are required for graduation from Howard Payne University. Chapel services and student assemblies are offered throughout the semester according to a published schedule. Consult the Student Handbook for more information about Chapel/Student Assembly.

Residence Life

Howard Payne University maintains residential communities as a part of the total educational experience available to students. There are three residence halls: Jennings Hall, Taylor Thomas Hall, and Veda Hodge Hall. There are two campus apartment communities: Newbury Place Apartments and Smith Bell Duplexes.

Residence Halls

The residence halls provide a supportive framework for intellectual and social development and extend learning beyond the classroom. For this reason, all full-time, unmarried students not living with parents must

live in a university residence hall until four (4) full semesters (i.e., fall and spring semesters) or 60 verifiable credit hours are completed or the student reaches 22 years of age. All students living in residence halls must purchase a resident meal plan.

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

Apartments & Duplexes

The apartments and duplexes provide opportunities for connection and community for upperclassmen. Students who have completed four (4) full semesters or 60 credit hours are eligible to live in university apartments/duplexes. Students living in university apartments/duplexes are not required to purchase a resident meal plan.

Student Responsibility

Students who live on campus are responsible for the payment of the housing rates established by the university. Any resident who moves from a campus residence without university permission is held financially responsible for the full financial term agreed upon by the resident and the university.

Housing Deposit

All students applying for admission to university housing must submit a $100 deposit to the Office of Student Life (along with the appropriate housing application) which will be held as security for damages. Any unused portion will be refunded on written request within 60 days after properly checking out of the residence. The deposit will not be refunded until the student has cleared all financial obligations to the university and requested the deposit. If the housing deposit is not requested within one year of vacating university housing, the deposit will be forfeited into a general scholarship account.

Additional policies and procedures pertaining to residence life and housing are located in the Student Handbook.

Dining Services

Dining services are provided by Sodexo Campus Services through the Beadel Dining Hall and Fambrough's. All students living in the residence halls must participate in the dining plan. Students can select the 12, 15, or 21 meal plans based on the number of meals they desire to eat in Beadel Dining Hall each week. Unused meals are forfeited as the plan rolls back to the starting number each Monday morning. Unused Jacket Bucks roll over from the fall semester to the spring semester. However, all Jacket Bucks must be used by the end of the spring semester. Unused Stinger Bucks will roll over continuously from semester to semester until the student is no longer enrolled at the University, at which time any unused Stinger Bucks will be forfeited. Additional meal plan options are available for students residing in the campus apartments/ duplexes or off campus.

Requests for special diets or specific foods should be coordinated with the dining services manager. Dining Services would prefer to receive these requests prior to the student's arrival on campus, but they will work to accommodate requests as needs arise. A physician's recommendation may be requested to guide menu planning.

Students, faculty, staff, and guests may enjoy dining services during the hours listed below:

Beadel Dining Hall hours are:

Monday through Thursday ..... 7:00 AM to 7:00 PM (Continuous Service)
Friday ..... 7:00 AM to 6:30 PM (Continuous Service)
Continental Breakfast ..... Ends at 11:00 AM
Soup & Sandwich ..... Ends at 5:00 PM

Saturday and Sunday
Breakfast ..... 8:00 AM to 11:00 AM
Brunch ..... 11:00 AM to 1:00 PM
Dinner ..... 5:00 PM to 6:30 PM

Fambrough's hours are:

Monday through Friday ..... 8:00 AM to 11:00 PM
Saturday ..... 11:00 AM to 11:00 PM
Sunday ..... 6:00 PM to 11:00 PM

Parking Policy

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 student. The university is not responsible for fire, theft, damage to, or loss of personal property, or vehicles parked or operated on the university campus.

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

Personal Wellness

Counseling Services

Counseling is available for HPU students through the University Counselor, a Licensed Professional Counselor. Counseling areas may include family crises (death or divorce in the family), relationship problems, roommate problems, tension (headaches, fatigue, insomnia, stomach troubles), eating disorders, depression, anxiety, stress, drug or alcohol problems, time management or concerns related to academic studies and career possibilities. Additional counseling services related to academics and career investigation are available through The Collegium.

Health Services

The University Nurse maintains office hours for consultation on minor ailments and first aid at no cost to the student. Prescription medicine and injections may be given on orders of a physician, but the student must pay for all medicine and physician charges. Allergy shots must be given in a physician's office or medical facility and will not be given on the HPU campus.

If a student needs to see a physician, the student is responsible for selecting a physician and payment. If a student does not have a local physician, the nurse will help make arrangements when requested. In the event of an emergency, students will be sent to the hospital emergency room.

A student diagnosed with a contagious disease must make arrangements to leave campus housing until recovered. When a student leaves the housing facility due to a contagious disease, he/she must obtain a

statement from a physician certifying that he/she is free of the contagion and present that statement to the Office of Student Life before returning to the facility. Students desiring academic accommodations due to health conditions, injuries, or illnesses should contact the Office of Learning Assistance.

The Wellness Center

The Elliston-Cassle Wellness Center provides Howard Payne University employees, their dependents, and students with a multipurpose facility for recreation, education and fitness. The university promotes a positive wellness lifestyle as part of the total educational experience by providing cardio respiratory fitness equipment, free weights, weight machines, table tennis, a walking track and gymnasium. The Wellness Center provides facilities for individual use, classes, intramural play and kinesiology laboratory experiences. An official university identification card is required to access and utilize the Wellness Center.

Campus Involvement

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

Eligibility for Extracurricular Activities

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

Intramurals

The HPU Intramural Program provides team and individual recreational competitions designed to build relationships, develop positive sportsmanship, and promote health and wellness among students, faculty, and staff. Participation in intramurals is a great way to make friends and interact with members of the HPU community.

Student Government Association

The Student Government Association consists of all students who are enrolled in undergraduate and graduate classes at Howard Payne. SGA officers and representatives, elected by the student body, function as the official voice of the student body and act as a liaisons between the students and the university administration.

Student Organizations

All student organizations must have a charter or constitution approved by the Office of Student Life and the Student Government Association. Students are not permitted to establish new organizations without chartering them through the designated channels. The following organizations are presently operating within the framework of the university.

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

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

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

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

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

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

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

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

CRIMINAL JUSTICE CLUB - A club to further acquaint and teach members about the different aspects of criminal justice, and to get members involved and acquainted with professionals in the field.

EXERCISE & SPORTS SCIENCE CLUB - A club designed to better ourselves in preparation for professions dealing with health, fitness, and recreation

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

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

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

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

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

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

PSI CHI - An international honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.

PHI BETA LAMBDA - An international business society.

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

STUDENT ACTIVITIES COUNCIL - The university's student-operated programming organization responsible for planning, coordinating, and hosting events for the student body that are entertaining, engaging, and educational.

STUDENT NURSING ASSOCIATION - An organization designed to enhance the experience of nursing school in a positive way for all Nursing Department students through educational, spiritual, and philanthropic opportunities incorporating community and a Christian world view.

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

“Open" (O) Organizations

ANIME, GAMING, TRADITIONAL (AGT) - The purpose of this organization is to make and strengthen friendships through a medium of entertainment not expressed by other organizations of HPU.

ARCHERY CLUB - An organization to promote the sports of archery for both hobby and competitive events, to teach the skills needed to safely do archery events, to share the sport with youth, and to use archery as an avenue to share the gospel of Jesus Christ.

EL CLUB DE ESPAÑOL – An organization to promote peace through understanding among all people of different ethnicities, to celebrate Hispanic culture and endorse interest in the study of Spanish, and to engage in cultural activities and participate in services to our community.

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

GURL GUIDE - An organization striving to inspire, support, and encourage teenage girls in Brown County throughout the struggles of today's issues by means of mentorship.

RATIO CHRISTI - An organization that equips students to give historical, philosophical, and scientific reasons for following Jesus Christ.

“Local Greek" (G) Organizations

CHI ALPHA OMEGA - A sorority that emphasizes school spirit, Christian fellowship, and lasting sisterhood.

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

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

PI THETA CHI - A sorority designed to promote service, good character, and the Christian faith.

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

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

Intercollegiate Athletics

Statement of Purpose

In order to achieve the mission of Howard Payne University through athletics, we view every student athlete as a distinct gift from God who is entrusted to our care. We 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, include:

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

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

Student-athletes at Howard Payne University are given the same considerations as all other students on campus. Admission to the university is granted through the Office of Enrollment 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 University'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 serves the university by providing entertainment and establishing a common ground of interest which will draw individuals together in support of the various sports activities.

Visibility/Public Relations

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

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

Recruiting

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

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

American Southwest Conference

Howard Payne University is a member of the American Southwest Conference (ASC), a non-scholarship athletic conference, which also includes: The University of Mary Hardin-Baylor, Belton; Sul Ross State University, Alpine; University of the Ozarks, Clarksville, AR.; Hardin-Simmons University, Abilene; McMurry University, Abilene; Concordia University, Austin; East Texas Baptist University, Marshall; LeTourneau University, Longview; University of Texas at Tyler, Tyler; University of Texas at Dallas, Richardson; and Louisiana College, Pineville, LA; Belhaven University; Jackson, MS. 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 male athletes compete in football, basketball, tennis, soccer, baseball and golf.

Athletics—Women

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

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 designed by a staff of students led by a student editor and a faculty adviser. Beginning with the 2013-14 school year, the yearbook will be available in a digital format only. This new format is expected to be available on the HPU website. The digital yearbook's content - student life, organizations and sports - will remain the same. The goal of the yearbook is to capture the school year in photos and serve as a historical record for HPU.

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

The Yellow Jacket. A newspaper is published approximately six times per long semester by the university for covering campus news and furnishing students a medium for the expression of journalistic talent. The Yellow Jacket is available on the HPU website as well as in a printed edition.

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

Academic Information

Degrees Granted

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

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

General Education Requirement: a core of broad-based courses designed to provide experiences in communication, humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and physical education. *Students who complete general education courses at other institutions should refer to the statement on transfer of general education courses on page 87 of the Catalog.*

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

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

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

Following the general education curriculum, students engage in discipline-specific education that allows for advanced subject matter proficiency. In addition to the general education and at least one discipline-specific field of study, students are afforded general electives that are taken to pursue personal and pre-professional interests. Through this educational process, students are prepared to move into career fields of their choice or continue to more advanced study in graduate or professional schools.

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

- understanding of biblical principles and the tools for personal, physical and spiritual wellness;
- ability to communicate in a variety of modes and media;

- ability to apply the conventions of scientific and mathematical reasoning to analysis and problem-solving;
- appreciation for the arts, culture and citizenship, both locally and globally.

The following courses are determined to accomplish General Education requirements:

- Biblical Principles and the Tools for Personal, Physical and Spiritual Wellness
  - GEN 1101 University Seminar ..... 1 hours
  - BIB 1303 Introduction to the Old Testament ..... 3 hours
  - BIB 1304 Introduction to the New Testament ..... 3 hours
  - KIN 1100 Wellness Course (1 hour, 2 activity) ..... 3 hours
  - GEN 4100 Senior Seminar ..... 1 hours

- Communicate in a Variety of Modes and Media
  - COM 1310 Fundamentals of Human Communication ..... 3 hours
  - ENG 1311 English Composition I ..... 3 hours
  - ENG 1312 English Composition II ..... 3 hours

- Scientific and Mathematical Reasoning
  - College Algebra or higher ..... 3 hours
  - Lab Science ..... 4 hours

- Arts, Culture and Citizenship
  - Literature ..... 3 hours
  - History ..... 3 hours
  - GOV 2311 American Government ..... 3 hours
  - Social Science (PSY, SOC, HIS, or GOV) ..... 3 hours
  - Fine Arts Appreciation course ..... 3 hours

Total General Education Hours 42 hours

Additional Degree Requirements

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

BACHELOR OF SCIENCE DEGREE-GENERAL EDUCATION ..... 42 hours
BS - ADDITIONAL DEGREE REQUIREMENTS ..... 12 hours
At least 12 hours including 1 lab science, and 1 math beyond College Algebra -
The remaining hours will be chosen from CIS, MAT, or Science

BACHELOR OF BUSINESS ADMINISTRATION-GENERAL EDUCATION ..... 42 hours
BBA - ADDITIONAL DEGREE REQUIREMENTS ..... 9 hours
9 hours Mathematics and Computer Information Systems

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

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

BACHELOR OF APPLIED ARTS AND SCIENCES-GENERAL EDUCATION .....42 hours
BAAS - ADDITIONAL DEGREE REQUIREMENTS.....0 hours

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

- Take CIS 1339 Introduction to Information Technology
- Take a nationally-normed computer proficiency exam and make a satisfactory score on it.
- Take a course in the major that has been designated as technology intensive (For Music majors: MUS 1371 Music Technology; for Education majors: EDU 4375 Portfolio and Technology Applications; for Honors Academy, History, and Government majors: GOV 2308/HIS 2308 Research in the Social Sciences; for Nursing majors: NUR 4343 Theory Development and Research in Nursing).

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

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

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

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

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

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

General Requirements for Degrees

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

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

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

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

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

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

To fulfill the General Education requirement for 2 hours Kinesiology activities, students must choose two semester hours from the approved list of Class A, Class B, Class C, or University Band courses found on pages 73-74. PLEASE NOTE: Only four hours KIN activity courses may be counted toward a degree.

To fulfill the General Education requirement for 4 hours of lab science, students must choose four semester hours from the approved list of Life Science (Biology) or Physical Science (Chemistry, Geology, Physical Science, or Physics) courses found on page 74.

To fulfill the General Education social science requirement, students must choose three semester hours from the approved list of courses found on page 74.

To fulfill the General Education fine arts appreciation requirement, students must choose three semester hours from the approved list of courses found on page 75.

To fulfill the technology requirement, students must choose three semester hours from the approved list of courses found on page 75.

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

General Graduation Requirements

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

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

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

Degree Requirements

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

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

2. Complete in-residence a minimum of twenty-five percent of the credit hours required for the degree.

3. Complete a minimum of eighteen (18) upper-level semester hours for a bachelor's degree. Twelve (12) of the eighteen upper-level hours are required in the major and six (6) in the minor, if chosen.

1. Have an overall cumulative grade point average of 2.00 or better and a minimum cumulative grade point average of 2.50 in the major, teaching field, specialization, or concentration. A minor, if one is chosen, must have a cumulative grade point average of 2.00.

2. Complete GEN 1101 University Seminar or an equivalent course, four chapel/student assembly credits, and GEN 4100 Senior Seminar.

3. Limit the number of semester hours from credit by examination (including Advanced Placement, CLEP, or other nationally recognized examinations), or credit for military and civilian training to no more than thirty semester hours for a bachelor's degree and no more than 15 semester hours for an associate's degree.

7. Transfer students must complete a minimum of 62 non-junior college hours. Non-junior college hours may include senior college or university hours, ACE Guide credit, military credit, civilian training credit, and CLEP testing.

8. File with the Office of the Registrar an application for graduation by September 1 for the December Commencement, by February 1 for the May Commencement, by April 1 for August Commencement.

Requirements for Teacher Certification

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

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

Other Undergraduate Degrees

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

EXTENSION CENTERS

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

EL PASO CENTER

The El Paso Center offers degrees in business administration, Christian studies, criminal justice and general studies. Students may also choose to pursue their Master of Business Administration or Master of Education in Instructional Leadership degrees.

NEW BRAUNFELS CENTER

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

Graduate Studies

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

Degree Audit Required

An official degree audit must be filed by each student by the time he/she completes sixty hours.

Students must accept the responsibility for filing degree audits on time and accept the consequences for late filing. A student who has completed sixty hours and has not filed a degree audit may be delayed from registering for additional courses until a degree audit is filed.

For teacher education candidates, the degree audit must be filed prior to admission to the teacher education program.

A degree audit request is submitted to the Office of the Registrar by the student. The degree audit is official when submitted with the signature of the student, the student's advisor, the department head of the major, the department head of the minor, and the school dean of the major. **The appropriate department head and dean must approve course substitutions.**

If the student is seeking teacher certification, the teacher certification officer's signature must also be obtained.

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

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

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

Graduate program students are required to file an official degree audit within their first semester of enrollment.

Catalog of Graduation

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

Kinesiology Activity Requirement

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

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

The following courses will fulfill the kinesiology activity requirement.

CLASS A Activities:

KIN 1101 Beginning Alpine Skiing/Snowboarding
KIN 1103 Basic Canoeing
KIN 1105 Advanced Alpine Skiing/Snowboarding
KIN 1111 Walking and Jogging
KIN 1112 Aerobic Dance
KIN 1113 Weight Training
KIN 1137 Beginning Surfing
KIN 1149 Adapted Physical Activity
KIN 1151 Intermediate Surfing
KIN 1152 Advanced Surfing
KIN 1114 Aqua Fitness
KIN 1116 Beginning Rock Climbing
KIN 1117 Intermediate Rock Climbing
KIN 1118 Advanced Rock Climbing
KIN 1120 Intermediate Alpine Skiing/Snowboarding
KIN 1134 Swimming
KIN 1180 Pilates on the Reformer
KIN 1184 Yoga
KIN 1190 Dance, Level 1
KIN 1194 Zumba

CLASS B Activities:

KIN 1102 Beginning Scuba
KIN 1104 Advanced Scuba
KIN 1106 Scuba: Rescue Diver
KIN 1115 H-Games
KIN 1121 Basketball
KIN 1122 Volleyball
KIN 1123 Soccer
KIN 1125 Beginning Paintball
KIN 1126 Intermediate Paintball
KIN 1127 Advanced Paintball
KIN 1131 Beginning Tennis
KIN 1135 Bowling
KIN 1136 Badminton/Pickleball
KIN 1140 Golf
KIN 3120 Team Activities

CLASS C Activities:

KIN 1142 Varsity Athletics

UNIVERSITY BAND:

MUS 1192 University Band
MUS 2192 University Band
MUS 3192 University Band
MUS 4192 University Band

Life Science or Physical Science Requirement

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

BIO 1409 Biological Science
BIO 1410 Human Biology
BIO 1459 General Biology
CHE 1429 Fundamentals of Chemistry
CHE 1430 Introduction to General, Organic and Biological Chemistry
CHE 1479 General Chemistry I
FRS 2479 Introduction to Forensic Science
GEO 1419 Physical Geology
GEO 1449 Environmental Geology
PHY 1419 General Physics I
PSC 1409 Principles of Astronomy
PSC 1429 Earth Science, Chemistry and Weather
PSC 1439 Science of Music
PSC 1449 Meteorology, Weather and Climate

Social Science Requirement

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

HIS 1310 United States History to 1877
HIS 1320 United States History Since 1877
HIS 2310 Western Civilization I
HIS 2320 Western Civilization II
HIS 2330 Non-Western Civilization
GOV 2390 Legislative Process: Federal, State, & Local
GOV 2340 Social Studies of Texas
PSY 1311 Introduction to Psychology
SOC 1311 Introduction to Sociology

Fine Arts Appreciation Requirement

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

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

Technology Component

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

CIS 1339 Introduction to Information Technology
GOV 2308 Research & Writing in the Social Sciences
MUS 1371 Music Technology
EDU 4375 Portfolio and Technology Applications
NUR 4343 Theory Development and Research in Nursing

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
MAT 1332 Contemporary Mathematics ***(*see note below),*** MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I, or higher ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
History ..... 3 hours
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list ..... 3 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements ..... 12 hours

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

Technology Component ..... 3 hours

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

** MAT 1332 does not fulfill the General Education math requirement for any BA education major*

MAJOR ..... 30-36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (WITH OPTIONAL MINOR) ..... 7-19 hours
ELECTIVES (WITHOUT OPTIONAL MINOR) ..... 31-37 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF ARTS DEGREE

HONORS ACADEMY
- with a Second Major
  - Bible
  - Biblical Languages
  - Biology
  - Christian Education
  - Criminal Justice
  - Elementary Education
  - English
  - Family Studies
  - Forensic Science
  - History
  - Psychology
  - Social Science
  - Social Studies
  - Social Work
  - Youth Ministry

BIBLE

BIBLICAL LANGUAGES

BIOLOGY

CHEMISTRY - Standard

CHEMISTRY - Biochemistry

CHRISTIAN EDUCATION

COMMUNICATION STUDIES
- with an Area of Specialization:
  - Public & Media Communication

CRIMINAL JUSTICE
- with Areas of Emphasis:
  - Restorative Justice
  - Forensic Science

CROSS CULTURAL STUDIES

EDUCATION
- **ELEMENTARY EDUCATION–EC - GRD 6**
- **MIDDLE SCHOOL - GRD 4–GRD 8**
  - with Subject Concentration in:
    - English Language Arts & Reading
    - Mathematics
    - Science
    - Social Studies
- **HIGH SCHOOL - GRD 7-GRD 12**
  - with Teaching Fields:
    - English Language Arts & Reading
    - History
    - Life Science
    - Mathematics
    - Physical Science
    - Social Studies Composite
    - Speech Communication
- **ALL-LEVEL - EC-GRD 12**
  - with Teaching Fields:
    - Art
    - Spanish
    - Theatre Arts

ENGLISH

FAMILY STUDIES

FORENSIC SCIENCE
- with Concentrations:
  - Criminal Justice
  - Chemistry

HISTORY

INTERDISCIPLINARY STUDIES

LIBERAL ARTS AND SCIENCES

MATHEMATICS

MUSIC
- with Concentration:
  - Instrumental
  - Organ
  - Piano
  - Voice

PRACTICAL THEOLOGY

PSYCHOLOGY
- with Specialty Tracks:
  - General Psychology
  - Counseling / Clinical Psychology
  - Family Psychology
  - Industrial/Organizational Psychology
  - Psychology & Ministry

SOCIAL SCIENCE
- with Areas of Emphasis:
  - American Political Studies
  - Global Studies
  - Jurisprudence

SOCIAL WORK

SPANISH

STUDIO ART

THEATRE

YOUTH MINISTRY

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

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

Total General Education ..... 42 hours

MAT 1332 does not fulfill the General Education math requirement for any BS degree

Additional Degree Requirements ..... 12 hours

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

Technology Component ..... 3 hours

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

MAJOR ..... 30-36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (WITH OPTIONAL MINOR) ..... 7-19 hours
ELECTIVES (WITHOUT OPTIONAL MINOR) ..... 31-37 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

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

MAJORS UNDER THE BACHELOR OF SCIENCE DEGREE

HONORS ACADEMY
with a Second Major
Biology
Business Administration
Criminal Justice
Elementary Education
Family Studies
Forensic Science
Psychology
Social Science
Social Studies
Social Work
ATHLETIC TRAINING
BIOLOGY
BUSINESS ADMINISTRATION
CHEMISTRY - Standard
CHEMISTRY - Biochemistry
COMMUNICATION STUDIES
with an Area of Specialization:
Public & Media Communication
COMPUTER INFORMATION SYSTEMS
CRIMINAL JUSTICE
with Areas of Emphasis:
Restorative Justice
Forensic Science
EDUCATION
ELEMENTARY EDUCATION - EC-GRD 6
MIDDLE SCHOOL - GRD 4-GRD 8
with Subject Concentration in:
Mathematics
Science
Social Studies
HIGH SCHOOL - GRD 7-GRD 12
with Teaching Fields:
Business Education
Technology Applications
Life Science
Mathematics
Physical Science
Speech Communication
ALL-LEVEL - EC-GRD 12
with Teaching Fields:
Art
Physical Education
Theatre Arts
ENGINEERING SCIENCE
FAMILY STUDIES
FORENSIC SCIENCE
with Concentrations:
Criminal Justice
Chemistry
INTERDISCIPLINARY STUDIES
KINESIOLOGY
with Area of Interest:
Personal Trainer
MATHEMATICS
PSYCHOLOGY
with Specialty Tracks:
General Psychology
Counseling / Clinical Psychology
Family Psychology
Industrial/Organizational Psychology
Psychology & Ministry
SOCIAL SCIENCE
with Areas of Emphasis:
American Political Studies
Global Studies
Jurisprudence
SOCIAL WORK
STUDIO ART
THEATRE

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

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

Total General Education ..... 42 hours

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

MAT 1332 does not fulfill the General Education math requirement for any BBA degree

Additional Degree Requirements ..... 9 hours

CIS 1339 Introduction to Information Technology ..... 3 hours
CIS 2310 Business Applications in Excel ..... 3 hours
MAT 2342 Introduction to Probability and Statistics, or MAT 2365 Mathematics for Business & Social Sciences II ..... 3 hours

BUSINESS CORE ..... 36 hours
MAJOR ..... 21-33 hours
ELECTIVES ..... 4-16 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE

ACCOUNTING

ACCOUNTING with Finance Emphasis

MANAGEMENT

MANAGEMENT INFORMATION SYSTEMS

MARKETING

HONORS ACADEMY with a Second Major
Accounting
Management

BACHELOR OF MUSIC DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
MAT 1332 Contemporary Mathematics ***(*see note below),*** MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I, or higher ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
History** ..... 3 hours
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list ..... 3 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

**MAT 1332 does not fulfill the General Education math requirement for any BM education major*

*****Students pursuing a BM degree must complete MUS 3353 Music History III to fulfill the General Education History requirement***

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

MAJORS UNDER THE BACHELOR OF MUSIC DEGREE

CHURCH MUSIC AND WORSHIP

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

PIANO with an emphasis in Pedagogy

PERFORMANCE: INSTRUMENTAL CONCENTRATION (NON-KEYBOARD)

PERFORMANCE: ORGAN CONCENTRATION

PERFORMANCE: PIANO CONCENTRATION

PERFORMANCE: VOICE CONCENTRATION

BACHELOR OF SCIENCE IN NURSING DEGREE

GENERAL EDUCATION CURRICULUM

GENERAL EDUCATION

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

Total General Education ..... 42 hours

Technology Component ..... 3 hours

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

MAJOR ..... 82 (85)* hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (WITH OPTIONAL MINOR) ..... 0 hours
ELECTIVES (WITHOUT OPTIONAL MINOR) ..... 0 hours

TOTAL HOURS IN DEGREE PROGRAM 127 hours

**NUR 4343 may be used to fulfill both the technology component and 3 hours of transitions courses under the RN to BSN major.*

MAJORS UNDER THE BACHELOR OF SCIENCE IN NURSING DEGREE

Registered Nurse to Bachelor of Science in Nursing

BACHELOR OF APPLIED ARTS AND SCIENCES DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
MAT 1332 Contemporary Mathematics**,** MAT 1351 College Algebra,
MAT 1365 Mathematics for Business & Social Sciences I, or higher ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
History ..... 3 hours
GOV 2311 American Government ..... 3 hours
Social Science - PSY, SOC, HIS, or GOV chosen from the approved list ..... 3 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

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

MAJOR ..... 33-40 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (WITH OPTIONAL MINOR) ..... 15-31 hours
ELECTIVES (WITHOUT OPTIONAL MINOR) ..... 39-49 hours

TOTAL HOURS IN DEGREE PROGRAM 124 hours

MAJORS UNDER THE BACHELOR OF APPLIED ARTS AND SCIENCE DEGREE

BUSINESS ADMINISTRATION

CRIMINAL JUSTICE
with Areas of Emphasis:
Restorative Justice
Forensic Science

GENERAL STUDIES

CHRISTIAN STUDIES
with Concentrations:
Bible
Biblical Languages
Christian Education
Cross-Cultural Studies
Practical Theology
Youth Ministry
Composite of Christian Studies Courses

Bachelor of Applied Arts and Sciences

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

Specific Requirements for the Degree

- Sixty-six hours of college-level credits earned at a junior college are applicable to this degree.

- A maximum of thirty semester hours may be accepted in this program by a combination of assessed evaluation or credit by examination. Credit by examination may be obtained through sources such as CLEP. Students may contact the Office of Academic Testing to obtain additional information about the availability of tests and about sites where the tests may be taken.

- Technical/vocational courses will be accepted **only as elective credit** from accredited vocational/ technical schools, or by assessment of credit accomplished in a non-collegiate setting (see page 92 for additional information on credit accepted from civilian training programs such as law enforcement training under TCOLE), which has been evaluated and recommended for credit by an organization generally recognized as an authority within higher education, such as the American Council on Education.

- This degree might be used for a post-baccalaureate teacher certification program. Additional information regarding a post-baccalaureate certification program may be found in the School of Education section of this catalog.

Majors and Composite Majors

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

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

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

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

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

Bachelor of Applied Arts and Sciences
Semester Hour Requirements

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

Bachelor of Applied Arts and Sciences in General Studies

GENERAL EDUCATION (Bachelor of Applied Arts & Sciences) see pg. 90 ..... 42 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - General Studies ..... 40 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 15-21 hours
ELECTIVES (without optional minor) ..... 39 hours
Total Hours in Degree Program 124 hours

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

Liberal Arts and Sciences Major under the Bachelor of Arts Degree

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

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

Since the Liberal Arts and Sciences major leads to a Bachelor of Arts degree, the student is required to take 12 hours of a modern foreign language or 12 hours of biblical languages. Additionally, liberal arts and sciences majors are required to develop a related minor consisting of: PTH 2311 Introduction to Theological Reflection; PTH 4333 Theology and Culture; and 12 hours in any academic discipline (except teacher certification); a minimum of six hours must be upper division. The structure of this major, coupled with the minor related area, gives the student four areas of concentration and a foreign language.

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

BACHELOR OF ARTS IN LIBERAL ARTS AND SCIENCES

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Liberal Arts and Sciences majors must choose the 12 hours of language option
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
MAJOR - Liberal Arts and Sciences ..... 36 hours
MINOR RELATED AREA ..... 18 hours
ELECTIVES ..... 13 hours
Total Hours in Degree Program 124 hours

Major ..... 36 hours
Area #1 ..... 12 hours
12 hours in any academic discipline from the School of Humanities, the School of Music and Fine Arts, or the School of Science and Mathematics; six hours must be upper division.
Area #2 ..... 12 hours
12 hours in any academic discipline from the School of Humanities, the School of Music and Fine Arts, or the School of Science and Mathematics; six hours must be upper division.
Area #3 ..... 12 hours
12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division
Minor Related Area ..... 18 hours
PTH 2311 Introduction to Theological Reflections ..... 3 hours
PTH 4333 Theology and Culture ..... 3 hours
Area #4 ..... 12 hours
12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division

Choosing a Minor

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

MINORS

SCHOOL OF BUSINESS

Accounting
Business
Computer Information Systems
Economics
International Business
Marketing

SCHOOL OF CHRISTIAN STUDIES
- Bible
- Biblical Languages
- Christian Education
- Cross-Cultural Studies
- Practical Theology
- Youth Ministry

SCHOOL OF EDUCATION
- Athletic Training
- Kinesiology /Fitness Leadership
- Kinesiology /Coaching
- Recreation
- Outdoor Recreation Leadership
- Recreation for Youth Ministry

SCHOOL OF HUMANITIES
- English
- English Writing
- Spanish
- History

SCHOOL OF HUMANITIES cont.
- Social Science
- Psychology
- Family Studies
- Criminal Justice
- Sociology

SCHOOL OF MUSIC & FINE ARTS
- Art
- Communication Studies
- Journalism
- Music
- Theatre

SCHOOL OF SCIENCE & MATHEMATICS
- Applied Physics
- Biology
- Biomedical Sciences
- Chemistry
- Forensic Science
- Health Science
- Mathematics

Sources of Academic Credit

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

• **Transfer credit.** Howard Payne University will consider credits from these sources: A post-secondary institution accredited by one of the six regional accrediting associations; at the time the credits were earned. Non-collegiate settings, which are recognized by the American Council of Education. Work must parallel courses taught at Howard Payne University. Acceptance of credits transferred from institutions accredited by a professional accrediting association approved by the Council on Higher Education Accreditation (CHEA) will be made on a case-by-case basis.

• **Credit by examination.** Credit may be earned through tests administered by one of the nationally recognized testing agencies such as CLEP.

• **Departmental challenge examinations.** The faculty in various departments within the university may prepare and administer credit examinations for specific courses in the Howard Payne University curriculum in those instances where a national examination that corresponds to the academic content of the specific course is unavailable.

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

- **International Baccalaureate Diploma Programme.** Credit may be awarded for higher level (HL) International Baccalaureate courses completed with a grade of 5 or higher by students who complete the IB Diploma Program and submit a transcript of their grades.

- **International transfer credit.** Credit proposed to be transferred to Howard Payne University from an educational institution outside the United States must be evaluated by a service provider that specializes in the evaluation of international transcripts. Such an evaluation will produce a translation of the original transcript, an evaluation of the educational level of all coursework, and other information that is necessary to make appropriate transfer decisions. The evaluation of international transcripts must be course-by-course.

Transfer of Credit

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

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

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

All work accepted from another college or university becomes a part of the student's permanent academic record at HPU. Coursework transferred or accepted for credit toward a degree must be completed at an institution accredited as degree-granting by a post-secondary regional accrediting commission at the time the student completed the coursework. Subject to specific degree requirements, work may or may not be acceptable toward a degree. If HPU requires a minimum grade for a course, the same minimum grade will be required for transfer work. A listing of courses, which may meet general education requirements at Howard Payne University, offered by Texas community colleges and universities, is available in the **Appendix** under **Texas Common Course Numbering System**.

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

The Request for Transfer Course Approval is critical for Howard Payne University students repeating a course or courses at another college or university. To be counted as a repeat, the transfer course must be an exact match to the HPU course. Students who need to improve their cumulative grade point average must repeat courses at HPU. Courses repeated at other institutions are accepted as semester hour credit only which does not result in an improved cumulative grade point average.

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

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

Acceptance of vocational/technical credits, transferred from degree-granting institutions recognized by one of the six regional accrediting agencies or institutions accredited by a professional accrediting association approved by the Council on Higher Education Accreditation (CHEA), will be made on a case-by-case basis. Credit will not be awarded from unaccredited technical schools or commercial colleges. Vocational/Technical credit may be applied as elective credit only in the Bachelor of Applied Arts and Sciences degree. The credit is not applicable to any other degree program offered.

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

Howard Payne University Residence Requirement

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

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

Detailed information regarding HPU's Transfer Credit Evaluation Policy and Procedure is available in the Appendix, page 381.

Concurrent Enrollment at Other Institutions

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

Credit by Examination

Howard Payne University encourages academically gifted students by providing a system of earning credit through examination. These examinations do not satisfy residence requirements and will not be made a part of the student's transcript until the student has successfully completed twelve semester hours of college work at Howard Payne University. Students who have taken or plan to take such advanced standing examinations as Advanced Placement, CLEP or other nationally-recognized examinations are encouraged to

submit scores or contact the Office of the Registrar. A maximum of 30 semester hours from CLEP, and AP scores may be applied toward a degree. A list of CLEP and AP Subject tests and required scores may be found in the appendix of this catalog. CLEP or AP credit awarded by another institution is not automatically accepted in transfer by Howard Payne University. Students wishing to transfer CLEP or AP credit must provide an official score report for evaluation based on HPU's score requirement.

College Level Examination Program (CLEP)

1. Any student enrolled in Howard Payne is eligible for the tests which are subject to approval by the specific school and department in which the subject appears.

2. **No course attempted in class may be repeated by advanced standing examination.**

3. An unacceptable score on an advanced standing examination requires that the student take the appropriate class if it is required on the degree audit.

4. Howard Payne University does not accept CLEP general tests.

5. Tests are administered by Howard Payne University's academic testing services.

6. Credit will be granted for examination scores that are equivalent to a grade of "C" or better. A grade of "CR" will be given, not a letter grade. The student has the option of refusing credit on any test. If the student elects not to accept credit for such a test, he/she must do so in writing within fifteen days after notification of scores is received. After a decision is made either way, it cannot be changed. The student's request will be on file in the Office of the Registrar.

7. Test fees are determined by the testing service providing the test.

8. If a student is not given credit after taking the test, the test cannot be repeated.

Departmental Challenge Tests

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

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

Procedure:

1. The student completes the test request form for submission to the department head and school dean of the course.

2. If approved, the student pays the cashier $50 per semester hour of credit sought.

3. The permission card, showing the testing fee paid, is returned to the Registrar's Office.

4. The Registrar's Office will contact the instructor so that the instructor may set up a testing date/time with the student.

5. The test grade is submitted to the Registrar's Office by the department head on the test grade report form within three (3) days after the exam.

6. If the examination is passed with a grade of "C" or better, a grade of "CR", not a letter grade, will be given for the course and recorded as such on the transcript.

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

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

International Baccalaureate Diploma

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

International Transfer Credit

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

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

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

Josef A. Silney and Associates, Inc.
7101 SW 102 Avenue
Miami, Florida
Phone: 305/273-1616
Fax: 305/273-1338
Translation Fax: 305/273-1984
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 Education Research Foundation
P. O. Box 66940
Los Angeles, California 90066
Phone: 310/390-6276
Web: http://www.ierf.org

World Education Services
P. O. Box 745
33171 Old Chelsea Station
New York, New York 10113-0745
Phone: 212/966-6311
Web: http://www.wes.org

Assessed Credit
College Credit for Military and Civilian Training

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

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

Students seeking credit for military training programs are required to submit a **Joint Services Transcript (JST).** Credit awarded is listed on HPU's official transcript course-by-course with a grade of "CR". Students seeking credit for law enforcement training are required to submit a TCOLE transcript. Credit awarded for military training programs or civilian training programs does not satisfy residence requirements.

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

Attendance

In-Residence Attendance Policy

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

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

Class	Total Class Meetings	75% Attendance	Allowable Absences
MWF	41-42 plus exam prep. & exam	31-32	10
MTRF	64 plus exam prep. & exam	48	16

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

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

The sponsor of an organized group chosen to represent the university off campus shall present to the provost, one week prior to an activity, a list of students who will be absent from class. The list shall include departure and return dates. Approval of this list by the provost qualifies the absence as an excused absence.

Online Course Attendance Policy

Initial Online Course Participation

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

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

Online Course Attendance Policy

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

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

Repeated Courses

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

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

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

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

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

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

Double-Counting Courses

While courses may be used to fulfill two requirements, the hours **may not** be counted twice; therefore, additional hours must be planned to bring the total semester hours earned to the 124 or 128 hours needed to graduate. Although used to fulfill two requirements, the hours earned for the one course are counted only once in completion of the minimum hours required for completion of a degree.

Second or Subsequent Majors and/or Minors

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

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

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

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

Pursuing Additional Degrees

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

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

Grades and Grade Points

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

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

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

The lowest passing grade is a **D**. Grades are decided by the instructor. Any change or reevaluation of a grade can only be done by the instructor, or as an outcome of the academic appeals process.

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

How to Calculate the Cumulative Grade Point Average (GPA)

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

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

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

SEMESTER & YEAR

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

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

Incomplete Grade (I)

An Incomplete (**I**) is a temporary grade which may be given at the instructor's discretion to a student when illness, injury, death in the family, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Incomplete grades are contingent upon instructor approval, and instructors are under no obligation to grant them. In cases where an instructor agrees to assign an (**I**) grade, it is important to arrive at an agreement about exactly what is required in order to finish the course. Forms for requesting an "incomplete" are available in the Office of the Registrar. Incomplete grades must be removed by the end of the next regular semester (fall or spring), exclusive of summer school, or the (**I**) grade will be changed to an (**F)**.

IMPORTANT: Students do not re-enroll in the course in order to remove their incomplete!

No Grade (NG)

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

A student receiving an (**NG**) from an instructor has one regular semester (fall or spring) to complete the course and remove the (**NG)** or the grade will be changed to an (**F)**. **IMPORTANT:** Students do not re-enroll in the course in order to remove their incomplete!

Pass/Fail Grading Option

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

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

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

Dropping a Course

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

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

A student may withdraw from a class in an accelerated term such as an 8-week course, May-term, or summer session up to **five class days prior** to the end of the course or term. A **WP** or **WF** will be recorded just as it is for a regular semester.

Withdrawal from the University

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

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

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

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

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

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

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

Student "Leave of Absence" Policy

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

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

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

Course Numbering System

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

The first digit indicates level:
0—Pre-collegiate
1—Freshman
2—Sophomore
3—Junior
4—Senior

The second number indicates semester hour credit:
0—0 hour credit
1—1 hour credit
2—2 hours credit
3—3 hours credit, etc.

The third number is to denote courses within a department.

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

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

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

Credit Hour / Semester Credit Hour

Howard Payne University conforms to the Federal definition of a credit hour and defines a semester credit hour as 45 hours of combined learning, including class interaction, individual study, evaluation, experiential learning, writing, application, research and instruction by qualified faculty. Course credits are based on student learning outcomes that are standardized for all courses in all modes of delivery. For classes that meet less than the Carnegie Standard, the University de-emphasizes "seat time" (time in class) as the primary metric for determining the amount of student work for Federal purposes. Instead, per the flexibility

guidelines of the Federal definition, “credits are awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time.”

Academic Year

Howard Payne University defines an academic year as consisting of two long semesters (15 weeks per long semester, fall and spring). The academic year begins on June 1 (Summer I) and ends on May 31 (May-Term). HPU offers three summer terms/sessions; May-Term, Summer I, and Summer II.

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

Enrollment Status

The following chart shows how undergraduate enrollment status is defined.

In the long semesters - Fall and Spring:

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

In the short terms - May-term, Summer I, and Summer II:

6 + credit hours = full time enrollment
4-5 credit hours = three-quarter time enrollment
3 credit hours = half-time enrollment
1-2 credit hours = less than half-time enrollment

In a long semester, a full-time undergraduate student is required to enroll in and complete a minimum of 12 credit hours per semester for a total of no less than 24 credit hours over 30 weeks.

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

Maximum and Minimum Class Load

The normal student load during a long semester is sixteen semester hours. A full-time student is one registered for twelve or more semester hours in a fall or spring semester. A normal course load for a student enrolled in a four-week summer session is six semester hours. The maximum load for a student enrolled in the three-week May Term session is six semester hours.

After their first semester of enrollment, a student who has a grade point average of 3.0 (B) or better may enroll in over eighteen hours if he desires and receives written approval from their advisor and the school dean of the student's major. Students will not be allowed to take more than twenty-one semester hours in any one semester. The overload approval must be presented to the Office of the Registrar.

During the summer sessions, the student's advisor and the dean within the student’s major must approve enrollment over seven hours. Students must obtain written approval from their advisor and the dean within the student’s major for enrollment exceeding six hours during May Term.

Auditing

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

Special Studies

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

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

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

Undergraduate Classification

Students are classified as follows:

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

Academic Forgiveness

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

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

Academic Honors Recognition

Academic Honors Lists

The academic honors lists compiled at the end of a semester show the names of undergraduate students whose grade records are considerably above average. In order to provide the recognition these students have

earned, the academic honors lists are distributed throughout the University community as well as to various other media.

The Honor Roll

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

The Dean's List

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

The President's List

Those undergraduate students who achieve a grade point average of 4.0 in all coursework attempted while earning not less than twelve semester credit hours of academic coursework during the fall or spring semester attain the distinction of being included on the President's List. A special citation goes to this group of students. The names of those students achieving the highest attainable grades denoting academic excellence comprise the President's Honor Roll and are released at the conclusion of each semester.

Honor Roll Students in Travel Classes

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

Graduating with Honors

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

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

Honor Society Garments or Insignia at Commencement

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

Management and Administration), and Tau Beta Sigma (National Honorary Band Sorority). The University will provide the approved honor society garment or insignia to be worn at commencement.

ACADEMIC STANDING

Academic Probation

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

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

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

Minimum Required Cumulative Grade Point Average Based on Hours Attempted

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

Academic Suspension

Any student on academic probation who fails to attain the required cumulative grade point average by the end of the next semester of attendance is subject to academic suspension. Students who are placed on academic suspension will be notified by mail at the end of a fall or spring semester. As a result of an academic suspension, a student is required to sit out the following long semester and may not take additional classes at Howard Payne until readmitted. **Every student who has been placed on academic suspension has the opportunity to apply for readmission.**

Circumstances under which Academic Suspension is imposed:

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

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

- If a student, who was admitted to the University under a provisional admission contract, fails to earn any semester hour credit, except in skills courses such as KIN activity courses or applied/private music, the student will be immediately suspended for one long semester.

- A student who has not officially withdrawn from the university and fails to earn any credit, except in skills courses such as KIN activity courses or applied/private music, will be suspended for one long semester.

- A student who has officially withdrawn from the university and whose final grades are **WF** for all classes, except in skills courses such as KIN activity courses or applied/private music, will be suspended for one long semester.

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

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

Students under suspension may not participate in any activity; such as but not limited to academic or extracurricular activities; fraternity or sorority organizations. Coursework taken at another institution while on academic suspension may not be accepted in transfer by Howard Payne University. Acceptance of transfer credit will be determined on an individual basis.

Satisfactory Academic Progress

Students are considered to be in good academic standing if they are making satisfactory progress toward a degree. Students will be notified by mail at the end of a fall or spring semester of their failure to meet the requirements for Satisfactory Academic Progress. Students who are not making satisfactory progress may not represent HPU in extracurricular activities. This Satisfactory Progress policy does not apply to co-curricular activities. "Co-curricular activities" are activities in which participation is required by enrollment in a course that counts toward graduation requirements. The criteria of satisfactory progress for good academic standing follows.

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

Qualitative Component / Cumulative Grade Point Average

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

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

Over 60 hours attempted: cumulative GPA of 2.00 or above

Quantitative Component

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

Attempted Hours

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

Courses that are assigned a grade of "I", "NG", "WF", and "WP" are included in hours attempted.

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

Completed Hours

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

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

Academic credit/hours earned through dual-credit, advanced placement, CLEP credit or credit earned through other nationally recognized testing agency examinations, and academic credit earned in a non-collegiate setting such as military service school or certain civilian employer training programs are considered in both "attempted" and "completed" hours when calculating a student's rate of progression.

Notification of Unsatisfactory Progress

The Office of the Registrar will perform a Satisfactory Progress review at the end of each long semester; fall and spring. Students not making satisfactory progress will receive written notification.

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

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

Academic Progress Appeals

Academic Suspension and Unsatisfactory Academic Progress

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

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

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

Process and Checklist

STUDENTS ARE LIMITED TO ONE APPEAL
DURING THEIR ENROLLMENT AT HOWARD PAYNE UNIVERSITY.

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

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

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

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

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

Due to the amount of time involved in preparing an appeal, students cannot expect to begin gathering the required supporting documentation on the final submission date and still have their appeal reviewed.

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

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

Academic Plan: In the event that an appeal is granted and the student is placed on probation under an Academic Plan, the student will work with an advisor in the Collegium. The advisor will monitor and counsel

the student while the Academic Plan is in effect. The student's academic records will be reviewed by the advisor in consultation with the Registrar's Office to determine classes that must be repeated and the length of the plan. All students on an academic plan who have attempted more than 30 credit hours will be required to file a degree audit.

The Academic Plan will be reviewed at the end of each payment period during which the student is on probation. If the student is placed on Academic Suspension at any point during which the student is participating in an Academic Plan, the plan will be discontinued. If the student is removed from Academic Suspension by appeal or otherwise, the resumption of the Academic Plan will be reviewed.

Readmission Under an Academic Plan: If a student is re-admitted to the University after a period of Academic and/or Financial Aid Suspension, the student will be placed on an Academic Plan under the supervision of an advisor in the Collegium. The Academic Plan will be designed to allow the student to regain good academic standing and meet Satisfactory Progress requirements. The advisor will monitor and counsel the student while the Academic Plan is in effect. The student's academic records will be reviewed by the advisor in consultation with the Registrar's Office to determine classes that must be repeated and the length of the plan. Students who are re-admitted under this condition and have attempted more than 30 credit hours will be required to file a degree audit.

If the Appeal is Not Approved: A letter will be sent to the student. The student will need to consult with the Registrar's Office concerning any courses that will need to be repeated and/or transferred from another school.

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

GRADE APPEAL POLICY

If a student believes a grade has been incorrectly or unfairly assigned, the student has the right to question the faculty member regarding the issue. Grade appeals have two levels, Informal Grade Appeal and Formal Grade Appeal, and should be followed in order. Detailed information regarding each level is found in the appendix.

PERSONAL AND PROFESSIONAL INTEGRITY POLICY

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

Transcript Requests

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

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

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

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

Additional Academic Opportunities

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

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

The Council for Christian Colleges & Universities is a higher education association of more than 150 intentionally Christ-centered institutions around the world. There are 111 member campuses in North America and all are fully-accredited, comprehensive colleges and universities with curricula rooted in the arts and sciences. In addition, 70 affiliate campuses from over 20 countries are part of the CCCU. The Council's mission is to advance the cause of Christ-centered higher education and to help its institutions transform lives by faithfully relating scholarship and service to biblical truth.

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

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

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

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

For additional information regarding all international programs including the London Semester program, students may contact the study abroad coordinator at 325-649-8179 or by email at jmcniece@hputx.edu.

Department Abbreviations

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

GRADUATE STUDIES:

Course Prefix	Department Name
BIB	Bible
BUS	Business
CIS	Computer Information Systems
EDU	Education
FIN	Finance
KIN	Kinesiology
MGT	Management
MKT	Marketing
PTH	Practical Theology
YMN	Youth Ministry

Academic Support Services

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

The Collegium

The Collegium is committed to providing comprehensive learning assistance to meet the academic demands of all students. The Collegium seeks to be a campus resource that provides a variety of academic and personal growth support services which are made available to students, faculty, and staff using methods such as content tutoring, workshops, personal and career assessments, and academic advising. The Collegium seeks to help students become more competent learners. The Collegium is dedicated to equipping students for personal success during their university experience and into the future through ongoing learning activities. Information regarding The Collegium may be obtained by contacting
325-649-8620.

The Collegium includes:

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

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

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

Academic Advisement

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

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

University Seminar

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

University Seminar uses alternative assessment methods for all first-time incoming students. All first-time first-year students are required to take the course, regardless of the number of dual credit hours taken in high school. **Students transferring to Howard Payne University with less than 24 semester hours completed are required to complete the course**. Transfer students who have taken a similar course or who have completed more than 24 hours at another institution are exempted from the HPU course.

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

Career Services

Career services are also part of The Collegium and provide students with assistance pertaining to career and employment issues. Students desiring part-time or seasonal employment off-campus while attending school, and students seeking resume or interview skills help to pursue career positions upon graduation, may contact career services for assistance. Workshops and job fairs are held throughout the year to provide students with opportunities to prepare for life beyond their university experience. For information regarding any of these services, please contact The Collegium at 325-649-8630 or careerservices@hputx.edu.

Academic Testing Services

Through The Collegium, Howard Payne University administers the following tests. Contact The Collegium at 325 649-8620 for information about the test center location and testing.

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

CLEP (College Level Examination Program): Please contact The Collegium for additional information regarding scheduling a CLEP exam. The exam fee is established by CLEP and is a minimum of $80 but this price is subject to change. Registration and payment for the exam must be completed online at the College Board website. A $15 proctoring fee will be required of all non-Howard Payne University students. This fee is payable to Howard Payne University at the time the exam is taken. Howard Payne University students pay a one-time testing fee that covers the proctoring fee for the CLEP.

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

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

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

Tutoring

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

Accommodation Policy for Students with Disabilities

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

Admission requirements for disabled students are the same as for all other students. The Office of Learning Assistance will individually determine if a student's condition meets the standard defined by the law. The disability documentation submitted by the student must contain all of the elements detailed below:

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

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

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

The university does not offer students with disabilities the following:

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

In accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990, the Office of Learning Assistance provides equal access to educational programs and safeguards against discrimination for qualified students with disabilities. University programs and activities are conducted in such a manner that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any such program or activity. Notifications and inquiries regarding disabled student services should be directed to The Collegium.

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

The Collegium
Attn: Shannon Turner
Howard Payne University
1000 Fisk Street
Brownwood, Texas 76801
(325) 649-8616

Relocation Policy

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

Developmental Studies

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

FACULTY: **Laura Coulter, M.S.; Alexa Maddox, M.A. M.Ed.; Kay Teague, M.S.; Shannon Turner, M.S.**

PART-TIME/ADJUNCT FACULTY: **Jeffery Mitchell, M.A.**

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

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

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

ENG 1304: Fundamentals of Composition and Grammar
ENG 1104: Fundamentals of Composition and Grammar Lab
GEN 1102: Foundations of University Life Reading Comprehension Lab
MAT 1303: Elementary Algebra
MAT 1321: Intermediate Algebra

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

Developmental Program courses are non-transferrable. If a developmental course must be repeated to improve the course grade, it can only be repeated at Howard Payne University. Courses designated as developmental include ENG 1304 Fundamentals of Composition and Grammar, ENG 1104 Fundamentals of Composition and Grammar Lab, GEN 1301 Foundations of University Life, MAT 1303 Elementary Algebra, MAT 1321 Intermediate Algebra, and GEN 1102 Foundations of University Life Lab.

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

School of Business

Brad Lemler, Ph.D., Dean

FACULTY: **Charles Boland, M.B.A.; Tim Cooper, M.S.; Trissa Cox, Ph.D.; Mike Daub, M.B.A.; Mike Dillard, M.B.A.; James Finch, Ph.D.; Adrian Gil, Ph.D.; Kevin Kelley, Ph.D.; Debra Powell, D.B.A.; Dan Pryor, Ed.D.; Carmen Santana-Melgoza, Ph.D.; Lester Towell, Ed.D.**

PART-TIME/ADJUNCT FACULTY: **Ethan Fisher, M.B.A.; Rosa Goldmann, M.A.; Jodi Goode, M.S.; David Joyner, D.B.A.; Kevin Kirk, M.B.A.; Larry Meadows, J.D.; Kenneth Smith, Ph.D.**

The School of Business offers the following degree programs:

* Bachelor of Business Administration Degree with majors in Accounting, Accounting with a Finance Emphasis, Management, Marketing, and Management Information Systems.

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

* Bachelor of Applied Arts and Sciences Degree with a major in Business Administration.

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

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 five areas which lead to a BBA degree: accounting, accounting with a finance emphasis, management, marketing, and management information systems. A student may choose to major in business administration leading to a Bachelor of Science (BS) degree or a Bachelor of Applied Arts and Sciences (BAAS) degree.

The School of Business also offers minors in the following business related areas: accounting, business, computer information systems, economics, international business, and marketing.

Teacher Certification

Students interested in teaching business subjects at the secondary level as outlined by the State Board for Educator Certification (SBEC) should review the requirements of the Teacher Education Program listed in the School of Education. An application for admission for the Teacher Education Program should be made to the

dean of the School of Education thirty days prior to the beginning of the semester in which the student plans to begin education courses.

Students seeking secondary teacher certification in business may choose the Bachelor of Science degree with a major in business administration. See certification requirements in the School of Education section. Students must be jointly advised by their major advisor and the teacher certification officer.

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

Minors in Business-related Areas

The following minors are offered through the School of Business.

Minor in Accounting ..... 21 hours
- ACC 2311 Introduction to Financial Accounting ..... 3 hours
- ACC 2321 Introduction to Managerial Accounting ..... 3 hours
- ACC 3311 Intermediate Accounting I ..... 3 hours
- ACC 3321 Intermediate Accounting II ..... 3 hours
- ACC 4311 Advanced Financial Accounting I ..... 3 hours
- 6 hours chosen from ..... 6 hours
  - ACC 3331 Managerial Accounting ..... 3 hours
  - ACC 3341 Advanced Managerial Accounting ..... 3 hours
  - ACC 3351 Introduction to Taxation ..... 3 hours
  - ACC 3361 Advanced Taxation ..... 3 hours

Minor in Business ..... 24 hours
- ACC 2311 Introduction to Financial Accounting ..... 3 hours
- ACC 2321 Introduction to Managerial Accounting ..... 3 hours
- BUS 1311 Introduction to Business ..... 3 hours
- ECO 2301 Principles of Macroeconomics ..... 3 hours
- ECO 2302 Principles of Microeconomics ..... 3 hours
- MGT 3303 Principles of Management ..... 3 hours
- MKT 3301 Principles of Marketing ..... 3 hours
- FIN 3301 Financial Management ..... 3 hours

Minor in Computer Information Systems ..... 18 hours
- CIS 1359 Programming Logic ..... 3 hours
- CIS courses chosen in consultation with head of department ..... 15 hours

Minor in Economics ..... 21 hours
- ECO 2301 Principles of Macroeconomics ..... 3 hours
- ECO 2302 Principles of Microeconomics ..... 3 hours
- ECO 2350 Political Economy ..... 3 hours
- ECO 3320 Fundamentals of Economic Development ..... 3 hours
- ECO 3351 Investment Analysis ..... 3 hours
- ECO 3391 Money and Banking ..... 3 hours
- MGT 4341 Entrepreneurship ..... 3 hours

Minor in International Business ..... 21 hours
- BUS 1311 Introduction to Business ..... 3 hours
- BUS 3335 International Business ..... 3 hours
- BUS 3351 Business Ethics ..... 3 hours
- ECO 2301 Principles of Macroeconomics ..... 3 hours
- ECO 2302 Principles of Microeconomics ..... 3 hours
- ECO 3320 Fundamentals of Economic Development ..... 3 hours
- MGT 4341 Entrepreneurship ..... 3 hours

Minor in Marketing ..... 21 hours
- BUS 1311 Introduction to Business ..... 3 hours
- BUS 4350 Business Research ..... 3 hours
- MKT 3301 Principles of Marketing ..... 3 hours
- MKT 3302 Consumer Behavior ..... 3 hours
- MKT 3342 Personal Selling ..... 3 hours
- MKT 3361 Retailing Strategy ..... 3 hours
- MKT 4301 Marketing Internship ..... 3 hours

Minimum Grade Requirement

Following are the minimum grade requirements for the Business Administration Major courses under the Bachelor of Science and Bachelor of Applied Arts and Sciences degrees and Business Core courses under the Bachelor of Business Administration.

A minimum grade of "C" is required for ACC 2311, ACC 2321, BUS 1311, BUS 3311, BUS 3335, BUS 3351, BUS 4351, ECO 2301, ECO 2302, FIN 3301, MGT 3303, and MKT 3301.

A minimum GPA of 2.5 is required for ACC 2311, ACC 2321, BUS 1311, ECO 2301, and ECO 2302 in order to move on to BUS 3311, BUS 3335, BUS 3351, FIN 3301, MGT 3303, and MKT 3301.

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

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

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

Bachelor Degrees with a major in Business Administration

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
MAT 1351 or MAT 1365 should be chosen for the mathematics requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 13 hours
TECHNOLOGY COMPONENT *(Part of Additional Requirements)* **..... 0 (3) hours**
MAJOR - Business Administration ..... 36 hours

OPTIONAL MINOR ..... **18-24 hours**
ELECTIVES (with optional minor) ..... **9-15 hours**
ELECTIVES (without optional minor) ..... **33 hours**
Total Hours in Degree Program 124 hours

ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... **13 hours**
Life Science or Physical Science with Lab ..... 4 hours
MAT 2342 Introduction to Probability & Statistics
or MAT 2365 Math for Business & Social Sciences II ..... 3 hours
CIS 1339 Introduction to Information Technology *(Technology Component)* ..... 3 hours
CIS 2310 Business Applications in Excel ..... 3 hours

GENERAL EDUCATION (Bachelor of Applied Arts & Sciences) see page 83 ..... **42 hours**
MAT 1351 or MAT 1365 should be chosen for the mathematics requirement
TECHNOLOGY COMPONENT ..... **3 hours**
DIRECTED ELECTIVE (MAT 2342 or MAT 2365) ..... **3 hours**
MAJOR - Business Administration ..... **36 hours**
OPTIONAL MINOR ..... **18-24 hours**
ELECTIVES (with optional minor) ..... **16-22 hours**
ELECTIVES (without optional minor) ..... **40 hours**
Total Hours in Degree Program 124 hours

BS / BAAS Major in Business Administration ..... **36 hours**
ACC 2311 Introduction to Financial Accounting ..... 3 hours
ACC 2321 Introduction to Managerial Accounting ..... 3 hours
BUS 1311 Introduction to Business ..... 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 2301 Principles of Macroeconomics ..... 3 hours
ECO 2302 Principles of Microeconomics ..... 3 hours
FIN 3301 Financial Management ..... 3 hours
MGT 3303 Principles of Management ..... 3 hours
MKT 3301 Principles of Marketing ..... 3 hours

Bachelor of Business Administration

The Bachelor of Business Administration General Education requirements are found in the Academic Information section of this catalog - page 80.

GENERAL EDUCATION ..... **42 hours**
ADDITIONAL DEGREE REQUIREMENTS ..... **9 hours**
CIS 1339 Introduction to Information Technology ..... 3 hours
CIS 2310 Business Applications in Excel ..... 3 hours
MAT 2342 Introduction to Probability & Statistics
or MAT 2365 Math for Business & Social Sciences II ..... 3 hours

BUSINESS CORE ..... **36 hours**
ACC 2311 Introduction to Financial Accounting ..... 3 hours
ACC 2321 Introduction to Managerial Accounting ..... 3 hours

BUS 1311 Introduction to Business ..... 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 2301 Principles of Macroeconomics ..... 3 hours
ECO 2302 Principles of Microeconomics ..... 3 hours
FIN 3301 Financial Management ..... 3 hours
MGT 3303 Principles of Management ..... 3 hours
MKT 3301 Principles of Marketing ..... 3 hours

MAJOR ..... 21-33 hours
ELECTIVES ..... 4-16 hours
Total Hours in Degree Program 124 hours

Department of Accounting

Charles Boland, M.B.A. - Chair, Department of Accounting

The purpose of the accounting major is to prepare students to understand what accounting is, what accountants do, and how to use accounting information to make business decisions. Students majoring in accounting will be prepared to enter the accounting profession, work in related fields, or be able to enter graduate school. Technical and analytical skills will be developed. Students will be able to utilize accounting information to make business decisions. They will also be introduced to current accounting practices/ techniques to enhance their understanding as well as employability.

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

Bachelor of Business Administration in Accounting

Major in Accounting General

GENERAL EDUCATION (Bachelor of Business Administration) see page 80 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration) ..... 9 hours
MAJOR – Accounting ..... 33 hours
BUSINESS CORE ..... 36 hours
ELECTIVES ..... 4 hours
Total Hours in Degree Program 124 hours

BBA Major in Accounting ..... 33 hours
ACC 3311 Intermediate Accounting I ..... 3 hours
ACC 3321 Intermediate Accounting II ..... 3 hours
ACC 3331 Managerial Accounting ..... 3 hours
ACC 3341 Advanced Managerial Accounting ..... 3 hours
ACC 3351 Introduction to Taxation ..... 3 hours
ACC 3361 Advanced Taxation ..... 3 hours
ACC 4311 Advanced Financial Accounting I ..... 3 hours
ACC 4321 Advanced Financial Accounting II ..... 3 hours

ACC 4331 Auditing ..... 3 hours
ACC 4391 Accounting Research ..... 3 hours
BUS 3321 Legal Environment of Business ..... 3 hours

Major in Accounting with Finance Emphasis

GENERAL EDUCATION (Bachelor of Business Administration) see page 80 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration) ..... 9 hours
MAJOR - Accounting with Finance Emphasis ..... 24 hours
BUSINESS CORE ..... 36 hours
ELECTIVES ..... 13 hours
Total Hours in Degree Program 124 hours

BBA Major in Accounting with Finance Emphasis ..... 24 hours
ACC 3311 Intermediate Accounting I ..... 3 hours
ACC 3321 Intermediate Accounting II ..... 3 hours
ACC 4311 Advanced Financial Accounting I ..... 3 hours
ACC 4391 Accounting Research ..... 3 hours
FIN 2312 Personal Finance ..... 3 hours
FIN 3351 Investment Analysis ..... 3 hours
FIN 3391 Money and Banking ..... 3 hours
FIN 4312 Advanced Financial Management ..... 3 hours

150 Hour Requirement for the Certified Public Accountant Prospect

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

BBA Accounting and MBA Integrated Program

Accounting students with an interest in public accounting may choose the BBA Accounting and MBA Integrated Program. This program requires the completion of 150 credit hours and meets all requirements for the CPA examination. Students will receive a BBA degree with a major in accounting and an MBA degree.

BBA Accounting - MBA Curriculum ..... 150 hours
BBA General Education ..... 42 hours
BBA Additional Degree Requirements ..... 9 hours
BBA Business Core ..... 36 hours
BBA Accounting Major (MGT 5318 in place of BUS 3321) ..... 30 hours
MBA Business Core ..... 24 hours
MBA Concentration ..... 6 hours
MBA-ACC 5391 Accounting Research* ..... 3 hours

* The ACC 5391 Accounting Research course satisfies the requirements for ACC 4391 Accounting Research at the undergraduate level. The course is taken as a capstone course in the last semester of the total program.

Department of Business Administration

Business, Economics, Finance, Management, and Marketing

The purpose of the business administration department is to prepare students for business and management careers, to teach in business fields, to function effectively in a global business environment, and/or to experience success in future graduate studies. Students majoring in business administration fields will develop skills in critical thinking, decision making, oral and written communications, and quantitative analysis. Students will also demonstrate an understanding of the underlying theories and practices of business, and nonprofit organizations in the American Free Enterprise System.

Bachelor of Business Administration in Management

The Bachelor of Business Administration degree with a major in management requires twenty-one (21) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 80 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration) ..... 9 hours
MAJOR – Management ..... 21 hours
BUSINESS CORE ..... 36 hours
ELECTIVES ..... 16 hours
Total Hours in Degree Program 124 hours

BBA Major in Management ..... 21 hours
- BUS 2332 Business Communications ..... 3 hours
- BUS 4350 Business Research ..... 3 hours
- MGT 3307 Operations Management ..... 3 hours
- MGT 4311 Human Resource Management ..... 3 hours
- MGT 4301 Management Internship ..... 3 hours
- MGT 4321 Organizational Behavior ..... 3 hours
- MGT 4341 Entrepreneurship ..... 3 hours

Bachelor of Business Administration in Marketing

The Bachelor of Business Administration degree with a major in marketing requires twenty-one (21) semester hours to include:

GENERAL EDUCATION (Bachelor of Business Administration) see page 80 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration) ..... 9 hours
MAJOR – Marketing ..... 21 hours
BUSINESS CORE ..... 36 hours
ELECTIVES ..... 16 hours
Total Hours in Degree Program 124 hours

BBA Major in Marketing ..... 21 hours
- BUS 2332 Business Communications ..... 3 hours
- BUS 4350 Business Research ..... 3 hours
- MGT 4341 Entrepreneurship ..... 3 hours
- MKT 3302 Consumer Behavior ..... 3 hours
- MKT 3342 Personal Selling ..... 3 hours
- MKT 3361 Retailing Strategy ..... 3 hours
- MKT 4301 Marketing Internship ..... 3 hours

Online Bachelor of Science Degree with a Major in Business Administration

Howard Payne University offers a fully online Bachelor of Science degree program with a major in business administration. All courses needed to fulfill the degree requirements for the general education and the major will be offered within a two-year cycle as described below.

Bachelor of Science in Business Administration

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 13 hours
MAJOR ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (WITH OPTIONAL MINOR) ..... 9-15 hours
ELECTIVES (WITHOUT OPTIONAL MINOR) ..... 33 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION ..... 42 hours

Course Number/ Course Title	Credit Hours	Frequency/ Online Delivery
GEN 1101 University Seminar	1 hours	Fall
BIB 1303 Introduction to the Old Testament	3 hours	Summer
BIB 1304 Introduction to the New Testament	3 hours	Summer
KIN 1100 Principles of Personal Fitness & Wellness	1 hours	Fall, Spring, Summer
Kinesiology Activity (chosen from approved courses)	2 hours	Fall, Spring
GEN 4100 Senior Seminar (Business)	1 hours	Spring
COM 1310 Fundamentals of Human Communication	3 hours	Fall, Spring, Summer
ENG 1311 English Composition I	3 hours	Fall
ENG 1312 English Composition II	3 hours	Spring
MAT 1351 College Algebra	3 hours	Fall, Spring
PSC 1409 Principles of Astronomy	4 hours	Summer
English Literature - ENG 2351 or 2353 or 2373	3 hours	Summer
HIS 1310 U.S History to 1877	3 hours	Fall, Summer
GOV 2311 American Government	3 hours	Fall, Spring, Summer
HIS 1320 U.S. History Since 1877	3 hours	Spring, Summer
MUS 1353 Music Appreciation	3 hours	Fall, Spring, Summer

Additional Degree Requirements ..... 13 hours

Life or Physical Science with Lab	4 hours	Summer
MAT 2342 Intro to Probability & Statistics	3 hours	Fall
CIS 1339 Intro to Information Systems	3 hours	Summer
CIS 2310 Business Applications in Excel	3 hours	Fall, Spring odd years

Business Administration Major ..... 36 hours

ACC 2311 Introduction to Financial Accounting	3 hours	Fall, even years
ACC 2321 Introduction to Managerial Accounting	3 hours	Spring, odd years
BUS 3311 Business Law	3 hours	Fall, odd years
BUS 3351 Business Ethics	3 hours	Spring, odd years
BUS 4351 Business Strategy	3 hours	Spring, even years
FIN 3301 Financial Management	3 hours	Fall, even years
MGT 3303 Principles of Management	3 hours	Summer, odd years
MKT 3301 Principles of Marketing	3 hours	Spring, odd years
ECO 2301 Principles of Macroeconomics	3 hours	Fall, odd years

ECO 2302 Principles of Microeconomics	3 hours	Spring, even years
BUS 3335 International Business	3 hours	Spring, even years
BUS 1311 Introduction to Business	3 hours	Fall, even years

Department of Computer Information Systems

Lester Towell, Ed.D. - Chair, Department of Computer Information Systems

The purpose of the computer information systems department is to serve the university in two major capacities. The department strives to prepare students for professional careers in computer information systems. Also, the department must prepare the general student body to become productive participants in our information society.

Students majoring in computer information systems will learn the language, techniques, and functions involved in information systems. Students will be prepared for an information technology position, for advanced studies in computer science, software engineering, or computer information systems, and to continue in the information technology profession.

The department of computer information systems offers the Bachelor of Business Administration (BBA) degree with a major in management information systems and the Bachelor of Science (BS) degree with a major in computer information systems with specialty tracks in systems development or multimedia and a major in information systems management.

Bachelor of Business Administration in Management Information Systems

GENERAL EDUCATION (Bachelor of Business Administration) see page 80 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Business Administration) ..... 9 hours
MAJOR - Management Information Systems ..... 30 hours
BUSINESS CORE ..... 36 hours
ELECTIVES ..... 7 hours
Total Hours in Degree Program 124 hours

BBA Major in Management Information Systems ..... 30 hours

CIS 1359 Programming Logic	3 hours
CIS 2311 Data Visualization	3 hours
CIS 2329 Web Design	3 hours
CIS 3319 Project Management	3 hours
CIS 3329 Visual Programming	3 hours
CIS 3369 Data Base Management Systems	3 hours
CIS 3389 Management Information Systems	3 hours
CIS 4321 Operating Systems	3 hours
CIS 4341 Network Design and Administration	3 hours
CIS 4351 Systems Analysis and Design	3 hours

Bachelor of Science in Computer Information Systems

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 13 hours
CIS 1339 and MAT 2342 should be chosen as part of the computer, mathematics or science requirement
MAJOR - COMPUTER INFORMATION SYSTEM ..... 45 hours
ELECTIVES ..... 24 hours
Total Hours in Degree Program 124 hours

BS Major in Computer Information Systems ..... 45 hours
Computer Information Systems Core ..... 21 hours
CIS 1359 Programming Logic ..... 3 hours
CIS 2329 Web Design ..... 3 hours
CIS 3319 Project Management ..... 3 hours
CIS 3329 Visual Programming ..... 3 hours
CIS 4321 Operating Systems ..... 3 hours
CIS 4341 Network Design and Administration ..... 3 hours
CIS 4351 Systems Analysis and Design ..... 3 hours
Specialty Track chosen from Systems Development or Multimedia ..... 24 hours

Systems Development Track ..... 24 hours
CIS 2310 Business Applications in Excel ..... 3 hours
CIS 2348 Internet and Game Programming ..... 3 hours
CIS 2369 Analysis of Algorithms ..... 3 hours
CIS 2389 Object-Oriented Programming I ..... 3 hours
CIS 2399 3D Printing ..... 3 hours
CIS 3309 Object-Oriented Programming II ..... 3 hours
CIS 3339 Data Structures ..... 3 hours
CIS 3369 Data Base Management Systems ..... 3 hours

Multimedia Track ..... 24 hours
CIS 2348 Internet and Game Programming ..... 3 hours
CIS 2389 Object-Oriented Programming I ..... 3 hours
CIS 2399 3D Printing ..... 3 hours
CIS 3334 Fundamentals of Layout and Design ..... 3 hours
CIS 3338 Digital Image Manipulation ..... 3 hours
CIS 3379 Multimedia Technology ..... 3 hours
CIS 4319 Digital Video Manipulation ..... 3 hours
CIS 4339 Digital Illustration ..... 3 hours

Bachelor of Science in Information Systems Management

GENERAL EDUCATION (Bachelor of Science) ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 13 hours
CIS 1339 and MAT 2342 should be chosen as part of the computer, mathematics or science requirement
MAJOR - INFORMATION SYSTEMS MANAGEMENT ..... 51 hours
ELECTIVES ..... 18 hours
Total Hours in Degree Program 124 hours

BS Major in Information Systems Management ..... 51 hours

Computer Information Systems Core ..... 21 hours

CIS 1359 Programming Logic ..... 3 hours
CIS 2329 Web Design ..... 3 hours
CIS 3319 Project Management ..... 3 hours
CIS 3329 Visual Programming ..... 3 hours
CIS 4321 Operating Systems ..... 3 hours
CIS 4341 Network Design and Administration ..... 3 hours
CIS 4351 Systems Analysis and Design ..... 3 hours

Computer Information Systems Component ..... 12 hours

CIS 2310 Business Applications in Excel ..... 3 hours
CIS 2311 Data Visualization ..... 3 hours
CIS 3369 Data Base Management Systems ..... 3 hours
CIS 3389 Management Information Systems ..... 3 hours

Business/Communications Component ..... 18 hours

ACC 2311 Introduction to Financial Accounting ..... 3 hours
ACC 2321 Introduction to Managerial Accounting ..... 3 hours
COM 3324 Organizational Communication ..... 3 hours
BUS 3351 Business Ethics ..... 3 hours
FIN 3301 Finance Management ..... 3 hours
MGT 3303 Principles of Management ..... 3 hours

All prerequisites must carry a grade of "C" or better and CIS departmental majors and minors must carry a grade of "C" or better in all CIS courses that are part of a CIS departmental major or minor.

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

School of Christian Studies

DONNIE AUVENSHINE, Ph.D., Dean

FACULTY: **Donnie Auvenshine, Ph.D., Chuck Gartman, M.Div.: Gary Gramling, Ph.D.; Derek Hatch, Ph.D.; Stephen Kovach, Ph.D.; Melody Maxwell, Ph.D.; W. Mark Tew, Th.D.; Russell Wheelington, Ed.D.**

PART-TIME/ADJUNCT FACULTY: **Jason Atchley, D.Min.; Ponce Brown, D.Min.; Jeff Covington, D.Min.; Don Fawcett, D.Min.; Rick Justice, M.Div.; Scott McIntosh, M.Div.; Dale Meinecke, Ph.D.; Frankie Rainey, Th.D.; Alexia Riggs, M.Div., M.L.S.; Keith Saare, M.Div.; Scott Stevens, Ph.D.; Steven Tighe, Ph.D.; Allen Williams, Ph.D.**

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

Purpose

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

Outcomes

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

1. All students will gain knowledge of and appreciation for the Bible and the Christian life.

2. Students will examine issues from a variety of perspectives in the pursuit of truth.

3. Ministry students will acquire a basic overview of Christian ministry and gain a better understanding of themselves and their potential for ministry.

4. Students will be encouraged and guided toward spiritual growth and the development of their God-given gifts for the work of the ministry.

5. Majors and entry-level students will develop an understanding of the historical and organizational development of the local Baptist church and other associations of Baptists.

6. Majors will be equipped to examine critically Christian teachings.

7. Majors will be equipped with the necessary tools to interpret critically the biblical materials.

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

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

Certificate in Ministry Training ..... 18 hours
Associate in Ministry (AM) ..... 64 hours
Bachelor of Applied Arts and Sciences (BAAS) ..... 124 hours
Bachelor of Arts (BA) ..... 124 hours
Accelerated Bachelor of Arts/Master of Arts ..... 154 hours

The School of Christian Studies strongly recommends that traditional ministerial students seek a Bachelor of Arts degree and major in the School of Christian Studies as the best preparation for graduate study and/or vocational ministry. Students may choose from six majors: Bible, Biblical Languages, Christian Education, Cross-Cultural Studies, Practical Theology, and Youth Ministry. All six majors build on a core of courses designed to provide a broad-based foundation for all types of Christian ministry.

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

Students pursuing a major in the School of Christian Studies are not required to complete a minor. It is recommended that students major or minor in a complementary field of study from one of the other schools. Youth ministry majors often choose a Kinesiology minor.

The School of Christian Studies offers minors in the following areas: Bible, Biblical Languages, Christian Education, Cross-Cultural Studies, Practical Theology, and Youth Ministry.

Ministerial Scholarship

Students who receive the ministerial scholarship from the Baptist General Convention of Texas take the following courses: BIB 3391, CED 1100, CED 3200, PTH 3311, 4300. (Most of these classes are included in the various majors in the School of Christian Studies.) Scholarship students also actively participate in the Ministerial Alliance. To receive the scholarship students must demonstrate a call to ministry and a lifestyle consistent with Christian discipleship.

Learning Centers

Howard Payne University operates learning centers in El Paso and New Braunfels, Texas. The centers offer ministerial education and Christian training on site; therefore, the centers function as a branch of the School of Christian Studies.

The curriculum offered at the centers is the same curriculum taught on the Brownwood campus, although the learning centers may offer only a portion of the curriculum available. The courses follow the same syllabi, utilize the same methods, receive the same credit, are taught by qualified, experienced faculty and are evaluated for direct comparability with the courses on the Brownwood campus.

General Education:
Students in Howard Payne's off-campus centers are required to meet the general education requirement for the bachelor's degrees as described beginning on page 76 or for the Associate in Ministry degree as described on page 128. In El Paso and New Braunfels general education courses are offered by Howard Payne University or may be taken at local colleges and universities.

El Paso Learning Center
805 Montana Ave.
El Paso, TX 79902
Phone number: (915) 533-8500
Fax number: (915) 533-8520
www.hputx.edu/elpaso

New Braunfels Center
P.O. Box 311239
New Braunfels, TX 78131
Phone: (325) 649-8023
www.hputx.edu/newbraunfels

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

Certificate in Ministry Training

In response to the mission needs of churches in Texas, Howard Payne University offers an eighteen credit hour entry-level Certificate in Ministry Training. The typical student served has experienced a call into ministry, is older, employed full-time, and desires to provide ministerial leadership to a church organization. The courses offered provide entry-level preparation and equipping for ministry service, but are also designed to allow for continued study toward a baccalaureate degree.

Admission to the Certificate in Ministry Training program is not dependent on high school graduation or exam equivalent, but does require demonstration of competence in reading and writing. Students desiring to continue into other programs of the university will be required to meet all regular admission requirements to the university.

In order to receive a Certificate in Ministry Training, a student must successfully complete MIN 1111, 1112, 1113, 1114, 1115, 1116, and 12 additional ministry courses selected by the student with the advice of a faculty mentor. Up to four special studies hours may be taken toward the Certificate in Ministry Training. These include up to two special studies in BIB (MIN 1133), and up to two special studies in Ministry (MIN 1134). The special studies Ministry courses may be repeated if the topic is different.

All courses taken in the Certificate in Ministry Training program are applicable to degree programs of the university, either through a substitution in degree audits or as electives. The following lists the courses in the certificate program and how they apply to degree programs of the university. A minimum grade of "C" is required in each course to be applied to a degree program.

COURSE LIST

MIN 1111	The Pentateuch	
MIN 1112	Old Testament History and Prophecy	BIB 1303
MIN 1113	Old Testament Wisdom and Poetry	
MIN 1114	The Gospels	
MIN 1115	Acts and the Pauline Epistles	BIB 1304
MIN 1116	The General Epistles and Revelation	
MIN 1117	Preparation for Ministry	CED 1100
MIN 1118	Personal Evangelism	Elective
MIN 1119	The Work of the Minister	Elective
MIN 1121	The Interpretation of the Bible for Preaching and Teaching	Elective
MIN 1122	The Preparation of Sermons and Bible Studies	Elective
MIN 1123	Baptist History	
MIN 1124	Baptist Distinctives	PTH 3311
MIN 1125	Baptist Denominational Relationships	

MIN 1126	Christian Missions	Elective
MIN 1127	Leadership Among Ministry Volunteers	Elective
MIN 1128	Church and Personal Finance	Elective
MIN 1129	Bivocational Ministry	Elective
MIN 1131	Basic Christian History	Elective
MIN 1132	Basic Christian Doctrines	Elective
MIN 1133	Special Studies in Bible	Elective
MIN 1134	Special Studies in Ministry	Elective

Associate in Ministry

The Associate in Ministry program is designed to provide a good foundation in Christian ministry and to prepare students for successful study toward a baccalaureate degree if that is their desire. The 64 credit-hour program is composed of three basic blocks: 26 hours of general education, 30 hours of ministry concentration, and 8 hours of electives.

The Associate in Ministry degree is designed so that it can function as a step in ministry education that builds upon the 18-hour Certificate in Ministry Training and becomes a component part of the 124-hour bachelor's degrees.

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

GENERAL EDUCATION ..... 26 hours

English ..... 6 hours
- ENG 1311 English Composition I
- ENG 1312 English Composition II

Fine Arts Appreciation course chosen from approved list ..... 3 hours

Social Science ..... 6 hours
- 3 hours from Psychology or Sociology/Social Work
- 3 hours from Social Sciences

Mathematics ..... 3 hours
- MAT 1332 Contemporary Mathematics or MAT 1351 College Algebra

Natural Science with Laboratory (minimum) ..... 4 hours

Oral Communication ..... 3 hours
- COM 1310 Fundamentals of Human Communication

Kinesiology Activity ..... 1 hours
- Course to be chosen from an activity class

MINISTRY CONCENTRATION ..... 30 hours

BIB 1303 Introduction to the Old Testament ..... 3 hours

BIB 1304 Introduction to the New Testament ..... 3 hours

BIB 3391 Biblical Interpretation ..... 3 hours

CED 2321 Survey of Christian Education ..... 3 hours

CED 1100 Introduction to the Ministry ..... 1 hours

CED 3200 Supervised Ministry ..... 2 hours

3 hours chosen from ..... 3 hours
- PTH 2311 Introduction to Theological Reflection
- PTH 2331 Communicative Preaching

3 hours chosen from: ..... 3 hours
- BIB 3311 Life and Teachings of Jesus
- BIB 3321 Life and Letters of Paul

9 hours chosen from: ..... 9 hours
- Bible (BIB); Biblical Languages (BLA); Christian Education (CED); Cross Cultural Studies (CCS); Ministry (MIN); Practical Theology (PTH); Youth Ministry (YMN)

ELECTIVES - Chosen in consultation with advisor ..... **8 hours**

Total Hours in Degree Program 64 hours

Bachelor of Applied Arts and Sciences in Christian Studies

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

GENERAL EDUCATION (Bachelor of Applied Arts and Sciences) - Page 83 ..... 42 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Christian Studies ..... 36 hours
Core Courses ..... 24 hours
Concentration ..... 12 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 19-25 hours
ELECTIVES (without optional minor) ..... 43 hours

Total Hours in Degree Program 124 hours

BAAS - Christian Studies Major - Core Courses ..... 24 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
CED 1100 Introduction to the Ministry ..... 1 hours
BIB 3391 Biblical Interpretation ..... 3 hours
CED 2321 Survey of Christian Education ..... 3 hours
PTH 2331 Communicative Preaching ..... 3 hours
CED 3200 Supervised Ministry ..... 2 hours
PTH 4300 Christian Doctrines ..... 3 hours
PTH 4331 Christian History ..... 3 hours
Concentration chosen from ..... 12 hours
12 advanced hours of Bible
12 hours of Biblical Languages (4 hours must be advanced)
12 advanced hours of Christian Education
12 advanced hours of Cross Cultural Studies
12 advanced hours of Practical Theology
12 advanced hours of Youth Ministry
12 advanced hours Composite chosen from Christian Studies courses

The Bachelor of Arts in Bible

The School of Christian Studies offers a multidisciplinary 36-hour major in Bible, consisting of an 18-hour core and 18 hours of more specialized course work. The Bible major is recommended for students who desire a solid foundation in biblical studies.

The purpose of the introductory courses in Bible is to provide all students, seeking a degree, with a basic knowledge of the Bible. The purpose of the upper-division courses in Bible is to provide additional insight into the background, authority, relevant themes and significant theological emphasis of each biblical subject taught. These courses intend to prepare students for future graduate study and/or for vocational ministry.

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Bible ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor) ..... 31 hours
Total Hours in Degree Program 124 hours

Bible Major ..... 36 hours
Bible Major Core ..... 12 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
BIB 3391 Biblical Interpretation ..... 3 hours
PTH 4300 Christian Doctrines ..... 3 hours
Bible Major Core Electives (six hours chosen from) ..... 6 hours
CCS 4341 World Religions ..... 3 hours
CED 2321 Survey of Christian Education ..... 3 hours
PTH 2311 Introduction to Theological Reflection ..... 3 hours
PTH 4333 Theology and Culture ..... 3 hours
PTH 4331 History of Christianity ..... 3 hours
Bible Major Specified Courses ..... 18 hours
PTH 2331 Communicative Preaching ..... 3 hours
Old Testament Courses ..... minimum of 6 hours
BIB 4311 Old Testament Poetry ..... 3 hours
BIB 4321 Interbiblical Period ..... 3 hours
BIB 4331 Hebrew Prophets ..... 3 hours
BIB 4381 The Pentateuch ..... 3 hours
Special Studies in Old Testament ..... 3-6 hours
New Testament Courses ..... minimum of 6 hours
BIB 3311 Life and Teachings of Jesus ..... 3 hours
BIB 3321 Life and Letters of Paul ..... 3 hours
BIB 4341 General Epistles ..... 3 hours
BIB 4351 John and His Writings ..... 3 hours
BIB 4361 Revelation ..... 3 hours
Special Studies in New Testament ..... 3-6 hours
An additional 3 semester hours of advanced Bible OR
PTH 4312 Christian Proclamation ..... 3 hours

Bible Minor ..... 21 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
BIB 3391 Biblical Interpretation ..... 3 hours
12 hours Advanced Bible ..... 12 hours
BIB 3311 Life and Teachings of Jesus ..... 3 hours
BIB 3321 Life and Letters of Paul ..... 3 hours
BIB 4311 Old Testament Poetry ..... 3 hours
BIB 4321 Interbiblical Period ..... 3 hours
BIB 4331 Hebrew Prophets ..... 3 hours
BIB 4341 General Epistles ..... 3 hours
BIB 4351 John and His Writings ..... 3 hours

BIB 4361 Revelation ..... 3 hours
BIB 4381 The Pentateuch ..... 3 hours
Special Studies in Old Testament or New Testament ..... 3-6 hours

The Bachelor of Arts in Biblical Languages

The purpose of the major in biblical languages is to enable students to translate and interpret the Greek New Testament and to translate and interpret simple passages in the Hebrew Bible. Students who take selected courses in biblical languages will learn the essentials of each language and acquire skill in using the language resources in biblical study.

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY REQUIREMENTS ..... 3 hours
MAJOR - Biblical Languages ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours

ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor) ..... 31 hours
Total Hours in Degree Program 124 hours

Biblical Languages Major ..... 36 hours
Biblical Languages Major Core ..... 12 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
BIB 3391 Biblical Interpretation ..... 3 hours
PTH 4300 Christian Doctrines ..... 3 hours
Biblical Languages Major Specified Courses ..... minimum of 23 hours
BLA 2411 Elementary Greek I ..... 4 hours
BLA 2421 Elementary Greek II ..... 4 hours
BLA 2431 Elementary Hebrew I ..... 4 hours
BLA 3401 Intermediate Greek I ..... 4 hours
BLA 3421 Elementary Hebrew II ..... 4 hours
BLA 4321 Advanced Greek ..... 3 hours
BLA 4351 Greek Exegesis ..... 3 hours
Special Studies in Greek or Hebrew ..... 3-4 hours
CED 1100 Introduction to the Ministry ..... 1 hour

Biblical Languages Minor ..... 20 hours
Chosen from:
BLA 2411 Elementary Greek I ..... 4 hours
BLA 2421 Elementary Greek II ..... 4 hours
BLA 2431 Elementary Hebrew I ..... 4 hours
BLA 3401 Intermediate Greek I ..... 4 hours
BLA 3421 Elementary Hebrew II ..... 4 hours
BLA 4121 Biblical Language Assistant ..... 1 hour
BLA 4321 Advanced Greek ..... 3 hours
BLA 4351 Greek Exegesis ..... 3 hours
Special Studies in Greek or Hebrew ..... 3-4 hours

The Bachelor of Arts in Christian Education

The purpose of courses in Christian Education is to prepare students for educational ministries in the local church and/or to prepare them for future graduate studies.

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Christian Education ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor) ..... 31 hours
Total Hours in Degree Program 124 hours

Christian Education Major ..... 36 hours
- **Christian Education Major Core ..... 15 hours**
  - BIB 1303 Introduction to the Old Testament ..... 3 hours
  - BIB 1304 Introduction to the New Testament ..... 3 hours
  - BIB 3391 Biblical Interpretation ..... 3 hours
  - PTH 4300 Christian Doctrines ..... 3 hours
  - CED 2321 Survey of Christian Education ..... 3 hours
- **Christian Education Core Electives ..... minimum 3 hours**
  - CCS 4341 World Religions ..... 3 hours
  - PTH 2311 Introduction to Theological Reflection ..... 3 hours
  - PTH 4333 Theology and Culture ..... 3 hours
  - PTH 4331 History of Christianity ..... 3 hours
- **Christian Education Major Specified Courses ..... 18 hours**
  - CED 1100 Introduction to the Ministry ..... 1 hours
  - CED 3200 Supervised Ministry ..... 2 hours
  - CED 4380 Principles of Teaching in the Church ..... 3 hours
  - 9 hours chosen from ..... 9 hours
    - CED 2351 Ministry to Children ..... 3 hours
    - CED 2370 Preparation for Christian Home and Marriage ..... 3 hours
    - CCS 3360 Foundations for Cross-Cultural Ministry ..... 3 hours
    - CED 4331 Christian Care and Counseling ..... 3 hours
    - CED 4371 Church Leadership ..... 3 hours
    - CED 1101-3399 Special Studies ..... 1-3 hours
  - 3 hours chosen from ..... 3 hours
    - YMN 2350 Survey of Youth Education ..... 3 hours
    - YMN 3289 Youth Ministry Workshop ..... 2 hours
    - YMN 3310 Philosophical Foundations for Youth Ministry ..... 3 hours
    - YMN 4350 Understanding Today's Youth Culture ..... 3 hours

Christian Education Minor ..... 21 hours
- CED 1100 Introduction to the Ministry ..... 1 hours
- CED 2321 Survey of Christian Education ..... 3 hours
- CED 3200 Supervised Ministry ..... 2 hours
- CED 4371 Church Leadership ..... 3 hours
- CED 4380 Principles of Teaching in the Church ..... 3 hours

9 hours chosen from ..... 9 hours
- YMN 2342 Church Recreation ..... 3 hours
- YMN 2350 Ministry to Youth ..... 3 hours
- CED 2351 Ministry to Children ..... 3 hours
- CED 2370 Preparation for Christian Home and Marriage ..... 3 hours
- CED 2380 Legal Issues in the Church ..... 3 hours
- CED 4331 Christian Care and Counseling ..... 3 hours
- PTH 3314 Spiritual Formation ..... 3 hours
- CED 1101-3399 Special Studies ..... 3 hours

The Bachelor of Arts in Cross-Cultural Studies

The School of Christian Studies offers a multidisciplinary 36-hour major in Cross-Cultural Studies, consisting of an 18-hour core and 18 hours of specialized coursework.

The 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.

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Cross Cultural Studies ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor) ..... 31 hours
Total Hours in Degree Program 124 hours

Cross-Cultural Studies Major ..... 36 hours
- **Cross-Cultural Studies Major Core ..... 15 hours**
  - BIB 1303 Introduction to the Old Testament ..... 3 hours
  - BIB 1304 Introduction to the New Testament ..... 3 hours
  - BIB 3391 Biblical Interpretation ..... 3 hours
  - PTH 4300 Christian Doctrines ..... 3 hours
  - PTH 4331 History of Christianity ..... 3 hours
- **Cross-Cultural Core Electives ..... minimum of 3 hours**
  - CED 2321 Survey of Christian Education ..... 3 hours
  - PTH 2311 Introduction to Theological Reflection ..... 3 hours
  - PTH 4333 Theology and Culture ..... 3 hours
- **Cross-Cultural Studies Major Specified Courses ..... 18 hours**
  - CCS 2189 Cross-Cultural Ministry Workshop ..... 1 hours
  - CED 3200 Supervised Ministry ..... 2 hours
  - CCS 3311 International Practicum ..... 3 hours
  - CCS 3360 Foundations for Cross-Cultural Ministry ..... 3 hours
  - CCS 4341 World Religions ..... 3 hours
  - Six (6) hours to be selected from ..... 6 hours
    - CCS 1101-4399 Special Studies ..... 1-3 hours
    - SOC 3301 Cross-Cultural Practicum ..... 3 hours
    - BIB 3321 Life and Letters of Paul ..... 3 hours
    - SPA 3331 Spanish Culture and Civilization ..... 3 hours

COM 3350 Intercultural Communication..... 3 hours
CCS 3351 Basic Evangelism ..... 3 hours
CCS 4304 Special Topics in Cross-Cultural Ministry ..... 3 hours
CCS 4311 Models for Cross-Cultural Ministry..... 3 hours
ENG 4336 Reading Across Cultures..... 3 hours

Cross-Cultural Studies Minor ..... 21 hours
CCS 2189 Cross-Cultural Ministry Workshop ..... 1 hours
CED 3200 Supervised Ministry ..... 2 hours
CCS 3311 International Practicum..... 3 hours
CCS 3360 Foundations for Cross-Cultural Ministry ..... 3 hours
CCS 4341 World Religions ..... 3 hours
Nine (9) hours to be selected from ..... 9 hours
CCS 1101-4399 Special Studies .....1-3 hours
SOC 3301 Cross-Cultural Practicum ..... 3 hours
BIB 3321 Life and Letters of Paul ..... 3 hours
SPA 3331 Spanish Culture and Civilization..... 3 hours
COM 3350 Intercultural Communication..... 3 hours
CCS 3351 Basic Evangelism ..... 3 hours
CCS 4304 Special Topics in Cross-Cultural Ministry ..... 3 hours
CCS 4311 Models for Cross-Cultural Ministry ..... 3 hours
ENG 4336 Reading Across Cultures..... 3 hours

The Bachelor of Arts in Practical Theology

The purpose of courses in practical theology is to prepare students for ministry in the local church and for other church-related vocations and/or to provide a foundation for future graduate studies.

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts)..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Practical Theology..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor) ..... 31 hours
Total Hours in Degree Program 124 hours

Practical Theology Major..... 36 hours
Practical Theology Major Core..... 12 hours
BIB 3391 Biblical Interpretation ..... 3 hours
PTH 2311 Introduction to Theological Reflection ..... 3 hours
PTH 4300 Christian Doctrines ..... 3 hours
PTH 4331 History of Christianity ..... 3 hours
Practical Theology Required Courses ..... 9 hours
CED 1100 Introduction to the Ministry ..... 1 hours
PTH 2331 Communicative Preaching ..... 3 hours
CED 3200 Supervised Ministry ..... 2 hours
PTH 3311* Baptist Identity ..... 3 hours

Practical Theology Major Courses ..... 15 hours

CED 4380 Principles of Teaching in the Church ***OR***

PTH 4312 Christian Proclamation ..... 3 hours

CCS 4341 World Religions ***OR***

PTH 3323 Christian Ethics ..... 3 hours

3 hours to be selected from ..... 3 hours

PTH 4333 Theology & Culture ..... 3 hours

PTH 4304 Special Topics in Theology ..... 3 hours

PTH 3361 History of Baptists ..... 3 hours

Six (6) additional hours selected from ..... 6 hours

Practical Theology courses ..... 3-6 hours

CCS 3351 Basic Evangelism ..... 3 hours

CCS 4341 World Religions ..... 3 hours

CED 4371 Church Leadership ..... 3 hours

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

Practical Theology Minor ..... 21 hours

PTH 3311* Baptist Identity ..... 3 hours

BIB 3391 Biblical Interpretation ..... 3 hours

PTH 4300 Christian Doctrines ..... 3 hours

12 hours chosen from ..... 12 hours

PTH 1101-4399 Special Studies ..... 1-3 hours

PTH 2311 Introduction to Theological Reflection ..... 3 hours

PTH 2331 Communicative Preaching ..... 3 hours

PTH 3314 Spiritual Formation ..... 3 hours

PTH 3323 Christian Ethics ..... 3 hours

PTH 3331 The Work of the Minister ..... 3 hours

PTH 3351 Basic Evangelism ..... 3 hours

PTH 3361 History of Baptists ..... 3 hours

PTH 4304 Special Topics in Theology ..... 3 hours

PTH 4312 Christian Proclamation ..... 3 hours

PTH 4331 History of Christianity ..... 3 hours

PTH 4333 Theology & Culture ..... 3 hours

PTH 4341 World Religions ..... 3 hours

CCS 3351 Basic Evangelism ..... 3 hours

CCS 4341 World Religions ..... 3 hours

CED 4371 Church Leadership ..... 3 hours

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

The Bachelor of Arts in Youth Ministry

The purpose of courses in youth ministry is to prepare students for youth ministry-related vocations and future graduate studies. Emphasis will be given to the development of a biblical philosophy of ministry and to Christian education as a foundation for teenagers, parents, and youth workers. Majors and minors will be challenged to become students of adolescent development and culture.

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
Christian Studies majors are highly encouraged to choose 12 hours of Biblical Languages to fulfill the foreign language requirement.
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Youth Ministry ..... 36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-13 hours
ELECTIVES (without optional minor) ..... 31 hours
Total Hours in Degree Program 124 hours

Youth Ministry Major ..... 36 hours
- **Youth Ministry Major Core ..... 15 hours**
  - BIB 3391 Biblical Interpretation ..... 3 hours
  - CED 2321 Survey of Christian Education ..... 3 hours
  - PTH 4300 Christian Doctrines ..... 3 hours
  - YMN 3310 Philosophical Foundations for Youth Ministry ..... 3 hours
  - PTH 2331 Communicative Preaching ..... 3 hours
- **Youth Ministry Core Electives ..... 3 hours**
  - 3 hours Advanced Bible ..... 3 hours
  - CCS 3360 Foundations of Cross-Cultural Ministry ..... 3 hours
  - PTH 2311 Introduction to Theological Reflection ..... 3 hours
  - PTH 4331 History of Christianity ..... 3 hours
- **Youth Ministry Major Specified Courses ..... 18 hours**
  - CED 4380 Principles of Teaching in the Church ..... 3 hours
  - CED 1100 Introduction to the Ministry ..... 1 hours
  - YMN 2350 Ministry to Youth ..... 3 hours
  - CED 3200 Supervised Ministry ..... 2 hours
  - Three (3) hours chosen from ..... 3 hours
    - FST 2311 Marriage and the Family ..... 3 hours
    - FST 3360 Parent-Child Relationships ..... 3 hours
    - PSY 3342 Adolescent Psychology ..... 3 hours
  - Six (6) hours chosen from ..... 6 hours
    - YMN 2342 Church Recreation ..... 3 hours
    - CED 2380 Legal Issues in the Church ..... 3 hours
    - YMN 3289 Youth Ministry Workshop ..... 3 hours
    - CRJ 3332 Juvenile Delinquency ..... 3 hours
    - YMN 4311 Youth Ministry Institute ..... 3 hours
    - YMN 4320 International Student Ministry ..... 3 hours
    - CED 4331 Christian Care and Counseling ..... 3 hours
    - YMN 4350 Understanding Today's Youth Culture ..... 3 hours
    - Special Studies in Youth Ministry ..... 3-6 hours

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

Youth Ministry Minor ..... 21 hours

- CED 1100 Introduction to the Ministry ..... 1 hours
- YMN 2350 Ministry to Youth ..... 3 hours
- CED 3200 Supervised Ministry ..... 2 hours
- YMN 3310 Philosophical Foundations for Youth Ministry ..... 3 hours
- 12 hours chosen from ..... 12 hours
  - YMN 2342 Church Recreation ..... 3 hours
  - CED 2380 Legal Issues in the Church ..... 3 hours
  - YMN 3289 Youth Ministry Workshop ..... 3 hours
  - SOC 3332 Juvenile Delinquency ..... 3 hours
  - YMN 4311 Youth Ministry Institute ..... 3 hours
  - YMN 4350 Understanding Today's Youth Culture ..... 3 hours
  - YMN 1101-4399 Special Studies in Youth Ministry ..... 3 hours

Accelerated Bachelor of Arts/Master of Arts Degrees

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

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

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

For detailed information regarding the accelerated BA/MA program, see the Graduate Programs section of this catalog.

School of Education

KYLAH CLARK-GOFF, Ph.D., Dean

Department of Education

Kylah Clark-Goff, Ph.D. - Chair, Department of Education

FACULTY: **Lauren Kirk, M.S.; Joe E. Robinson, Ph.D.; Jill Underwood, M.S.Ed;**

PART-TIME/ADJUNCT FACULTY: **Kenan Boland, J.D.; Jane Metty-Samons, Ph.D.**

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

Education Preparation Program

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

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

1. To provide a teacher education curriculum which will 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 inspirational zeal.

4. To provide well-planned professional laboratory experiences. This part of the program is a product of cooperative planning by the university and participating school districts.

5. To encourage a vital, satisfying, and continuously growing personal and spiritual life.

6. To encourage more gifted students to consider teaching as a career.

7. To encourage gifted students to continue professional studies at the graduate level.

8. To develop cognitive and affective understanding and competence in preservice teachers so that 90 percent pass the state proficiency TExES in professional development and related endorsements.

9. To continue to refine the preservice preparation of teachers to insure that all students educated at Howard Payne University for service in Texas achieve or exceed the passing score of the current Texas teacher appraisal system.

In addition, the Education Preparation Program has identified the following learner outcomes as desirable expressions of these goals:

1. To acquire a broad foundation in the liberal arts reflective of a well-educated individual.

2. To demonstrate competence in those tasks of instructional design, lesson presentation, and appropriate assessment representative of the teaching profession.

3. To become intellectually curious, reflective thinkers.

4. To become comfortable and confident interacting in the public school environment.

5. To demonstrate a commitment to continuous personal growth and lifelong learning.

6. To demonstrate the qualities of and capacity for leadership in the school environment, specifically in the community at large.

7. To embody in their relationships with students, parents, and colleagues the commitment and Compassion of the Model Teacher.

8. To pass the state's professional proficiency exams with scores that meet or exceed state standards.

9. To commit to teaching not as an interim endeavor but as a lifelong calling.

Requirements for the Education Preparation Program

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

Phase I

1. Completion of thirty semester hours.

2. Schedule an Education Preparation Program interview prior to March 1 in the spring or prior to October 1 in the fall. Contact the School of Education to obtain additional information about the interview process.

Phase II

1. Completion of forty-five semester hours.

2. Complete FERPA document release form.

3. Submission of an application for admission to the Education Preparation Program in the Office of the Dean of Education by **March 1** for beginning the professional education course sequence in the summer or fall semesters or by **October 1** for beginning in the spring semester. (Applications may be obtained from the Office of the Dean of the School of Education.)

4. A **cumulative** grade point average of *at least* 2.75 and a grade point average of *at least* 2.75 in **each** of the candidate's teaching fields or concentrations and majors. To remain in the program, the student must maintain the 2.75 GPA.

5. A passing score on either the Texas Higher Education Assessment (THEA) or the Accuplacer test; both tests assess reading, mathematics, and writing. No student may take any professional education course without having passed all three parts of the THEA or the Accuplacer. However, the following are 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 State of Texas Assessment of Academic Readiness (STARR) performance scores of 2200 in Reading and Math, and a Writing score of at least 3. (Note: For exemption purposes, STARR scores are valid for three years after the high school graduation date; SAT and ACT scores for five years.)

6. Departmental endorsements from a faculty member from each of the teaching fields or concentrations The endorsement forms may be obtained from the Office of the Dean of the School of Education. Students who transfer to HPU at the junior level or beyond may obtain endorsements from faculty members of colleges or universities attended prior to admission to HPU. All endorsements must be received by **March 1** for students taking their first education course in the summer or fall semesters or by **October 1** for those beginning in the spring semester.

7. Approval by the Teacher Education Council. Students denied admission to the Education Preparation Program are entitled to appeal their status to the council.

8. Depending on the current rules of the State Board for Educator Certification (SBEC), students may be required to pay a fee for a national criminal history check. Students should be aware that public schools working with the university during teacher preparation may check to see if a student has a criminal record. Any teacher education student with a criminal record should see the dean of the School of Education. Most criminal records preclude one from obtaining teaching certification in Texas.

9. Students must fulfill all requirements outlined in the School of Education *Student Teacher/ Internship Handbook.*

Phase III

Admission to student teaching or the year-long internship requires the following:

1. Prospective student teachers must be within 9 semester hours of graduation, exclusive of student teaching, the semester in which student teaching is scheduled. The internship is open only to students who have already graduated and have a degree in hand.

2. Submission of an application for admission to student teaching or internship in the Office of the Dean of the School of Education by **March 1** if the student teaching/internship is to begin in the fall semester or by **October 1** if student teaching/internship is to begin in the spring semester.

3. A cumulative grade point average of at least 2.75, a grade point average of at least 2.75 in each teaching field or area of concentration, and a grade point average of at least 2.75 in professional education courses Teaching fields or concentrations must be completed prior to student teaching. Education courses, with the exception of EDU 4375, must be completed prior to student teaching.

4. Completion of the 45-clock-hour field experience requirement associated with EDU 3310 and EDU 3330 prior to the beginning of student teaching.

5. Departmental endorsements from faculty in each of the teaching fields or concentrations. The endorsement forms may be obtained in the Office of the Dean of the School of Education. Students who transfer to Howard Payne at the junior level or above may obtain endorsements from faculty members of colleges and universities attended prior to admission to HPU. All endorsements must be received by **March 1** if the student teaching/internship is to begin in the fall semester or by **October 1** if student teaching/internship is to begin in the spring semester.

6. All education course prerequisites and required grade point averages must be attained **prior to** student teaching or the internship. This applies *to all* students regardless of which catalog is being followed.

7. All candidates must have passed EDU 4100, TExES Review, *prior to* being admitted to student teaching. This applies regardless of which catalog is being followed. (Students should note that EDU 4100 is offered only in the fall and spring long semesters and may **not** be taken by conference.)

8. All candidates must have passed the 4000-level TExES Reviews offered in their teaching fields *prior to* being admitted to student teaching. This requirement applies regardless of which catalog is being followed. Note: Not all teaching fields offer a TExES Review.

9. Approval by the Teacher Education Council. Students denied entrance to student teaching are entitled to appeal their status to the council.

10. Students must fulfill all requirements outlined in the School of Education *Student Teacher/Internship Handbook.*

Note 1: Student teachers are not permitted to take more than 12 semester hours during the student teaching semester which includes GEN 4100, EDU 4375, plus student teaching hours (8). Student teachers may not leave their regular student teaching assignments to return to the Howard Payne campus for another class or to participate in other HPU activities except for the student teaching seminars scheduled each Wednesday afternoons from 4:00 to 5:00 PM.

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

Note 3: Student teaching must be completed in schools in the Brownwood area only, i.e., schools in reasonable proximity to Howard Payne University.

Post-Baccalaureate Certification Program

The HPU School of Education offers individuals who already have a qualifying college degree the opportunity to pursue teacher certification. Such individuals may pursue certification in any field offered at HPU. The Certification Officer in the School of Education will develop an individualized deficiency plan which will outline the specific requirements necessary to be completed in order to be certified in the desired field. Please contact the Certification Officer at 325-649-8203 for additional information.

Teacher Certification

In the State of Texas, all teacher certification programs, requirements, and structures are subject to the approval of the State Board for Educator Certification (SBEC) and are, therefore, subject to modification at any time to maintain compliance with SBEC rules and regulations. SBEC is currently engaged in an extended and protracted review of educator certification, and final guidelines related to certification requirements are not available in all teaching fields.

Because of the volatile and uncertain nature of certification requirements at this time, teacher candidates are advised to check periodically with the Office of the Dean of the School of Education for updates that might impact their preparation program and status. 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 audit was filed.

Note 1: Teacher preparation requirements referenced in other sections of this catalog are also subject to modification as SBEC regulations might require.

Note 2: The department of education courses and the reading courses listed in this catalog are also subject to modification and deletion, and additional courses may be added, as necessitated by changes in certification requirements.

Program Accreditation

The Howard Payne University education preparation program is fully accredited by the Texas Education Agency. For the 2013-2014 academic year, Howard Payne students who completed the education preparation program posted a summary pass rate of 93 percent.

State Proficiency Examinations

All candidates applying for initial or additional teacher certification are required to pass the appropriate Texas Examination of Educator Standards (TExES) test(s). Persons seeking additional content certificates must pass TExES tests in the field of certification.

Elementary School Teaching

The university offers an elementary school teacher preparation program for early childhood through grade six (EC-6).

Middle School Teaching Fields

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

High School Teaching Fields

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

All-level Education Teaching Fields

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

Application for Certificate

All eligible students must file a certificate application on-line with the State Board for Educator Certification, making appropriate fee payment directly to them. Applications cannot be processed until proof that the student has passed the appropriate TExES tests has been provided by the appropriate testing agency. Students may not "challenge" the TExES in an additional subject area for which they may or may not have university credit until an initial certificate has been obtained from SBEC.

Advisors

Students seeking elementary certification will be assigned an advisor from the department of education faculty. Students pursuing middle school, high school, or all-level certifications will be jointly advised by an academic advisor from their teaching field(s) and by a member of the department of education faculty. Middle school, high school, and all-level degree audits must bear the signatures of all advisors.

Minors

A list of minors offered by the School of Education is available in the Kinesiology department area. No minors are available in the Education department.

ELEMENTARY: EARLY CHILDHOOD – GRADE 6 DEGREE REQUIREMENTS

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament ..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses ..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I or higher ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
HIS 1310 U.S. History to 1877 ..... 3 hours
GOV 2340 Social Studies of Texas ..... 3 hours
Social Science - GOV 2311 American Government ..... 3 hours

Fine Arts Appreciation course chosen from the approved list..... 3 hours
Total General Education ..... 42 hours

Additional Degree Requirements..... 12 hours
Foreign Language (must be taken in a single language) ..... 6 hours
HIS 1320 U.S. History Since 1877 ..... 3 hours
KIN 3327 Strategies for Teaching Elementary Physical Education..... 3 hours

BACHELOR OF ARTS - INTERDISCIPLINARY CORE CURRICULUM..... 38 hours
ELEMENTARY EDUCATION - PROFESSIONAL EDUCATION ..... 30 hours
TOTAL HOURS IN DEGREE PROGRAM 125 hours

BACHELOR OF ARTS
INTERDISCIPLINARY CORE CURRICULUM

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

*** = Courses not part of General Education, Additional Degree Requirements or Professional Education.**

Language Arts ..... 15 hours
EDU 4307 Language Arts Methods EC-8 ..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
ENG 2351, 2353 or 2373..... 3 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours
Mathematics..... 14 hours
EDU 4305 Math Methods EC-8 ..... 3 hours
MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I, or higher ..... 3 hours
*MAT 1471 Math for Elementary Teachers I ..... 4 hours
*MAT 3421 Math for Elementary Teachers II ..... 4 hours
Science ..... 15 hours
EDU 4304 Science Methods EC-8 ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list..... 4 hours
*BIO 1419 Life Science for Elementary Education ..... 4 hours
*PSC 1419 Physical Science for Elementary Education..... 4 hours
Social Studies ..... 15 hours
EDU 4306 Social Studies Methods EC-8 ..... 3 hours
HIS 1310 U.S. History to 1877..... 3 hours
HIS 1320 U.S. History Since 1877..... 3 hours
GOV 2340 Social Studies of Texas ..... 3 hours
GOV 2311 American Government ..... 3 hours
Fine Arts..... 6 hours
EDU 4308 Fine Arts Methods EC-8..... 3 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours
Reading ..... 12 hours
*REA 4345 Literacy Instruction in the Primary Grades ..... 3 hours
*REA 4346 Literacy Instruction in the Content Areas ..... 3 hours
*REA 4347 Literacy Instruction in the Intermediate Grades..... 3 hours
*REA 4348 Literacy Assessment and Intervention..... 3 hours
Total Bachelor of Arts Core Curriculum Not Counted Elsewhere ..... 40 hours

For Bachelor of Arts - Professional Education courses see page 146.

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION

- GEN 1101 University Seminar ..... 1 hours
- BIB 1303 Introduction to the Old Testament ..... 3 hours
- BIB 1304 Introduction to the New Testament ..... 3 hours
- KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
- Kinesiology Activity chosen from approved courses ..... 2 hours
- GEN 4100 Senior Seminar ..... 1 hours
- COM 1310 Fundamentals of Human Communication ..... 3 hours
- ENG 1311 English Composition I ..... 3 hours
- ENG 1312 English Composition II ..... 3 hours
- MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I or higher ..... 3 hours
- Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
- English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
- HIS 1310 U.S. History to 1877 ..... 3 hours
- GOV 2340 Social Studies of Texas ..... 3 hours
- Social Science - HIS 1320 U.S. History Since 1877 ..... 3 hours
- Fine Arts Appreciation course chosen from the approved list ..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements ..... 19 hours

- BIO 1419 Life Science for Elementary Education ..... 4 hours
- MAT 1471 Mathematics for Elementary Teachers I ..... 4 hours
- Computer Information Systems, Mathematics, or Science ..... 8 hours
  - MAT 3421 Mathematics for Elementary Teachers II ..... 4 hours
  - PSC 1419 Physical Science for Elementary Education ..... 4 hours
- KIN 3327 Strategies for Teaching Elementary Physical Education ..... 3 hours

BACHELOR OF SCIENCE - INTERDISCIPLINARY CORE CURRICULUM ..... 30 hours
ELEMENTARY EDUCATION - PROFESSIONAL EDUCATION ..... 30 hours
ELECTIVES ..... 3 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

BACHELOR OF SCIENCE INTERDISCIPLINARY CORE CURRICULUM

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

*** = Courses not part of General Education, Additional Degree Requirements or Professional Education.**

Language Arts ..... 15 hours
EDU 4307 Language Arts Methods EC-8 ..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
ENG 2351, 2353 or 2373 ..... 3 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours
Mathematics ..... 14 hours
EDU 4305 Math Methods EC-8 ..... 3 hours
MAT 1351 College Algebra ..... 3 hours
MAT 1471 Math for Elementary Teachers I ..... 4 hours
MAT 3421 Math for Elementary Teachers II ..... 4 hours
Science ..... 15 hours
EDU 4304 Science Methods EC-8 ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
BIO 1419 Life Science for Elementary Education ..... 4 hours
PSC 1419 Physical Science for Elementary Education ..... 4 hours
Social Studies ..... 15 hours
EDU 4306 Social Studies Methods EC-8 ..... 3 hours
HIS 1310 U.S. History to 1877 ..... 3 hours
HIS 1320 U.S. History Since 1877 ..... 3 hours
GOV 2340 Social Studies of Texas ..... 3 hours
*GOV 2311 American Government ..... 3 hours
Fine Arts ..... 6 hours
EDU 4308 Fine Arts Methods EC-8 ..... 3 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours
Reading ..... 12 hours
*REA 4345 Literacy Instruction in the Primary Grades ..... 3 hours
*REA 4346 Literacy Instruction in the Content Areas ..... 3 hours
*REA 4347 Literacy Instruction in the Intermediate Grades ..... 3 hours
*REA 4348 Literacy Assessment and Intervention ..... 3 hours
Total Bachelor of Science Core Curriculum Not Counted Elsewhere ..... 30 hours

For Bachelor of Science - Professional Education courses see below.

Elementary: Early Childhood - Grade 6
Professional Education
(Courses apply to both the Bachelor of Arts and Bachelor of Science degrees.)

EDU 3310 Foundations I (Psychological) ..... 3 hours
EDU 3330 Foundations II (Philosophical) ..... 3 hours
EDU 3314 Education of the Young Child ..... 3 hours
EDU 4304 Science Methods EC-8 ..... 3 hours
EDU 4305 Math Methods EC-8 ..... 3 hours
EDU 4306 Social Studies Methods EC-8 ..... 3 hours
EDU 4307 Language Arts Methods EC-8 ..... 3 hours
EDU 4349 Educational Curriculum Design ..... 3 hours
EDU 4354 Literacy Instruction in Early Childhood ..... 3 hours
EDU 4375 Educational Technology Applications ..... 3 hours
EDU 4465 Student Teaching in the Elementary Schools ..... 4 hours
EDU 4470 Student Teaching in the Elementary Schools ..... 4 hours
EDU 4100 TExES Review – Professional Development ..... 1 hour
EDU 4101 TExES Review - Elementary Education (EC-6) ..... 1 hour
Total Elementary: EC - Grade 6 Professional Education 40 hours

Required hours for the elementary education: early childhood - grade 6 degree/major total 120-132 hours, leaving up to 4 hours available for electives. Should a student so desire, he or she may apply elective hours toward meeting the additional academic requirements necessary for middle school certification.

MIDDLE SCHOOL: GRADE 4 – GRADE 8
DEGREE REQUIREMENTS

Middle school certification at Howard Payne University builds on a foundation of elementary certification. To the requirements spelled out in the elementary education: early childhood - grade 6 degree/major, middle school certification requires from 3 to 24 additional academic hours, depending on the particular academic specialization sought.

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS ..... 16 hours
BACHELOR OF ARTS - INTERDISCIPLINARY CORE CURRICULUM ..... 44 hours
MIDDLE SCHOOL EDUCATION PROFESSIONAL EDUCATION ..... 33 hours
ADDITIONAL HOURS REQUIRED FOR MIDDLE SCHOOL TEACHING FIELD ..... 3-24 hours
TOTAL HOURS IN DEGREE PROGRAM 138 - 159 hours

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS ..... 18 hours
BACHELOR OF SCIENCE - INTERDISCIPLINARY CORE CURRICULUM ..... 30 hours
MIDDLE SCHOOL PROFESSIONAL EDUCATION ..... 33 hours
ADDITIONAL HOURS REQUIRED FOR MIDDLE SCHOOL TEACHING FIELD ..... 3-24 hours
TOTAL HOURS IN DEGREE PROGRAM 126 - 147 hours

Middle School Subject Specializations

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

*** = Courses not part of General Education, Additional Degree Requirements or Professional Education.**

English Language Arts and Reading ..... 33 hours
(Only available under the BA degree)
COM 1310 Fundamentals of Human Communication ..... 3 hours
ENG 1311 Composition I ..... 3 hours
ENG 1312 Composition II ..... 3 hours
ENG 2351, 2353, or 2373 ..... 3 hours
ENG 3302 Children's Literature ..... 3 hours
REA 4345 Literacy Instruction in the Primary Grades ..... 3 hours
REA 4346 Literacy Instruction in the Content Areas ..... 3 hours
REA 4347 Literacy Instruction in the Intermediate Grades ..... 3 hours
REA 4348 Literacy Assessment and Intervention ..... 3 hours
THR 4321 Creative Dramatics ..... 3 hours
*ENG 3304 Advanced Grammar ..... 3 hours

Total hours for a middle school English language arts and reading subject specialization is 126 - 138 hours. The total hours include BA general education, additional degree requirements, interdisciplinary core curriculum, professional education, and middle school subject specialization.

Mathematics ..... 28 hours

MAT 1351 College Algebra ..... 3 hours
MAT 1471 Mathematics for Elementary Education I ..... 4 hours
MAT 3421 Mathematics for Elementary Education II ..... 4 hours
*MAT 2342 Introduction to Probability and Statistics ..... 3 hours
*MAT 2345 Pre-Calculus Mathematics ..... 3 hours
*MAT 2451 Calculus I ..... 4 hours
*MAT 3322 Geometry ..... 3 hours
*MAT 3450 Mathematics for Middle School ..... 4 hours

Total hours for a middle school mathematics subject specialization is 138-150 hours. The total hours include BA or BS general education, additional degree requirements, interdisciplinary core curriculum, professional education, and middle school subject specialization.

Science ..... 28 hours

BIO 1410 Human Biology ..... 4 hours
BIO 1419 Life Science for Elementary Education ..... 4 hours
PSC 1419 Physical Science for Elementary Education ..... 4 hours
PSC 1429 Meteorology, Earth Science, and Chemistry ..... 4 hours
*GEO 1419 Physical Geology
or GEO 1449 Environmental Geology ..... 4 hours
*Choose 8 hours from the following ..... 8 hours
CHE 1430 Intro to General, Organic & Biological Chemistry ..... 4 hours
FRS 2479 Introduction to Forensic Science ..... 4 hours
PSC 1409 Principles of Astronomy ..... 4 hours
PSC 1449 Meteorology: Weather & Climate ..... 4 hours
GEO 1419 Physical Geology* ..... 4 hours
GEO 1449 Environmental Geology* ..... 4 hours

*Students may choose whichever of these courses was not chosen to satisfy the four-hour geology requirement above.

Total hours for a middle school science subject specialization is 146-159 hours. The total hours include BA or BS general education, additional degree requirements, interdisciplinary core curriculum, professional education, and middle school subject specialization.

Social Studies ..... 24 hours

HIS 1310 U.S. History to 1877 ..... 3 hours
HIS 1320 U.S. History Since 1877 ..... 3 hours
GOV 2340 Social Studies of Texas ..... 3 hours
GEG 2310 Introduction to World Geography ..... 3 hours
*HIS 2310 Survey of Western Civilization I
or HIS 2320 Survey of Western Civilization II ..... 3 hours
*HIS 2330 Non-Western Civilizations ..... 3 hours
*GOV 2311 American Government ..... 3 hours
HIS Elective chosen in consultation with student's advisor ..... 3 hours

Total hours for a middle school social science subject specialization is 135-147 hours. The total hours include BA or BS general education, additional degree requirements, interdisciplinary core curriculum, professional education, and middle school subject specialization.

MIDDLE SCHOOL: GRADE 4 - GRADE 8
Professional Education
(Courses apply to both the Bachelor of Arts and the Bachelor of Science degrees.)

EDU 3310 Foundations I (Psychological) ..... 3 hours
EDU 3330 Foundations II (Philosophical) ..... 3 hours
EDU 3314 Education of the Young Child ..... 3 hours
EDU 4304 Science Methods EC-8 ..... 3 hours
EDU 4305 Math Methods EC-8..... 3 hours
EDU 4306 Social Studies Methods EC-8 ..... 3 hours
EDU 4307 Language Arts Methods EC-8 ..... 3 hours
EDU 4349 Educational Curriculum Design ..... 3 hours
EDU 4375 Educational Technology Applications..... 3 hours
EDU 4465 Student Teaching in the Middle Schools ..... 4 hours
EDU 4480 Student Teaching in the Middle Schools ..... 4 hours
EDU 4100 TExES Review – Professional Development..... 1 hour
Total Middle School: Grade 4-Grade 8 Professional Education 36 hours

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

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION

GEN 1101 University Seminar ..... 1 hours
BIB 1303 Introduction to the Old Testament..... 3 hours
BIB 1304 Introduction to the New Testament ..... 3 hours
KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
Kinesiology Activity chosen from approved courses..... 2 hours
GEN 4100 Senior Seminar ..... 1 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I or higher ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
English Literature - ENG 2351 or 2353 or 2373..... 3 hours
HIS 1310 U.S. History to 1877 ..... 3 hours
GOV 2340 Social Studies of Texas ..... 3 hours
Social Science - GOV 2311 American Government ..... 3 hours
Fine Arts Appreciation course chosen from the approved list..... 3 hours
Total General Education ..... 42 hours

Additional Degree Requirements..... 12 hours
- Foreign Language (must be taken in a single language) ..... 6 hours
- HIS 1320 U.S. History Since 1877 ..... 3 hours
- English Literature - ENG 2351 or 2353 or 2373..... 3 hours

SECONDARY PROFESSIONAL EDUCATION ..... 21 hours
HIGH SCHOOL - TEACHING FIELDS..... 36-58 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

For Secondary Professional Education courses see page 151.

BACHELOR OF SCIENCE DEGREE

GENERAL EDUCATION CURRICULUM and Additional Degree Requirements

GENERAL EDUCATION
- GEN 1101 University Seminar ..... 1 hours
- BIB 1303 Introduction to the Old Testament..... 3 hours
- BIB 1304 Introduction to the New Testament ..... 3 hours
- KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
- Kinesiology Activity chosen from approved courses..... 2 hours
- GEN 4100 Senior Seminar ..... 1 hours
- COM 1310 Fundamentals of Human Communication ..... 3 hours
- ENG 1311 English Composition I ..... 3 hours
- ENG 1312 English Composition II ..... 3 hours
- MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I or higher ..... 3 hours
- Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
- English Literature - ENG 2351 or 2353 or 2373..... 3 hours
- HIS 1310 U.S. History to 1877 ..... 3 hours
- GOV 2340 Social Studies of Texas ..... 3 hours
- Social Science - HIS 1320 U.S. History Since 1877..... 3 hours
- Fine Arts Appreciation course chosen from the approved list..... 3 hours

Total General Education ..... 42 hours

Additional Degree Requirements..... 13 hours
- Life Science or Physical Science with lab..... 4 hours
- MAT 2342 Intro to Probability & Statics or above ..... 3 hours
- Computer Information Systems, Mathematics, or Science ..... 3 hours
- GOV 2311 American Government..... 3 hours

SECONDARY PROFESSIONAL EDUCATION ..... 21 hours
HIGH SCHOOL - TEACHING FIELDS..... 36-58 hours
TOTAL HOURS IN DEGREE PROGRAM 124 hours

For Secondary Professional Education courses see below.

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

EDU 3310 Psychological Foundations I ..... 3 hours
EDU 3330 Philosophical Foundations II..... 3 hours
EDU 4349 Educational Curriculum Design ..... 3 hours
EDU 4375 Educational Technology Applications..... 3 hours
EDU 4485 Student Teaching in Secondary Schools ..... 4 hours
EDU 4490 Student Teaching in Secondary Schools ..... 4 hours
EDU 4100 TExES Review – Professional Development..... 1 hour
REA 4346 Literacy Instruction in the Content Areas ..... 3 hours
Total High School: Grade 8-Grade 12 Professional Education 24 hours

Requirements for High School Teaching Fields Offered

Business Education.....36 hours
(GRADE 6 - GRADE 12 FOR BUSINESS EDUCATION ONLY - Only available under the BS degree).
ACC 2311 Principles of Accounting I..... 3 hours
ACC 2321 Principles of Accounting II..... 3 hours
BUS 1311 Introduction to Business ..... 3 hours
BUS 3311 Business Law ..... 3 hours
BUS 3335 International Business ..... 3 hours
BUS 3351 Business Ethics ..... 3 hours
ECO 2301 Principles of Macroeconomics..... 3 hours
ECO 2302 Principles of Microeconomics..... 3 hours
FIN 3301 Financial Management..... 3 hours
MGT 3303 Principles of Management..... 3 hours
MKT 3301 Principles of Marketing ..... 3 hours
BUS 4351 Business Strategy ..... 3 hours

Technology Applications.....42 hours
(GRADE 8 - GRADE 12 FOR TECHNOLOGY APPLICATION ONLY)
CIS 1359 Programming Logic..... 3 hours
CIS 2329 Web Design..... 3 hours
CIS 2348 Internet and Gaming Programming ..... 3 hours
CIS 2389 Object-Oriented Programming I..... 3 hours
CIS 3319 Project Management..... 3 hours
CIS 3329 Visual Programming ..... 3 hours
CIS 4321 Operating Systems..... 3 hours
CIS 4341 Network Design and Administration ..... 3 hours
CIS 4351 Systems Analysis and Design ..... 3 hours
CIS 3334 Fundamentals of Layout and Design ..... 3 hours
CIS 3338 Digital Image Manipulation ..... 3 hours
CIS 3379 Multimedia Technology..... 3 hours
CIS 4319 Digital Video Manipulation..... 3 hours
CIS 4339 Digital Illustration ..... 3 hours

English Language Arts and Reading ..... 48 hours
(GRADE 7 - GRADE 12 FOR ENGLISH LANGUAGE ARTS AND READING ONLY - Only available under the BA degree)

ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
6 hours sophomore survey courses from ..... 6 hours
- ENG 2351 Literature of Britain ..... 3 hours
- ENG 2353 Literature of the Western World ..... 3 hours
- ENG 2373 Literature of America ..... 3 hours

6 hours media knowledge/writing from
- (No more than 3 hours can be in English) ..... 6 hours
- COM 1311 Survey of Mass Communication ..... 3 hours
- COM 1312 Writing for the Media ..... 3 hours
- COM 3353 Public Relations Strategies ..... 3 hours
- ENG 3303 Film Studies ..... 3 hours
- ENG 3305 Creative Writing ..... 3 hours
- ENG 3306 Technical Writing ..... 3 hours
- JOU 2312 Fundamentals of Journalism ..... 3 hours

9 hours of literature classes from ..... 9 hours
- ENG 4312 Shakespeare ..... 3 hours
- ENG 4314 Seventh and Eighteenth-Century English Literature ..... 3 hours
- ENG 4315 The Romantic Era ..... 3 hours
- ENG 4316 Victorian Literature ..... 3 hours
- ENG 4321 Modern Poetry ..... 3 hours
- ENG 4324 Modern American Literature ..... 3 hours
- ENG 4325 Christianity and Literature ..... 3 hours
- ENG 4326 Nineteenth Century American Literature ..... 3 hours

9 hours skills/developmental classes from ..... 9 hours
- ENG 3302 Children's Literature ..... 3 hours
- ENG 4302 Development of Drama ..... 3 hours
- ENG 4303 Development of the Short Story ..... 3 hours
- ENG 4304 Critical Approaches to Literature ..... 3 hours
- ENG 4308 Topics in Literature ..... 3 hours
- ENG 4336 Reading Across Cultures ..... 3 hours

ENG 3304 Advanced Grammar ..... 3 hours
ENG 4360 Language Arts for Teachers ..... 3 hours
ENG 4000 TExES Review in Secondary English ..... 0 hours
REA 4346 Literacy Instruction in the Content Areas ..... 3 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours

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

HIS 1310 United States History to 1877 ..... 3 hours
HIS 1320 United States History Since 1877 ..... 3 hours
HIS 2308 Research & Writing in the Social Sciences ..... 3 hours
HIS 2310 Western Civilization I ..... 3 hours
HIS 2320 Western Civilization II ..... 3 hours
HIS 2330 Non-Western Civilization ..... 3 hours
HIS 4303 Europe Since 1919 ..... 3 hours
HIS 4382 Contemporary U.S. History ..... 3 hours
HIS 4000 Preparation for the History TExES ..... 0 hours

Twelve (12) advanced hours selected from ..... 12 hours
HIS 3301 The Reformation Era ..... 3 hours
HIS 3310 Colonial America and American Revolution ..... 3 hours
HIS 3332 The Early Republic, 1783-1848 ..... 3 hours
HIS 3340 Civil War and Reconstruction..... 3 hours
HIS 3343 French Revolution and Napoleon, 1787-1815 ..... 3 hours
HIS 3355 The Gilded Age and Progressive Era, 1877-1920 ..... 3 hours
HIS 3391 Age of Nationalism and Imperialism: Europe, 1815-1914 ..... 3 hours
HIS 4320 World at War ..... 3 hours
HIS 4325 The Age of FDR, 1920-1945 ..... 3 hours
HIS 4381, Postwar America, 1945-1974..... 3 hours
Three (3) advanced hours History
chosen in consultation with the advisor ..... 3 hours

Life Science ..... 58 hours
(GRADE 7 - GRADE 12 FOR LIFE SCIENCE ONLY)
BIO 1459 General Biology..... 4 hours
BIO 1479 General Animal Biology ..... 4 hours
BIO 1489 General Plant Biology ..... 4 hours
BIO 2429 Comparative Vertebrate Anatomy ..... 4 hours
BIO 3419 Microbiology..... 4 hours
BIO 3429 Cell Biology ..... 4 hours
BIO 4439 Genetics ..... 4 hours
BIO 4211 Senior Thesis and Assessment..... 2 hours
BIO 4000 TExES Review for Secondary Teachers ..... 0 hours
BIO 4109 Research Proposal ..... 1 hour
BIO 4119 Research ..... 1 hour
BIO 3469 General Ecology..... 4 hours
CHE 1479 General Chemistry I ..... 4 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 2331 Organic Chemistry I..... 3 hours
CHE 2139 Organic Chemistry Laboratory I ..... 1 hour
CHE 2341 Organic Chemistry II..... 3 hours
CHE 2149 Organic Chemistry Laboratory II ..... 1 hour
SCI 2318 Introductory Biostatistics ..... 3 hours
CIS 1339 Introduction to Information Technology..... 3 hours

Mathematics ..... 42-43 hours
(GRADE 6 - GRADE 12 FOR MATHEMATICS ONLY)
MAT 2342 Introduction to Probability and Statistics 3hours
MAT 2451 Calculus I ..... 4 hours
MAT 2461 Calculus II ..... 4 hours
MAT 3302 Matrix and Linear Algebra ..... 3 hours
MAT 3311 Abstract Algebra ..... hours
MAT 3322 Geometry..... 3 hours
MAT 3451 Differential Equations..... 4 hours
MAT 3361 Calculus III ..... 3 hours
MAT 3481 Mathematics for Secondary Teachers ..... 4 hours
MAT 4000 TExES Review for Secondary Teachers ..... 0 hours
MAT 4341 Probability and Statistics ..... 3 hours
MAT 4351 Real Analysis or MAT 4361 Complex Analysis ..... 3 hours
CIS 1359 Programming Logic..... 3 hours

MAT 4471 Introduction to Numerical Analysis ..... 3-4 hours
or one additional programming course from
CIS 2348 Internet and Gaming Programming ..... 3 hours
CIS 2389 Object-Oriented Programming ..... 3 hours
CIS 3329 Visual Programming ..... 3 hours
MAT 4200 Foundations Review and Assessment ..... 2 hours

Physical Science ..... 47-48 hours
(GRADE 6 - GRADE 12 FOR PHYSICAL SCIENCE ONLY)
CHE 1479 General Chemistry I ..... 4 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry Laboratory I ..... 1 hour
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry Laboratory II ..... 1 hour
CHE 3311 Physical Chemistry I ..... 3 hours
CHE 3119 Physical Chemistry Laboratory I ..... 1 hour
CHE 3321 Physical Chemistry II ..... 3 hours
CHE 3129 Physical Chemistry Laboratory II ..... 1 hour
CHE 3469 Quantitative Chemistry ..... 4 hours
CHE 4000 TExES Review for Secondary Teachers ..... 0 hours
8 hours from ..... 8 hours
PHY 1419 Gen Physics I and PHY 1429 Gen Physics II ..... 8 hours
or PHY 2439 Univ Physics I and PHY 2449 Univ Physics II ..... 8 hours
MAT 2451 Calculus I ..... 4 hours
Complete one of the following options ..... 7-8 hours
Option 1 – Choose two courses from:
GEO 1419 Physical Geology ..... 4 hours
GEO 1449 Environmental Geology ..... 4 hours
PSC 1409 Principles of Astronomy ..... 4 hours
PSC 1449 Meteorology: Weather and Climate ..... 4 hours
Option 2 – Choose two courses from:
CHE 4381 Advanced Inorganic Chemistry ..... 3 hours
CHE 4439 Biochemistry I ..... 4 hours
CHE 4449 Biochemistry II ..... 4 hours
CHE 4469 Instrumental Analysis ..... 4 hours
ENS 3331 Thermodynamics ..... 3 hours

Social Studies Composite Major ..... (66)* 54 hours
(GRADE 7 - GRADE 12 FOR SOCIAL STUDIES COMPOSITE MAJOR ONLY)
(Social Studies Composite major is available only as a Bachelor of Arts degree.)
History Major ..... (36)* 30 hours
(See description of the History Major above)
HIS 4001 TExES Review: Social Studies ..... 0 hours
Economics ..... 6 hours
ECO 2301 Principles of Macroeconomics ..... 3 hours
ECO 2302 Principles of Microeconomics ..... 3 hours
Geography ..... 3 hours
GEG 2310 Introduction to World Geography ..... 3 hours

Government ..... (12)* 6 hours
GOV 2311 American Government .....(3)* 0 hours
GOV 2340 Social Studies of Texas .....(3)* 0 hours
Advanced Government ..... 6 hours
Three hours chosen from ..... 3 hours
GOV 2390 Legislative Process: Federal, State and Local ..... 3 hours
GOV 3301 American Jurisprudence ..... 3 hours
GOV 4304 American Political Culture ..... 3 hours
Three hours chosen from ..... 3 hours
GOV 3321 Comparative Government ..... 3 hours
GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours
Sociology or Psychology ..... 3 hours
SOC 1311 Introduction to Sociology ..... 3 hours
OR PSY 1311 Introduction to Psychology..... 3 hours
Social Studies Elective ..... 6 hours
Any other course from ECO, GEG, SOC, or PSY ..... 3 hours

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

Speech Communication ..... 36 hours
(GRADE 7 - GRADE 12 FOR SPEECH COMMUNICATION ONLY)
COM 1310 Fundamentals of Human Communication ..... 3 hours
COM 1311 Survey of Mass Communication..... 3 hours
COM 1312 Writing for the Media..... 3 hours
COM 2320 Interpersonal Communication ..... 3 hours
COM 2330 Small Group Communication ..... 3 hours
THR 2344 Voice and Diction ..... 3 hours
COM 3312 Oral Interpretation ..... 3 hours
COM 3324 Organizational Communication..... 3 hours
COM 3333 Media Criticism..... 3 hours
COM 3341 Persuasion and Argumentation..... 3 hours
COM 3350 Intercultural Communication ..... 3 hours
COM 4000 TExES Review for Secondary Speech Teachers ..... 0 hours
COM 4310 Communication Theories ..... 3 hours

ALL-LEVEL: EARLY CHILDHOOD – GRADE 12 DEGREE REQUIREMENTS

General Education

The General Education requirements for All-level teaching fields are the same as those required for the High School: Grade 8 – Grade 12 degrees. Bachelor of Arts page 149, Bachelor of Science page 150, Bachelor of Music page 81.

ALL-LEVEL: EARLY CHILDHOOD - GRADE 12
All-level Professional Education
(Courses apply to all bachelor degrees.)

EDU 3310 Psychological Foundations I ..... 3 hours
EDU 3330 Philosophical Foundations II..... 3 hours
EDU 4349 Educational Curriculum Design ..... 3 hours
EDU 4375 Educational Technology Applications..... 3 hours
EDU 4465 Student Teaching in All Grades..... 4 hours
EDU 4490 Student Teaching in All Grades..... 4 hours
EDU 4100 TExES Review – Professional Development..... 1 hour
REA 4346 Literacy Instruction in the Content Areas ..... 3 hours
Total All-Level: Early Childhood-Grade 12 Professional Education 24 hours

Requirements for All-level Teaching Fields Offered

Art.....36 hours
ART 1311 Drawing I ..... 3 hours
ART 1321 Drawing II ..... 3 hours
ART 1351 Basic Design..... 3 hours
ART 2311 Art for Elementary Teachers ..... 3 hours
ART 2321 Painting and Composition I ..... 3 hours
ART2331 Painting and Composition II ..... 3 hours
ART 3312 Art History: Survey I ..... 3 hours
ART 3322 Art History: Survey II ..... 3 hours
CIS 3334 Fundamentals of Layout and Design ..... 3 hours
CIS 3338 Digital Image Manipulation ..... 3 hours
ART 4000 TExES Review for All-Level Art Education ..... 0 hours
ART 4306 Ceramics I ..... 3 hours
ART 4311 Crafts ..... 3 hours
(All-level Art is available as Bachelor of Arts or Bachelor of Science)

Music Education - Instrumental Major + Music Common Core - Total Hours ..... 66-67 hours
Courses Required for Major..... 38-39 hours
Applied ..... 16 hours
Concentration ..... 12 hours
Secondary..... 4 hours
Ensemble ..... 6 hours
Band ..... 6 hours
Upper Level Theory ..... 2 hours
MUS 4253 Arranging ..... 2 hours
Pedagogy / Skills..... 12-13 hours
One from the following..... 1 hour
VOI 1111 Private Voice ..... 1 hour
MUS 1193-4193 University Singers ..... 1 hour
MUS 1194-4194 Concert Choir ..... 1 hour
MUS 3286 Instrumental Conducting..... 2 hours
MUS 2147 String Techniques ..... 1 hour
MUS 2167 Woodwind Techniques..... 1 hour
MUS 2187 Brass Techniques ..... 1 hour
MUS 2188 Percussion Techniques ..... 1 hour
MUS 3384 Music for Children ..... 3 hours

MUS 3265 Secondary Instrumental Methods ..... 2 hours
MUS 1161 Keyboard Skills Class (Piano majors only) ..... 1 hour
MUS 4014 Senior Recital (half) ..... 0 hours
MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
Music Electives ..... 2 hours

Music Common Core ..... 28 hours

MUS 1371 Introduction to Music Technology ..... 3 hours
MUS 1213 Music Theory I ..... 2 hours
MUS1233 Sight Singing and Ear Training I ..... 2 hours
MUS 1214 Music Theory II ..... 2 hours
MUS 1234 Sight Singing & Ear Training II ..... 2 hours
MUS 2213 Music Theory III ..... 2 hours
MUS 2233 Sight Singing & Ear Training III ..... 2 hours
MUS 2214 Music Theory IV ..... 2 hours
MUS 2234 Sight Singing & Ear Training IV (Form and Analysis Included) ..... 2 hours
MUS 2152 Music Research Skills ..... 1 hour
MUS 2353 Music History I (Medieval - Classical) ..... 3 hours
MUS 2354 Music History II (Romantic - Contemporary) ..... 3 hours
MUS 3353 Music History III (Popular/Ethno-musicology) [Hours in Gen Ed] ..... 3 hours
MUS 3266 Elementary Conducting ..... 2 hours
MUS 0070 Recital Hour - 6 semesters required ..... 0 hours

(All-level Music Education – Instrumental available only as a Bachelor of Music degree.)

Music Education - Choral Major + Music Common Core - Total Hours ..... 66 hours

Courses Required for Major ..... 38 hours

Applied ..... 16 hours
Concentration ..... 12 hours
Secondary ..... 4 hours
Ensemble ..... 7 hours
Choir ..... 7 hours
Upper Level Theory ..... 2 hours
MUS 4253 Arranging ..... 2 hours
Pedagogy / Skills ..... 11 hours
MUS 2160 Vocal Diction I ..... 1 hour
MUS 2163 Vocal Diction II ..... 1 hour
MUS 2237 Instrumental Techniques ..... 2 hours
MUS 3276 Choral Conducting ..... 2 hours
MUS 3384 Music for Children ..... 3 hours
MUS 3264 Secondary Choral Methods ..... 2 hours
MUS 4014 Senior Recital (half) ..... 0 hours
MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
Music Electives ..... 2 hours

Music Common Core ..... 28 hours

MUS 1371 Introduction to Music Technology ..... 3 hours
MUS 1213 Music Theory I ..... 2 hours
MUS1233 Sight Singing and Ear Training I ..... 2 hours
MUS 1214 Music Theory I ..... I2 hours
MUS 1234 Sight Singing & Ear Training II ..... 2 hours
MUS 2213 Music Theory III ..... 2 hours
MUS 2233 Sight Singing & Ear Training III ..... 2 hours
MUS 2214 Music Theory IV ..... 2 hours
MUS 2234 Sight Singing & Ear Training IV (Form and Analysis Included) ..... 2 hours

MUS 2152 Music Research Skills ..... 1 hour
MUS 2353 Music History I (Medieval - Classical) ..... 3 hours
MUS 2354 Music History II (Romantic - Contemporary) ..... 3 hours
MUS 3353 Music History III (Popular/Ethno-musicology) [Hours in Gen Ed] ..... 3 hours
MUS 3266 Elementary Conducting ..... 2 hours
MUS 0070 Recital Hour - 6 semesters required ..... 0 hours
(All-level Music Education – Choral is available only as a Bachelor of Music degree.)

Physical Education - Major + KIN Core + KIN Capstone - Total Hours ..... 41 hours
Courses Required for Major ..... 15 hours
KIN 2400 Teaching Physical Education for Learning ..... 4 hours
KIN 3140 Lifetime and Recreational Activities ..... 1 hour
KIN 3327 Strategies for Teaching Elementary Physical Education ..... 3 hours
KIN 4000 TExES Review - Physical Education ..... 0 hours
KIN 4180 Internship in Kinesiology ..... 1 hour
KIN 4326 Essentials of Secondary Physical Education ..... 3 hours
KIN 4328 Adaptive Physical Education ..... 3 hours
Kinesiology Core ..... 26 hours
KIN 1301 Foundations of Physical Education ..... 3 hours
KIN 2110 Fitness Activities ..... 1 hour
KIN 2259 Nutrition for Competitive Athletics ..... 2 hours
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology ..... 3 hours
KIN 3306 Psychology of Exercise ..... 3 hours
KIN 3325 Lifespan Motor Development ..... 3 hours
KIN 4206 Current Issues ..... 2 hours
KIN 4305 Tests and Measurements in Physical Education ..... 3 hours
KIN 4331 Program leadership ..... 3 hours
(All-level Physical Education is available only as a Bachelor of Science degree.)

Spanish ..... 33 hours
SPA 1311 Elementary Spanish I ..... 3 hours
SPA 1312 Elementary Spanish II ..... 3 hours
SPA 2311 Intermediate Spanish I ..... 3 hours
SPA 2312 Intermediate Spanish II ..... 3 hours
SPA 3350 Advanced Grammar and Composition ..... 3 hours
SPA 4000 LOTE Review ..... 0 hours
SPA 4311 Communicative Language Teaching ..... 3 hours
SPA 4360 Advanced Communication ..... 3 hours
12 Hours Advanced Spanish Electives, chosen in consultation with advisor ..... 12 hours
(All-level Spanish is available only as a Bachelor of Arts degree.)

Theatre Arts ..... 33 hours
THR 1118 Theatre Activity ..... 2 hours
THR 1311 Introduction to the Theatre ..... 3 hours
THR 2371 Fundamentals of Acting ..... 3 hours
THR 2431 Stagecraft ..... 4 hours
THR 3311 Stage Movement ..... 3 hours
THR 3331 Stage Lighting ..... 3 hours
THR 3351 Advanced Stage Acting ..... 3 hours

THR 4000 TExES Review for All-Level Theater Arts Education Teachers..... 0 hours
THR 4321 Creative Dramatics..... 3 hours
THR 4341 Stage Directing..... 3 hours
THR 4361 History of the Theatre I..... 3 hours
THR 4362 History of the Theatre II..... 3 hours
(All-level Theatre Arts is available as a Bachelor of Arts or Bachelor of Science degree.)

Interdisciplinary Studies Major

With approval from the dean of the School of Education, a student may substitute 6 additional hours of approved electives in lieu of student teaching; however, such action will exclude the student from being eligible for teacher certification.

BACHELOR OF ARTS
INTERDISCIPLINARY CORE CURRICULUM

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

*** = Courses not part of General Education, Additional Degree Requirements or Professional Education.**

Language Arts ..... 0 (15)* hours
EDU 4307 Language Arts Methods EC-8 ..... 3 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
ENG 2351, 2353 or 2373 ..... 3 hours
COM 1310 Fundamentals of Human Communication ..... 3 hours
Mathematics ..... 8 (14)* hours
EDU 4305 Math Methods EC-8 ..... 3 hours
MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I, or higher ..... 3 hours
*MAT 1471 Math for Elementary Teachers I ..... 4 hours
*MAT 3421 Math for Elementary Teachers II ..... 4 hours
Science ..... 8 (15)* hours
EDU 4304 Science Methods EC-8 ..... 3 hours
Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
*BIO 1419 Life Science for Elementary Education ..... 4 hours
*PSC 1419 Physical Science for Elementary Education ..... 4 hours
Social Studies ..... 0 (15)* hours
EDU 4306 Social Studies Methods EC-8 ..... 3 hours
HIS 1310 U.S. History to 1877 ..... 3 hours
HIS 1320 U.S. History Since 1877 ..... 3 hours
GOV 2340 Social Studies of Texas ..... 3 hours
GOV 2311 American Government ..... 3 hours
Fine Arts ..... 0 (6)* hours
EDU 4308 Fine Arts Methods EC-8 ..... 3 hours
Fine Arts Appreciation course chosen from the approved list ..... 3 hours
Reading ..... 12 hours
*REA 4345 Literacy Instruction in the Primary Grades ..... 3 hours
*REA 4346 Literacy Instruction in the Content Areas ..... 3 hours
*REA 4347 Literacy Instruction in the Intermediate Grades ..... 3 hours
*REA 4348 Literacy Assessment and Intervention ..... 3 hours
Total Bachelor of Arts Core Curriculum Not Counted Elsewhere ..... 28 hours

BACHELOR OF SCIENCE
INTERDISCIPLINARY CORE CURRICULUM

Bolded and Italicized Courses are part of the General Education, Additional Degree Requirements, Or Professional Education. The course credit is counted in the general education, additional degree requirements, or professional education not in the interdisciplinary core curriculum.

*** = Courses not part of General Education, Additional Degree Requirements or Professional Education.**

Language Arts ..... 0 (15)* hours
- ***EDU 4307 Language Arts Methods EC-8 ..... 3 hours***
- ***ENG 1311 English Composition I ..... 3 hours***
- ***ENG 1312 English Composition II ..... 3 hours***
- ***ENG 2351, 2353 or 2373 ..... 3 hours***
- ***COM 1310 Fundamentals of Human Communication ..... 3 hours***

Mathematics ..... 0 (14)* hours
- ***EDU 4305 Math Methods EC-8 ..... 3 hours***
- ***MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I, or higher ..... 3 hours***
- ***MAT 1471 Math for Elementary Teachers I ..... 4 hours***
- ***MAT 3421 Math for Elementary Teachers II ..... 4 hours***

Science ..... 0 (15)* hours
- ***EDU 4304 Science Methods EC-8 ..... 3 hours***
- ***Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours***
- ***BIO 1419 Life Science for Elementary Education ..... 4 hours***
- ***PSC 1419 Physical Science for Elementary Education ..... 4 hours***

Social Studies ..... 3 (15)* hours
- ***EDU 4306 Social Studies Methods EC-8 ..... 3 hours***
- ***HIS 1310 U.S. History to 1877 ..... 3 hours***
- ***HIS 1320 U.S. History Since 1877 ..... 3 hours***
- ***GOV 2340 Social Studies of Texas ..... 3 hours***
- *GOV 2311 American Government ..... 3 hours

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

Reading ..... 12 hours
- *REA 4345 Literacy Instruction in the Primary Grades ..... 3 hours
- *REA 4346 Literacy Instruction in the Content Areas ..... 3 hours
- *REA 4347 Literacy Instruction in the Intermediate Grades ..... 3 hours
- *REA 4348 Literacy Assessment and Intervention ..... 3 hours

Total Bachelor of Science Core Curriculum Not Counted Elsewhere ..... 15 hours

Interdisciplinary Studies Major Professional Education
(Professional Education courses apply to both the Bachelor of Arts and the Bachelor of Science degrees.)

- EDU 3310 Foundations I (Psychological) ..... 3 hours
- EDU 3330 Foundations II (Philosophical) ..... 3 hours
- EDU 3314 Education of the Young Child ..... 3 hours
- EDU 4304 Science Methods EC-8 ..... 3 hours
- EDU 4305 Math Methods EC-8 ..... 3 hours
- EDU 4306 Social Studies Methods EC-8 ..... 3 hours
- EDU 4307 Language Arts Methods EC-8 ..... 3 hours

EDU 4349 Educational Curriculum Design ..... 3 hours
EDU 4354 Literacy Instruction in Early Childhood..... 3 hours
EDU 4375 Educational Technology Applications..... 3 hours
Approved Elective or EDU 4465 Student Teaching in the Elementary Schools..... 4 hours
Approved Elective or EDU 4470 Student Teaching in the Elementary Schools..... 4 hours
EDU 4100 TExES Review – Professional Development..... 1 hour
EDU 4101 TExES Review - Elementary Education (EC-6)..... 1 hour

Total Interdisciplinary Studies Major Professional Education. . . . . .30 hours
Total Interdisciplinary Studies Major. . . . . .54 hours

(NOTE: General Education and Professional Education hours excluded from the Major Hours total.)

Department of Kinesiology

P. Graham Hatcher, Ph.D. - Chair, Department of Kinesiology

FACULTY: **Rick Beelby, Ed.D.; Curly Cox, M.S.; Graham Hatcher, Ph.D.; Scott Owen, M.A.; Mike Terrill, M.S.**

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The mission of the department of kinesiology (KIN) is to provide and promote a Christ-centered approach to the field of human movement through study, practice, and service. The department serves the university in two unique ways. The department provides a general education physical activity program for all students and professional preparation programs for students interested in careers in human movement studies (additional information in the Glossary). Two majors are offered: Kinesiology and Athletic Training.

General Education Physical Activity Program

The general education physical activity program provides opportunity for students to fulfill the general education objective of "understanding the tools for personal and physical wellness." This is met through a one-hour lecture class **(Principles of Personal Fitness and Wellness, KIN 1100)** that focuses on the fundamental knowledge of the processes and benefits of lifetime physical fitness and wellness and two, one-hour physical activity classes **(two class A, or one class A and one class B or one of the combinations listed on page 73)**. KIN 1100 is the prerequisite/co-requisite for physical activity classes that are taken to fulfill the general education requirement. The student is expected to demonstrate a level of knowledge and psychomotor skill competency commensurate with lifetime physical activity that allows for 1) physical fitness appropriate for maintaining good health, 2) neuromuscular skills and knowledge of physical activity appropriate for maintaining continued involvement in lifetime recreational activities, and 3) the understanding of the value of human movement as it relates to beneficial psychological and spiritual health.

A variety of activities are offered in an attempt to meet expected outcomes, as stated above, for a diverse student population. Activities are classified A, B or C. Class A activities emphasize health-related physical fitness. Class B activities emphasize psychomotor skills and experiences that are specific to participation in recreational sport and leisure activities. Class C activities are varsity athletics and may fulfill one hour of the

general education physical activity requirement and may count for credit - one time only.- No more than four hours of physical activity, including varsity athletic credit, can be counted toward a degree. However, when required as part of a Kinesiology major, minor, area of interest, or physical education teaching field, more than four hours of physical activity classes may be counted toward a degree. Varsity athletic credit may be used only once. Any person who has been honorably discharged from the military may receive two semester hours of credit for six months active duty. This credit may be used to fulfill the General Education-Kinesiology activity course requirement. A copy of VA Form DD-214 must be on file in the Registrar's Office before credit may be granted.

The Bachelor of Science Degree in Kinesiology requires **41 total hours**, a core of 26 hours and an additional 15 hours of student-selected courses in Kinesiology. Upon completion of the KIN core courses, students will be able to (1) practice/exemplify an active lifestyle, (2) cultivate professional dispositions reflecting Christian values, (3) demonstrate a fundamental understanding of human movement as applied to societal needs, and (4) communicate effectively in written, oral, and technological styles.

Students should consider adding a minor if interested in graduate study (Biology, Chemistry, Mathematics, Psychology), sport management (Business, Marketing, Communication Studies, Journalism), or allied health careers (Biomedical Sciences). Through courses in kinesiology, students will be given the opportunity to develop knowledge and skills necessary for successful careers in physical education, exercise and sport management, coaching, personal training, recreation, and athletic training. Additionally students will be able to prepare for the rigorous physical fitness demands required for those seeking careers in emergency and disaster response, police work, firefighting, and the military. The programs are multidisciplinary in nature.

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

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

Bachelor of Science in Kinesiology

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Kinesiology ..... 41 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 2-8 hours
ELECTIVES (without optional minor) ..... 26 hours
Total Hours in Degree Program 124 hours

Kinesiology Major ..... 41 hours
Kinesiology or Core ..... 26 hours
KIN 1301 Foundations of Physical Education ..... 3 hours
KIN 2110 Fitness Activities ..... 1 hours
KIN 2259 Nutrition for Competitive Athletics ..... 2 hours
KIN 3303 Kinesiology ..... 3 hours
KIN 3304 Exercise Physiology ..... 3 hours
KIN 3306 Psychology of Exercise ..... 3 hours
KIN 3325 Lifespan Motor Development ..... 3 hours
KIN 4206 Current Issues ..... 2 hours
KIN 4305 Tests and Measurements in Physical Education ..... 3 hours
KIN 4331 Program Leadership ..... 3 hours

Kinesiology Student Selected Courses/Area of Interest.....15 hours
KIN Activity Courses .....1-4 hours
(Above those required for General Education and the KIN Core)
KIN Courses 2000 level and above .....6-13 hours
KIN 4180-4680 Internship in Kinesiology .....1-12 hours

Areas of Interest - Students interested in pursuing Personal Trainer certification or Teacher Certification should consider the following courses to supplement the KIN Core:

KIN - Personal Trainer Area of Interest .....15 hours
4 hours chosen from ..... 4 hours
KIN 1112 Group Fitness..... 1 hour
KIN 1113 Weight Training ..... 1 hour
KIN 1180 Pilates on the Reformer..... 1 hour

KIN 1184 Yoga ..... 1 hour
KIN 1194 Zumba..... 1 hour
KIN 3110 Group Fitness Instructor Practicum..... 1 hours
KIN 3209 Group Fitness Instructor Theory..... 2 hours
KIN 4234 Prescription in Exercise: Practicum..... 2 hours
KIN 4333 Prescription in Exercise..... 3 hours
KIN Electives (2000 level and above) ..... 2 hours
KIN 4180 Internship in Kinesiology..... 1 hours

KIN - All-Level Teacher Certification Area of Interest .....15 hours
KIN 3140 Lifetime and Recreational Activities ..... 1 hours
KIN 2400 Teaching Physical Education for Learning ..... 4 hours
KIN 3327 Strategies for Teaching Elementary Physical Education..... 3 hours
KIN 4326 Essentials of Secondary Physical Education..... 3 hours
KIN 4328 Adaptive Physical Education..... 3 hours
KIN 4000 TExES Review - Physical Education ..... 0 hours
KIN 4180 Internship in Kinesiology..... 1 hours

Students with an area of interest in All-Level Teacher Certification within the KIN major should take KIN 3120 and KIN 3130 to satisfy the General Education physical activity credit.

Kinesiology majors whose area of interest is **all-level physical education, and who seek teacher certification**, must be recommended by the faculty of the department of kinesiology to the Education Preparation Program (EPP) and to student teaching or internship. Criteria for recommendation are published in this catalog and in the Teacher Education Handbook.

Kinesiology Minors

Kinesiology Minor ..... 18-24 hours
KIN 1301 Foundations of Physical Education ..... 3 hours
KIN 2259 Nutrition for Competitive Athletics ..... 2 hours
KIN 3306 Psychology of Exercise ..... 3 hours
10-16 hours of KIN courses selected in consultation with KIN faculty .....10-16 hours

Fitness Leadership Minor ..... 18-24 hours
KIN 1301 Foundations of Physical Education ..... 3 hours
KIN 2259 Nutrition for Competitive Athletics ..... 2 hours
KIN 3306 Psychology of Exercise ..... 3 hours

KIN 2150 Safety First Aid & CPR or KIN 1351 Emergency Responder ..... 1-3 hours
KIN 3110 Group Fitness Instructor Practicum ..... 1 hours
KIN 3209 Group Fitness Instructor Theory ..... 2 hours
6-10 hours of KIN courses selected in consultation with KIN faculty ..... 6-10 hours

Coaching Minor ..... 18-24 hours
KIN 1351 Emergency Responder ..... 3 hours
KIN 2259 Nutrition for Competitive Athletics ..... 2 hours
KIN 2260 Social Science Foundations of Competitive Athletics ..... 2 hours
KIN 2261 Biological Science Foundations of Competitive Athletics ..... 2 hours
KIN 2262 Officiating Fall Sports ..... 2 hours
KIN 2263 Officiating Spring Sports ..... 2 hours
4 hours from ..... 4 hours
KIN 2210 Coaching Basketball ..... 2 hours
KIN 2212 Coaching Baseball ..... 2 hours
KIN 2214 Coaching Softball ..... 2 hours
KIN 2216 Coaching Soccer ..... 2 hours
KIN 2217 Coaching Soccer – Advanced ..... 2 hours
KIN 2218 Coaching Football ..... 2 hours
KIN 2220 Coaching Volleyball ..... 2 hours
KIN 2222 Coaching Competitive and Explosive Lifting ..... 2 hours
KIN 2224 Coaching Track and Field ..... 2 hours
1-7 hours of KIN courses selected in consultation with KIN faculty ..... 1-7 hours

Recreation Minor ..... 18-24 hours
KIN 1301 Foundations of Physical Education ..... 3 hours
KIN 1351 Emergency Responder ..... 3 hours
KIN 2259 Nutrition for Competitive Athletics ..... 2 hours
KIN 2260 Social Science Foundations of Competitive Athletics ..... 2 hours
KIN 2261 Biological Science Foundations of Competitive Athletics ..... 2 hours
6-12 hours of KIN courses selected in consultation with KIN faculty ..... 6-12 hours

Outdoor Recreation Leadership Minor ..... 18-24 hours
KIN 1351 Emergency Responder ..... 3 hours
KIN 2259 Nutrition for Competitive Athletics ..... 2 hours
KIN 2260 Social Science Foundations of Competitive Athletics ..... 2 hours
KIN 2261 Biological Science Foundations of Competitive Athletics ..... 2 hours
KIN 1103 Basic Canoeing 1hour
4 hours from ..... 4 hours
KIN 3270 Wilderness Leadership I ..... 2 hours
KIN 3271 Wilderness Leadership II ..... 2 hours
KIN 3272 Wilderness Leadership III ..... 2 hours
3 hours from ..... 3 hours
KIN 1101 Beginning Alpine Skiing/Snowboarding ..... 1 hour
KIN 1120 Intermediate Alpine Skiing/Snowboarding ..... 1 hour
KIN 1105 Advanced Alpine Skiing/Snowboarding ..... 1 hour
or
KIN 1116 Beginning Rock Climbing ..... 1 hour
KIN 1117 Intermediate Rock Climbing ..... 1 hour
KIN 1118 Advanced Rock Climbing ..... 1 hour
or
KIN 1125 Beginning Paintball ..... 1 hour
KIN 1126 Intermediate Paintball ..... 1 hour
KIN 1127 Advanced Paintball ..... 1 hour

or
KIN 1137 Beginning Surfing..... 1 hour
KIN 1151 Intermediate Surfing..... 1 hour
KIN 1152 Advanced Surfing..... 1 hour
1-7 hours of KIN courses selected in consultation with KIN faculty.....1-7 hours

Recreation for Youth Ministry ..... 18-24 hours
KIN 1101 Beginning Alpine Skiing/Snowboarding..... 1 hour
KIN 1115 H-Games 1hour
KIN 1351 Emergency Responder..... 3 hours
KIN 3270 Wilderness Leadership I..... 2 hours
KIN 2261 Biological Science Foundations of Competitive Athletics..... 2 hours
2 hours from..... 2 hours
KIN 2210 Coaching Basketball..... 2 hours
KIN 2212 Coaching Baseball..... 2 hours
KIN 2214 Coaching Softball..... 2 hours
KIN 2216 Coaching Soccer..... 2 hours
KIN 2217 Coaching Soccer – Advanced..... 2 hours
KIN 2218 Coaching Football..... 2 hours
KIN 2220 Coaching Volleyball..... 2 hours
KIN 2222 Coaching Competitive and Explosive Lifting..... 2 hours
KIN 2224 Coaching Track and Field..... 2 hours
2 hours from..... 2 hours
KIN 2262 Officiating Fall Sports..... 2 hours
KIN 2263 Officiating Spring Sports..... 2 hours
KIN 2264 Officiating Soccer.....2hours
YMN 2342 Church Recreation..... 3 hours
2-8 hours of KIN courses selected in consultation with KIN faculty.....2-8 hours

Athletic Training Education Program

The Athletic Training Education Program (ATEP) is designed for the purpose of preparing students for careers in the field of athletic training. The Howard Payne University ATEP meets all the requirements set forth by Commission on Accreditation of Athletic Training Education (CAATE); students who have completed the CAATE accredited ATEP will be eligible to sit for the National Athletic Trainer Association Board of Certification (NATABOC) exam. The ATEP program also meets all the requirements set forth by the Texas Department of Licensing and Regulation Advisory Board of Athletic Trainers for Texas State Athletic Training Licensure Examination.

Students must complete the following requirements to be accepted into the ATEP program:

1. Provide documentation of a current medical / health history and physical examination.

2. Interview with the ATEP Director.

3. Successfully complete ATR 1102 and ATR 1352 with a grade of "C" or better.

Bachelor of Science in Athletic Training

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours

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

MAJOR - Athletic Training ..... 49 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (without optional minor) ..... 18 hours

Total Hours in Degree Program 124 hours

Athletic Training Major ..... 49 hours

Athletic Training Core ..... 24 hours

- ATR 1351 Introduction to Athletic Training ..... 3 hours
- ATR 1352 Care and Prevention of Athletic Injuries ..... 3 hours
- ATR 2251 Orthopedic Assessment - Lower Extremity ..... 2 hours
- ATR 2252 Orthopedic Assessment - Upper Extremity ..... 2 hours
- ATR 2253 Orthopedic Assessment - Head, Neck and Spine ..... 2 hours
- ATR 3351 Therapeutic Modalities in Athletic Training ..... 3 hours
- ATR 3354 Rehabilitation Techniques in Athletic Training ..... 3 hours
- ATR 3355 General Medicine and Pharmacology for Athletic Training ..... 3 hours
- ATR 4351 Organization & Administration Athletic Training programs ..... 3 hours

ATR Practicum Courses ..... minimum 6 hours

- ATR 1102 Athletic Training Practicum 2 ..... 1 hour
- ATR 2101 Athletic Training Practicum 3 ..... 1 hour
- ATR 2102 Athletic Training Practicum 4 ..... 1 hour
- ATR 3101 Athletic Training Practicum 5 ..... 1 hour
- ATR 3102 Athletic Training Practicum 6 ..... 1 hour
- One (1) to three (3) courses chosen from ..... 1-3 hours
  - ATR 1101 Athletic Training Practicum 1 ..... 1 hour
  - ATR 4101 Athletic Training Practicum 7 ..... 1 hour
  - ATR 4102 Athletic Training Practicum 8 ..... 1 hour

Additional Required KIN Courses ..... 11 hours

- KIN 1351 Emergency Responder ..... 3 hours
- KIN 2259 Nutrition for Competitive Athletics ..... 2 hours
- KIN 3303 Kinesiology ..... 3 hours
- KIN 3304 Exercise Physiology ..... 3 hours

Additional Required Biology Courses ..... 8 hours

- BIO 2489 Human Anatomy and Physiology I ..... 4 hours
- BIO 2499 Human Anatomy and Physiology II ..... 4 hours

School of Humanities

MILLARD J. KIMERY, JR., Ph.D., Dean

The School of Humanities offers programs leading to the Bachelor of Arts or Bachelor of Science degrees to students having interests or career objectives involving individual and community relationships. Majors are available in the following disciplines: criminal justice, English, family studies, history, social science, psychology, social work, social studies composite, Spanish, and the Guy D. Newman Honors Academy (multidisciplinary). School of Humanities departments that offer minors include English, Modern Languages, History, Social Science, Psychology, Family Studies, Criminal Justice and Sociology. Teacher certification is available in English and language arts, Spanish, history and social studies composite. (See the School of Education section of the catalog.)

Department of English

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

FACULTY: **Kathy Hagood, M.A.; Wendy McNeeley, Ph.D.; Evelyn Romig, Ph.D.; Nancy Romig, Ph.D.; Rodney Stephens, Ph.D.**

PART-TIME/ADJUNCT FACULTY: **Glenn Hopp, Ph.D.; Elizabeth MacCrossan, Ph.D.; Jeri Martin, M.A.; Courtney Pearson, M.A.; John Segura, M.A.**

Students in general-education English courses will become adept at using information technology and at developing research skills, will improve their vital language skills, and will enrich their appreciation of the beauty and value of our literary heritage. English majors and minors will further build and refine these cognitive and affective skills.

Bachelor of Arts in English

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – English ..... (30-36)* 21-27 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 16-28 hours
ELECTIVES (without optional minor) ..... 40-46 hours
Total Hours in Degree Program 124 hours

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

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

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

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

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

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

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:

English Writing Minor ..... 18-24 hours
ENG 1311 English Composition I ..... 3 hours
ENG 1312 English Composition II ..... 3 hours
ENG 2000-level sophomore literature ..... 3 hours
Nine to fifteen hours chosen from ..... 9-15 hours
ENG 3304 Advanced Grammar ..... 3 hours
ENG 3305 Creative Writing ..... 3 hours
ENG 3306 Technical Writing ..... 3 hours
ENG 4360 Language Arts for Teachers ..... 3 hours
ENG 3000 or 4000-level course (with consent of instructor) ..... 3 hours

Department of Modern Languages and Hispanic Studies

Danny Brunette-Lopez, Ph.D. - Chair, Department of Modern Languages and Hispanic Studies

FACULTY: **Rafael Franco-Cuevas, M.A.**

The Department of Modern Languages and Hispanic Studies offers a Bachelor of Arts degree in Spanish or Spanish Education as well as a Spanish minor. The first- and second-year courses fulfill the General Education foreign language requirement for the Bachelor of Arts degree. They are designed to develop communicative skills in listening, speaking, reading, and writing Spanish. The advanced courses cover topics in Spanish language and grammar, in addition to Spanish and Spanish-American literature and culture. Special features of the department include the utilization of computer software, audio and video resources, and opportunities for study abroad.

Students who have had previous instruction in Spanish should take the Spanish CLEP (College-Level Examination Program) test prior to registration in order to receive college credit. A student may receive up to twelve semester hours of credit, based on their score, for the following courses: SPA 1311, 1312, 2311, and 2312. See CLEP information in this catalog for specific scores and credit granted.

Bachelor of Arts in Spanish

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts)..... 12 hours
Student should choose SPA 1311, 1312, 2311 and 2312
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Spanish ..... (33)* 21 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 22-28 hours
ELECTIVES (without optional minor) ..... 46 hours
Total Hours in Degree Program 124 hours

Spanish Major ..... (33)* 21 hours
Spanish Major Core ..... (18)* 6 hours
SPA 1311 Elementary Spanish I.....(3)* 0 hours
SPA 1312 Elementary Spanish II.....(3)* 0 hours
SPA 2311 Intermediate Spanish I.....(3)* 0 hours
SPA 2312 Intermediate Spanish II.....(3)* 0 hours
SPA 3350 Advanced Grammar and Composition..... 3 hours
SPA 4360 Advanced Communication..... 3 hours
Spanish Major Core Electives.....15 hours
Advanced Spanish (chosen in consultation with faculty advisor)..... 15 hours

**Hours may include SPA 1311, 1312, 2311 and 2312 which are a part of the General Education requirements for the BA degree. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Teacher Certification: Students seeking all-level teacher certification in Spanish should see the School of Education section of the catalog for specific courses required.

Spanish Minor ..... 21 hours
SPA 1311 Elementary Spanish I ..... 3 hours
SPA 1312 Elementary Spanish II ..... 3 hours
SPA 2311 Intermediate Spanish I ..... 3 hours
SPA 2312 Intermediate Spanish II ..... 3 hours
Advanced Spanish electives* ..... 9 hours

Department of History and Government

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

FACULTY: **Lori Kelley, J.D.; Robert G. Mangrum, Ph.D.; Jennifer McNiece, M.A., M.P.A.; John Nickols, M.A.**

PART-TIME/ADJUNCT FACULTY: **Jahue Anderson, Ph.D.; Ben Arnold, M.A.; David Clemons, M.A.; Charles Grear, Ph.D.; Eric Nelson, M.A., M.P.A.; Lorin Scott, M.A.; Terry Scott, M.B.A.; Nicholas Yeakley, M.A.**

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

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

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

The department recommends that History Majors take MAT 1365 Mathematics for Business and Social Sciences I to meet their General Education mathematics requirement. Students intending to pursue graduate study in history are strongly encouraged to take HIS 3303 as a part of the major, and 12 hours of Spanish for the "Additional Degree Requirements" beyond the General Education Curriculum.

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

Bachelor of Arts in History

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
HIS 1310 should be chosen to fulfill the history requirement
HIS 1320 should be chosen to fulfill the social science requirement

ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts)..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – History ..... (39)* 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

History Major ..... (39)* 33 hours
History Major Core ..... (21)* 15 hours
HIS 1310 United States History to 1877 ..... (3)* 0 hours
HIS 1320 United States History Since 1877 ..... (3)* 0 hours
HIS 2308 Research & Writing in the Social Sciences ..... 3 hours
HIS 2310 Western Civilization I ..... 3 hours
HIS 2320 Western Civilization II ..... 3 hours
HIS 2330 Non-Western Civilization ..... 3 hours
HIS 4303 Europe Since 1919 ..... 3 hours
History Capstone Course ..... 3 hours
HIS 4382 Contemporary U.S. History ..... 3 hours
History Advanced Hours ..... 15 hours
Twelve (12) advanced hours selected from ..... 12 hours
HIS 3301 The Reformation Era ..... 3 hours
HIS 3310 Colonial America and American Revolution ..... 3 hours
HIS 3332 The Early Republic, 1783-1848 ..... 3 hours
HIS 3340 Civil War and Reconstruction ..... 3 hours
HIS 3343 French Revolution and Napoleon, 1787-1815 ..... 3 hours
HIS 3355 The Gilded Age and Progressive Era, 1877-1920 ..... 3 hours
HIS 3391 Age of Nationalism and Imperialism: Europe, 1815-1914 ..... 3 hours
HIS 4320 World at War ..... 3 hours
HIS 4325 The Age of FDR, 1920-1945 ..... 3 hours
HIS 4381, Postwar America, 1945-1974 ..... 3 hours
Three (3) advanced hours History chosen in consultation with the advisor ..... 3 hours

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

The Department also offers a Bachelor of Arts degree in Social Studies Composite-Teaching for students seeking Teacher Certification in Social Studies. (See description on page 154.)

The Bachelor of Arts degree in Social Studies Composite-Teaching requires 66 hours (54 beyond the General Education Curriculum; with the GEC and EDU Professional Core, the degree totals 126 hours) distributed as follows:

Bachelor of Arts in Social Studies Composite Teaching

GENERAL EDUCATION (Bachelor of Arts-High School Grade 7-12 page 149) ..... 42 hours
PSC 1429 or PSC 1449 should be chosen to fulfill the lab science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Social Studies Composite ..... (66)* 54 hours
SECONDARY PROFESSIONAL EDUCATION ..... (21)* 18 hours
Total Hours in Degree Program 129 hours

Social Studies Composite-Teaching Major ..... (66)* 54 hours
History Major ..... (39)* 33 hours
(See description of the History Major above)
HIS 4001 TExES Review: Social Studies ..... 0 hours
Economics ..... 6 hours
ECO 2301 Principles of Macroeconomics ..... 3 hours
ECO 2302 Principles of Microeconomics ..... 3 hours
Geography ..... 3 hours
GEG 2310 Introduction to World Geography ..... 3 hours
Government ..... (12)* 6 hours
GOV 2311 American Government ..... (3)* 0 hours
GOV 2340 Social Studies of Texas ..... (3)* 0 hours
Three hours chosen from ..... 3 hours
GOV 2390 Legislative Process: Fed, St, and Local ..... 3 hours
GOV 3301 American Jurisprudence ..... 3 hours
GOV 4304 American Political Culture ..... 3 hours
Three hours chosen from ..... 3 hours
GOV 3321 Comparative Government ..... 3 hours
GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours
Sociology or Psychology ..... 3 hours
SOC 1311 Introduction to Sociology ..... 3 hours
OR PSY 1311 Introduction to Psychology ..... 3 hours
Social Studies Elective ..... 3 hours
Any other course from ECO, GEG, SOC, or PSY ..... 3 hours

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

History Minor ..... 24 hours
HIS 1310 United States History to 1877 ..... 3 hours
HIS 1320 United States History Since 1877 ..... 3 hours
HIS 2308 Research & Writing in the Social Sciences ..... 3 hours
HIS 2310 Western Civilization I ..... 3 hours
HIS 2320 Western Civilization II ..... 3 hours
HIS 2330 Non-Western Civilization ..... 3 hours
Advanced History chosen in consultation with History advisor ..... 6 hours

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

All History Majors may be required to complete non-graded Institutional Effectiveness measures administered within HIS 4382 prior to the submission of a final grade for that course.

Government

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

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

Bachelor Degrees in Social Science

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
GOV 2390 should be chosen to fulfill the social science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Social Science ..... (42)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
GOV 2390 should be chosen to fulfill the social science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Social Science ..... (42)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

Social Science Major ..... (42)* 30 hours
Social Science Major Core ..... (18)* 6 hours
HIS 1320 U.S. History since 1877 ..... (3)* 0 hours
GOV 2308 Research & Writing in the Social Sciences ..... (3)* 0 hours
GOV 2311 American Government ..... (3)* 0 hours
GOV 2390 Legislative Process: Federal, State, and Local ..... (3)* 0 hours
GOV 3301 American Jurisprudence ..... 3 hours
GOV 3381 Political Theory ..... 3 hours
Social Science Capstone Course ..... 3 hours
HIS 4382 Contemporary U.S. History and Politics ..... 3 hours
Social Science Area of Emphasis ..... 21 hours
See listings below for specific courses.
American Political Studies ..... 21 hours
Global Studies ..... 21 hours
Jurisprudence ..... 21 hours

**Hours include HIS 1320 and GOV 2311 which are required courses in General Education and GOV 2390 which should be used as part of the General Education requirements. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Social Science Area of Emphasis (American Political Studies)..... 21 hours

Six (6) to Nine (9) advanced hours selected from .....6-9 hours
- HIS 3310 Colonial America and American Revolution ..... 3 hours
- HIS 3332 The Early Republic, 1783-1848 ..... 3 hours
- HIS 3340 Civil War and Reconstruction..... 3 hours
- HIS 3355 The Gilded Age and Progressive Era, 1877-1920..... 3 hours
- HIS 4325 The Age of FDR, 1920-1945 ..... 3 hours
- HIS 4381, Postwar America, 1945-1974..... 3 hours

Twelve (12) to Fifteen (15) hours selected from.....12-15 hours
- GOV 2350 Political Economy..... 3 hours
- GOV 3350 Economic Theory and Policy Analysis ..... 3 hours
- GOV 3390 Topics in Law..... 3 hours
- GOV 4304 American Political Culture ..... 3 hours
- GOV 4354 Constitutional Theory I: Powers ..... 3 hours
- GOV 4355 Constitutional Theory II: Rights ..... 3 hours
- GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours
- GOV 4392 Christianity, Ethics, and Politics ..... 3 hours

Social Science Area of Emphasis (Global Studies).....21 hours

Nine (9) to Twelve (12) advanced hours selected from .....9-12 hours
- HIS 3301 Age of the Reformation ..... 3 hours
- HIS 3343 French Revolution and Napoleon, 1787-1815..... 3 hours
- HIS 3391 Age of Nationalism and Imperialism: Europe, 1815-1914..... 3 hours
- HIS 4303 Europe since 1919..... 3 hours
- HIS 4320 World at War ..... 3 hours
- GOV 4389 U.S. Foreign Policy and I.R. Theory ..... 3 hours

Nine (9) to Twelve (12) hours selected from .....9-12 hours
- GOV 2350 Political Economy..... 3 hours
- GOV 3100 Model United Nations (taken three times)..... 3 hours
- GOV 3300 Regional Studies..... 3 hours
- HIS/GOV 3303 Perspectives in Social Sciences ..... 3 hours
- GOV 3320 Economic Development..... 3 hours
- GOV 3321 Comparative Government ..... 3 hours
- GOV 3350 Economic Theory and Policy Analysis..... 3 hours

*Note: Students intending to pursue graduate study in Global Studies or International Relations or careers in the State Department are strongly encouraged to pursue the Bachelor of Arts Degrees, take GOV 3303 as a part of the major, and 12 hours of Spanish for the "Additional Degree Requirements" beyond the General Education Curriculum.

Social Science Area of Emphasis (Jurisprudence) .....21 hours

Twelve (12) to Fifteen (15) advanced hours selected from .....12-15 hours
- GOV 3161 Moot Court or GOV 3162 Mock Trial (any three hours)..... 3 hours
- GOV 3390 Topics in Law..... 3 hours
- GOV 3391 Law and Society ..... 3 hours
- GOV 4354 Constitutional Theory I: Powers ..... 3 hours
- GOV 4355 Constitutional Theory II: Rights ..... 3 hours

Three (3) to Six (6) advanced hours selected from ..... 3-6 hours
- COM 3333 Media Criticism ..... 3 hours
- COM 3341 Persuasion and Argumentation ..... 3 hours
- COM 3360 Conflict Management and Restorative Justice ..... 3 hours
- PSY 3341 Social Psychology..... 3 hours

Three (3) advanced hours selected from ..... 3 hours
- GOV 3303 Perspectives in Social Sciences ..... 3 hours
- GOV 4392 Christianity, Ethics, and Politics in America ..... 3 hours
- BUS 3351 Business Ethics..... 3 hours
- CRJ 4355 Ethics in Criminal Justice..... 3 hours

Social Science Minor..... 24 hours

HIS 1320 U.S. History since 1877..... 3 hours
GOV 2308 Research & Writing in the Social Sciences ..... 3 hours
GOV 2311 American Government..... 3 hours
GOV 2390 Legislative Process: Federal, State, and Local..... 3 hours
GOV 3301 American Jurisprudence..... 3 hours
GOV 3381 Political Theory or HIS 3381 Western Intellectual Tradition ..... 3 hours
Advanced GOV or HIS courses chosen in consultation with advisor..... 6 hours

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

All Social Science Majors may be required to complete non-graded Institutional Effectiveness measures administered within HIS 4382 prior to the submission of a final grade for that course.

The Department recommends that Social Science Majors take MAT 1365 Mathematics for Business and Social Sciences I to meet their General Education mathematics requirement. Students pursuing a Bachelor of Science degree are further recommended to take MAT 2342 Introduction to Probability and Statistics as part of the "Additional Degree Requirements" beyond the General Education Curriculum.

Geography

The study of geography is designed to provide the student with an understanding of the spatial relationship between humans and the physical environment and how that environment affects society, economics, politics, and culture.

Neither a major or minor is available in geography.

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

Department of Psychology and Family Studies

Keith Mask, Ph.D. - Chair, Department of Psychology and Family Studies

FACULTY: **Kevin Kelley, Ph.D.; Jennifer (Clement) Mobley, Ph.D.**

The Department of Psychology and Family Studies offers programs leading to both the Bachelor of Arts and Bachelor of Science degrees. Undergraduate degrees in psychology and family studies are primarily designed to prepare students for graduate programs in the behavioral sciences and/or employment in the mental health and the family services field.

Psychology

Psychology is a multifaceted discipline that seeks to better understand the nature of human behavior. The undergraduate major in psychology at HPU will provide students with opportunities to: (1) explore the foundational content domains of psychology, (2) develop their skills in conducting and evaluating psychological research, and (3) learn how to evaluate the important theories and presuppositions in psychology from a Christian worldview.

In an effort to provide a comprehensive training program, the Psychology Department has chosen academic requirements that would support the needs of students wanting to pursue graduate training in psychology, counseling, marriage and family therapy and other related fields of study. In addition, the psychology major may function as a solid liberal arts degree for students wishing to pursue graduate or professional training in other fields such as medicine, law, theology, business, and education. The psychology degree may be chosen by students who plan to enter the job market following the completion of their bachelor's degree.

Bachelor Degrees in Psychology

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
PSY 1311 should be chosen to fulfill the social science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR – Psychology ..... 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
PSY 1311 should be chosen to fulfill the social science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Psychology ..... 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

Psychology Major ..... 33 hours

Psychology Major Core ..... 21 hours

PSY 2330 Prof Dev in Psychology and Family Studies ..... 3 hours
PSY 2340 Intro Behavioral Science Research & Writing..... 3 hours
PSY 2351 Statistics for the Social Sciences..... 3 hours
PSY 3321 Personality..... 3 hours
PSY 3351 Abnormal Psychology ..... 3 hours
PSY 3355 Lifespan Development..... 3 hours
PSY 4339 Experimental Psychology..... 3 hours

Psychology Specialty Track ..... 12 hours

Select from: General Psychology, Counseling/Clinical Psychology, Family Psychology, Industrial/Organization Psychology, or Psychology and Ministry.

See listings below for specific courses.

Psychology Specialty Track (General Psychology) ..... 12 hours

Twelve (12) hours of psychology electives chosen in consultation with their Psychology faculty advisor..... 12 hours

Psychology Specialty Track (Counseling/Clinical Psychology) ..... 12 hours

Twelve (12) hours selected from..... 12 hours

PSY 4332 Intro to Counseling and Psychotherapy ..... 3 hours
PSY 3361 Psychological Testing..... 3 hours
PSY 4371 Intro to Marriage and Family Therapy ..... 3 hours
PSY 4302 Health Psychology ..... 3 hours
PSY 3341 Social Psychology..... 3 hours
PSY 3301 Integration of Psychology & Christianity..... 3 hours
PSY 3365 Individual & Family Stress Management..... 3 hours
PSY 4351 Biological Psychology ..... 3 hours

Psychology Specialty Track (Family Psychology)..... 12 hours

Twelve (12) hours selected from..... 12 hours

PSY 2311 Marriage and Family..... 3 hours
PSY 4371 Intro to Marriage and Family Therapy ..... 3 hours
PSY 3342 Adolescent Psychology..... 3 hours
PSY 4300 Human Sexuality..... 3 hours
PSY 3360 Parent-Child Relationships ..... 3 hours
PSY 3365 Individual & Family Stress Management..... 3 hours

Psychology Specialty Track (Industrial/Organization) ..... 12 hours

Twelve (12) hours selected from..... 12 hours

PSY 3334 Industrial & Organizational Psychology..... 3 hours
PSY 3341 Social Psychology..... 3 hours
PSY 3361 Psychological Testing..... 3 hours
PSY 4381 Group Dynamics ..... 3 hours
MGT 4321 Organizational Behavior ..... 3 hours

Psychology Specialty Track (Psychology and Ministry) ..... 12 hours

Twelve (12) hours selected from..... 12 hours

PSY 2311 Marriage and Family..... 3 hours
PSY 3301 Integration of Psychology & Christianity..... 3 hours
PSY 4332 Intro to Counseling and Psychotherapy ..... 3 hours

PSY 4371 Intro to Marriage and Family Therapy ..... 3 hours
PSY 4300 Human Sexuality..... 3 hours
CED 4331 Christian Care and Counseling..... 3 hours

A minor in psychology shall consist of the following:

Psychology Minor.....18 hours
PSY 1311 Introduction to Psychology..... 3 hours
PSY 3355 Lifespan Development..... 3 hours
Psychology courses chosen in consultation with psychology faculty ..... 12 hours

All prerequisites must carry a grade of "C" or better, or consent of instructor.

Family Studies

The Bachelor of Arts and Bachelor of Science in Family Studies focus on the development of individual, couple, and family wellness across the lifespan. Particular attention is given to the interactions among individuals, families, communities, and cultures. The Family Studies degree is designed to prepare students for (a) professional careers in a variety of human service areas, including but not limited to, child and family services, community mental health, consumer affairs, county and state extension, child life specialists, family life and parent education, marriage education and enrichment, youth services, and gerontological services; (b) leadership roles in church, school, and community; (c) effective functioning in marital and family roles; and (d) graduate education in counseling and family related fields.

The curriculum for the undergraduate major in Family Studies follows the Certified Family Life Educator guidelines established by the National Council on Family Relations. Students will take a series of courses in each of the eleven Family Life Substance areas identified by NCFR.

Graduates of the family studies program will have met all of the standards and criteria needed for Provisional Certification as a Family Life Educator, a designation granted by the NCFR. Currently, the minimum requirements for becoming a Certified Family Life Educator (CFLE) include a baccalaureate degree, two years' experience as a family life educator if the degree is in a family-related field, and passing a national CFLE exam.

Bachelor Degrees in Family Studies

GENERAL EDUCATION (Bachelor of Science) see page 78 .....42 hours
COM 2320 should be chosen to fulfill the communication requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) .....12 hours
TECHNOLOGY COMPONENT .....3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Family Studies33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
PSY 2340 should be chosen to fulfill 3 hours of the elective hours needed
ELECTIVES (without optional minor) .....34 hours
PSY 2340 should be chosen to fulfill 3 hours of the elective hours needed
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
COM 2320 should be chosen to fulfill the communication requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
PSY 2340 should be chosen to fulfill 3 hours of the additional degree requirement
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Family Studies ..... 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

Family Studies Major ..... 33 hours
FST 2311 Marriage and the Family ..... 3 hours
FST 2330 Professional Development in Psychology and Family Studies ..... 3 hours
FST 3355 Lifespan Development ..... 3 hours
FST 3360 Parent-Child Relationships ..... 3 hours
FST 3365 Individual and Family Stress Management ..... 3 hours
FST 4300 Human Sexuality ..... 3 hours
FST 4370 Family Life Education ..... 3 hours
FST 4371 Introduction to Marriage and Family Therapy ..... 3 hours
FST 4380 Practicum in Family Life Education ..... 3 hours
FIN 2312 Personal Finance ..... 3 hours
SWK 3353 Social Welfare Programs, Policies and Issues ..... 3 hours

A minor in Family Studies shall consist of the following:

Family Studies minor ..... 18 hours
FST 2311 Marriage and the Family ..... 3 hours
FST 3360 Parent-Child Relationships ..... 3 hours
Family Studies courses chosen in consultation with family studies faculty ..... 12 hours

All prerequisites must carry a grade of "C" or better, or consent of instructor.

Department of Criminal Justice, Social Work, and Sociology

Daniel Humeniuk, M.S.S.W. - Chair, Department of Criminal Justice, Social Work, and Sociology

FACULTY: **Toni Damron, M.S.S.W.; Gina Gibbs, J.D.; Lynn Humeniuk, M.A. - Program Director of Criminal Justice; Lori Kelley, J.D.; Paul Lilly, Psy.D.**

PART-TIME/ADJUNCT FACULTY: **Chad Gann, M.A.; Craig Hermans, M.A.; Richard Mesa, J.D.; Michael Seibert, M.S.; Gabriela Valle, M.C.J., M.P.A.**

The department of criminal justice, social work and sociology offers programs leading to the Bachelor of Arts, Bachelor of Science, and Bachelor of Applied Arts and Sciences 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 Guy D. Newman Honors Academy may choose the criminal justice or the social work major as their approved field of specialization. See the Guy D. Newman Honors Academy 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.

Restorative Justice Emphasis

The purpose of the courses in Restorative Justice is to provide students with an understanding of the basic principles of this particular field of criminal justice. Prevention and correctional programs are beginning to focus on providing an environment that will include victim, offender, families and communities. The appropriateness of this area of emphasis depends upon the student's vocational objectives and will seek to integrate the fields of Criminal Justice, Sociology, Social Work, and Communication Studies. This area of emphasis will not meet criteria for licensure or credentials in the vocation of professional mediator.

Forensic Science Emphasis

The purpose of the courses in the Forensic Science is to offer a curriculum for criminal justice majors/minors to understand, communicate effectively and critically think through the practice of forensic science. The appropriateness of this area of emphasis is dependent upon the students' vocational objectives and will seek to integrate the areas of evidence and crime scene reconstruction, hands-on experience with field samples in a laboratory setting, become familiar with scientific technologies and techniques in criminal investigations, and study actual unsolved or hypothetical criminal cases.

Bachelor Degrees in Criminal Justice

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
FRS 2479 should be chosen to fulfill the lab Science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Criminal Justice ..... 33-36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-16 hours
ELECTIVES (without optional minor) ..... 31-34 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
FRS 2479 should be chosen to fulfill the lab Science requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
SPA 1311, SPA 1312 and/or SPA 2313 must be chosen and completed with a "C" or better
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Criminal Justice ..... 33-36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 7-16 hours
ELECTIVES (without optional minor) ..... 31-34 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Applied Arts & Sciences) see page 83 ..... 42 hours
FRS 2479 should be chosen to fulfill the lab Science requirement
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Criminal Justice ..... 33-36 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 19-28 hours
ELECTIVES (without optional minor) ..... 43-46 hours
Total Hours in Degree Program 124 hours

Criminal Justice Major ..... 33-36 hours
Criminal Justice Major Core ..... 21 hours
CRJ 1310 Introduction to Criminal Justice ..... 3 hours
CRJ 1320 Crime in America ..... 3 hours
CRJ 3330 Criminology ..... 3 hours
CRJ 3332 Juvenile Delinquency ..... 3 hours
CRJ 4355 Ethics in Criminal Justice ..... 3 hours
CRJ 4370 Internship in Criminal Justice ..... 3 hours
Three (3) hours chosen from ..... 3 hours
CRJ 2324 Probation and Parole ..... 3 hours
CRJ 2325 Correctional Systems ..... 3 hours
CRJ 2351 Statistics for the Social Sciences ..... 3 hours
CRJ 3322 Problems of Contemporary Society ..... 3 hours
CRJ 3360 Social Deviance ..... 3 hours

Core Electives in consultation with a faculty advisor and based on the student's career goals or students may elect an area of emphasis in Restorative Justice or Forensic Science ..... 12-15 hours

Restorative Justice Emphasis ..... 12 hours
- CRJ 2392 Restorative Justice in the Juvenile System ..... 3 hours
- CRJ 2390 Principles of Restorative Justice ..... 3 hours
- CRJ 3320 Special Topics in Restorative Justice ..... 3 hours
- COM 3360 Restorative Justice and Conflict Resolution ..... 3 hours

Forensic Science Emphasis ..... 12 hours
- FRS 2479 Introduction to Forensic Science ..... 4 hours
- FRS 2489 Scientific Criminal Investigation ..... 4 hours
- FRS 3479 Crime Scene Analysis ..... 4 hours

A minor in criminal justice shall consist of the following:

Criminal Justice Minor ..... 18-22 hours
- CRJ 1310 Introduction to Criminal Justice ..... 3 hours
- CRJ 1320 Crime in America ..... 3 hours
- Criminal Justice courses chosen in consultation with criminal justice faculty ..... 12-16 hours

For the general education requirements, students must select FRS 2479 Introduction to Forensic Science.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

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, SOC 3322, and twelve (12) hours in sociology chosen in consultation with a faculty advisor in sociology 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.

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.

Juvenile Justice Certificate

The purpose of this certificate is to provide students with a clear understanding of the basic principles of the juvenile justice system from the perspective of a generalist social work practitioner. To receive this certificate, the student will take a total of twenty-one (21) hours that focus specifically upon juvenile issues and juvenile justice process.

To receive this certificate, a student must be a social work major and take the following courses, totaling twelve (12) hours. In addition to these course requirements, during Field Instruction I (SWK 4429) and Field Instruction II (SWK 4539), the student will be placed with a correctional program, residential treatment facility or probation department that serves a juvenile population.

Juvenile Justice Certificate ..... 12 hours

PSY 3342 Adolescent Psychology ..... 3 hours

CRJ 2390 Principles of Restorative Justice or
SWK 2390 Principles of Restorative Justice ..... 3 hours

CRJ 2392 Restorative Justice in the Juvenile System or
SWK 2392 Restorative Justice in the Juvenile System ..... 3 hours

CRJ 3332 Juvenile Delinquency or
SWK 3332 Juvenile Delinquency ..... 3 hours

All prerequisites must carry a "C" or better or consent of the instructor.

Bachelor Degrees in Social Work

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
SOC1311 should be chosen from the approved social science requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Social Work ..... 36 hours
ADDITIONAL SOCIAL WORK MAJOR REQUIREMENTS ..... (18)* 15 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 0 hours
ELECTIVES (without optional minor) ..... 13 hours
Total Hours in Degree Program 124-132 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
SOC 1311 should be chosen from the approved social science requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
PSY 1311 and PSY 3351 should be chosen in fulfillment of the additional hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Social Work ..... 36 hours
ADDITIONAL SOCIAL WORK MAJOR REQUIREMENTS ..... (18)* 9 hours

OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 0-1 hours
ELECTIVES (without optional minor) ..... 19 hours
Total Hours in Degree Program 124-126 hours

Social Work Major ..... 45-51 (54)* hours
Social Work Major Core ..... 36 hours
SWK 1315 Introduction to Social Work ..... 3 hours
SWK 3303 Human Behavior and the Social Environment I ..... 3 hours
SWK 3304 Human Behavior and the Social Environment II ..... 3 hours
SWK 3314 Social Work Practice I ..... 3 hours
SWK 3315 Social Work Practice II ..... 3 hours
SWK 3342 Social Services and Social Policy in Rural Settings ..... 3 hours
SWK 3353 Social Welfare Programs, Policies and Issues ..... 3 hours
SWK 3361 Social Research Theory and Techniques ..... 3 hours
SWK 4316 Social Work Practice III ..... 3 hours
SWK 4429 Field Instruction I ..... 4 hours
SWK 4539 Field Instruction II ..... 5 hours

Additional Social Work Major Requirements (Bachelor of Science) ..... (18)* 15 hours
PSY 1311 Introduction to Psychology ..... 3 hours
SOC 1311 Introduction to Sociology ..... (3)* 0 hours
SOC 2351 Statistics for the Social Sciences ***OR***
PSY 2351 Statistics for the Social Sciences ..... 3 hours
PSY 3351 Abnormal Psychology ..... 3 hours
Six (6) hours chosen from CRJ, PSY and/or SOC
in consultation with an advisor ..... 6 hours

Additional Social Work Major Requirements (Bachelor of Arts) ..... (18)* 9 hours
PSY 1311 Introduction to Psychology ..... (3)* 0 hours
SOC 1311 Introduction to Sociology ..... (3)* 0 hours
SOC 2351 Statistics for the Social Sciences ***OR***
PSY 2351 Statistics for the Social Sciences ..... 3 hours
PSY 3351 Abnormal Psychology ..... (3)* 0 hours
Six (6) hours chosen from CRJ, PSY and/or SOC
in consultation with an advisor ..... 6 hours

**Hours may include SOC 1311 which will fulfill part of the General Education requirements for both the BS and BA Degrees or PSY 1311 and PSY 3351 which will fulfill part of the additional degree requirements for the BA degree. Completion of these courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

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.

The Guy D. Newman Honors Academy

Matthew A. McNiece, Ph.D., Director

The Guy D. Newman Honors Academy is a program for civic leadership and public policy. It is a distinctive honors program, unique among its peers. It is specially and specifically designed for academically gifted students who aspire to effective Christian leadership in a variety of careers, preparing them for lives of service and citizenship. For over fifty years, Academy graduates have found success in such fields as law, politics, medicine, business, education, ministry, and many others. The Honors Academy challenges students both intellectually and experientially, training them to read critically, think analytically, and communicate ideas effectively.

Through a broad-based liberal arts education that emphasizes Judeo-Christian values, Western Civilization, free enterprise, and civic engagement, the Honors Academy explores the nature and meaning of both citizenship and leadership from a variety of perspectives, including and especially in light of our Christian faith and the greatest traditions of the American system. The Academy Bachelor's Thesis, which is the product of ACA 4108 and ACA 4208, serves as the capstone for the academic program by providing a theoretical application and practical demonstration of the student's mastery of the program's multifaceted academic core. Through this and other degree requirements, students develop critical thinking skills by analyzing the problems of today's society and, more importantly, are equipped and empowered to work toward practical, ethical solutions at the individual, local, and global levels.

General Information and Requirements

Degrees

The Bachelor of Arts, the Bachelor of Science, or the Bachelor of Business Administration Degree may be obtained with a dual major in the Honors Academy: Civic Leadership and Public Policy and a second academic, not pre-professional, major. (See "Second Major Requirements" below.)

The Honors Academy Major

The Honors Academy's academic curriculum reflects the importance of breadth and depth of knowledge in the training of effective and ethical leaders. Five distinct foundations ensure that students develop intellectual and practical skills in a variety of disciplinary or methodological areas. The foundations are: Philosophical; National and Global; Economic; Civic; and Experiential. These combine with the General Education Curriculum, the Academy Capstone, and the student's second academic major (see "Second Major Requirements" below) to achieve the Academy's mission of preparing effective Christian leaders for lives of service and citizenship.

HONORS ACADEMY MAJOR..... (38*) 33 hours
- **PHILOSOPHICAL FOUNDATIONS .....9 hours**
  - HIS 3303 Perspectives in Social Sciences .....3 hours
  - GOV 4392 Christianity, Ethics, and Politics in America .....3 hours
  - HIS/GOV 3381 Western Intellectual Tradition/Political Theory .....3 hours
- **NATIONAL AND GLOBAL FOUNDATIONS.....6 hours**
  - HIS 4382 Contemporary U.S. History and Politics.....3 hours
  - GOV 4389 U.S. Foreign Policy and I.R. Theory .....3 hours
- **ECONOMIC FOUNDATIONS.....6 hours**
  - ECO 2350 Political Economy .....3 hours
  - ECO 3350 Economic Theory and Policy Analysis.....3 hours

CIVIC FOUNDATIONS .....9 hours
GOV 2390 Legislative Process: Federal, State, and Local.....3 hours
GOV 3391 Law and Society .....3 hours
GOV 4304 American Political Culture .....3 hours
EXPERIENTIAL LEARNING FOUNDATION .....0 hours
ACA 4000 Experiential Learning.....0 hours
REQUIRED GENERAL EDUCATION, ELECTIVES & SEMINARS ..... (5*) 0 hours
HIS/GOV 2308 Research and Writing in the Social Sciences..... (3*) 0 hours
GEN 1101 Freshman Seminar (Honors) ..... (1*) 0 hours
GEN 4100 Senior Seminar (Honors) ..... (1*) 0 hours
CAPSTONE .....3 hours
ACA 4108 The Academy Bachelor's Thesis: Research and Preparation.....1 hour
ACA 4208 The Academy Bachelor's Thesis: Defense .....2 hours

**Hours include GEN 1101, and GEN 4100 which should be used as part of the General Education requirements and HIS/GOV 2308 which should be used to fulfill the Technology Component degree requirement. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only. If a student is unable to complete HIS/GOV 2308 as part of their General Education requirements, the course becomes a required elective in the Honors Academy curriculum.*

SECOND MAJOR REQUIREMENTS

The Guy D. Newman Honors Academy is designed to work in conjunction with a second academic, not pre-professional, major of the student's choice. The following are approved academic majors which combine with the Honors Academy major to fulfill the Honors Academy's mission:

Accounting (BBA)
Bible (BA)
Biblical Languages (BA)
Biochemistry (BS)
Business Administration (BS)
Chemistry (BA, BS)
Christian Education (BA)
Communication Studies (BA, BS)
Criminal Justice (BA, BS)
Cross-Cultural Studies (BA)
English (BA)
Family Studies (BA, BS)
Finance (BBA)
Forensic Science (BA, BS)
History (BA)
Management (BBA)
Marketing (BBA)
Mathematics (BA, BS)
Practical Theology (BA)
Psychology (BA, BS)
Social Science (BA, BS)
(American Political Studies Emphasis)
(Global Studies Emphasis)
(Jurisprudence Emphasis)
Social Studies Composite-Teaching (BA)
Social Work (BA, BS)
Spanish (BA)
Youth Ministry (BA)

Membership

Please see the Honors Academy's website for detailed information, including: qualifications, application, reference forms, scholarship tables, and deadlines for application and the pre-scheduling of classes: www.hputx.edu/academy.

The Guy D. Newman Honors Academy is divided into two levels: an **Honors Level** for freshmen and sophomores (fewer than sixty semester hours of earned college credit), and a **Scholars Level** for juniors and seniors (greater than sixty semester hours of earned college credit). Membership in the Honors Level is

neither a prerequisite for nor a guarantee of membership in the Scholars Level. Honors Level members are generally expected to take a minimum of 2-3 courses from the Honors Academy curriculum each year. Scholars Level members are generally expected to take a minimum of 4 courses from the Honors Academy curriculum each year until the curriculum is completed. (Advising memos will be distributed during each advising period explaining which courses are required for students according to their status.) Members will transition into the Scholars Level pending a review of their membership record by the Honors Academy Executive Committee; this will include a calculation of the Honors Academy GPA (see "Satisfactory Progress and Good Standing" below).

In all levels and in all ways, membership in the Honors Academy is a privilege, not a right, and carries with it certain responsibilities and expectations. Prospective members of the Honors Academy must be fully admitted to Howard Payne University prior to application for admission to the Honors Academy. Formal approval of the Honors Academy application is the prerogative of the university administration acting through the Honors Academy Executive Committee. A member's continued good standing in the Honors Academy is subject to conditions outlined below and in the Honors Academy Student Handbook.

The Honors Academy Executive Committee reserves the right to admit a member to any level on a **one-semester conditional basis without scholarship.** At the end of that semester, the Honors Academy Executive Committee will evaluate the student's full academic and membership record to determine subsequent membership (and scholarship) status.

Honors Academy Scholarship Packages

Honors Academy scholarship packages are for tuition only and are combined with other university scholarships as described by the Financial Aid section of the catalog. Students must maintain satisfactory progress and remain in good standing with the Honors Academy for the renewal of their scholarships. (See "Satisfactory Progress and Good Standing" below.)

Hatton W. Sumners Foundation Scholar Program

Eligible students may apply for the prestigious and highly competitive Hatton W. Sumners Foundation Scholar Program. To apply, a student must: be a current member of the Honors Academy or have gained admission to the Honors Academy for the subsequent fall semester; possess a minimum of 60 semester hours of earned college credit prior to the start of the subsequent fall semester; and meet other requirements as are determined by the Hatton W. Sumners Foundation and which are outlined in the most current Sumners Scholar Program brochure. (See link on the Honors Academy's website: www.hputx.edu/academy.)

Completed applications must be received by the Honors Academy offices no later than March 15. Thereafter, the Honors Academy Executive Committee will review all applications and may schedule interviews to determine the twelve nominees for consideration by the Trustees of the Hatton W. Sumners Foundation. Selections are made by the Foundation Trustees following required interviews. No fewer than four Honors Academy students are selected each year for this honor.

Sumners Scholars enter a two-year commitment to attend various lectures, symposia, seminars, and programs as designed and determined by the Foundation Trustees. Sumners Scholars receive the Hatton W. Sumners Scholarship, which is currently $6,000 per semester for four semesters. Recipients may apply the Sumners Scholarship to tuition, fees, books, room and/or board, but a recipient's total Financial Aid package may not exceed the institution's Total Cost of Attendance.

Satisfactory Progress and Good Standing

Honors Academy members must make satisfactory academic progress toward the Academy curriculum requirements and must at all times remain in good standing with the program. Satisfactory progress includes enrolling in the required number of courses each semester and maintaining an appropriate GPA. Therefore, any student who fails to register for the required number of courses in a given semester (without the explicit approval of the Honors Academy Executive Committee) shall be considered to have withdrawn from the Honors Academy and voluntarily waived their scholarship package.

Furthermore, Honors Academy members are required to maintain a 3.25 cumulative GPA throughout their college career. This includes all coursework taken at Howard Payne University. In addition, members in the Scholars Level must possess and maintain a minimum 3.25 GPA within the Honors Academy Major.

If at the end of a long semester an Honors Academy member's GPA fails to meet these standards (HPU-cumulative, Honors Academy Major-specific), the student will be placed on Honors Academy Probation. A second such failure after any subsequent semester will result in the student's Suspension from the Honors Academy with loss of scholarship. If a Suspended student satisfactorily raises the GPA in question, the student may appeal to the Honors Academy Executive Committee for readmission and reinstatement of scholarship. A third such failure after any semester will result in the student's permanent expulsion from the Honors Academy. Any student who does not possess a minimum 3.25 GPA at the beginning of ACA 4208 The Academy Bachelor's Thesis: Defense will be administratively withdrawn from the course and expelled from the Honors Academy with loss of scholarship.

In all ways and in all of their dealings, Honors Academy members are expected to comport themselves according to the highest standards of academic and personal integrity. Serious, flagrant, and/or repeated violations of the Honor Code (see Honors Academy Student Handbook) may at the discretion and upon the decision of the Honors Academy Executive Committee result in a student being placed on Probation; being Suspended with loss of scholarship; or being permanently Expelled from the Honors Academy.

Additional Information

Additional information regarding the Guy D. Newman Honors Academy can be found on the program website (www.hputx.edu/academy), in the Honors Academy Student Handbook (made available to members on an annual basis), and by contacting any member of the Honors Academy faculty or staff.

Honors Academy Executive Committee

The Guy D. Newman Honors Academy Executive Committee is comprised of full-time faculty who teach the required curriculum. Its current members include:

Matthew A. McNiece, Ph.D. Jennifer McNiece, M.A., M.P.A.
Lorianna Kelley, J.D.

School of Music and Fine Arts

Richard Fiese, Ph.D., Dean

Department of Music

Elizabeth Wallace, Ph.D. - Chair, Department of Music

FACULTY: **Corey Ash, M.M.E.; Celeste Church, D.M.A.; Gregory Church, D.M.A.; Joseph Dunlap, M.M.; Richard Fiese, Ph.D., Stephen Goacher, M.M.; Danny Ingram, Ed.S.; Christopher Rosborough, D.M.A; Elizabeth Wallace, Ph.D.**

PART-TIME/ADJUNCT FACULTY: **Diane Owens, M.Ed.; Gannon Phillips, B.M.; Kevin Winter, M.M.**

Students who major in music, as a result of their ensemble experiences, their applied lessons, and their theoretical and historical studies, will be able to combine their capabilities in musical performance with the aural, verbal, and visual analysis of music to engage in historically accurate and aesthetically satisfying musical endeavors. They will be knowledgeable about repertoire and history and should be able to form and defend value judgments about music. They will have a basic understanding of the interrelationships and interdependencies among the various professions and activities that constitute the musical enterprise.

The department of music is an accredited institutional member of the National Association of Schools of Music and seeks to prepare students for careers in the field of music performance, music education and church music.

In the department of music, performance is strongly emphasized, and students have a wide variety of opportunities to perform both in ensembles and as soloists. The choral and instrumental fields have extensive ensemble offerings, including Concert Choir, University Singers, Marching Band, Symphonic Band, Concert Band, Jazz Ensemble, Heritage Singers, Music Theatre Workshop, and Winds of Triumph, in addition to several small ensembles.

General Requirements

Admission as a music major is only by audition before the faculty. This audition may also serve as a scholarship audition. All entering freshmen music majors will take placement examinations in music theory, piano, and their applied area. These examinations are diagnostic in purpose, and they will be used in advising students of any deficiencies and in assigning them an applied music level.

Students in the Bachelor of Music in Performance degree program with a concentration in instrument, organ, piano, or voice will be evaluated by the faculty at the end of the freshman year, when they will be advised as to whether continuation in the degree program is recommended. All music majors will be assessed at the end of their sophomore year (fourth semester of applied study) to determine the readiness for advancement to junior standing.

Membership in a major ensemble is required each semester for students with a major in music, except when Music Education students are enrolled in Student Teaching. For piano majors, Piano Ensemble may serve as the major ensemble after two semesters in a choral or instrumental ensemble.

Music Organizations

Music ensembles include the following: Concert Choir, Heritage Singers, University Singers, Music Theatre/Opera Workshop, University Marching, Symphonic, and Concert Bands, Winds of Triumph, Jazz Ensemble and various other small ensembles. Professional organizations and fraternities include: Kappa Kappa Psi, and Tau Beta Sigma.

Regulations for All Music Degrees

1. General requirements for degrees as stated on page 69 apply to music degrees also.

2. Minimum recital requirements
   A. Bachelor of Music - Performance
      1. Junior Recital (thirty minutes)
      2. Senior Recital (sixty minutes)
   B. Bachelor of Music - Church Music and Worship
      Senior Recital (thirty minutes)
   C. Bachelor of Music - Music Education
      Senior Recital (thirty minutes)
   D. Bachelor of Arts - Music
      Senior Recital (thirty minutes)

3. The final examination for all applied music courses is a jury performed at the close of each semester, unless the credit is elective, i.e., not required for a degree. This jury is performed in the presence of a panel from the music faculty. The jury grade will partly determine the student's grade for the course. Students may or may not be required to perform a jury in the semester of their junior or senior recital at the teacher's discretion.

4. All students with a major in music, other than students with a concentration in keyboard, are required to pass the Piano Proficiency. Music majors with a concentration in keyboard are required to pass the Freshman Technique Exam, which satisfies the Piano Proficiency requirement.

5. Applied music courses (private lessons) may not be audited.

6. All students, including transfer students, must pass sophomore assessment before enrolling for advanced (3000-4000) applied music.

7. MUS 4000 must be taken during the last semester of classroom study (the semester prior to student teaching for music education students) and concurrently with EDU 4100.

8. All graduating music majors will be required to take the Major Field Achievement Test (MFAT) in music.

9. Students wishing to take private lessons for elective credit may enroll with the consent of the teacher. Students with limited or no musical background may be better served enrolling for class instruction.

10. Music majors must be continuously enrolled in applied music up to and including the semester in which they give a recital. Music Education students are exempt from this requirement during the semester in which they are enrolled in student teaching.

11. Additional policies are given in the Music Student Handbook. Students are responsible for being familiar with and adhering to policies and procedures published in this handbook.

Degrees and Majors

The department of music offers four majors under the Bachelor of Music degree - Performance, Piano with an emphasis on pedagogy, Church Music and Worship, Music Education – and one major under the Bachelor of Arts degree – Music. While it is possible to complete the Bachelor of Music in Music Education degree in four years, many students will require five years to complete this degree.

Music Minor

A minor in music allows a student to gain a basic introduction in music and pursue more advanced work in one or more areas.

MUSIC MINOR..... 18-22 hours

MUS 1213 Theory I and MUS 1233 Sight Singing I
OR MUS 1301 Fundamentals of Music .....3-4 hours
Applied Lessons (OCH, PIA, or VOI) ..... 4 hours
MUS 1126 Class Piano I. Proficiency/Secondary Track ..... 1 hours
MUS 1127 Class Piano II. Proficiency/Secondary Track ..... 1 hours
MUS 0070 Recital Hour / 2 semesters ..... 0 hours
Ensemble/5 semesters ..... 5 hours
Music Electives .....4-8 hours

Recommended but not required: Introduction to Music Technology-MUS 1371

Scholarship recipients will continue to receive a music scholarship with enrollment in an ensemble. Applied study must begin no later than the second full semester of study. Music minors whose instrument is piano may use the 2 class piano credits as electives.

Information on Music Advisement

Students must audition before being admitted as a music major. However, students may enroll in music courses prior to the audition, *with the understanding that they will contact the Music Office as soon as possible to schedule an audition at the beginning of their first semester.*

MUS 1192 University Band and MUS 1193 University Singers are open to any student without audition. MUS 1194 Concert Choir requires an audition. Interested students should enroll for MUS 1193 and then contact the Director of Choral Activities for an audition.

As a scholarship requirement, music minors MUST enroll for a major ensemble or the piano ensemble.

BACHELOR OF MUSIC DEGREE

GENERAL EDUCATION CURRICULUM

GENERAL EDUCATION ..... 42 hours

- GEN 1101 University Seminar ..... 1 hours
- BIB 1303 Introduction to the Old Testament ..... 3 hours
- BIB 1304 Introduction to the New Testament ..... 3 hours
- KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
- Kinesiology Activity chosen from approved courses ..... 2 hours
- GEN 4100 Senior Seminar ..... 1 hours
- COM 1310 Fundamentals of Human Communication ..... 3 hours
- ENG 1311 English Composition I ..... 3 hours
- ENG 1312 English Composition II ..... 3 hours
- MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I, or higher ..... 3 hours
- Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
- English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
- MUS 3353 Music History III ..... 3 hours
- GOV 2311 American Government ..... 3 hours
- Social Science - PSY, SOC, HIS, or GOV chosen from the approved list ..... 3 hours
- Fine Arts Appreciation course chosen from the approved list ..... 3 hours

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

Bachelor of Music Common Core ..... 28 hours

- Music Technology ..... 3 hours
  - MUS 1371 Introduction to Music Technology ..... 3 hours
- Music Theory ..... 16 hours
  - MUS 1213, 1233 Theory & Sight Singing I ..... 4 hours
  - MUS 1214, 1234 Theory & Sight Singing II ..... 4 hours
  - MUS 2213, 2233 Theory & Sight Singing III ..... 4 hours
  - MUS 2214, 2234 Theory & Sight Singing IV (Form and Analysis included) ..... 4 hours
- Music History ..... 7 hours
  - MUS 2152 Music Research Skills ..... 1 hour
  - MUS 2353 Music History I (Medieval - Classical) ..... 3 hours
  - MUS 2354 Music History II (Romantic - Contemporary) ..... 3 hours
  - MUS 3353 Music History III (Popular/Ethno-musicology) ***[Hours in BM Gen Ed] ..... 3 hours***
- Elementary Conducting ..... 2 hours
  - MUS 3266 Elementary Conducting ..... 2 hours
- Recital Hour ..... 0 hours
  - MUS 0070 Recital Hour - 6 semesters required ..... 0 hours

Bachelor of Music in Performance - Voice Concentration

GENERAL EDUCATION (Bachelor of Music - page 193) ..... 42 hours
MUSIC COMMON CORE ..... 28 hours

BM Major in Performance / Voice Concentration ..... 58 hours

- Applied ..... 26 hours
  - Concentration ..... 22 hours
  - Secondary ..... 4 hours
- Ensemble ..... 10 hours
  - Major Choral Ensemble ..... 8 hours
  - MUS 1195 Music Theatre/Opera Workshop ..... 2 hours
- Upper Level Theory ..... 2 hours
  - MUS 4253 Arranging ..... 2 hours
- Music – Literature ..... 4 hours
  - MUS 4234 Song Literature ..... 2 hours
  - MUS 4295 Opera Literature ..... 2 hours
- Pedagogy / Skills ..... 7 hours
  - MUS 2160, 2163 Vocal Diction ..... 2 hours
  - MUS 4203 Vocal Pedagogy ..... 2 hours
  - Language (French recommended) ..... 3 hours
- MUS 3014 Junior Recital (half) ..... 0 hours
- MUS 4014 Senior Recital (full) ..... 0 hours
- MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
- Music Electives ..... 9 hours

Total Hours in Degree Program 128 hours

Bachelor of Music in Performance - Piano Concentration

GENERAL EDUCATION (Bachelor of Music - page 193) ..... 42 hours
MUSIC COMMON CORE ..... 28 hours

BM Major in Performance / Piano Concentration ..... 58 hours

- Applied ..... 28 hours
  - Concentration ..... 24 hours
  - Secondary ..... 4 hours
- Ensemble ..... 8 hours
  - Choir or Band ..... 2 hours
  - Piano Ensemble ..... 4 hours
  - Ensemble Elective ..... 2 hours
- Upper Level Theory ..... 2 hours
  - MUS 4253 Arranging ..... 2 hours
- Music – Literature ..... 4 hours
  - MUS 4224 Piano Literature I ..... 2 hours
  - MUS 4234 Piano Literature II ..... 2 hours
- Pedagogy / Skills ..... 7 hours
  - MUS 1161 Keyboard Skills Class ..... 1 hour
  - MUS 1187 Studio and Ensemble Accompanying ..... 1 hour
  - MUS 1188 Solo Accompanying ..... 1 hour
  - MUS 3273 Piano Pedagogy I ..... 2 hours
  - MUS 3283 Piano Pedagogy II ..... 2 hours
- MUS 3014 Junior Recital (half) ..... 0 hours
- MUS 4014 Senior Recital (full) ..... 0 hours
- MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
- Music Electives ..... 9 hours

Total Hours in Degree Program 128 hours

Bachelor of Music in Performance - Organ Concentration

GENERAL EDUCATION (Bachelor of Music - page 193)..... 42 hours
MUSIC COMMON CORE..... 28 hours

BM Major in Performance / Organ Concentration ..... 58 hours
- Applied ..... 28 hours
  - Concentration ..... 24 hours
  - Secondary..... 4 hours
- Ensemble ..... 8 hours
  - Choir or Band ..... 4 hours
  - MUS 1187 Studio and Ensemble Accompanying ..... 4 hours
- Upper Level Theory ..... 2 hours
  - MUS 4253 Arranging ..... 2 hours
- Music – Literature ..... 4 hours
  - MUS 4204 Organ Literature I ..... 2 hours
  - MUS 4214 Organ Literature II ..... 2 hours
- Pedagogy / Skills..... 5 hours
- MUS 1161 Keyboard Skills Class..... 1 hours
- MUS 4271 Organ Pedagogy..... 2 hours
- MUS 4291 Service Playing ..... 2 hours
- MUS 3014 Junior Recital (half) ..... 0 hours
- MUS 4014 Senior Recital (full)..... 0 hours
- MUS 4000 Capstone Course in Musical Thinking..... 0 hours
- Music Electives ..... 11 hours

Total Hours in Degree Program 128 hours

Bachelor of Music in Performance - Instrumental Concentration (non-keyboard)

GENERAL EDUCATION (Bachelor of Music - page 193)..... 42 hours
MUSIC COMMON CORE..... 28 hours

BM Major in Performance / Instrumental Concentration..... 58 hours
- Applied ..... 28 hours
  - Concentration ..... 24 hours
  - Secondary..... 4 hours
- Ensemble ..... 12 hours
  - Band ..... 8 hours
  - University Ensemble..... 4 hours
- Upper Level Theory ..... 2 hours
  - MUS 4253 Arranging ..... 2 hours
- Music – Literature ..... 2 hours
  - MUS 4284 Instrumental Literature 2 hours
- Pedagogy / Skills..... 4 hours
  - MUS 4293 Instrumental Pedagogy ..... 2 hours
  - MUS 3247 Improvisation..... 2 hours
- MUS 3014 Junior Recital (half) ..... 0 hours
- MUS 4014 Senior Recital (full)..... 0 hours
- MUS 4000 Capstone Course in Musical Thinking..... 0 hours
- Music Electives ..... 10 hours

Total Hours in Degree Program 128 hours

Bachelor of Music in Piano with an emphasis in Pedagogy

GENERAL EDUCATION (Bachelor of Music - page 193)..... 42 hours
MUSIC COMMON CORE..... 28 hours

BM Major in Piano ..... 58 hours
- Applied ..... 20 hours
  - Concentration ..... 16 hours
  - Secondary..... 4 hours
- Ensemble ..... 8 hours
  - Choir or Band ..... 2 hours
  - Piano Ensemble..... 4 hours
  - Ensemble Elective ..... 2 hours
- Upper Level Theory ..... 2 hours
  - MUS 4253 Arranging ..... 2 hours
- Music – Literature ..... 4 hours
  - MUS 4224 Piano Literature I ..... 2 hours
  - MUS 4234 Piano Literature II ..... 2 hours
- Pedagogy / Skills..... 15 hours
  - MUS 1161 Keyboard Skills Class..... 1 hours
  - MUS 1188 Solo Accompanying ..... 1 hours
  - MUS 1187 Studio & Ensemble Accompanying..... 1 hours
  - MUS 3273 Piano Pedagogy I ..... 2 hours
  - MUS 3283 Piano Pedagogy II ..... 2 hours
  - MUS 3293 Piano Pedagogy III ..... 2 hours
  - MUS 4184 Practicum in Piano Pedagogy ..... 1 hours
  - MUS 4191 Practicum in Piano Pedagogy II ..... 1 hours
  - MUS 2160 Vocal Diction I..... 1 hours
  - MUS 2163 Vocal Diction II..... 1 hours
  - MUS 3247 Improvisation..... 2 hours
- MUS 4014 Senior Recital (half)..... 0 hours
- MUS 4000 Capstone Course in Musical Thinking..... 0 hours
- Music Electives ..... 9 hours

Total Hours in Degree Program 128 hours

Bachelor of Music in Church Music and Worship

GENERAL EDUCATION (Bachelor of Music - page 193)..... 42 hours
ELECTIVES..... 3 hours
Recommended Elective: *Christian Studies / Theology – BIB 3391 Biblical Interpretation*
MUSIC COMMON CORE..... 28 hours

BM Major in Church Music and Worship..... 55 hours
- Applied ..... 20 hours
  - Concentration ..... 16 hours
  - Secondary..... 4 hours
    (Piano or Class Piano except for piano concentration)
- Ensemble ..... 6 hours
- Upper Level Theory ..... 2 hours
  - MUS 4253 Arranging ..... 2 hours

Music – Literature ..... 2 hours
MUS 4264 Choral Literature ..... 2 hours
Pedagogy / Skills ..... 6 hours
MUS 3276 Choral Conducting ..... 2 hours
MUS 3286 Instrumental Conducting ..... 2 hours
2 hours from the following based on concentration ..... 2 hours
MUS 1161 Keyboard Skills Class
(Piano, organ concentrations only) ..... 1 hours
MUS 1187 Studio & Ensemble Accompanying
(Piano, organ concentrations only) ..... 1 hours
MUS 2160-2163 Vocal Diction (Voice concentration only) ..... 2 hours
MUS 3247 Improvisation (Instrumental concentration only) .... 2 hours
Church Music ..... 11 hours
MUS 2264 Intro to Church Music ..... 2 hours
MUS 3282 Worship Arts ..... 2 hours
MUS 3384 Music for Children ..... 3 hours
MUS 4254 Worship Leadership ..... 2 hours
MUS 4207 Supervised Ministry Experience ..... 2 hours
Communication / Theatre - THR 2371 Fundamentals of Acting ..... 3 hours
MUS 4014 Senior Recital (half) ..... 0 hours
MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
Music Electives ..... 5 hours

Total Hours in Degree Program 128 hours

Bachelor of Music in Music Education - Instrumental

GENERAL EDUCATION (Bachelor of Music - page 193) ..... 42 hours
MUSIC COMMON CORE ..... 28 hours

BM Major in Music Education / Instrumental ..... 38-39 hours
Applied ..... 16 hours
Concentration *(including a minimum of 4 hours of upper level)* ..... 12 hours
Secondary *(piano or class piano)* ..... 4 hours
Ensemble ..... 6 hours
Band *(including a minimum of 3 hours of upper level ensemble)* ..... 6 hours
Upper Level Theory ..... 2 hours
MUS 4253 Arranging ..... 2 hours
Pedagogy / Skills ..... 12-13 hours
One from the following ..... 1 hours
VOI 1111 Private Voice ..... 1 hours
MUS 1193-4193 University Singers ..... 1 hours
MUS 1194-4194 Concert Choir ..... 1 hours
MUS 3286 Instrumental Conducting ..... 2 hours
MUS 2147 String Techniques ..... 1 hours
MUS 2167 Woodwind Techniques ..... 1 hours
MUS 2187 Brass Techniques ..... 1 hours
MUS 2188 Percussion Techniques ..... 1 hours
MUS 3384 Music for Children ..... 3 hours
MUS 3265 Secondary Instrumental Methods ..... 2 hours
MUS 1161 Keyboard Skills Class (Piano concentrations only) ..... 1 hours

MUS 4014 Senior Recital (half)..... 0 hours
MUS 4000 Capstone Course in Musical Thinking..... 0 hours
Music Electives ..... 2 hours

Professional Education ..... 21 hours
EDU 3310 Foundations I (Psychological) ..... 3 hours
EDU 3330 Foundations II (Philosophical) ..... 3 hours
EDU 4349 Educational Curriculum Design ..... 3 hours
EDU 4465 Student Teaching in All Grades..... 4 hours
EDU 4490 Student Teaching in All Grades..... 4 hours
EDU 4100 TExES Review ..... 1 hours
REA 4346 Literacy Instruction in the Content Areas ..... 3 hours

Total Hours in Degree Program 129-130 hours

The all-level teacher certificate permits a graduate to teach general, instrumental, or choral music in the Texas public schools for grades early childhood through twelve.

Bachelor of Music in Music Education - Choral

GENERAL EDUCATION (Bachelor of Music - page 193)..... 42 hours
MUSIC COMMON CORE..... 28 hours
BM Major in Music Education / Choral ..... 38 hours
Applied ..... 16 hours
Concentration *(including a minimum of 4 hours of upper level)* ..... 12 hours
Secondary *(piano or class piano)* ..... 4 hours
Ensemble ..... 7 hours
Choir *(including a minimum of 3 hours of upper level ensemble)*..... 7 hours
Upper Level Theory ..... 2 hours
MUS 4253 Arranging ..... 2 hours
Pedagogy / Skills..... 11 hours
MUS 2160 Vocal Diction I..... 1 hours
MUS 2163 Vocal Diction II..... 1 hours
MUS 2237 Instrumental Techniques..... 2 hours
MUS 3276 Choral Conducting ..... 2 hours
MUS 3384 Music for Children ..... 3 hours
MUS 3264 Secondary Choral Methods ..... 2 hours
MUS 4014 Senior Recital (full)..... 0 hours
MUS 4000 Capstone Course in Musical Thinking..... 0 hours
Music Electives ..... 2 hours

Professional Education ..... 21 hours
EDU 3310 Foundations I (Psychological) ..... 3 hours
EDU 3330 Foundations II (Philosophical) ..... 3 hours
EDU 4349 Educational Curriculum Design ..... 3 hours
EDU 4465 Student Teaching in All Grades..... 4 hours
EDU 4490 Student Teaching in All Grades..... 4 hours
EDU 4100 TExES Review ..... 1 hours
REA 4346 Literacy Instruction in the Content Areas ..... 3 hours

Total Hours in Degree Program 129 hours

The all-level teacher certificate permits a graduate to teach general, instrumental, or choral music in the Texas public schools for grades early childhood through twelve.

BACHELOR OF ARTS DEGREE

GENERAL EDUCATION CURRICULUM
and Additional Degree Requirements

GENERAL EDUCATION ..... 42 hours
- GEN 1101 University Seminar ..... 1 hours
- BIB 1303 Introduction to the Old Testament ..... 3 hours
- BIB 1304 Introduction to the New Testament ..... 3 hours
- KIN 1100 Principles of Personal Fitness & Wellness ..... 1 hours
- Kinesiology Activity chosen from approved courses ..... 2 hours
- GEN 4100 Senior Seminar ..... 1 hours
- COM 1310 Fundamentals of Human Communication ..... 3 hours
- ENG 1311 English Composition I ..... 3 hours
- ENG 1312 English Composition II ..... 3 hours
- MAT 1351 College Algebra, MAT 1365 Mathematics for Business & Social Sciences I, or higher ..... 3 hours
- Life Science or Physical Science with Lab chosen from the approved list ..... 4 hours
- English Literature - ENG 2351 or 2353 or 2373 ..... 3 hours
- History (MUS 3353 Music History III will not fulfill this requirement) ..... 3 hours
- GOV 2311 American Government ..... 3 hours
- Social Science - PSY, SOC, HIS, or GOV chosen from the approved list ..... 3 hours
- Fine Arts Appreciation course chosen from the approved list ..... 3 hours

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

Bachelor of Arts - Music Common Core ..... 31 hours
- Music Technology ..... 3 hours
  - MUS 1371 Introduction to Music Technology ..... 3 hours
- Music Theory ..... 16 hours
  - MUS 1213, 1233 Theory & Sight Singing I ..... 4 hours
  - MUS 1214, 1234 Theory & Sight Singing II ..... 4 hours
  - MUS 2213, 2233 Theory & Sight Singing III ..... 4 hours
  - MUS 2214, 2234 Theory & Sight Singing IV *(Form and Analysis Included)* ..... 4 hours
- Music History10 hours
  - MUS 2152 Music Research Skills ..... 1 hours
  - MUS 2353 Music History I (Medieval - Classical) ..... 3 hours
  - MUS 2354 Music History II (Romantic - Contemporary) ..... 3 hours
  - MUS 3353 Music History III (Popular/Ethno-musicology) ..... 3 hours
- Elementary Conducting ..... 2 hours
  - MUS 3266 Elementary Conducting ..... 2 hours
- Recital Hour ..... 0 hours
- MUS 0070 Recital Hour - 6 semesters required ..... 0 hours

BACHELOR OF ARTS - MUSIC

GENERAL EDUCATION (Bachelor of Arts - page 200) ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS ..... 12 hours
Foreign Language (must be taken in a single language) ..... 12 hours
or 6 hours from Foreign Language and
6 hours from English, Geography, History, Psychology, or Sociology ..... 12 hours
GENERAL ELECTIVES ..... 18 hours
BACHELOR OF ARTS - MUSIC COMMON CORE ..... 31 hours

BA Major in Music / Vocal, Piano, or Organ ..... 21 hours
Applied Concentration ..... 10 hours
Ensemble (Major Instrumental or Choral Ensemble) ..... 6 hours
Pedagogy / Skills ..... 2 hours
MUS 1161 Keyboard Skills Class (Piano, organ majors only) ..... 1 hours
MUS 1187 Studio & Ensemble Accompanying
(Piano, organ majors only) ..... 1 hours
MUS 2160-2163 Vocal Diction (voice concentration only) ..... 2 hours
MUS 3247 Improvisation (Instrumental concentration only) ..... 2 hours
MUS 4014 Senior Recital (half) ..... 0 hours
MUS 4000 Capstone Course in Musical Thinking ..... 0 hours
Music Electives ..... 3 hours
Total Hours in Degree Program 124 hours

Music - Applied Lessons

A student may receive from one to three semester hours credit for applied music lessons. Credit in applied music is given as follows: Class instruction, one hour credit: two one-hour classes per week; Private instruction, one hour credit: one half-hour of instruction per week; Private instruction, two hours credit*: one hour of instruction per week; Private instruction, three hours credit*: one hour of instruction per week. Private lessons may be repeated for credit.

* Enrollment for more than one credit hour of applied music (if not a music major or minor) will require the approval of the dean of the School of Music and Fine Arts.

Department of Art

David Harmon, M.F.A. - Chair, Department of Art

FACULTY: **Tim Cooper, M.S.; David Harmon, M.F.A.**

PART-TIME/ADJUNCT FACULTY: **Susan Harmon, M.F.A.; Julie Mize, M.A.E.**

The department of art offers the Bachelor of Arts and the Bachelor of Science degrees in studio art and art education.

Majors and minors in Studio Art will learn to combine traditional art courses with the latest imaging technology to produce solutions to contemporary visual problems. Art Education majors will learn to teach art in a comprehensive and sequential manner employing the disciplines of art history, art production, aesthetics, and art criticism. Students taking art courses for fine arts credit will learn to appreciate the contribution of the visual arts to world culture.

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.

Bachelor Degrees in Studio Art

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
ART 1361 should be chosen from the approved fine arts requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Studio Art ..... 51 hours
OPTIONAL MINOR ..... 24 hours
ELECTIVES (with optional minor) ..... 0-1 hours
ELECTIVES (without optional minor) ..... 19 hours
Total Hours in Degree Program 124-128 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ART 1361 should be chosen from the approved fine arts requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Studio Art ..... 51 hours
OPTIONAL MINOR ..... 24 hours
ELECTIVES (without optional minor) ..... 19 hours
Total Hours in Degree Program 124-128 hours

Studio Art Major ..... 51 hours

- ART 1311 Drawing I ..... 3 hours
- ART 1321 Drawing II ..... 3 hours
- ART 1351 Basic Design ..... 3 hours
- ART 2321 Painting and Composition I ..... 3 hours
- ART 2331 Painting and Composition II ..... 3 hours
- ART 3306 Figure Drawing ..... 3 hours
- ART 3312 Art History: Survey I ..... 3 hours
- ART 3322 Art History: Survey II ..... 3 hours
- ART 3332 Photography I ..... 3 hours
- CIS 3334 Fundamentals of Layout and Design ..... 3 hours
- CIS 3338 Digital Image Manipulation ..... 3 hours
- ART 3361 Printmaking ..... 3 hours
- ART 3371 3D Design and Sculpture ..... 3 hours
- CIS 4319 Digital Video Manipulation ..... 3 hours
- ART 4332 Advanced Studio Projects ..... 3 hours
- CIS 4339 Digital Illustration ..... 3 hours
- ART 4399 Senior Comprehensive ..... 3 hours

Teacher Certification in Art - All-Level: Early Childhood-Grade 12 - Students seeking all-level teacher certification in Art should see the School of Education section of the catalog for specific courses required.

Students seeking a traditional minor in art must take twenty-four semester hours of art.

Art Minor ..... 24 hours

- ART 1311 Drawing I ..... 3 hours
- ART 1321 Drawing II ..... 3 hours
- ART 1351 Basic Design ..... 3 hours
- ART 2321 Painting and Composition I ..... 3 hours
- ART 2331 Painting and Composition II ..... 3 hours
- ART 3312 Art History: Survey I ..... 3 hours
- ART 3322 Art History: Survey II ..... 3 hours
- Three hours chosen from ..... 3 hours
  - ART 3306 Figure Drawing ..... 3 hours
  - ART 3332 Photography I ..... 3 hours
  - ART 3361 Printmaking ..... 3 hours
  - ART 3371 3D Design and Sculpture ..... 3 hours

All studio art majors and art minors seeking teacher certification are required to participate in one art museum visit. A minimum of six such trips must be taken as a requirement for majors and four are required for those having a minor in art.

The art department reserves the right to hold student work for one or two semesters for exhibition purposes.

Department of Communication

Julie Welker, Ph.D. - Chair, Department of Communication Studies

FACULTY: **Sidni Kirby, M.A.; Michael Lee, B.A.**

Majors and minors in Communication will learn to communicate effectively, think critically, and develop abilities to produce communication messages constructively through a variety of media.

Students taking general education courses in Communication Studies will be able to learn effective communication skills in the contexts of interpersonal communication, public speaking and small group communication.

The department of communication offers programs leading to the Bachelor of Arts or the Bachelor of Science degree. Included in this department are the disciplines of communication studies and journalism.

MAJORS

The department of communication offers two specialization options:

Communication Major:

The communication major is a thirty-six-hour interdisciplinary major which is comprised of a nine-hour core of communication classes, and an eighteen-hour specialization core in communication courses, and nine hours chosen in consultation with the chair of the department of communication. Under this the major, students may pursue a Bachelor of Arts or a Bachelor of Science degree, and may pursue Texas teacher certification for speech communication.

Areas of Specialization in Communication:

Public and Media Communication – This major area reflects the trend in which organizations have merged the functions of social media, advertising, marketing communication, fundraising, recruitment, lobbying, event planning and related endeavors. Public communication is the study of how to strategically communicate information to many segments of society, including consumers, government officials, community organizations, employees, investors and the media. Students will learn how to frame messages and communication strategies in ways that mutually benefit their organizations and the public. This major prepares students to deal with an organization's reputation, its role as an advocate, and its use of persuasive communication. All organizations, public and private, must maintain effective relationships with a wide variety of groups and individuals. These relationships require thoughtful use of communicative strategies.

Teacher Certification in Speech Communication - High School: Grade 8 - Grade 12 – Students desiring secondary certification to teach speech communication in Texas may major in communication and complete the requirements for high school teaching fields. The requirements are found in the School of Education section.

Bachelor Degrees in Communication Studies

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours

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

MAJOR - Communication Studies ..... (36)* 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Communication Studies ..... (36)* 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

Communication Studies Major ..... (36)* 33 hours
Communication Studies Major Core ..... (9)* 6 hours
COM 1310 Fundamentals of Human Communication .....(3)* 0 hours
COM 2350 Nonverbal Communication ***OR***
COM 2320 Interpersonal Communication ..... 3 hours
COM 4310 Communication Theories ..... 3 hours
Public and Media Communication Specialization Core ..... 18 hours
COM 1312 Writing for the Media ..... 3 hours
COM 3333 Media Criticism ..... 3 hours
CIS 3334 Fundamentals of Layout and Design ***OR***
CIS 3338 Digital Image Manipulation ..... 3 hours
COM 3353 Public Relations Strategies ..... 3 hours
COM 4353 Public Relations Campaigns ..... 3 hours
COM 4100-4600 Communication Internship ..... minimum 3 hours
COM 1111, JOU 2151, 3151, 4151, JOU 2161, 3161, 4161 ..... 3 hours
Communication Studies Specialization Core ..... 9 hours
Courses chosen in consultation with the head of the communication department from: COM 2330, 3312, 3324, 3330, 3331, 3341, 3350, 3360, 3335, 3355, or 3371, CIS 4339, CIS 2329, JOU 2312, MKT 3301, THR 2344.

**Hours include COM 1310 which is a part of the General Education requirements for both the BS and BA degrees. Completion of the course will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

COMMUNICATION STUDIES MINORS

Students may minor in communication studies or journalism.

Communication Studies Minor ..... 18-24 hours
COM 1312 Writing for the Media..... 3 hours
COM 2350 Nonverbal Communication ***OR***
COM 2320 Interpersonal Communication ..... 3 hours
COM 4310 Communication Theories ..... 3 hours
Communication Studies courses - chosen in consultation with head of communication department).....9-15 hours

Journalism Minor ..... 21 hours

JOU 2312 Fundamentals of Journalism ..... 3 hours
ENG 3304 Advanced Grammar ..... 3 hours
COM 3331 Advertising in the Digital Age ..... 3 hours
CIS 3334 Fundamentals of Layout and Design ..... 3 hours
CIS 4339 Digital Illustration ..... 3 hours
CIS 3379 Multimedia Technology ..... 3 hours
Three (3) hours chosen from ..... 3 hours
JOU 4100-4600 Newspaper Internship ..... 1-3 hours
JOU 2151, 3151, 4151 Newspaper Production ..... 1-3 hours
JOU 2161, 3161, 4161 Yearbook Production ..... 1-3 hours

Department of Theatre

Nancy Jo Humfeld, Ph.D. - Chair, Department of Theatre

FACULTY: **Nicholas Ewen, M.A.; Nancy Jo Humfeld, Ph.D.**

The department of theatre encourages critical thinking, creative endeavor and the development of the multiple crafts of theatre through experiences explored in rehearsal, performance and in the classroom.

The theatre program introduces the student to the history, literature and production/performance philosophies, styles and techniques of theatre from the ancient Greeks to the present. Students receive a balance of theory and opportunities for performance/production work through an annual series of main-stage productions. This prepares students for careers in teaching, further study in graduate school, or careers in theatre or allied fields.

Theatre majors are required to work in a performance and/or production role on each main-stage production. Their progress is charted on a production planning sheet which is kept in their file and monitored by their advisor. All majors must successfully perform on-stage in at least two roles and have worked successfully on at least five different crews, three of these as crew head, during their 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.

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

As part of departmental assessment, theatre majors in their last semester before graduation are required to participate in an exit interview with departmental faculty.

Theatre Major

Students may pursue a major in Theatre under the Bachelor of Arts or Bachelor of Science degree.

Bachelor Degrees in Theatre

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
THR 1311 should be chosen from the approved fine arts requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR – Theatre ..... (33)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
THR 1311 should be chosen from the approved fine arts requirement listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts)1 ..... 2 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Theatre ..... (33)* 30 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 13-19 hours
ELECTIVES (without optional minor) ..... 37 hours
Total Hours in Degree Program 124 hours

Theatre Major ..... (33)* 30 hours
Theatre Major Core ..... (30)* 27 hours
THR 1118 Theatre Activity (this course completed twice)..... 2 hours
THR 1311 Introduction to the Theatre.....(3)* 0 hours
THR 2344 Voice and Diction..... 3 hours
THR 2371 Fundamentals of Acting..... 3 hours
THR 2431 Stagecraft..... 4 hours
THR 3331 Stage Lighting..... 3 hours
THR 3351 Advanced Stage Acting ..... 3 hours
THR 4341 Stage Directing..... 3 hours
THR 4361 History of the Theatre I..... 3 hours
THR 4362 History of the Theatre II..... 3 hours
Theatre Major Core Electives..... 3 hours
Three (3) 3000-4000 level hours Theatre ..... 3 hours

**Hours include THR 1311 which is a part of the General Education requirements for both the BA and BS degrees. Completion of the courses will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Teacher Certification in Theatre Arts - All-Level: Early Childhood-Grade 12 - Students seeking all-level teacher certification in Theatre Arts may choose a Bachelor of Arts or Bachelor of Science degree. Students should see the School of Education section of the catalog for specific courses required.

THEATRE MINOR

Theatre Minor ..... 18-24 hours

THR 1118 Theatre Activity (this course completed twice) ..... 2 hours
THR 1311 Introduction to the Theatre .....0 (3)* hours
THR 2344 Voice and Diction ..... 3 hours
THR 2371 Fundamentals of Acting ..... 3 hours
THR 2431 Stagecraft ..... 4 hours
Advanced (3000-4000 level) Theatre Courses .....3-9 hours

** THR 1311 is a part of the General Education requirements. Completion of the courses will fulfill the requirement in General Education and the Theatre minor; however, the hours may be counted towards the degree one time only*

School of Science and Mathematics

Pam Bryant, Ph.D., Dean

The purpose of the School of Science and Mathematics is to provide courses that contribute to the liberal arts and sciences general education foundation of all Howard Payne University graduates and to provide professional programs in the various departments.

The programs in the School of Science and Mathematics seek to provide students with the scientific background needed to function in an increasingly technical world. Emphasis is given to training students to become scientists, to enter professional schools of medicine and related fields, and to teach the sciences.

Students may earn a Bachelor of Arts degree in biology, chemistry, chemistry-biochemistry, forensic science, engineering science, or mathematics, or a Bachelor of Science degree in biology, chemistry, chemistry-biochemistry, forensic science, engineering science, or mathematics.

Pre-professional Studies

The School of Science and Mathematics offers a wide range of courses designed to meet pre-professional requirements for entrance to professional schools and programs in medicine, dentistry, veterinary medicine, pharmacy, physical therapy, dental hygiene, and other allied health sciences. Students should consult with their academic advisors as to selection of courses for their areas of interest. Because entrance requirements into professional schools change from time to time, Howard Payne University cannot guarantee that it can offer every course required for entrance into all professional school programs at all universities. Students should consult course Catalogs of universities that they may wish to attend to determine specific courses required for admission.

Pre-professional studies are not majors. To obtain a BS or BA degree from Howard Payne University through the School of Science and Mathematics, students must major in biology, chemistry, chemistry-biochemistry, forensic sciences, engineering science, or mathematics and complete all general education requirements, plus all the course requirements for their major.

Pre-engineering

Students who plan to eventually pursue a degree in a specific branch of engineering from an institution so accredited can prepare sufficiently for this goal through the Engineering Science degree program at HPU, wherein they will receive the necessary training in mathematics, physics, chemistry, computer programming, technical writing, economics, and basic engineering. Although HPU cannot guarantee that it offers all prerequisite courses required for all engineering programs at all universities, our program does cover the standard prerequisite courses and several others. Students should consult the Catalogs of universities that they may wish to attend to determine the specific courses needed for admission.

Teacher Certification

Students desiring to enter public school teaching in science or mathematics should check requirements listed in the School of Education in this Catalog.

Minors

In the School of Science and Mathematics, minors are offered in the following departments: Biology, Mathematics, Chemistry, Applied Mathematics, Engineering Science, and Forensic Science.

Department of Biological Sciences

Craig Younce, Ph.D. - Chair, Department of Biological Sciences

FACULTY: **Gregory Hatlestad, Ph.D.; Kristen Hutchins, Ph.D.; Amy Kresta, M.S.; Marilyn Mathis, Ph.D.**

The department of biological sciences offers a challenging curriculum leading to the degree of Bachelor of Science or Bachelor of Arts. The purpose of the department is to prepare well-educated biologists who will be competitive in their particular discipline: medicine, health professions, and graduate school. Also, the department offers courses to meet the general education requirements for the natural sciences.

Students majoring in biology will be able to recall and use the basic concepts of the life sciences. Students will be able to analyze scientific data and produce their own scientific communication. Students will also demonstrate the laboratory skills needed in the biological sciences and make use of safety information.

Bachelor Degrees in Biology

GENERAL EDUCATION (Bachelor of Science) ..... 42 hours
CHE 1479 should be chosen from the approved lab science listing
MAT 1351 College Algebra should be chosen for mathematics requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 13 hours
MAJOR – Biology ..... 35-36 hours
ADDITIONAL BIOLOGY MAJOR REQUIREMENTS ..... 8 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 1-8 hours
ELECTIVES (without optional minor) ..... 25-26 hours
Total Hours in Degree Program 124 hours

Bachelor of Science Additional Degree Requirements ..... 13 hours
CIS 1339 Introduction to Information Technology ..... 3 hours
MAT 2342 Introduction to Probability and Statistics ***OR***
MAT 2345 Pre-Calculus Mathematics ..... 3 hours
CHE 1489 General Chemistry II ..... 4 hours
SCI 2318 Introductory Biostatistics ..... 3 hours

Additional Biology Major Requirements (Bachelor of Science).....8 hours
- CHE 2331 Organic Chemistry I..... 3 hours
- CHE 2139 Organic Chemistry Lab I..... 1 hour
- CHE 2341 Organic Chemistry II..... 3 hours
- CHE 2149 Organic Chemistry Lab II..... 1 hour

GENERAL EDUCATION (Bachelor of Arts) see page 76 .....42 hours
- *CHE 1479 should be chosen from the approved lab science listing*
- *MAT 1351 College Algebra should be chosen for mathematics requirement*

ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts).....12 hours
MAJOR – Biology..... 35-36 hours
ADDITIONAL BIOLOGY MAJOR REQUIREMENTS.....18 hours
OPTIONAL MINOR..... 18-24 hours
ELECTIVES (with optional minor) .....0 hours
ELECTIVES (without optional minor) ..... 16-17 hours
Total Hours in Degree Program 124 hours

Additional Biology Major Requirements (Bachelor of Arts).....18 hours
- CHE 1489 General Chemistry II ..... 4 hours
- CHE 2331 Organic Chemistry I..... 3 hours
- CHE 2139 Organic Chemistry Lab I..... 1 hour
- CHE 2341 Organic Chemistry II..... 3 hours
- CHE 2149 Organic Chemistry Lab II..... 1 hour
- CIS 1339 Introduction to Information Technology..... 3 hours
- SCI 2318 Introductory Biostatistics ..... 3 hours

Biology Major..... 35-36 hours
- **Biology Major Core.....28 hours**
  - BIO 1459 General Biology ..... 4 hours
  - BIO 1479 General Animal Biology ..... 4 hours
  - BIO 1489 General Plant Biology ..... 4 hours
  - BIO 2429 Comparative Vertebrate Anatomy..... 4 hours
  - BIO 3429 Cell Biology ..... 4 hours
  - BIO 4439 Genetics..... 4 hours
  - One (1) course chosen from..... 4 hours
    - BIO 3469 General Ecology..... 4 hours
    - BIO 3471 Topics in Ecology ..... 4 hours
- **Biology Major Capstone .....4 hours**
  - BIO 4109 Research Proposal..... 1 hours
  - BIO 4119 Research ..... 1 hours
  - BIO 4211 Senior Thesis and Assessment..... 2 hours
- **Additional Specified Course..... 3-4 hours**
  - Upper level biology course, not including BIO 3114 or 4114

Teacher Certification: Students majoring in biology and seeking teacher certification should refer to the School of Education section in this catalog. All students seeking teacher certification in biology must be advised by both the biology faculty and the faculty of the School of Education.

Students must have a grade of "C" or better in all required courses (BIO, CHE, CIS, MAT, and SCI) for a biology major.

All graduating biology majors will be required to take the Major Field Test (MFT) in biology as a condition for graduation. Results of this test will be used as an assessment tool for the biology curriculum and will not have a direct bearing on graduation, but is part of the student's grade in BIO 4211.

Biology Minor - The Biology minor is for students who are interested in biology or who need to fulfill requirements for health profession schools, such as medical school, but who want to major in some other area. The minor will consist of 18 to 24 hours, including BIO 1459, 1479, and 1489, with additional hours chosen in consultation with the head of the biological sciences department. Courses that will not count towards a minor include BIO 1409, 1410, 1419, 2409, 2489, 2499, 3371, and 3399.

Biomedical Sciences Minor - The Biomedical Sciences minor gives students extra preparation for graduate and health profession schools, such as medical and dental schools. The minor will consist of at least 24 hours. Six hours must be from upper level courses. Students must choose at least 10 hours from BIO 2489, 2499, 3371, 3419, 4109, 4340, 4419, 4372, SCI 1200 or 2318, or no more than 3 hours from SCI 2104, 2204, or 2304. Special studies biology courses may be used with the approval of the chair of the department. Students must include in the minor 8 hours chosen from CHE 4439, CHE 4449, PHY 1419, PHY 1429, PHY 2439, or PHY 2449. Students must also include in the minor 6 hours chosen from PSY 1311, PSY 2351, PSY 3306, PSY 3355, PSY 4300, PSY 4302, PSY 4339, PSY 4351, SOC 1311, or SOC 3361. **Students cannot use the same courses for two different minors.** All prerequisites for these courses must still be met and with a grade of "C" or better.

All prerequisites must carry a grade of "C" or better.

Department of Mathematics

José Romero, Ph.D. – Interim Chair, Department of Mathematics

FACULTY: **Scott Eddy, M.S.; Wendy Grooms, M.S.; Sarah Langford, M.S.; Hendra Tarigan, Ph.D.**

PART-TIME/ADJUNCT FACULTY: **Reda Berry, M.A.; Jeff Mitchell, M.A.**

The mathematics department serves the university in two major capacities. The department prepares mathematicians to serve in education and industry and/or enter advanced study in mathematics. In addition, the department meets the needs of the general student body by giving special attention to the areas of business, computer information systems, and the natural sciences.

Courses are taught with the intent of increasing the understanding of the basic concepts of mathematics and improving competency in the application of these concepts to mathematical problem solving.

The Bachelor of Arts and the Bachelor of Science degrees are available from the department of mathematics.

Bachelor Degrees in in Mathematics

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR – Mathematics ..... 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts)..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR – Mathematics ..... 33 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 10-16 hours
ELECTIVES (without optional minor) ..... 34 hours
Total Hours in Degree Program 124 hours

Mathematics Major..... 33 hours
Mathematics Major Core..... 24 hours
MAT 2451 Calculus I..... 4 hours
MAT 2461 Calculus II..... 4 hours
MAT 3302 Matrix and Linear Algebra ..... 3 hours
MAT 3311 Abstract Algebra ..... 3 hours
MAT 3361 Calculus III..... 3 hours
MAT 3451 Differential Equations..... 4 hours
MAT 4351 Real Analysis OR
MAT 4361 Complex Analysis..... 3 hours
Mathematics Major Core Electives ..... 9 hours
Nine (9) hours chosen from the following list..... 9 hours
MAT 3322 Geometry.....3 hours
MAT 3481 Mathematics for Secondary Teachers.....4 hours
MAT 4312 Advanced Differential Equations.....3 hours
MAT 4341 Probability and Statistics .....3 hours
MAT 4471 Introduction to Numerical Analysis.....4 hours
MAT 4351 (if not chosen for major core) .....3 hours
MAT 4361 (if not chosen for major core) .....3 hours
Other junior/senior level mathematics courses may be used if approved by the head of the mathematics department.

Teacher Certification: Students majoring in mathematics and seeking teacher certification should refer to the School of Education section in this catalog.

Some students will need to take MAT 1351 and 2345 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.

A minor in mathematics will consist of eighteen to twenty-four semester hours chosen in consultation with the head of the mathematics department and must include: MAT 2451, 3302, 2461 and six advanced semester hours of mathematics.

MAT 1303 is required of students who score 16 or below on the mathematics section of the ACT test (12 or below on the pre-1989 ACT), 340 or below on the SAT (390 or below on the SAT I) and may be required of students who do not successfully pass the mathematics proficiency test or whose past performance indicates a need for improved mathematics skills. MAT 1303 may count only as an elective and does not satisfy the general education requirement for mathematics.

All mathematics majors will be required by the end of their senior year to have taken a national area test in mathematics.

All prerequisites must carry a grade of "C" or better.

Engineering Science

Hendra Tarigan, Ph.D. – Director

The Engineering Science degree program offers liberal arts students a series of multidisciplinary courses which emphasize both understanding and integrated applications of engineering, science, technology (computer programming and graphics) and mathematical (STEM) concepts. The program is designed to prepare students either for immediate entry into the workforce as engineering assistants or for pursuit of bachelor's or master's degrees in specific engineering disciplines of their choice. The curriculum provides a broad foundation for such disciplines along with a liberal arts education which embraces a Christian worldview.

In addition to taking core courses in mathematics, physics, chemistry, computer information systems, economics, and technical writing, students will study the foundational engineering principles of statics, dynamics, mechanics of materials, thermodynamics, fluid mechanics, electrical circuit analysis, and environmental science issues. During their senior year, all students will select a focus area of study and complete a proposal that integrates the principles of research, design and analysis as applied to engineering.

Since it is necessary for potential engineering science students to have adequate high school preparation for this program, it is highly recommended that they take high school physics, chemistry, and four years of mathematics in preparation for pursuit of this degree.

The Engineering Science Program

Program educational objectives and outcomes:

1. The student can apply knowledge of mathematics, science and engineering.
2. The student can design experiments as well as analyze and interpret data.
3. The student can design a system to meet desired needs within realistic constraints.
4. The student can function as a member of a multidisciplinary team.
5. The student can identify, formulate and solve engineering problems.
6. The student can understand professional and ethical responsibilities.
7. The student can communicate effectively both orally and in writing.
8. The student can understand the impact of engineering solutions in a global, economic, environmental, and societal context.
9. The student recognizes the need to engage in life-long learning.
10. The student will have knowledge of contemporary issues.
11. The student has a desire to serve God and humanity.

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
MAT 1351 College Algebra or above should be chosen for the mathematics requirement
CHE 1479 should be chosen for the lab science requirement
HIS 1310 or HIS 1320 should be chosen for the History requirement
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 15 hours
Specific courses required are noted below under "Additional Degree Requirements"
MAJOR - Engineering Science ..... 65 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 0 hours
ELECTIVES (without optional minor) ..... 3 hours
Total Hours in Degree Program (without optional minor) 125 hours
Total Hours in Degree Program (with optional minor) 143-149 hours

GENERAL EDUCATION Requirements ..... **42 hours**
ADDITIONAL DEGREE REQUIREMENTS ..... **15 hours**
MAT 2342 Introduction to Probability and Statistics ***OR***
MAT 4341 Probability and Statistics ..... 3 hours
CHE 1489 General Chemistry II ..... 4 hours
MAT 2451 Calculus I ..... 4 hours
MAT 2461 Calculus II ..... 4 hours
TECHNOLOGY COMPONENT ..... **3 hours**
CIS 1339 Introduction to Information Technology ..... 3 hours
MAJOR - Engineering Science ..... **65 hours**
Additional Science Requirements ..... **8 hours**
PHY 2439 University Physics I ..... 4 hours
PHY 2449 University Physics II ..... 4 hours
Additional Mathematics Requirements ..... **10 hours**
MAT 3361 Calculus III ..... 3 hours
MAT 3302 Linear Algebra ..... 3 hours
MAT 3451 Differential Equations ..... 4 hours
Computer Information Systems Requirements ..... **9 hours**
CIS 1359 Programming Logic ..... 3 hours
CIS 3309 Object Oriented Programming II ..... 3 hours
CIS 3319 Project Management ..... 3 hours
Additional Miscellaneous Requirements ..... **6 hours**
ECO 2301 Principles of Macroeconomics ..... 3 hours
ENG 3306 Technical Writing ..... 3 hours
Core Engineering Science Course Requirements ..... **29 hours**
ENS 1101 Introduction to Engineering I ..... 1 hours
ENS 1102 Introduction to Engineering II ..... 1 hours
ENS 1204 Engineering Graphics I ..... 2 hours
ENS 1205 Engineering Graphics II ..... 2 hours
ENS 1379 Engineering Principles and Practice ..... 3 hours
ENS 2301 Statics ..... 3 hours
ENS 2302 Dynamics ..... 3 hours
ENS 2332 Mechanics of Materials ..... 3 hours
ENS 3331 Thermodynamics ..... 3 hours
ENS 3359 Mechanics of Fluids ..... 3 hours
ENS 4409 Fundamentals of Circuit Analysis ..... 4 hours
ENS 4100 Engineering research proposal ..... 1 hours
Additional electives ..... **3 hours**
Preferred but not required electives are:
MAT 4312 Advanced Differential Equations ..... 3 hours
MAT 4471 Numerical Analysis ..... 4 hours
ENS 4309 Research Problems in Engineering ..... 3 hours

Total Credit Hours 125 hours

The Engineering Science degree includes 14 hours of advanced engineering, 10 - 17 hours of advanced mathematics, and 6 hours of advanced computer information systems.

All prerequisites must carry a grade of "C" or better, and Engineering Science majors must carry a grade of "C" or better in all ENS courses.

Department of Physical Sciences

Gerry Clarkson, Ph.D. - Chair, Department of Physical Sciences

FACULTY: **Pam Bryant, Ph.D.; Denny Megarity, Ph.D.; Derek Smith, D.Chem.**

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) be prepared to compete in their chosen field.

3. The Department of Physical Sciences offers a curriculum such that graduates with a major in Forensic Science will 1) understand, communicate effectively and engage thoughtfully in the practice of forensic science; 2) obtain positions as laboratory scientists or investigators or gain admission to a graduate program.

All students seeking middle school (4-8) and/or high school (8-12) teacher certification in the physical sciences should consult the requirements listed in the School of Education in this catalog. In addition, students must be advised by both the physical sciences faculty and the faculty of the School of Education.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

Chemistry

Derek Smith, D.Chem. - Director

Students majoring in chemistry must complete 30 to 36 hours in chemistry chosen in consultation with the head of the physical science department and may choose between a standard chemistry degree and a chemistry with a biochemistry concentration.

Bachelor Degrees in Chemistry - Standard

GENERAL EDUCATION (Bachelor of Science) ..... 42 hours
CHE 1479 should be chosen from the approved lab science listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Chemistry – Standard ..... (35-36)* 31-32 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 11-18 hours
ELECTIVES (without optional minor) ..... 35-36 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
CHE 1479 should be chosen from the approved lab science listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
MAJOR - Chemistry – Standard ..... (35-36)* 31-32 hours
OPTIONAL MINOR ..... 18-24 hours
ELECTIVES (with optional minor) ..... 11-18 hours
ELECTIVES (without optional minor) ..... 35-36 hours
Total Hours in Degree Program 124 hours

CHEMISTRY - STANDARD MAJOR ..... (35-36)* 31-32 hours
Chemistry - Standard Core ..... (28)* 24 hours
CHE 1479 General Chemistry I .....(4)* 0 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry I lab..... 1 hours
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry II lab..... 1 hours
CHE 3311 Physical Chemistry I ..... 3 hours
CHE 3119 Physical Chemistry I lab ..... 1 hours
CHE 3321 Physical Chemistry II ..... 3 hours
CHE 3129 Physical Chemistry II lab ..... 1 hours
CHE 3469 Quantitative Chemistry..... 4 hours
Chemistry - Standard Core Electives (choose any 2) ..... 7-8 hours
CHE 4381 Advanced Inorganic Chemistry ..... 3 hours
CHE 4439 Biochemistry I ..... 4 hours
CHE 4449 Biochemistry II ..... 4 hours
CHE 4469 Instrumental Analysis ..... 4 hours
CHE 4389 Environmental Chemistry ..... 3 hours
CHE 4391 Polymer Chemistry ..... 3 hours

**Hours include CHE 1479 which is a part of the General Education requirements for both the BS and BA degrees. Completion of the course will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Bachelor Degrees in Chemistry - Biochemistry

GENERAL EDUCATION (Bachelor of Science) see page 78 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Chemistry - Biochemistry Concentration Core ..... (36)* 32 hours
BIOCHEMISTRY CONCENTRATION ..... 12 hours
BIOCHEMISTRY STANDARD CORE ELECTIVES ..... 7-8 hours
ELECTIVES ..... 15-16 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 ..... 42 hours
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts) ..... 12 hours
TECHNOLOGY COMPONENT ..... 3 hours

MAJOR - Chemistry - Biochemistry Concentration Core ..... (36)* 32 hours
BIOCHEMISTRY CONCENTRATION..... 12 hours
BIOCHEMISTRY STANDARD CORE ELECTIVES ..... 7-8 hours
ELECTIVES..... 15-16 hours
Total Hours in Degree Program 124 hours

CHEMISTRY - BIOCHEMISTRY CONCENTRATION MAJOR ..... (56)* 52 hours
Chemistry - Biochemistry Concentration Core..... (36)* 32 hours
CHE 1479 General Chemistry I .....(4)* 0 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry I lab..... 1 hours
CHE 2341 Organic Chemistry II ..... 3 hours
CHE 2149 Organic Chemistry II lab..... 1 hours
CHE 3311 Physical Chemistry I ..... 3 hours
CHE 3119 Physical Chemistry I lab ..... 1 hours
CHE 3321 Physical Chemistry II ..... 3 hours
CHE 3129 Physical Chemistry II lab ..... 1 hours
CHE 3469 Quantitative Chemistry..... 4 hours
CHE 4439 Biochemistry I ..... 4 hours
CHE 4449 Biochemistry II ..... 4 hours
Biochemistry Concentration .....12 hours
BIO 1459 General Biology ..... 4 hours
BIO 1479 General Animal Biology ..... 4 hours
BIO 3429 Cell Biology ..... 4 hours
Biochemistry Standard Core Electives (choose any 2) ..... 7-8 hours
BIO 3419 Microbiology..... 4 hours
BIO 4340 Neurobiology ..... 3 hours
BIO 4372 Immunology..... 3 hours
BIO 4419 Advanced Physiology..... 4 hours
BIO 4439 Genetics ..... 4 hours

All prerequisites must carry a grade of "C" or better, or consent of instructor.

**Hours include CHE 1479 which is a part of the General Education requirements for both the BS and BA degrees. Completion of the course will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Chemistry majors should take ENG 3306, MAT 2451 and 2461, SCI 2318, SCI 4109, SCI 4209, and eight hours of general or university physics as part of their general education and/or electives.

Chemistry/Honors Academy Double Major: Students interested in executive positions in science-related governmental agencies or industries are advised to consider this program, detailed further in the catalog's Honors Academy section.

Chemistry with Biochemistry Concentration/Honors Academy Double Major: This double major is for students interested in attending health professional schools such as medical or dental school. Students taking this double major must complete all the requirements for the Chemistry major with Biochemistry Concentration. However, students may substitute 8 hours from the following: PSY 1311, SOC 1311, PSY 3306, PSY 3355, PSY 4302, SOC 3361, PHY 1419, PHY 1429, PHY 2439, PHY 2449, SCI 2318, SCI 4109 or SCI 4209 or 8 hours chosen from CHE 3469, CHE 3311, CHE 3119, CHE 3321, and CHE 3129; as approved by the head of the physical science department. The Honors Academy program is detailed further in the catalog's Guy D. Newman Honors Academy section.

PREPHARMACY - Student interested in attending pharmacy school should consider a Chemistry major with Biochemistry Concentration as it is an excellent preparatory curriculum for pharmacy school, as well as graduate studies in pharmacology research or work in the pharmaceutical industry. It is highly recommended that students considering attending pharmacy school after graduation take MAT 2451, SCI 2318 or MAT 2342, SCI 4109, SCI 4209, ECO 2311 or ECO 2321, GOV 2321, PSY 1311, SOC 1311, HIS 1310, HIS 1320 and four hours of general or university physics as part of their general education and/or electives. These requirements satisfy the prerequisites for many pharmacy schools. However, students should check the current admissions requirements for the pharmacy schools of their choice to make sure they meet any additional prerequisites for admission.

A minor in chemistry shall consist of 22-24 semester hours of chemistry approved by the head of the physical sciences department. CHE 1429 and 1430 will not count toward a minor.

Chemistry Minor ..... 22-24 hours
Seven or eight hours chosen from ..... 7-8 hours
CHE 3311 Physical Chemistry I and CHE 3119 Physical Chemistry I lab.....4 hours
CHE 3321 Physical Chemistry II and CHE 3129 Physical Chemistry II lab.....4 hours
CHE 3469 Quantitative Chemistry.....4 hours
CHE 4439 Biochemistry I .....4 hours
CHE 4449 Biochemistry II .....4 hours
CHE 4449 Biochemistry II .....4 hours
Fifteen to seventeen hours chosen with chemistry faculty ..... 14-17 hours

Forensic Science

Pam Bryant, Ph.D. - Director

Students majoring in Forensic Science must complete 36 semester hours in Chemistry, Forensic Science and Criminal Justice courses as specified below. Concentrations available with the Forensic Science major include criminal justice and chemistry.

Bachelor Degrees in Forensic Science

GENERAL EDUCATION (Bachelor of Science) see page 78 .....42 hours
CHE 1479 should be chosen from the approved lab science listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Science) .....12 hours
TECHNOLOGY COMPONENT .....3 hours
CIS 1339 may be used to fulfill both the technology component and 3 hours of CIS under the "Additional Degree Requirements". Students choosing this option must add 3 hours of elective credit to reach the minimum 124 hours required for a bachelor's degree.
MAJOR - Forensic Science ..... (34)* 30 hours
OPTIONAL CONCENTRATION ..... 12-16 hours
ELECTIVES (with optional concentration) ..... 21-25 hours
ELECTIVES (without optional concentration).....37 hours
Total Hours in Degree Program 124 hours

GENERAL EDUCATION (Bachelor of Arts) see page 76 .....42 hours
CHE 1479 should be chosen from the approved lab science listing
ADDITIONAL DEGREE REQUIREMENTS (Bachelor of Arts).....12 hours
TECHNOLOGY COMPONENT .....3 hours
MAJOR - Forensic Science ..... (34)* 30 hours
OPTIONAL CONCENTRATION ..... 12-16 hours

ELECTIVES (with optional concentration) ..... 21-25 hours
ELECTIVES (without optional concentration) ..... 37 hours
Total Hours in Degree Program 124 hours

Forensic Science Major ..... (36)* 32 hours
CHE 1479 General Chemistry I .....(4)* 0 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 3469 Quantitative Chemistry ..... 4 hours
CHE 4469 Instrumental Analysis ..... 4 hours
FRS 2479 Introduction to Forensic Science ..... 4 hours
FRS 2489 Scientific Criminal Investigation ..... 4 hours
FRS 3479 Crime Scene Analysis ..... 4 hours
FRS 4279 Forensic Files Analysis ..... 2 hours
CRJ 1310 Introduction to Criminal Justice ..... 3 hours
CRJ 1320 Crime in America ..... 3 hours

Forensic Science Optional Concentration: Criminal Justice ..... 12 hours
CRJ 3330 Criminology ..... 3 hours
SOC 3306 Death and Dying ..... 3 hours
Six (6) additional hours chosen in consultation with Criminal Justice faculty ..... 6 hours

Forensic Science Optional Concentration: Chemistry ..... 16 hours
CHE 2331 Organic Chemistry I ..... 3 hours
CHE 2139 Organic Chemistry Lab I ..... 1 hours
CHE 2341 Organic Chemistry I .....I3 hours
CHE 2149 Organic Chemistry Lab II ..... 1 hours
And eight (8) hours ..... 8 hours
CHE 4439 Biochemistry I (4 hours)
and CHE 4449 Biochemistry II (4 hours) ..... 8 hours
OR CHE 3311 Physical Chemistry I (3 hours)
CHE 3119 Physical Chemistry Lab I (1 hour)
CHE 3321 Physical Chemistry II (3 hours)
CHE 3129 Physical Chemistry Lab II (1 hour) ..... 8 hours

All prerequisites must carry a grade of "C" or better, or consent of instructor.

**Hours include CHE 1479 which should be used as part of the General Education requirement. Completion of the course will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

Forensic Science majors considering post-baccalaureate study should consider completing the following courses as part of their electives.

BIO 1459, ENG 3306, CRJ 3330, MAT 2451, MAT 2461
Choose three hours from: SCI 2318, MAT 2342 or CRJ 2351
Choose eight hours from: PHY 1419 and PHY 1429 or PHY 2439 and PHY 2449
SCI 4109 and SCI 4209

Forensic Science Minor ..... 24 hours
CHE 1479 General Chemistry I ..... 4 hours
CHE 1489 General Chemistry II ..... 4 hours
CHE 3469 Quantitative Chemistry ..... 4 hours
FRS 2479 Introduction to Forensic Science ..... 4 hours

FRS 2489 Scientific Criminal Investigation ..... 4 hours
FRS 3479 Crime Scene Analysis ..... 4 hours

Forensic Science-Honors Academy double major: Students interested in executive positions in law enforcement agencies are advised to consider this program, detailed further in the catalog's Guy D. Newman Honors Academy section.

Applied Physics Minor

The Applied Physics minor provides students with physics experience that will complement their chosen major(s). This concentration in physics may give students an advantage when applying for certain technical positions of employment, or graduate programs.

Applied Physics Minor ..... 20 hours
PHY 2439 University Physics I ..... 4 hours
PHY 2449 University Physics II ..... 4 hours
ENS 2301 Statics ..... 3 hours
ENS 2302 Dynamics ..... 3 hours
Six (6) hours ..... 6 hours
ENS 3331 Thermodynamics ..... 3 hours
ENS 3359 Mechanics of Fluids ..... 3 hours
ENS 4309 Research Problems in Engineering ..... 3 hours
CHE 3311 Physical Chemistry I ..... 3 hours
CHE 3119 Physical Chemistry Lab I ..... 1 hour
CHE 3321 Physical Chemistry II ..... 3 hours
CHE 3129 Physical Chemistry Lab II ..... 1 hour

Courses that have been counted as part of another major or minor, cannot be counted towards the Applied Physics minor.

All prerequisites must carry a grade of "C" or better, or consent of instructor.

Health Science Minor

The Health Science minor will help to prepare students to enter certain health profession fields, such as nursing. This minor is NOT designed to meet pre-professional requirements for entrance to professional schools and programs in medicine, dentistry, veterinary medicine, pharmacy or physical therapy.

Health Science Minor ..... 23 hours
BIO 1200 Medical Terminology ..... 2 hours
BIO 2371 Nutrition ..... 3 hours
BIO 2409 Fundamentals of Microbiology ..... 4 hours
BIO 2489 Anatomy and Physiology I ..... 4 hours
BIO 2499 Anatomy and Physiology II ..... 4 hours
BIO 3399 Pathophysiology ..... 3 hours
PSY 3355 Lifespan Development ..... 3 hours

**CHE 1429, 1430 or 1479 must be chosen for the General Education Physical Science requirement and PSY 1311 must be taken as the General Education Social Science requirement.*

Students cannot use the same courses for two different minors.

School of Nursing

, Dean, School of Nursing

FACULTY: **Laci Sutton, M.S.N.**

COMPLIANCE DIRECTOR/NURSING: Peggy Jordan, B.B.A.

Revised as of February 10, 2016

The School of Nursing offers the following program:

- Registered Nurse (RN) to Bachelor of Science in Nursing Degree (BSN)

The mission of the School of Nursing is to educate baccalaureate nursing students in a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Purpose

Nursing can transform lives. Depending on the type of nursing education received, it can prepare the graduate to function as a registered nurse who can effectively participate as a change agent in the delivery of a broad spectrum of health services required by society today and in the future. It also provides the foundation required for graduate education. The School of Nursing exists for the purpose of preparing entry-level practitioners of nursing whose personal, social, and nursing potentials have been developed to provide a foundation for continued learning and growth. The theoretical courses and clinical experiences are designed to assist students to develop understanding and conceptual integration of the nursing role in today's complex health care environment.

The Faculty of the School of Nursing exists for the purpose of contributing to excellence in nursing, the body of knowledge needed for nursing practice, teaching, research and public services. Additionally, the faculty provides for the nursing student an environment in which classroom theory may be applied and evaluated under close supervision. The aim of the faculty is to prepare students who satisfactorily complete all undergraduate requirements in the School of Nursing and who will graduate with a RN to BSN.

Program Outcomes

Upon completion of this program the graduate will be prepared to:

1. Use the nursing process as a guide to competently deliver holistic (physical, psychosocial, and

spiritual), ethno-culturally sensitive, ethical and evidence-based nursing care to clients across the life span in a variety of settings.

2. Demonstrate integrity, responsibility and accountability to clients, other health care workers and the profession of nursing in political, legal and ethical issues.

3. Communicate effectively with clients and other members of the health care team.

4. Demonstrate leadership and management skills in the delivery of health care services and the practice of professional nursing.

5. Use research findings and community resources in interacting with clients to promote wellness and facilitate restoration of health or a dignified death.

6. Accept accountability for practice behaviors, action and responsibility for life long personal and professional development.

7. Value life-long learning for continued professional growth to maintain excellence in nursing practice.

Admission Requirements for Registered Nurse to Bachelor of Science in Nursing Program

Tentative admission may be granted to applicants who have met all admissions requirements in the judgment of the Admissions Committee.

The selection process of the School of Nursing is highly competitive. Applicants seeking admission by transfer must meet all published standards.

A. Complete HPU School of Nursing Application Form, (all parts must be completed before you will be considered for program admission).

B. Hold a current, active, unencumbered RN license in good standing- no restrictions.

C. Provide a copy of current American Heart Association Healthcare Provider CPR card. A current ACLS may be accepted in lieu of CPR card.

D. Have a minimum cumulative GPA of 2.5 for admission consideration. All calculated grades from schools attended are included for the grade point average.

Submit program requirements to:

Howard Payne University
1000 Fisk
Brownwood, TX 76801

ATTN: DEAN, SCHOOL OF NURSING

BACHELOR OF SCIENCE IN NURSING DEGREE

GENERAL EDUCATION CURRICULUM
and Technology Component

GENERAL EDUCATION

GEN 1101 University Seminar	1 hours
GEN 4100 Senior Seminar	1 hours
BIB 1303 Introduction to the Old Testament	3 hours
BIB 1304 Introduction to the New Testament	3 hours
KIN 1100 Principles of Personal Fitness & Wellness	1 hours
Kinesiology Activity chosen from approved courses	2 hours
COM 1310 Fundamentals of Human Communication	3 hours
ENG 1311 English Composition I	3 hours
ENG 1312 English Composition II	3 hours
English Literature - ENG 2351 or 2353 or 2373	3 hours
MAT 1351 College Algebra	3 hours
CHE 1430 Introduction to General, Organic and Biochemistry	4 hours
GOV 2311 American Government	3 hours
History - HIS 1310 or HIS 1320	3 hours
PSY 1311 Introduction to Psychology	3 hours
Fine Arts Appreciation course chosen from the approved list	3 hours
Total General Education	**42 hours**

BACHELOR OF SCIENCE IN NURSING DEGREE

GENERAL EDUCATION (Bachelor of Science in Nursing)	**42 hours**
TECHNOLOGY COMPONENT	**3 hours**
NUR 4343 Theory Development and Research in Nursing	
MAJOR – RN to BSN	**82 (85)* hours**
ELECTIVES	**0 hours**
Total Hours in Degree Program	**127 hours**

Registered Nurse to Bachelor of Science in Nursing Program

RN TO BSN MAJOR ..... 82 (85)* hours

NURSING PREREQUISITES .....26 hours

BIO 2409 Fundamentals of Microbiology ..... 4 hours
BIO 2489 Human Anatomy and Physiology I ..... 4 hours
BIO 2499 Human Anatomy and Physiology II ..... 4 hours
BIO 3371 Nutrition ..... 3 hours
MAT 2342 Introduction to Probability and Statistics..... 3 hours
PSY 3355 Life Span Development ..... 3 hours
SCI 1200 Medical Terminology..... 2 hours
HLT 3399 Pathophysiology..... 3 hours

RN ARTICULATION COURSES..... 53 (56)* hours

Transition Courses .....18 (21)* **hours**

NUR 4335 Community Focused Nursing..... 3 hours
NUR 4343 Theory Development and Research in Nursing.....(3)* 0 hours
NUR 4352 Foundations of Nursing Leadership and Management ..... 3 hours
NUR 4360 Transition to Professional Nursing..... 3 hours
NUR 4366 Faith-based Community Nursing ..... 3 hours
NUR 4368 Advocacy and Vulnerable Populations ..... 3 hours
NUR 4372 Directed Study ..... 3 hours

Basic Nursing Skills validated upon successful completion of Transitions Course ..... 35 hours

NURSING ELECTIVES-Chosen from**..... 3 hours**

NUR 4370 Human Disability Experiences..... 3 hours
NUR 4371 Introduction to Global Health Care..... 3 hours
NUR 4372 Directed Study – Nursing ..... 3 hours
NUR 4373 Palliative Care and the Terminally Ill ..... 3 hours

** Hours include NUR 4343 which should be used to fulfill the technology component. Completion of the course will fulfill the requirement in both areas, but the hours may be counted towards the degree one time only.*

UNDERGRADUATE COURSE DESCRIPTIONS

ACADEMY

ACADEMY 4000. EXPERIENTIAL LEARNING.
All Honors Academy majors must demonstrate the achievement of an Experiential Learning Foundation by earning three credit hours in any combination of the following for-credit programs: Domestic or International Study; Internship; Model United Nations; Moot Court; Mock Trial; Student Speaker Bureau. This course constitutes a graduation requirement and should be added to the student's schedule during the semester in which they complete this requirement. Pass/Fail. Fall, Spring.
Prerequisite: None. *No credit hours*

ACADEMY 4108. THE ACADEMY BACHELOR'S THESIS: RESEARCH AND PREPARATION.
A laboratory course in research methods in preparation for the Academy Bachelor's Thesis, which provides an analysis for a public policy topic selected by the student in consultation with the Academy Director. Fall, Spring.
Prerequisite: Junior in the Honors Academy. *One semester hour*

ACADEMY 4208. THE ACADEMY BACHELOR'S THESIS: DEFENSE (HONORS)
Presentation and Defense of the Academy Bachelor's Thesis. Students must possess a 3.25 cumulative GPA within the Honors Academy curriculum by the time they begin ACA 4208. Fall, Spring.
Prerequisite: ACA 4108, 3.25 minimum GPA in the Honors
Academy Major, and Consent of Instructor *Two semester hour*

ACCOUNTING

ACCOUNTING 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

ACCOUNTING 2311. INTRODUCTION TO FINANCIAL ACCOUNTING. (ACCT 2301)
An introduction to financial accounting theory, the accounting cycle, the financial statements, and the recording and analysis of financial accounting information. Fall, Spring.
Prerequisite: None. *Three semester hours*

ACCOUNTING 2321. INTRODUCTION TO MANAGERIAL ACCOUNTING. (ACCT 2302)
An introduction to product costing, cost analysis, and budgeting. Fall, Spring.
Prerequisite: ACC 2311. *Three semester hours*

ACCOUNTING 3311. INTERMEDIATE ACCOUNTING I.
Further study of financial accounting theory, the accounting cycle, the financial statements, and the recording and analysis of operating activities. Fall.
Prerequisite: ACC 2321. *Three semester hours*

ACCOUNTING 3321. INTERMEDIATE ACCOUNTING II.
A continuation of ACC 3311. Further study of the recording and analysis of investing and financing activities. Spring, even years.
Prerequisite: ACC 3311. *Three semester hours*

ACCOUNTING 3331. MANAGERIAL ACCOUNTING.
Further study of product costing, cost analysis, and budgeting. Fall, odd years.
Prerequisite: ACC 2321. *Three semester hours*

ACCOUNTING 3341. ADVANCED MANAGERIAL ACCOUNTING.
Advanced study of product costing, cost analysis and budgeting. The study of specialized topics in managerial accounting. Spring, even years.
Prerequisite: ACC 3331. *Three semester hours*

ACCOUNTING 3351. INTRODUCTION TO TAXATION.
Study of the individual and corporate tax formulas, and the computation of taxable income. Fall, even years.
Prerequisite: ACC 2321. *Three semester hours*

ACCOUNTING 3361. ADVANCED TAXATION.
Study of the tax treatment of corporations and partnerships including entity-owner transactions; the tax treatment of estates, trusts and their beneficiaries; and specialized topics in taxation. Spring, odd years.
Prerequisite: ACC 3351. *Three semester hours*

ACCOUNTING 4101-4301. ACCOUNTING INTERNSHIP.
An on-the-job experience designed to augment academic study in accounting. 45-clock hours of training are required per credit hour. Students must contact the Accounting Department Chair for specific requirements and approval. Fall, Spring, and Summer.
Prerequisite: Consent of the Accounting Department Chair. *One to three semester hours*

ACCOUNTING 4311. ADVANCED FINANCIAL ACCOUNTING. I.
Study of specialized topics in financial accounting, including but not limited to leases, taxes, pensions, EPS, segment and interim reporting, and accounting changes and errors. Spring, odd years.
Prerequisite: ACC 3311. *Three semester hours*

ACCOUNTING 4321. ADVANCED FINANCIAL ACCOUNTING II.
Study of specialized topics in financial accounting, including but not limited to consolidated financial statements, international accounting, accounting for partnerships, and accounting for governmental and nonprofit entities. Fall, even years.
Prerequisite: ACC 3321 or 4311. *Three semester hours*

ACCOUNTING 4331. AUDITING AND OTHER ASSURANCE SERVICES.
Study of auditing and assurance concepts, the process for conducting audits and other assurance engagements, and ethical standards relating to audits and other assurance engagements. Fall, odd years.
Prerequisite: ACC 3321 or 4311. *Three semester hours*

ACCOUNTING 4391. ACCOUNTING RESEARCH.
A capstone course involving research in financial and managerial accounting, auditing, and taxation. Research papers and presentations on current topics will be required. This course will meet Texas State Board of Public Accountancy guidelines for the CPA Exam. Spring.
Prerequisite: ACC 4321 and 4331. *Three semester hours*

ART

ART 1101-4609. SPECIAL STUDIES.
Special courses not a part of regular schedule but offered on an irregular schedule.
Prerequisite: Art 1311, 1312, 1351, 2321, and 2331, or consent of instructor. *One to six semester hours*

ART 1311. DRAWING I. (ARTS 1316)
Exploration of drawing media to develop perceptual skills and techniques. Six hours per week, class and laboratory. Fall.
Prerequisite: None. *Three semester hours*

ART 1321. DRAWING II. (ARTS 1317)
An exploration of creative drawing exercises with the addition of color media. Six hours per week, class and laboratory. *Previous drawing experience suggested, but not required for non-majors. Art majors and minors need to take ART 1311 first.* Spring.
Prerequisite: Non-majors, None. Art majors or minors, 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 CHILDREN. (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, odd years.
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, even years.
Prerequisite: ART 2321 or consent of instructor. *Three semester hours*

ART 3306. FIGURE DRAWING.
An introduction to the human form and proportion as drawn from models, plaster casts and skeletal forms. The media will include graphite and charcoals. Fall, even years.
Prerequisite: Previous drawing experience suggested but not required. *Three semester hours*

ART 3312. ART HISTORY: SURVEY I.
A survey of art from the prehistoric through the Gothic period. Fall.
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 3332. PHOTOGRAPHY I.
Instruction in photography as an art form with emphasis on history, composition and technical procedures of developing and printing in black and white. The student must furnish his/her own 35mm single lens reflex camera. Six hours per week, classroom and darkroom. Fall.
Prerequisite: None. *Three semester hours*

ART 3333. PHOTOGRAPHY II.
An extension of study into the possibilities of photography as an art form using a digital camera. Students

must furnish own digital camera. Six hours per week, classroom and laboratory. Spring.
Prerequisite: ART 3332 or consent of instructor. *Three semester hours*

ART 3336. CULTURE AND HISTORY OF MEXICO.
A survey of Mexican culture and history, with consideration of social, economic, religious, artistic and geo-political features. A special feature of this class is a traveling component. Students will spend one week, after the end of the Spring semester, in Mexico City. Students taking this class in fulfillment of their minor requirement will do written assignments in Spanish. Class is taught in English.
Prerequisite: None. *Three semester hours*

ART 3361. PRINTMAKING.
An introductory course in fine art printmaking materials and techniques including screen printing and printing on paper and fabric. Spring, odd years.
Prerequisite: None. *Three semester hours*

ART 3371. 3D DESIGN AND SCULPTURE.
An exploration of three dimensional design and sculpture projects with an emphasis on materials and techniques. Spring, even years.
Prerequisite: None. *Three semester hours*

ART 4000. TExES REVIEW FOR ALL-LEVEL ART EDUCATION TEACHERS.
This course is designed to help students be successful when taking the Art Education Texas Examination of Educator Standards (TExES) exam.
Prerequisite: Taken semester prior to student teaching. *No credit hours*

ART 4100-4600. ART INTERNSHIP.
This course is designed to give students outside-the-classroom experience in a professional graphic arts setting. Forty-five (45) clock hours of service per credit hour is required.
Prerequisite: Consent of instructor. *One to six semester hours*

ART 4306. CERAMICS I.
An introductory course exploring the techniques of hand built clay forms, glazing and firing of low-fire pottery. Six hours per week, classroom and laboratory. Fall.
Prerequisite: None. *Three semester hours*

ART 4311. CONTEMPORARY CRAFTS.
An introduction to design and processes in diverse crafts 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 STUDIO PROJECTS.
Advanced studio projects completed under faculty supervision in the student's area of creative interest and/or emphasis. Six hours per week, classroom and laboratory.
Prerequisite: Junior standing or consent of instructor. *Three semester hours*

ART 4399. SENIOR COMPREHENSIVE.
A senior capstone course for the graduating senior art major which will include the planning and installation of an art project in our Dorothy and Wendell Mayes Art Gallery.
Prerequisite: Senior standing. *Three semester hours*

ATHLETIC TRAINING

ATHLETIC TRAINING 1101. ATHLETIC TRAINING PRACTICUM 1.
The athletic training practicum classes are designed to provide a clinical experience in which the athletic training student observes, practices, and refines their Athletic Training Competencies from previous and concurrent ATEP course work. In this first Practicum Course the athletic training student will be observing the clinical instructors in a variety of settings with Howard Payne University athletics. Students may not practice athletic training competencies until being admitted into the ATEP program. The students enrolled in these classes will meet individually with their clinical instructor to delineate specific clinical competencies as assigned by the ATEP director and clinical coordinator. Fall.
Prerequisite: Concurrent enrollment in ATR 1351. *One semester hour*

ATHLETIC TRAINING 1102. ATHLETIC TRAINING PRACTICUM 2.
The athletic training practicum classes are designed to provide a clinical experience in which the athletic training student observes, practices, and refines their Athletic Training Competencies from previous and concurrent ATEP course work. The students enrolled in these classes will meet individually with their assigned clinical instructor to delineate specific clinical competencies as assigned by the ATEP director and clinical coordinator. Spring.
Prerequisite: Concurrent enrollment in ATR 1352. *One semester hour*

ATHLETIC TRAINING 1351. INTRODUCTION TO ATHLETIC TRAINING.
A course designed as an introduction to the profession of athletic training and the development of selected competencies in the following areas: health care administration; risk management and injury prevention; acute care of injuries and illnesses; and related legal and ethical responsibilities. This course is required for all prospective athletic training students. Fall.
Prerequisite: None. *Three semester hours*

ATHLETIC TRAINING 1352. CARE AND PREVENTION OF ATHLETIC INJURIES.
A course designed to develop competencies in the basic recognition, management, and prevention of athletic injuries with emphasis placed on mechanisms of injury, pathology, and clinical signs and symptoms. Spring.
Prerequisite: ATR 1351. *Three semester hours*

ATHLETIC TRAINING 2101. ATHLETIC TRAINING PRACTICUM 3.
The athletic training practicum classes are designed to provide a clinical experience in which the athletic training student observes, practices, and refines their Athletic Training Competencies from previous and concurrent ATEP course work. The students enrolled in these classes will meet individually with their clinical instructor to delineate specific clinical competencies as assigned by the ATEP director and clinical coordinator. Fall.
Prerequisite: Admission to the Athletic Training Education Program. *One semester hour*

ATHLETIC TRAINING 2102. ATHLETIC TRAINING PRACTICUM 4.
The athletic training practicum classes are designed to provide a clinical experience in which the athletic training student observes, practices, and refines their Athletic Training Competencies from previous and concurrent ATEP course work. The students enrolled in these classes will meet individually with their clinical instructor to delineate specific clinical competencies as assigned by the ATEP director and clinical coordinator. Spring.
Prerequisite: Admission to the Athletic Training Education Program. *One semester hour*

ATHLETIC TRAINING 2251. ORTHOPEDIC ASSESSMENT-LOWER EXTREMITY.
A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common athletic injuries/illness that occur to the lower extremities and thorax. Emphasis will be placed on

orthopedic assessment, goniometry, manual muscle testing techniques and postural evaluations for the purposes of first aid/emergency care and/or referrals to physicians for diagnosis and treatment. Fall.
Prerequisite: ATR 1351, 1352, BIO 2489 or concurrent enrollment. *Two semester hours*

ATHLETIC TRAINING 2252. ORTHOPEDIC ASSESSMENT-UPPER EXTREMITY.
A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common athletic injuries/illness that occur to the upper extremities. Emphasis will be placed on orthopedic assessment, goniometry, manual muscle testing techniques and postural evaluations for the purposes of first aid/emergency care and/or referrals to physicians for diagnosis and treatment. Spring.
Prerequisite: ATR 2251, BIO 2499 or concurrent enrollment. *Two semester hours*

ATHLETIC TRAINING 2253. ORTHOPEDIC ASSESSMENT-HEAD, NECK AND SPINE.
A course designed to develop the competencies needed to conduct a thorough initial clinical evaluation of common athletic injuries/illness that occur to the head and neck. Emphasis will be placed on orthopedic assessment, neurological assessment, goniometry, manual muscle testing techniques and postural evaluations for the purposes of first aid/emergency care and/or referrals to physicians for diagnosis and treatment. Fall.
Prerequisite: ATR 2252, BIO 2489, and 2499. *Two semester hours*

ATHLETIC TRAINING 3101. ATHLETIC TRAINING PRACTICUM 5.
The athletic training practicum classes are designed to provide a clinical experience in which the athletic training student observes, practices, and refines their Athletic Training Competencies from previous and concurrent ATEP course work. The students enrolled in these classes will meet individually with their clinical instructor to delineate specific clinical competencies as assigned by the ATEP director and clinical coordinator. Fall.
Prerequisite: Admission to the Athletic Training Education Program. *One semester hour*

ATHLETIC TRAINING 3102. ATHLETIC TRAINING PRACTICUM 6.
The athletic training practicum classes are designed to provide a clinical experience in which the athletic training student observes, practices, and refines their Athletic Training Competencies from previous and concurrent ATEP course work. The students enrolled in these classes will meet individually with their clinical instructor to delineate specific clinical competencies as assigned by the ATEP director and clinical coordinator. Spring.
Prerequisite: Admission to the Athletic Training Education Program. *One semester hour*

ATHLETIC TRAINING 3351. THERAPEUTIC MODALITIES IN ATHLETIC TRAINING.
A course designed to develop the competencies necessary to incorporate physical agents into a comprehensive rehabilitation program for common athletic injuries. Spring.
Prerequisite: ATR 2252, ESS 2259. *Three semester hours*

ATHLETIC TRAINING 3354. REHABILITATION TECHNIQUES IN ATHLETIC TRAINING.
A course designed to develop the competencies needed to plan and implement a comprehensive rehabilitation/reconditioning program for athletic injuries/illnesses. Fall.
Prerequisite: ATR 3351, ATR 2253. *Three semester hours*

ATHLETIC TRAINING 3355. GENERAL MEDICINE AND PHARMACOLOGY FOR ATHLETIC TRAINING.
A course designed to develop the competencies needed to evaluate and care for general medical issues as well as develop an understanding of medications used in athletic training. Spring.
Prerequisite: ATR 2251, 2252, 2253, BIO 2489, and BIO 2499. *Three semester hours*

ATHLETIC TRAINING 4101. ATHLETIC TRAINING PRACTICUM 7.
The athletic training practicum classes are designed to provide a clinical experience in which the athletic training student observes, practices, and refines their Athletic Training Competencies from previous and

concurrent ATEP course work. The students enrolled in these classes will meet individually with their clinical instructor to delineate specific clinical competencies as assigned by the ATEP director and clinical coordinator. Fall.
Prerequisite: Admission to the Athletic Training Education Program. *One semester hour*

ATHLETIC TRAINING 4102. ATHLETIC TRAINING PRACTICUM 8.
The athletic training practicum classes are designed to provide a clinical experience in which the athletic training student observes, practices, and refines their Athletic Training Competencies from previous and concurrent ATEP course work. The students enrolled in these classes will meet individually with their clinical instructor to delineate specific clinical competencies as assigned by the ATEP director and clinical coordinator. Spring.
Prerequisite: Admission to the Athletic Training Education Program. *One semester hour*

ATHLETIC TRAINING 4351. ORGANIZATION AND ADMINISTRATION OF ATHLETIC TRAINING PROGRAMS.
A course designed to develop the competencies related to professional ethics, professional development, program management, and other topics related to the organization and administration of athletic training programs. Fall.
Prerequisite: ATR 3351, 3354, 3355, ESS 3303, 3304. *Three semester hours*

BIBLE

BIBLE 1101-4399. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular basis.
Prerequisite: Dean's consent. *One to six semester hours*

BIBLE 1303. INTRODUCTION TO THE OLD TESTAMENT.
An introductory survey of the Old Testament with special attention to the institutions, religious and national life of the Hebrews. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

BIBLE 1304. INTRODUCTION TO THE NEW TESTAMENT.
An introductory survey of the New Testament, including its background, the Gospels, the Acts and Epistles and the Apocalypse. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

BIBLE 3311. LIFE AND TEACHINGS OF JESUS.
A careful study of the life and teachings of Jesus based on the gospels. Special attention will be given to the philosophical, historical, and literary background to the first century A.D. Fall, odd years.
Prerequisite: BIB 1303, 1304 and either BIB 3391 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. Spring, odd years.
Prerequisite: BIB 1303, 1304 and either BIB 3391 or consent of instructor. *Three semester hours*

BIBLE 3391. BIBLICAL INTERPRETATION.
A study of the principles of Biblical interpretation and the application of these principles to selected portions of the Bible. Fall.
Prerequisite: BIB 1303, 1304. *Three semester hours*

BIBLE 4311. OLD TESTAMENT POETRY.
A study of the poetical portions of the Old Testament with emphasis on Job, the Psalms, and Proverbs. Attention will be given to the literary aspects, the message and the interpretation of these books. Spring, odd years.
Prerequisite: BIB 1303, 1304 and either BIB 3391 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 3391 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 3391 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 3391 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 3391 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 3391 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 3391 or consent of instructor. *Three semester hours*

BIBLICAL LANGUAGES

BIBLICAL LANGUAGES 1101-4499. SPECIAL STUDIES.
The purpose of special studies in biblical languages is to increase the student's ability to interpret scripture properly.
Prerequisite: 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 and BIB 1304 or consent of instructor. *Four semester hours*

BIBLICAL LANGUAGES 2421. ELEMENTARY GREEK II.
A study of the participles, infinitives and pronouns, and how they function in Greek clauses. Other emphases

will include building vocabulary and translating regularly from the Greek New Testament. Spring.
Prerequisite: BLA 2411. *Four semester hours*

BIBLICAL LANGUAGES 2431. ELEMENTARY HEBREW I.
An elementary course in Classical Hebrew designed to introduce the student to the original language of the Old Testament. Emphasis will be placed upon the study of Hebrew grammar and the acquisition of vocabulary. Fall, even years.
Prerequisite: BIB 1303 and BIB 1304 or consent of instructor. *Four semester hours*

BIBLICAL LANGUAGES 3401. INTERMEDIATE GREEK I.
An intensive study of case and verb syntax, using 1st Thessalonians as a guide. Fall.
Prerequisite: BLA 2411, 2421. *Four semester hours*

BIBLICAL LANGUAGES 3421. ELEMENTARY HEBREW II.
A study of Hebrew verbs and syntax of Hebrew sentences. Emphasis will be placed upon the continued acquisition of vocabulary and the translation of passages from the Hebrew Bible. Spring, odd years.
Prerequisite: BLA 2431. *Four semester hours*

BIBLICAL LANGUAGES 4121. BIBLICAL LANGUAGE ASSISTANT.
Students will serve as assistants in the elementary Greek or Hebrew courses. Duties may include grading, tutoring, periodically meeting a class, and other duties as assigned by the professor. May be repeated for credit. Offered on demand.
Prerequisite: Consent of instructor. *One semester hour*

BIBLICAL LANGUAGES 4321. ADVANCED GREEK.
A study of selected passages from the Greek New Testament, allowing for the sharpening of the translation and interpretation skills acquired in lower-division courses. Some emphasis will be given to exegesis, diagramming, and homiletical preparation. Since different passages from the Greek New Testament will be selected each time, the course may be repeated for credit. Spring, even years.
Prerequisite: BLA 2411, 2421, and 3401. *Three semester hours*

BIBLICAL LANGUAGES 4351. GREEK EXEGESIS.
An intensive study of selected passages from the Greek New Testament with emphasis on translation and exegesis. Since different passages from the Greek New Testament will be selected each time, the course may be repeated for credit. Spring, odd years.
Prerequisite: BLA 2411, 2421, and 3401. *Three semester hours*

BIOLOGY

All prerequisites must carry a grade of "C" or better.

BIOLOGY 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

BIOLOGY 1409. BIOLOGICAL SCIENCE. (BIOL 1408)
A study of the development of the principle concepts of biology and how they have influenced civilized man; a study of fundamental structure and function of biological systems. Contemporary problems will be discussed. **This course is designed for non-science majors.** Three hours lecture and two hour laboratory. Fall, Spring, Summer.
Prerequisite: None. *Four semester hours*

BIOLOGY 1410. HUMAN BIOLOGY.
This course is a survey of the human body and its functions. Topics will include the scientific method and how it relates to understanding cells, tissues, organs and human disease. **This course is designed for non-science majors.** BIO 1410 can be counted toward the general education laboratory science requirement. Three hours lecture and two hours laboratory. Spring.
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. Fall.
Prerequisite: Consent of instructor or teacher certification officer. *Four semester hours*

BIOLOGY 1459. GENERAL BIOLOGY (BIOL 1406)
An in-depth study of the principles and concepts of biology which apply to all organisms. General Biology will cover cell biology, genetics, evolution, and ecology. **This course is designed for science majors.** Three hours lecture, three hours laboratory per week. Fall.
Prerequisite: None. *Four semester hours*

BIOLOGY 1479. GENERAL ANIMAL BIOLOGY. (BIOL 1413)
A study of the principles of classification, molecular biology, and ecology of viruses and protists, invertebrate animals, and vertebrate animals as related to animal form and function, diversity, behavior, and evolution. Three hours lecture, three hours laboratory per week. Weekend and day field trips may be required. Spring.
Prerequisite: BIO 1459 with a grade of "C" or better. *Four semester hours*

BIOLOGY1489. GENERAL PLANT BIOLOGY. (BIOL 1411)
An in-depth study of the principles and concepts of plant biology. Topics covered will include structure and function of major plant organs, field and laboratory studies of native nonvascular and vascular plants with emphasis on identification, classification, and life history. An introduction to prokaryotes and fungi will also be included. Three hours lecture and three hours laboratory per week. Weekend and day field trips required. Spring.
Prerequisite: BIO 1459 with a grade of "C" or better. *Four semester hours*

BIOLOGY 2114, 3114, 4114. BIOLOGY TEACHING ASSISTANT INTERNSHIP.
A course designed to give Biology majors teaching experience in a classroom setting under the supervision of a participating instructor. Forty-five (45) hours of service is required and may include time in, preparation before, and clean up after class. Fall, Spring, Summer.
Prerequisite: BIO 1459, 1479, 1489 and consent of instructor and participating instructor. *One semester hour*

BIOLOGY 2371. NUTRITION.
A thorough study of human nutrition covering digestion and utilization of the basic nutrient groups. The adequacy of the typical diet of various age groups will be studied. Diet planning will be examined, and current topics on nutrition will be discussed. Three hours lecture per week. 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 three hours of laboratory per week. Spring.
Prerequisite: BIO 1409 or 1410 or 1419 or 1459 or 2489 and PSC 1429 or CHE 1429 or 1430 or 1479. *Four semester hours*

BIOLOGY 2429. COMPARATIVE VERTEBRATE ANATOMY. (BIOL 2428)
A comparative study of the origin and development of vertebrate organ systems. Three hours lecture, and one three-hour laboratory. Fall.
Prerequisite: BIO 1459, 1479. *Four semester hours*

BIOLOGY 2489. HUMAN ANATOMY AND PHYSIOLOGY I. (BIOL 2401)
This course emphasizes the structure and function of cells, tissues, organs, and organ systems, including the integumentary, skeletal, muscular, nervous, and endocrine systems. Three lecture hours and two lab hours per week. Fall.
Prerequisite: None *Four semester hours*

BIOLOGY 2499. HUMAN ANATOMY AND PHYSIOLOGY II. (BIOL 2402)
Continuation of BIO 2489, including the cardiovascular, lymphatic, respiratory, digestive, and reproductive systems. Three lecture hours and two lab hours per week. Spring.
Prerequisite: BIO 2489 with a grade of "C" or better *Four semester hours*

BIOLOGY 3371. NUTRITION SCIENCE: WELLNESS AND DISEASE.
This course describes the role of nutrition in maintaining good health and in providing supportive therapy for patients with specific diseases. It provides information about nutrients and nutritional standards, describes the components of a healthy diet and lifestyle, describes the specific dietary risks linked to diseases, and describes the role of nutrition in the treatment of seriously ill patients. Students will be required to perform computer assisted nutritional assessment and diet calculations. Spring, even years.
Prerequisite: CHE 1430 or 1479, BIO 1459, either BIO 1479 and 2429 or BIO 2489 and 2499. *Three semester hours*

BIOLOGY 3399. PATHOPHYSIOLOGY.
Scientific concepts related to pathophysiological process: genetics, cellular, biochemical, and disease processes in specific body systems will be discussed. Must be completed with a grade of “B” or better. Cross-credited with HLT 3399. Only three credit hours will be awarded for HLT 3399 or BIO 3399.
Prerequisites: None. *Three semester hours*

BIOLOGY 3419. MICROBIOLOGY.
An introduction to the structure, function and economic relationship of bacteria, fungi, and viruses. Three hours lecture and three hours of laboratory per week. Spring, odd years.
Prerequisite: BIO 1459, 1479, 1489, 3429, and CHE 2331. *Four semester hours*

BIOLOGY 3429. CELL BIOLOGY.
A detailed study of the structure and function of cells and cell structures. Regulation and mechanisms will be stressed. Three hours of lecture and three hours of laboratory per week. Spring.
Prerequisites: BIO 1459, CHE 2331, 2139, 2341, 2149 or concurrent enrollment in CHE 2341 and 2149. *Four semester hours*

BIOLOGY 3469. GENERAL ECOLOGY.
A study of the basic principles of ecology (organisms in relation to environment) and relating these principles to many of the Earth's ecological challenges, using modern and classical ecological studies. Three hours lecture and three hours laboratory per week. Weekend field trips required. Fall, even years.
Prerequisite: BIO 1459 and SCI 2318 or concurrent enrollment in SCI 2318. *Four semester hours*

BIOLOGY 3471. TOPICS IN ECOLOGY.
The instructor will choose the topic which may be animal behavior, applied wildlife ecology, or another topic. Animal behavior will be studied from an evolutionary perspective. Students will examine how behaviors enhance survival and reproductive success, and how neurological development and ecological pressures shape behaviors involved in communication, foraging, territoriality, predator avoidance, parental

investment, altruism, and sociality, among other topics. Applied wildlife ecology is the study of wildlife ecology and how it relates to wildlife population management, conservation, and policy with particular emphasis on native Texas species. Students will examine the principles of wildlife ecology including life histories, economic and management phases of important game and non-game species, and the role of habitat, harvest theory, and human dimensions as they relate to wildlife management. Three hours lecture, three hours laboratory per week. Weekend and day field trips may be required. Fall, odd years.
Prerequisite: BIO 1459 and BIO 1479. *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 4100. *No credit hours*

BIOLOGY 4109. RESEARCH PROPOSAL.
A course emphasizing hypothesis formation, writing the research proposal and searching the scientific literature. Spring.
Prerequisite: BIO 1459, 1479, and 1489. *One semester hour*

BIOLOGY 4119. RESEARCH.
A course emphasizing independent investigation, experimental design, collecting and analyzing data and drawing logical conclusions based on the data. Fall, Spring.
Prerequisite: BIO 4109. *One semester hour*

BIOLOGY 4211. SENIOR THESIS AND ASSESSMENT.
This is the culmination of the educational experience for biology majors. Students will demonstrate the ability to communicate about biology by writing a scientific paper, preparing a scientific poster, and giving a scientific presentation. By attending and participating in presentations, students will develop skills in listening and questioning. Students will also be assessed on their knowledge about biology and general laboratory skills and competencies. Students will prepare a resume and cover letter. This course will be team-taught by biology faculty members. Spring.
Prerequisite: BIO 4109 and 4119. *Two semester hours*

BIOLOGY 4340. NEUROBIOLOGY.
A study of the anatomy and physiology of the human nervous system. Topics include neuroradiology, memory, and emotion. Clinical cases are used throughout the semester to apply understanding. Three hours lecture per week. Spring, odd years.
Prerequisites: BIO 1459, 1479, and 3429. *Three semester hours*

BIOLOGY 4372. IMMUNOLOGY.
An introduction to the basic principles of immunity including the molecules, cells, and organs of the immune system, their interactions, and their regulation. Three hours lecture per week. Fall, even years.
Prerequisite: BIO 3429 and 4439 or concurrent enrollment in BIO 4439. *Three semester hours*

BIOLOGY 4419. ADVANCED PHYSIOLOGY.
An advanced study of the function of human systems. Labs include a broader study of animal physiology. Three lecture hours and three lab hours per week. Spring, even years.
Prerequisite: BIO 1459, 1479, and 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, 3429; CHE 2331, 2139, 2341, 2149. *Four semester hours*

BUSINESS

BUSINESS 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

BUSINESS 1311. INTRODUCTION TO BUSINESS. (BUSI 1301)
Study of the purpose, structure and operation of business organizations within the larger economy. Examines how the free enterprise system organizes and coordinates economic activity. Examines how the various functional areas of business contribute to the effective operation of business organizations. Fall, Spring.
Prerequisite: None. *Three semester hours*

BUSINESS 2332. BUSINESS COMMUNICATIONS.
Study of the effective presentation and transmission of information within business organizations and to the larger economy. Spring,
Prerequisite: ENG 1312. *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 GOV 3311. Only three credit hours will be awarded for GOV 3311 or BUS 3311. Fall, Summer.
Co-requisites: ACC 2311, ACC 2321, BUS 1311, ECO 2301, ECO 2302. *Three semester hours*

BUSINESS 3321. LEGAL ENVIRONMENT OF BUSINESS.
Role of government in business, social policy and legal institutions, administrative law, antitrust law, agency and employment relations, bankruptcy law, business organizations, property rights, product safety and regulation of information. Spring, Summer.
Prerequisite: BUS 3311 or consent of instructor. *Three semester hours*

BUSINESS 3335. INTERNATIONAL BUSINESS.
Study of dimensions of the practice of business that are more pronounced in an international environment. Focus primarily on cultural and economic factors. Economic factors include, but are not limited to, trade openness, productivity conditions, and exchange rate fluctuations. Spring.
Co-requisites: ACC 2311, ACC 2321, BUS 1311, ECO 2301, ECO 2302. *Three semester hours*

BUSINESS 3351. BUSINESS ETHICS. *(Approved by the Texas State Board of Public Accountancy.)*
A study of the nature of the ethical limits in business today, forces which influence ethical behavior, identifying other business and public issues, and preparing to meet ethical conflicts. Fall and Spring.
Co-requisites: ACC 2311, ACC 2321, BUS 1311, ECO 2301, ECO 2302 or ISM major. *Three semester hours*

BUSINESS 4000. TExES REVIEW FOR BUSINESS EDUCATION TEACHERS.
This course is designed to help students be successful when taking the Business Education Texas Examination of Educator Standards (TExES) exam..
Prerequisite: Taken semester prior to student teaching. *No credit hours*

BUSINESS 4101-4301. BUSINESS ADMINISTRATION INTERNSHIP.
An on-the-job experience designed to augment academic study in business. 45-clock hours of training are required per credit hour. Students must contact the Business Administration Department Chair for specific requirements and approval. Fall, Spring, and Summer.
Prerequisite: Consent of the Business Administration Department Chair. *One to three semester hours.*

BUSINESS 4350. BUSINESS RESEARCH.
Study of methods used to formulate research projects, collect and analyze relevant data, and formulate analysis based recommendations that address business problems. Fall.
Prerequisite: MKT 3302, MKT 3342, MKT 3361 or MGT 3307, MGT 4311, MGT 4321 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.
Co-requisites: BUS 3311, BUS 3335, BUS 3351, FIN 3301, MKT 3301, MGT 3303 Three semester hours

CHEMISTRY

All prerequisites must carry a grade of "C" or better, or consent of instructor.

CHEMISTRY 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule, offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

CHEMISTRY 1105. CHEMICAL CALCULATIONS I.
Problem-solving techniques for CHE 1479 General Chemistry I. One-hour lecture per week. Fall.
Prerequisite: Concurrent enrollment in CHE 1479 or consent of department head. One semester hour

CHEMISTRY 1106. CHEMICAL CALCULATIONS II.
Problem-solving techniques for CHE 1489 General Chemistry II. One-hour lecture per week. Spring.
Prerequisite: Concurrent enrollment in CHE 1489 or consent of department head. One semester hour

CHEMISTRY 1429. FUNDAMENTALS OF CHEMISTRY I. (CHEM 1406)
A beginning chemistry course for students in applied sciences or nursing. The courses include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry, and use of computer integrated systems for data collection and analysis. Instruction will also include the basics of the use of Word, Excel and PowerPoint and their applications to this course. Does not meet prerequisite for CHE 1489 or 2331 or any other higher level chemistry courses. Three hours lecture and two hours of laboratory per week. Fall.
Prerequisite: None. *Four semester hours*

CHEMISTRY 1430. INTRODUCTION TO GENERAL, ORGANIC AND BIOLOGICAL CHEMISTRY.
This course is designed for students planning to enter the health care field and also fulfills the General Education Curriculum requirements for a lab science class. The course will cover the basic structure of matter and the relationship of matter to energy, with an emphasis on application of this information to the processes of the human body. Topics will also include basic organic chemistry and an introduction to biochemistry. Three hours of lecture and two hours of lab per week. Fall, Spring, Summer.
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. Concurrent enrollment in CHE 1105 and CHE 1106 respectively is highly recommended. CHE 1479, Fall, Spring; CHE 1489, Spring, Summer.
Prerequisite: Credit or concurrent enrollment in MAT 1351 or higher.
CHE 1479 is prerequisite to 1489, or consent of department head. *Four semester hours each*

CHEMISTRY 2331, 2341. ORGANIC CHEMISTRY I, II. (CHEM 2323, 2325)
A study of organic chemistry emphasizing nomenclature, bonding, structural relationships to reactions; reaction types and mechanisms and synthetic methods. CHE 2331, Fall; CHE 2341, Spring.
Prerequisite: CHE 1489, 2331 is prerequisite to 2341. *Three semester hours each*

CHEMISTRY 2139, 2149. ORGANIC CHEMISTRY LABORATORY I, II. (CHEM 2123, 2125)
A two-semester study of the laboratory techniques and methods used in modern organic chemistry. Three hours of laboratory per week. CHE 2139, Fall. Summer; CHE 2149, Spring, Summer.
Prerequisite: Credit or concurrent enrollment in CHE 2331 or 2341. *One semester hour each*

CHEMISTRY 3001. LABORATORY ASSISTANT INTERNSHIP.
Students will gain experience in preparing, conducting, and evaluating laboratory studies.
Prerequisite: Consent of department head. *No credit hours*

CHEMISTRY 3311, 3321. PHYSICAL CHEMISTRY I, II.
A two-semester study of the physical properties and structure of matter together with chemical interactions from the perspectives of thermodynamics, quantum mechanics, chemical kinetics and symmetry. Three hours lecture per week. CHE 3311, Fall, odd years; CHE 3321, Spring, even years.
Prerequisite: CHE 1489, Credit or concurrent enrollment in MAT 2451, and PHY 1419 or PHY 2439. *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. Three hours of laboratory per week. CHE 3119, Fall, odd years; CHE 3129, Spring, even years.
Prerequisite: Credit or concurrent enrollment in CHE 3311 or 3321. *One semester hour each*

CHEMISTRY 3469. QUANTITATIVE CHEMISTRY.
The theory and practice relating to the major analytical techniques in chemistry will be studied. These include gravimetric, volumetric, electrochemical and colorimetric methods of analysis. Three hours of lecture and four hours of laboratory per week. Fall, even years.
Prerequisite: CHE 1489. *Four semester hours*

CHEMISTRY 4000. TExES REVIEW FOR SECONDARY TEACHERS.
This course is designed to help students pass the chemistry section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.
Prerequisite: Concurrent enrollment in EDU 4100*.* *No credit hours*

CHEMISTRY 4381. ADVANCED INORGANIC CHEMISTRY.
A study of the chemistry of the main group elements including bonding, symmetry, periodic properties, and the chemistry of the transition elements. Three hours of lecture per week. Spring, even years.
Prerequisite: CHE 2331. *Three semester hours*

CHEMISTRY 4389. ENVIRONMENTAL CHEMISTRY.
This course explores the fundamental chemistry evident in prevalent environmental issues. Topics will include both anthropogenic and natural phenomena that affect water, air and soil condition. Current domestic and global environmental concerns will be analyzed by comparison of popular media representations with scientific literature and published data. Application of analytical chemistry to the study of these issues will be demonstrated three hours of lecture per week; fall, odd years
Prerequisite: CHE 2341, 3469. *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. Three hours of lecture per week.
Prerequisite: CHE 2341. *Three semester hours*

CHEMISTRY 4439, 4449. BIOCHEMISTRY I, II.
Chemical studies of biological processes emphasizing conformation, metabolism, biosynthesis, genetic information and molecular physiology. Three hours lecture and four hours laboratory per week. CHE 4439, Fall, even years; CHE 4449, Spring, odd years.
Prerequisite: CHE 2341. *Four semester hours each*

CHEMISTRY 4469. INSTRUMENTAL ANALYSIS.
The study of the principles upon which instrumentation is based along with the practical application of spectral interpretation. Three hours of lecture and three hours of laboratory per week. Spring, odd years.
Prerequisite: CHE 3469. *Four semester hours*

CHRISTIAN EDUCATION

CHRISTIAN EDUCATION 1101-4399. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular basis.
Prerequisite: Dean's consent. *One to six semester hours*

CHRISTIAN EDUCATION 1100. INTRODUCTION TO THE MINISTRY.
A course designed to clarify and make more meaningful the young minister's call and commitment to the ministry. It is recommended that all ministry students take this course the first semester of enrollment. Fall, Spring.
Prerequisite: None. *One semester hour*

CHRISTIAN EDUCATION 2321. SURVEY OF CHRISTIAN EDUCATION.
A study of the historical, philosophical and theological issues of Christian education. Attention will be given to how Christian education is accomplished through the program organizations of the church. Fall.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

CHRISTIAN EDUCATION 2351. 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: Consent of instructor. *Three semester hours*

CHRISTIAN EDUCATION 2370. PREPARATION FOR CHRISTIAN HOME AND MARRIAGE.
An examination of biblical teaching on home and marriage. The course will include practical helps for healthy Christian homes and marriages. Programs to strengthen families in the Christian community will be reviewed. Fall, even years.
Prerequisite: BIB 1303, 1304. *Three semester hours*

CHRISTIAN EDUCATION 2380. LEGAL ISSUES IN THE CHURCH.
An introductory study of the various laws and statues that impact the ministry in a local church. Emphasis will be given to church insurance, vehicle laws, child abuse protection, and the process for protecting the members and potential members of a congregation. Offered on demand.
Prerequisite: Sophomore standing. *Three semester hours*

CHRISTIAN EDUCATION 3200. SUPERVISED MINISTRY.
Opportunities will be provided for students to receive on-the-job experience in the practice of ministry under supervision, and to be given evaluation and assessment of that experience. Fall, Spring.
Prerequisite: Junior standing, and CED 1100. *Two semester hours*

CHRISTIAN EDUCATION 4331. 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. Spring, even years.
Prerequisite: Sophomore standing. *Three semester hours*

CHRISTIAN EDUCATION 4371. CHURCH LEADERSHIP.
A study of the meaning and value of good church administration including its basic functions along with principles of organizations and management. Emphasis will be given to basic leadership styles and how these relate to efficiency in group situations. Students will be given a working knowledge of the strategies and programs of local churches. Fall, even years.
Prerequisite: CED 2321. *Three semester hours*

CHRISTIAN EDUCATION 4380. PRINCIPLES OF TEACHING IN THE CHURCH.
A study of the various aspects involved in the teaching/learning process. Emphasis will be given to the various teaching opportunities within the local church. Fall.
Prerequisite: CED 2321. *Three semester hours*

COMMUNICATION STUDIES

COMMUNICATION STUDIES 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

COMMUNICATION STUDIES 1111. STUDENT SPEAKER BUREAU/SPEECH AND DEBATE.
The purpose of this course is to provide students in Student Speaker Bureau (HPU's competitive speech/debate team) an opportunity to prepare and practice for speech and debate tournaments. Emphasis is placed on learning parliamentary (NPDA) and British parliamentary (Worlds) debate theory, AFA individual events preparation, and current events research.
Prerequisite: Membership in Student Speaker Bureau. *One semester 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*

COMMUNICATION STUDIES 1311. SURVEY OF MASS COMMUNICATION. (COMM 1307)
An overview of the history, philosophy, operation, and societal impact of print and electronic media including books, newspapers, magazines, motion pictures, recordings, radio and television. Fall.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 1312. WRITING FOR THE MEDIA.
Introduction to the basic writing skills/styles for social media, print, broadcast, advertising and public relations. Fall.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 2320. INTERPERSONAL COMMUNICATION. (SPCH 1318)
This course combines reading, discussions, lectures and exercises to explore a wide variety of topics and skills in dyadic interaction. The student will become aware of current research in the human communication field as well as become more effective communicators in their relationships with friends, family, co-workers, and intimates. The course will present a theoretical perspective integrated with activities in and out of the classroom. Topics include interpersonal perception, language, nonverbal communication, self-concept, social roles, conflict management, and dynamics of intimacy. Spring, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 2330. SMALL GROUP COMMUNICATION. (SPCH 2333)
This course familiarizes the student with small group processes and the latest in small group communication research. Topics include: how leadership emerges in small groups, helpful and negative roles persons play in small groups, cohesiveness, norms, roles, conflict, conformity and deviance, networks, listening skills, how small groups make decisions, making small group interactions and meetings more rewarding, and other topics. Spring, even years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 2350. NONVERBAL COMMUNICATION.
This course surveys contemporary research findings in the study of human nonverbal behavior. Topics include: paralinguistic, physical appearance, touch, distance, face and eye behavior, scent, time, gestures, and other nonverbal cues. The student will gain a deeper understanding of the impact of nonverbal communication on our daily lives. Attention will be given to the impact of nonverbal communication's impact on relationships between superiors and subordinates, women and men, teachers and students, and members of different cultures. Fall, even years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3312. ORAL INTERPRETATION.
Development of the skills of communication through reading of prose, poetry and dramatic works. As needed.
Prerequisite: Sophomore standing or 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. Fall, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3330. SPORT, MEDIA, AND CULTURE.
This course examines the interrelationship between sport and media in today's society. Drawing on theories of rhetoric and social criticism, the course will examine the media's role in telling the story of sports and, in telling that story, shaping and reinforcing cultural values. Students will study several critical approaches to sport and public discourse and will apply those approaches to sports organizations, the news media, and popular media. Fall, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3331. ADVERTISING IN THE DIGITAL AGE.
A study of advertising as a part of the promotional mix in the marketing system. The relationship of advertising to business strategy, the social influence of advertising campaigns, costs and the media are studied. Fall, even years.
Prerequisite: MKT 3301 or junior standing or consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3333. MEDIA CRITICISM.
The course will examine the major genres of rhetorical criticism by examining the effect of media and rhetoric throughout history. This will be achieved by studying outstanding public speeches and speakers as well as other forms of rhetoric. Careful attention will be given to style, technique, types of appeals, modes of proof, and societal effect. Fall, even years.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3335. INTEGRATED SPORT COMMUNICATION.
Students will examine sports communication issues by critically analyzing actual media coverage of sporting events, addressing social issues involved in high school, college and professional sports. Students will create professional sports communication materials for both internal and external audiences, and develop an understanding of sports promotion and advertising. Fall, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3341. PERSUASION AND ARGUMENTATION.
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. Spring, even years.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3350. INTERCULTURAL COMMUNICATION.
This course will examine major perspectives and theories of cross-cultural communication. Includes a comprehensive examination of how communication elements are shaped by social and cultural forces. Spring.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3353. PUBLIC RELATIONS STRATEGIES.
An introduction to the principles and fundamental skills of the public relations practitioner including: history, current trends, writing for public relations, presentational skills, visual communication, research, and media knowledge/relations. Fall, odd years.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3355. SOCIAL MEDIA AND DIGITAL COMMUNICATION.
This course examines the ever-changing digital landscape. Topics include: one-to-many integration models, social media marketing as a major communication integration medium, sociotechnical relations between mobile networks and media publics, and other application models. Spring, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 3360. CONFLICT MANAGEMENT AND RESTORATIVE JUSTICE.
This course examines effective behavior in conflict situations that require an ability to analyze the situation and choose behavior that is appropriate, without sacrificing one's own values and beliefs. Includes the current trends of communication in the criminal justice area of Restorative Justice. Skills will be developed through an interaction of theory and analysis. Fall, even years.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 3371. HEALTH COMMUNICATION.
This course examines the rapidly growing field of health communication. Topics include: refining communication strategies to inform people about ways to enhance health or to avoid specific health risks, the role of culture in health communication, the importance of interpersonal communication in healthcare delivery, the role of community and healthcare providers, media as a health promotion tool, risk communication in health education and promotion. Fall, odd years.
Prerequisite: None. *Three semester hours*

COMMUNICATION STUDIES 4000. TExES REVIEW FOR SECONDARY SPEECH TEACHERS.
This course is designed to help students be successful when taking the Secondary Speech Texas Examination of Educator Standards (TExES) exam.
Prerequisite: Taken semester prior to student teaching. *No credit hours*

COMMUNICATION STUDIES 4100-4600. COMMUNICATION INTERNSHIP.
Supervised professional level experience in an approved communication related position.
Prerequisite: Junior standing or consent of instructor. *One to six semester hours*

COMMUNICATION STUDIES 4310. COMMUNICATION THEORIES.
This course is a comprehensive treatment of contemporary communication theory. A survey of major theories is designed to provide a core of foundational concepts and a theoretical framework for studying the nature and the process of human communication. Spring, odd years.
Prerequisite: Junior standing or consent of instructor. *Three semester hours*

COMMUNICATION STUDIES 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, even years.
Prerequisite: COM 3353, junior standing, or consent of instructor. *Three semester hours*

COMPUTER INFORMATION SYSTEMS

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

COMPUTER INFORMATION SYSTEMS 1101-4609. SPECIAL STUDIES.
Special courses in computer information systems not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: Consent of department head. *One to six semester hours*

COMPUTER INFORMATION SYSTEMS 1339. INTRODUCTION TO INFORMATION TECHNOLOGY.
An introductory course in computer information systems and computer literacy. Topics include: hardware, software, computer history, word processing, spreadsheets, the Internet, data base management systems and a basic introduction to programming languages. There will be hands-on operation of microcomputers. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 1359. PROGRAMMING LOGIC. (COSC 1309)
This course is designed to develop logic concepts and designs. The algorithms are used to develop programs in advanced programming courses. This course does not count as a "programming language." Fall, Spring.
Prerequisite: CIS 1339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 2310. BUSINESS APPLICATIONS IN EXCEL.
A study of advanced features of Microsoft Excel including those assessed in the Core MOUS exam. Students will expand their knowledge and develop spreadsheets that will address typical situations they would encounter in the business world. Fall, Spring odd years.
Prerequisite: CIS 1339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 2311. DATA VISUALIZATION.
A study of techniques useful in organizing, cleaning, and analyzing business data for the purpose of answering questions and solving problems. Concepts introduced in the course aim to develop an understanding of different types of business data, various analytical approaches, and the application of those approaches to

solve business problems. The course teaches techniques for accessing online data, utilizes technologies and applications to analyze data, generate insights, or make predictions, and to use visualization tools to represent data in compelling, interactive, and visual formats. Fall, even years.
Prerequisite: CIS 1339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 2329. WEB DESIGN.
This course introduces students to the many components of the Internet. Some of the topics covered will include: TCP/IP, FTP, HTML, HTTP, CGI, Telnet, Internet, e-mail and design. The student learns to design, construct and maintain Web pages and a Web site. Fall, May-term.
Prerequisite: CIS 1339 or the equivalent work experience. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 2348. INTERNET AND GAME PROGRAMMING.
Overview of current web authoring programming languages: Perl/CGI programming, VBScript, XML, Active X, Action Script, DHTML, C#, and/or ASP. Emphasis is placed upon the appropriate use of the programming tools introduced. The student will create dynamic Web pages and an electronic portfolio. Fall.
Prerequisite: CIS 1359 or the equivalent work experience. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 2369. ANALYSIS OF ALGORITHMS.
Design of computer algorithms for numeric and nonnumeric problems; relation of data structures to algorithms; analysis of time and space requirements of algorithms, complexity and correctness of algorithms. Fall.
Prerequisite: CIS 1359 and MAT 1351, 2342. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 2389. OBJECT-ORIENTED PROGRAMMING I.
A study of the power and portability of current object-oriented languages from Microsoft and Oracle. A detailed course in the writing of application programs in object-oriented programming languages such as JAVA. Emphasis is placed on modular development. Fall.
Prerequisite: CIS 1359. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 2399. 3D PRINTING.
An introduction to digital modeling, drafting, sketching, and designing for 3D printing. Current modeling software, online services, and printing technologies will be examined. Students will identify, compare, and use multiple 3D modeling software. Spring.
Prerequisite: CIS 1339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3309. OBJECT-ORIENTED PROGRAMMING II.
A study of the power and portability of current object-oriented languages from Microsoft and Oracle. Advanced object-oriented design and program development will be encouraged using exercises that range from lengthy programming assignments to major projects. Spring, odd years.
Prerequisites: CIS 2389. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3319. PROJECT MANAGEMENT.
Use of project management techniques and software to manage business activities. Students will use the PMBOK guide as a framework and starting point for project management and extend their understanding via hands-on applications. Current project management software will be used to assist in project scope, time, cost, human resources, and communication management. The course may be used as a resource for preparation toward PMP certification. Fall.
Prerequisite: CIS 1339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3329. VISUAL PROGRAMMING.
A course designed to develop visual programming skills. The focus will be on programming in Microsoft's

Visual BASIC and Oracle's Power Objects. Projects will explore the human- computer interface of interactive visual programming. Spring, even years.
Prerequisite: CIS 1359. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3334. FUNDAMENTALS OF LAYOUT AND DESIGN.
A preliminary course for designing with the computer. A study of layout and design techniques including typography, copy fitting, picture editing, color reproduction and the production of camera-ready art. Emphasis will be given to the use of design elements in advertising, magazines and newspapers. Spring.
Prerequisite: None. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3338. DIGITAL IMAGE MANIPULATION.
An introductory course that will cover the fundamentals of digital manipulation. Photo retouching, scanning, image capture, and image creation will be emphasized as well as coverage of layers, filters, masking, and channels. This class will culminate with the rendering of a professional portfolio component. Fall.
Prerequisite: None. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3339. DATA STRUCTURES.
Methods for organizing data; design of algorithms for efficient implementation and manipulation of data structure. Various data sorting and data searching techniques will be examined. Spring.
Prerequisite: CIS 2369. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3369. DATA BASE MANAGEMENT SYSTEMS.
A course concentrating on issues central to the design, implementation, and management of relational database systems. Topics include: Entity Relationship Modeling, SQL, rules, triggers, stored procedures, forms, reports, client/server development environment and integration with WWW. DBMS projects will incorporate current modeling and development software from Oracle and Microsoft. Spring, odd years.
Prerequisite: CIS 1359. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3379. MULTIMEDIA TECHNOLOGY.
This course covers current interactive multimedia technology, aesthetics, and pedagogical issues of communication using interactive multimedia and hypermedia; techniques for authoring interactive multimedia projects using current digital media tools. Students apply principles and procedures of digital art, design, communication, and software authoring while working on integrated media projects. Spring, even years.
Prerequisite: CIS 1359, CIS 3338, CIS 4339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 3389. MANAGEMENT INFORMATION SYSTEMS.
An introduction to the integration of information systems solutions and business processes. Topics include how information and information systems related to business processes; how organizations use IS for competitive strategy, and how IS are developed and managed. Ethical and international dimensions are also covered. Spring, even years.
Prerequisite: CIS 1339. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4000. TExES REVIEW FOR TECHNOLOGY APPLICATIONS TEACHERS.
This course is designed to help students be successful when taking the Technology Applications Texas Examination of Educator Standards (TExES) exam.
Prerequisite: Taken semester prior to student teaching. *No credit hours*

COMPUTER INFORMATION SYSTEMS 4319. DIGITAL VIDEO MANIPULATION.
This course includes the theory and application for developing videos using computer-based audio and video editing tools. Areas of study include the pre-production, production and post-production process of creating videos. Students will learn to import and manipulate digital audio, video, and graphic elements into computer

applications to produce digital videos for use in a variety of media environments. This class will conclude with the creation of a video project that can be used as a professional portfolio component. Fall, odd years.
Prerequisite: CIS 3338. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4321. OPERATING SYSTEMS.
This course is designed to cover the general functions of an operating system, regardless of the hardware environment. Many specific operating systems will be examined: MS DOS, OS/2, Windows NT, UNIX, VAX/VMS, and IBM/MVS. Algorithms for CPU scheduling, memory and general resource allocation; process coordination and management will be covered. Fall.
Prerequisite: One programming language. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4331. COMPUTER INFORMATION SYSTEMS INTERNSHIP.
A course allowing individual study outside the academic environment, but under the guidance of the instructor. The purpose is to allow the advanced computer information systems student to obtain "real world" experience in the development and implementation of applications or systems programming projects. Openings at present are limited by the number of employment opportunities and projects that are available. Fall, Spring.
Prerequisite: 21 hours of computer information systems and approval of department head. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4339. DIGITAL ILLUSTRATION.
Students will receive specialized training in the creation of computer-generated compositions through the use of a vector-based computer illustration application. Attention will be placed on corporate branding and logo design for the use in both print and screen print. This class will culminate with the rendering of a professional portfolio component. Spring, odd years.
Prerequisite: None. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4341. NETWORK DESIGN AND ADMINISTRATION.
An in-depth study of the concepts which govern network designs, and guided hands-on work with actual network installation and administration. This course is intended to prepare the student for Novell and Microsoft Network Certification. Spring.
Prerequisite: CIS 1359 and 4321. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4348. COMPUTER AND INFORMATION SECURITY.
Principles, theory and practice of computer security and data protection. Topics will include the security aspects and implications of databases, telecommunication systems, and software, along with techniques used to assess risk and discover abuses of systems. Offered on demand.
Prerequisite: CIS 4341. *Three semester hours*

COMPUTER INFORMATION SYSTEMS 4351. SYSTEMS ANALYSIS AND DESIGN.
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*

CRIMINAL JUSTICE

All prerequisites must carry a grade of "C" or better, or consent of instructor.

CRIMINAL JUSTICE 1101-4609. SPECIAL STUDIES.
Topics offered as demand reflects an interest in areas of criminal justice not covered by existing catalog courses. Course may be repeated when topic of study changes.
Prerequisite: Consent of instructor. *One to six semester hours*

CRIMINAL JUSTICE 1310. INTRODUCTION TO CRIMINAL JUSTICE. (CRIJ 1301)
An introductory course designed to focus on the history and philosophy of criminal justice, ethical and moral issues, definitions of crime categories, law enforcement, the court system, prosecution and defense, trial and correctional processes. Fall, Spring.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 1320. CRIME IN AMERICA. (CRIJ 1307)
Historical review of crime in the United States, social and psychological factors pertaining to different categories of crime, crime trends and prevention of crime. Spring.
Prerequisite: CRJ 1310. *Three semester hours*

CRIMINAL JUSTICE 1330. FUNDAMENTALS OF CRIMINAL LAW.
An examination of the major issues in criminal law and procedure emphasizing the basic elements of crime, search and seizure, interrogation, right to counsel, evidentiary concepts, pretrial release, and the appeals process.
Prerequisite: CRJ 1310. *Three semester hours*

CRIMINAL JUSTICE 2310. COMMUNITY POLICING.
Students study the relationship between police and the community with recommendations for ways of working to reduce crime. Emphasis is placed on policing in a culturally diverse society. Emphasis will be placed on law enforcement and community interaction, team building, targeted crime reduction, and the Broken Windows theory on crime.
Prerequisite: CRJ 1310, CRJ 1320. *Three semester hours*

CRIMINAL JUSTICE 2316. LEGAL ASPECTS OF LAW ENFORCEMENT.
A detailed study of police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; and police liability. Emphasis will be placed on the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.
Prerequisite: CRJ 1310. *Three semester hours*

CRIMINAL JUSTICE 2320. CRIMINAL INVESTIGATION.
An introduction to the recognition, collection and evaluation of physical evidence arising from a crime or suspicious incident, concentrating on the various techniques of crime scene investigation including crime scene search, note-taking, sketching, photography, and preservation of evidence. Many aspects of evidence preservation and admissibility will be covered with a heavy focus on the Bill of Rights. This course does not include scientific activities normally conducted within a crime laboratory by forensic scientist, but rather all aspects of criminal investigation and evidence collection up until the time evidence is delivered to the crime lab, resuming with the admissibility of the evidence in a court of law.
Prerequisite: CRJ 1310, CRJ 1330. *Three semester hours*

CRIMINAL JUSTICE 2324. PROBATION AND PAROLE.
An overview of the practices involved in probation and parole of offenders. The course will focus on the history, current practices and future trends in these areas. Fall, odd years.
Prerequisite: CRJ 1310 and 1320. *Three semester hours*

CRIMINAL JUSTICE 2325. CORRECTIONAL SYSTEMS.
This class will offer a practical approach to the ideas and practices of modern correctional systems. The history of corrections as well as future trends will be highlighted in the areas of jail and prison systems. Spring, even years.
Prerequisite: CRJ 1310 and 1320. *Three semester hours*

CRIMINAL JUSTICE 2351. STATISTICS FOR THE SOCIAL SCIENCES. (PSYC 2317)
An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations, and applicability of statistical procedures. Cross-credited with GOV 2351, PSY 2351 and SOC 2351. Only three hours credit will be awarded for GOV 2351, PSY 2351, SOC 2351, or CRJ 2351. Fall.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 2390. PRINCIPLES OF RESTORATIVE JUSTICE.
An introduction to the basic principles and terminology of restorative justice as it interacts in our society and on a global basis. A historical perspective, studies in the field of restorative justice and the environments in which they take place will be reviewed, as well. Cross-credited with SOC 2390 and SWK 2390. Only three credit hours will be awarded for CRJ 2390, SOC 2390, or SWK 2390. Spring, even years.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 2392. RESTORATIVE JUSTICE IN THE JUVENILE SYSTEM.
A course designed to focus on the juvenile justice system as it relates to restorative justice. A comparison of restorative justice practices in the United States as well as with other countries who utilize this process. Victim/Offender Mediation, Family Conferencing, Neighborhood Conferencing and Peacekeeping Circles will be explored and practiced in class. Cross-credited with SOC 2392 and SWK 2392. Only three hours will be awarded for CRJ 2392, SOC 2392, or SWK 2392. Spring, odd years.
Prerequisite: CRJ 2390, SOC 2390, or SWK 2390. *Three semester hours*

CRIMINAL JUSTICE 3320. SPECIAL TOPICS IN RESTORATIVE JUSTICE.
An in-depth study of a specific topic as it relates to issues in Restorative Justice. Topics included, but not limited to review, would be poverty, religious institutions, Educational systems, court systems, or victims and offenders. This special focus will be determined by sociological, political, cultural and economic climates within the United States and on a global basis. Cross-credited with SOC 3320. Only three credit hours will be awarded to CRJ 3320 or SOC 3320. Fall, odd years.
Prerequisite: CRJ 2390, SOC 2390, or SWK 2390 and
Sophomore standing or above. *Three semester hours*

CRIMINAL JUSTICE 3322. PROBLEMS OF CONTEMPORARY SOCIETY.
An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with SOC 3322 and SWK 3322. Only three credit hours will be awarded for SOC 3322, SWK 3322, or CRJ 3322. Spring.
Prerequisite: None. *Three semester hours*

CRIMINAL JUSTICE 3330. CRIMINOLOGY.
An introduction to the study of criminological theories, both historical and modern with the focus on adult populations as they pertain to the criminal justice system. Causes and prevention of crime as well as functions of the law enforcement, the judicial, and the penal systems will also be examined. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with SOC 3330 and SWK 3330. Only three credit hours will be awarded for SOC 3330, SWK 3330, or CRJ 3330.Fall.
Prerequisite: CRJ 1310 or consent of instructor. *Three semester hours*

CRIMINAL JUSTICE 3332. JUVENILE DELINQUENCY.
A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquent behavior. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with SOC 3332 and SWK 3332. Only three credit hours will be awarded for SWK 3332, SOC 3332, or CRJ 3332. Spring.
Prerequisite: CRJ 1310 or consent of instructor. *Three semester hours*

CRIMINAL JUSTICE 3335. SERIAL CRIMES.
This is a comprehensive course specifically designed for law enforcement, correctional professionals, criminal justice professionals, military personnel, private investigators, criminologists, forensic scientists, and forensic mental health professionals. Upon successful completion of subject matter contained in the course, the student should have a comprehensive knowledge of the various types of serial offenders and the unique techniques utilized to successfully identify and track repeat/habitual offenders.
Prerequisite: CRJ 1310, CRJ 1320, & CRJ 3330. *Three semester hours*

CRIMINAL JUSTICE 3360. SOCIAL DEVIANCE.
The psychological, biological and sociological aspects of socially deviant behavior. Theories pertaining to social deviance will be examined and social control laws, policies and effectiveness of rehabilitative programs will be examined. Cross-credited with SOC 3360. Only three credit hours will be awarded for CRJ 3360, or SOC 3360. Fall, odd years.
Prerequisite: CRJ 1310 or SOC 1311. *Three semester hours*

CRIMINAL JUSTICE 3375. RACIAL PROFILING.
A historical focus of racial profiling, law enforcement practices, cultural perspectives, civil rights, homeland security, racial profiling case law and the future of the racial profiling paradigm. Fall, odd years.
Prerequisite: CRJ 1310 or consent of instructor *Three semester hours*

CRIMINAL JUSTICE 4355. ETHICS IN CRIMINAL JUSTICE.
A detailed examination of the major value dilemmas confronting practitioners and professionals in the modern criminal justice system. This course places particular emphasis on police conduct, courtroom conduct, and correctional professional's conduct.
Prerequisite: CRJ 1310, CRJ 1320. *Three semester hours*

CRIMINAL JUSTICE 4370. INTERNSHIP IN CRIMINAL JUSTICE.
Supervised professional activities in an approved criminal justice or social service agency. Designed to provide the criminal justice major with an opportunity to apply academic learning in practical and professional situations. Placement obtained in consultation with criminal justice internship program coordinator. Fall, Spring.
Prerequisite: CRJ 1310, 1320, twelve additional hours of CRJ and a 2.5 GPA. *Three semester hours*

CROSS-CULTURAL STUDIES

CROSS-CULTURAL STUDIES 1101-4399. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to three semester hours*

CROSS-CULTURAL STUDIES 2189. CROSS-CULTURAL MINISTRY WORKSHOP.
Selected topics related to cross-cultural ministry will be addressed in a workshop format. Speakers experienced in cross-cultural ministry will share their insights about specific cultures and /or approaches to ministry within their cultures. Fall, odd years.
Prerequisite: None. *One semester hour*

CROSS-CULTURAL STUDIES 3311. INTERNATIONAL PRACTICUM.
A capstone course that incorporates previous cross-cultural studies classroom learning with practical application through preparation for, participation in, and evaluation of a short-term project that will include travel outside of the United States. Spring.
Prerequisite: CCS 3360 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. Fall.
Prerequisite: Sophomore standing. *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 strategy and education in the church. May be scheduled at other times when a resident cross-cultural worker is available. Fall.
Prerequisite: Sophomore standing. *Three semester hours*

CROSS-CULTURAL STUDIES 4304. SPECIAL TOPICS IN CROSS-CULTURAL STUDIES.
A study of selected topics, issues, methods, models and challenges in Cross-Cultural Studies. Course may be repeated when different topics are addressed. Spring, even years.
Prerequisite: CCS 3360 or consent of instructor. *Three semester hours*

CROSS-CULTURAL STUDIES 4311. MODELS FOR CROSS-CULTURAL MINISTRY.
A survey of past approaches and a study of the current methods being utilized in cross-cultural ministry. Spring, odd years.
Prerequisite: CCS 3360 or consent of instructor. *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. Fall.
Prerequisite: Junior standing 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 2301. PRINCIPLES OF MACROECONOMICS. (ECON 2301).
Study of the economy as a whole, methods for understanding and measuring economic activity, the role of government, the role of monetary authorities, international dimensions, and the nature and causes of economic growth. Fall and Spring.
Prerequisite: None. *Three semester hours*

ECONOMICS 2302. PRINCIPLES OF MICROECONOMICS. (ECON 2302).
Study of the behavior of households and business organizations, the structure of factor and product markets, variety in product market structures, and the nature and causes of economic growth. Fall, Spring.
Prerequisite: None. *Three semester hours*

ECONOMICS 2350. POLITICAL ECONOMY.
A political analysis of implementing micro and macroeconomic principles. Cross-credited with GOV 2350. Only three hours credit will be awarded for GOV 2350 or ECO 2350. Fall.
Prerequisite: None. *Three semester hours*

ECONOMICS 3320. FUNDAMENTALS OF ECONOMIC DEVELOPMENT.
Explores the theory and practice of economic development on local, state, national, and international levels. Special emphasis on a comparison of world economic systems, including the economies of the developing

world. Cross-credited with GOV 3320. Only three hours credit will be awarded for GOV 3320 or ECO 3320. As offered.
Prerequisite: ECO 2350, or ECO 2301, 2302. *Three semester hours*

ECONOMICS 3350. ECONOMIC THEORY AND POLICY ANALYSIS.
Introduction to public policy analysis, with special emphasis on the use of comparative economic theories - including Mill, Smith, Marx, Keynes, and Friedman - in the development of policy proposals and cost/benefit analysis. Cross-credited with GOV 3350. Only three hours credit will be awarded for ECO 3350 or GOV 3350.
Prerequisite: GOV 2311, GOV/ECO 2350, or ECO 2301, 2302. *Three semester hours*

ECONOMICS 3351. INVESTMENT ANALYSIS.
A study of investment theory, alternatives under differing uncertainties and constraints, fundamental security analysis, formulation of objectives, and evaluation of investment markets. Cross-credited with FIN 3351. Only three hours credit will be awarded for FIN 3351 or ECO 3351. Spring.
Prerequisite: ECO 2301, 2302. *Three semester hours*

ECONOMICS 3391. MONEY AND BANKING.
A general survey of the operations and functions of money, credit, and banking, including: history of banking; organization and structure of the Federal Reserve System; and international monetary relations. Cross-credited with FIN 3391. Only three hours credit will be awarded for FIN 3391 or ECO 3391. Fall.
Prerequisite: ECO 2301, 2302. *Three semester hours*

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 a study of the principles and theories of the psychology of learning and teaching and the study of the developmental characteristics of learners birth through adulthood. The principles of special education and of measurement and evaluation of student achievement are included. Must do 22 clock hours of field experience in an SBEC accredited school. Fall (2 sections), Spring (1 section), Summer (1 section).
Prerequisite: Forty-five semester hours and admission
to the Teacher Education Program. *Three semester hours*

EDUCATION 3314. EDUCATION OF THE YOUNG CHILD.
A survey of history and theory of early childhood education with a comparison to current trends and issues. Topics include characteristics of pre-kindergarten through fourth grade, accommodating diverse learners, eco-friendly practices, assessment tools, special needs children, inclusive classrooms, state competencies/ standards, integrating instructional technology, poverty, school readiness, teacher accountability for student achievement, professional development, and cooperation with parents/community in meeting developmentally appropriate practices. Fall only.
Prerequisite: EDU 3310 (EDU 3310 and 3330 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 an SBEC accredited school. Fall (1 section), Spring (2 sections), Summer (1 section).
Prerequisite: Forty-five semester hours,
and admission to the Teacher Education Program. *Three semester hours*

EDUCATION 4100. TExES REVIEW — PROFESSIONAL DEVELOPMENT.
This is a course which must be taken and passed the semester just prior to student teaching admission. Designed to help students pass the professional development exam of the Texas Examination of Educator Standards (TExES). Pass/fail. Fall and Spring only.
Prerequisite: EDU 3310, 3330, admission to Teacher Education Program. *One semester hour*

EDUCATION 4101. TExES REVIEW - ELEMENTARY EDUCATION (EC-6).
This is a course which must be taken and passed the semester just prior to student teaching admission. Designed to help students pass the Core Subjects (EC-6) content exam of the Texas Examination of Educator Standards (TExES). Pass/fail. Fall and Spring only.
Prerequisite: EDU 3310, 3330, admission to Teacher Education Program. *One semester hour*

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 4304. SCIENCE METHODS – EC-8.
An introductory course in elementary science methods focusing on the pedagogies that promote successful integration of earth, life, and physical science into the elementary curriculum.
Prerequisite: EDU 3310 and 3330 (or EDU 3310 and 3330 may be taken concurrently);
and admission to the Teacher Education Program. *Three semester hours*

EDUCATION 4305. MATH METHODS – EC-8.
A study of mathematical thinking, including concepts, computational skills, problem solving and lesson plan development as applied to the elementary school. Field-based course. Spring.
Prerequisite: EDU 3310 and 3330 (or EDU 3310 and 3330 may be taken concurrently),
MAT 1351, 1471, 3421 (or MAT 3421 may be taken concurrently);
and admission to the Teacher Education Program. *Three semester hours*

EDUCATION 4306. SOCIAL STUDIES METHODS – EC-8.
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. Spring.
Prerequisite: Admission to the Teacher Education Program. *Three semester hours*

EDUCATION 4307. LANGUAGE ARTS METHODS.
This course focuses on the developmental process of writing to communicate and appropriate instructional strategies. The writing process, written conventions, assessment of writing, and using writing as a means of learning will be studied. Fall.
Prerequisite: Admission to the Teacher Education Program. *Three semester hours*

EDUCATION 4308. FINE ARTS METHODS – EC-8
The purpose is to instruct education majors in the development of knowledge, attitudes, and skills which will form philosophical and creative basis for intelligent and confident use of the 4 areas of arts (visual arts, music, drama, creative movement) as tools to teach the core curriculum. Fall, Spring.
Prerequisite: Admission to the Teacher Education Program. *Three semester hours*

EDUCATION 4344. STUDENT TEACHING IN THE ELEMENTARY SCHOOL EARLY CHILDHOOD.
Directed observation and participation in the public schools at the early childhood level. Fall and Spring only.
Prerequisite: Admission to student teaching. *Three semester hours*

EDUCATION 4349. EDUCATIONAL CURRICULUM DESIGN.
This course is an exploration of curriculum issues coupled with effective instructional strategies. Topics include 1) state curriculum standards, 2) principles of curriculum development, 3) curriculum design, 4) scope and sequence, 5) classroom management and discipline. Field-based course. Fall, Spring.
Prerequisite: EDU 3310, 3330 (or EDU 3330 may be taken concurrently) and admission to Teacher Education Program. *Three semester hours*

EDUCATION 4354. LITERACY INSTRUCTION IN EARLY CHILDHOOD.
This course is focused on the awareness and exploration and experimental reading and writing stages of literacy development for children birth through pre-kindergarten. Topics include: oral language, phonological awareness, alphabetic principle and literacy development. Spring.
Prerequisites: Admission to the Teacher Education Program. *Three semester hours*

EDUCATION 4375. EDUCATIONAL TECHNOLOGY APPLICATIONS.
Student teachers will use technology efficiently in order to plan, organize, and deliver instruction. The student teacher will use task appropriate tools and procedures to synthesize, create and modify solutions to support instruction. Fall, Spring.
Prerequisite: Must be taken concurrently with student teaching. *Three semester hours*

EDUCATION 4391. INTERNSHIP FOR TEACHERS I.
A supervised teaching internship of one semester in public or accredited private schools. The intern may be a teacher of record drawing pay at one of the certification levels and/or early childhood endorsement. Current Texas certification standards must be met.
Prerequisite: Permission of dean/certification officer and admission to student teaching. *Three semester hours*

EDUCATION 4392. INTERNSHIP FOR TEACHERS II.
A second semester of a supervised teaching internship in public or accredited private schools. The intern may be a teacher of record drawing pay at one of the certification levels and/or early childhood endorsement. Current Texas certification standards must be met.
Prerequisite: Permission of dean/certification officer and admission to student teaching. *Three semester hours*

EDUCATION 4465/4470. 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: EDU 3310, 3330; senior standing; admission to student teaching. *Four semester hours each 7-1/2 weeks*

EDUCATION 4465/4480. 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.
Prerequisite: EDU 3310, 3330; senior standing; admission to student teaching. *Four semester hours over a 7 1/2-weeks*

EDUCATION 4465/4490. 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—Four semester hours and Elementary—Four semester hours*

EDUCATION 4485/4490. 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.
Prerequisite: EDU 3310, 3330; senior standing;
admission to student teaching. *Four semester hours each 7-1/2 weeks*

ENGINEERING SCIENCE

ENGINEERING SCIENCE 1101. INTRODUCTION TO ENGINEERING I.
An introduction to the engineering profession, including ethics, design and teamwork, communication, estimation, and problem solving. One hour lecture per week. Fall.
Prerequisite: Credit or concurrent enrollment in CIS 1339 and MAT 1351. *One semester hour*

ENGINEERING SCIENCE 1102. INTRODUCTION TO ENGINEERING II.
A continuation of ENS 1101. Topics include units and dimensions, graphs, mathematical models, logic, and basic statistics. One hour lecture per week. Spring.
Prerequisite: ENS 1101. *One semester hour*

ENGINEERING SCIENCE 1204. ENGINEERING GRAPHICS I.
An introduction to computer-aided drafting and sketching using computer aided design (CAD) software or Maple-Sim to generate drawings incorporating the conventions of engineering graphics. Two hours per week. Fall.
Prerequisite: None. *Two semester hours*

ENGINEERING SCIENCE 1205. ENGINEERING GRAPHICS II.
A course that introduces to the engineering student a variety of fundamental data visualization, data acquisition, and instrumental control techniques which are essential in the analysis and solution of engineering problems. The course utilizes the software packages of AutoCAD, LabVIEW, and EXCEL as the main computational tools. 1 hour lecture, 2 hours lab. Spring.
Prerequisite: None. *Two semester hours*

ENGINEERING SCIENCE 1379. ENGINEERING PRINCIPLES AND PRACTICES.
A course designed to begin development of engineering problem-solving skills in complement with computer tools. Three hours lecture per week. Spring.
Prerequisite: MAT 1351 or higher, credit or concurrent enrollment in ENS 1102. *Three semester hours*

ENGINEERING SCIENCE 2301. STATICS.
Force- and moment vectors; equivalent force-couple systems; force equilibrium and free body diagrams; trusses; beams; cables; dry frictional forces; centroids and moments of inertia; distributed loads; hydrostatics. Spring.
Prerequisites: PHY 2439 and credit or concurrent enrollment in MAT 2461. *Three semester hours*

ENGINEERING SCIENCE 2302. DYNAMICS.
Position, velocity, and acceleration vectors; Newton’s laws of motion; linear and curvilinear motion; particle and rigid body kinematics and kinetics; rotating reference frames; linear and angular momentum; work-energy; impulse-momentum; elastic and inelastic impact; vibrations and periods of oscillation. Spring.
Prerequisites: ENS 2301. *Three semester hours*

ENGINEERING SCIENCE 2332. MECHANICS OF MATERIALS.
Stress and strain in materials; axial deformation and Hooke's law; normal and shear stress/strain and the linear constitutive law; multi-axial loading; transformation of stress/strain and Mohr's circle; torsion of circular shafts; shear- and moment-diagrams for beams; beam stresses and deflections; statically

indeterminate and composite beams; pressure vessels; columns; combined loading; and Castigliano's theorem. Three hours lecture per week. Fall
Prerequisites: ENS 2301 and credit or concurrent enrollment in MAT 3361. *Three semester hours*

ENGINEERING SCIENCE 3331. THERMODYNAMICS.
Introduction to the fundamental principles of classical engineering thermodynamics. Application of mass and energy balances to closed and open systems including systems undergoing transient processes. Entropy generation and the second law of thermodynamics for closed and open systems. Introduction to phase equilibrium and chemical reaction equilibria. Ideal solution behavior. Three hours lecture per week. Spring.
Prerequisites: PHY 2449 or CHE 1489, and MAT 2461. *Three semester hours*

ENGINEERING SCIENCE 3359. MECHANICS OF FLUIDS.
Fundamentals of fluid flow. Conservation laws for mass, momentum and mechanical energy. Flow of fluids in conduits and past immersed bodies. Newton's laws of viscosity, momentum transport, laminar and turbulent flow. Velocity profiles, piping systems, pumping and mixing. Three hours lecture per week. Fall.
Prerequisites: ENS 2302 and MAT 3361. *Three semester hours*

ENGINEERING SCIENCE 4100. ENGINEERING RESEARCH PROPOSAL.
A course emphasizing hypothesis formulation, the writing of a research proposal, and searching the scientific and engineering literature. Fall, Spring.
Prerequisites: Senior standing in the Engineering Science Program. *One semester hour*

ENGINEERING SCIENCE 4303. ENVIRONMENTAL SCIENCE ISSUES.
A study of environmental principles and issues addressing topics of laws and regulations, economics, point and nonpoint source pollution, toxic materials, natural resources, air and water quality, biodiversity, ecosystems, and environmental technology, including "green" technologies. Local field trips to study real world applications will be required. Three hours lecture per week. Spring.
Prerequisites: ECO 2301 and MAT 2345 or higher. *Three semester hours*

ENGINEERING SCIENCE 4309. RESEARCH PROBLEMS IN ENGINEERING.
Implementation of an engineering research proposal via design of an experiment(s), collecting and analyzing data, drawing logical conclusions from the data, and formulating an approach to solve the problem. Such might entail student internships with an outside company. Fall, Spring.
Prerequisites: Credit or concurrent enrollment in ENS 4100. *Three semester hours*

ENGINEERING SCIENCE 4409. FUNDAMENTALS OF CIRCUIT ANALYSIS.
Fundamentals of analog and digital circuits using Laplace transforms and graphics technology, including transient and steady state responses. Three hours lecture and three hours laboratory per week. Spring.
Prerequisites: PHY 2449 and MAT 3451. *Four semester hours*

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 1104. FUNDAMENTALS OF COMPOSITION AND GRAMMAR LAB.
This lab course is designed to be taken concurrently with ENG 1304 Fundamentals of Composition and Grammar and will be used as a time to practice strategies presented in class.
Prerequisite: None. *One semester hour*

ENGLISH 1304. FUNDAMENTALS OF COMPOSITION AND GRAMMAR.
An intensive course in the fundamental structure of the English language. Required of students who are admitted provisionally and whose placement test scores indicate a need for the course. ENG 1104 is required to be taken concurrently with this course. Fall, Spring. Must have "C" or above to take ENG 1311.
Prerequisite: None. *Three semester hours*

ENGLISH 1311. ENGLISH COMPOSITION I. (ENGL 1301)
A review of grammar, punctuation, and spelling with intensive practice in writing the short essay. Fall, Spring.
Prerequisite: Satisfactory score on the English portion of the ACT/SAT or a grade of "C" or better in ENG 1304. *Three semester hours*

ENGLISH 1312. ENGLISH COMPOSITION II. (ENGL 1302)
Readings in literature and practice in writing the long expository paper, including the library research paper. Fall, Spring.
Prerequisite: A grade of "C" or better in ENG 1311. *Three semester hours*

ENGLISH 2351. LITERATURE OF BRITAIN. (ENGL 2321)
A study of the major works of British literature from the Anglo-Saxon period to the present. Fall, Spring.
Prerequisite: A grade of "C" or better in ENG 1311, 1312. *Three semester hours*

ENGLISH 2353. LITERATURE OF THE WESTERN WORLD. (ENGL 2331)
Literature mostly in translation from the ancient world through the modern era.
Prerequisite: A grade of "C" or better in ENG 1311, 1312. *Three semester hours*

ENGLISH 2373. LITERATURE OF AMERICA. (ENGL 2326)
A survey of major American writings from the colonial period to the present. Fall, Spring.
Prerequisite: A grade of "C" or better in ENG 1311, 1312. *Three semester hours*

ENGLISH 3302. CHILDREN'S LITERATURE.
A survey of a wide range of readings for children and adolescents. Recommended for public school teachers. Fall.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 3303. FILM STUDIES.
A study of the works of major filmmakers from the silent era through the present. Fall, odd years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 3304. ADVANCED GRAMMAR.
A survey of traditional grammar, punctuation and mechanics. Includes an introduction to the history of the English language. Recommended for teachers of English. Fall, Spring.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 3305. CREATIVE WRITING.
A study of the theory and practice of developing short stories and poetry. Fall, even years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 3306. TECHNICAL WRITING.
This course is designed to give students in all disciplines an understanding of the basic concepts in the field of technical writing. It is especially designed to interest majors in science, theology, and the social sciences (including the Honors Academy). Students will produce various documents which can be used to build a working portfolio. Spring, even years.
Prerequisite: ENG 1311, 1312, three hours of sophomore English literature and computer literacy. *Three semester hours*

ENGLISH 4000. TExES REVIEW IN SECONDARY ENGLISH.
This is a course which must be taken and passed the semester just prior to 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 4100*.* *No credit hours*

ENGLISH 4302. DEVELOPMENT OF DRAMA.
Directed reading of plays by British, American and world dramatists, emphasizing the three major periods of drama: ancient Greece, the Renaissance, and the modern age. Spring, even years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4303. DEVELOPMENT OF THE SHORT STORY.
Directed reading of short stories by British, American, and world authors of the nineteenth and twentieth centuries. Fall, even years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4304. CRITICAL APPROACHES TO LITERATURE.
Survey and application of several major methods of interpretation. A wide variety of readings from several genres. Spring, even years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4308. TOPICS IN LITERATURE.
Directed readings on themes determined by the instructor (e.g. Southern Writers, American Culture through Fiction, Comedy and Tragedy). May be repeated for credit with significantly different content and approval of the department. Spring.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4312. SHAKESPEARE.
A study of representative comedies, tragedies, histories and romances. Recommended for teachers of English. Spring, odd years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4314. SEVENTEENTH AND EIGHTEENTH-CENTURY ENGLISH LITERATURE.
Survey of major seventeenth and eighteenth-century British authors. Spring, odd years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4315. THE ROMANTIC ERA.
A study of the poetry and prose of major British romantic writers. Spring, odd years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4316. VICTORIAN LITERATURE.
Survey of major nineteenth-century British authors. Fall, odd years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4321. MODERN POETRY.
Study of important trends and figures in the twentieth century. Fall, even years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4324. MODERN AMERICAN LITERATURE.
A study of the major works by American authors from World War I through the present. The emphasis will be on fiction and drama. Fall, odd years.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4325. CHRISTIANITY AND LITERATURE.
A study of the influence of Christianity on the content and style of non-biblical literature; Christian characters and doctrines in such literature; Christian imagery, symbols, and figures of speech in such literature. The emphasis will be on twentieth-century fiction.
Prerequisite: See Footnote. *Three semester hours*

ENGLISH 4326. NINETEENTH CENTURY AMERICAN LITERATURE.
Survey of major nineteenth-century American authors. Fall, odd years.
Prerequisite: See footnote. *Three semester hours*

ENGLISH 4336. READING ACROSS CULTURES.
A study of contemporary fiction and nonfiction by outstanding writers from many different countries. Recommended for English teachers. Spring, odd years.
Prerequisite: See footnote. *Three semester hours*

ENGLISH 4360. LANGUAGE ARTS FOR TEACHERS.
An advanced study of writing and reading applications in a workshop setting for students an interest in teaching. Fall, even years.
Prerequisite: See footnote. *Three semester hours*

FOOTNOTE: Prerequisite: ENG 1311, 1312 and a three-semester hour, 2000-level English; all three must be completed with a grade of "C" or better.

FAMILY STUDIES

All prerequisites must carry a grade of "C" or better, or consent of instructor.

FAMILY STUDIES 2311. MARRIAGE AND THE FAMILY.
A study of family types and marital processes with an emphasis upon the contemporary American families including ethnic and minority families within the context of contemporary American and Christian values. Related issues include lifestyles, dating, mate selection, sexual values, communication, conflict, children, divorce, remarriage, and stepfamilies. Cross-credited with PSY 2311and SOC 2311. Only three credit hours will be awarded for PSY 2311, SOC 2311, or FST 2311. Fall.
Prerequisite: None. *Three semester hours*

FAMILY STUDIES 2330. PROFESSIONAL DEVELOPMENT IN PSYCHOLOGY AND FAMILY STUDIES.
This course introduces students to academic and professional opportunities in psychology, counseling, and family studies. Students will examine various specialties within psychology and related mental health fields, licensing and certification guidelines, graduate school admissions processes, and the APA writing style. Special attention will be given to ethical issues and guidelines in professional practice. Cross-credited with PSY 2330. Only three hours will be awarded for PSY 2330 and FST 2330. Fall.
Prerequisite: None. *Three semester hours*

FAMILY STUDIES 3355. LIFESPAN DEVELOPMENT.
The study of the physiological and developmental processes of the human organism from conception to old age. Cross-credited with PSY 3355. Only three credit hours will be awarded for PSY 3355 and FST 3355. Fall, Spring.
Prerequisite: PSY 1311. *Three semester hours*

FAMILY STUDIES 3360. PARENT-CHILD RELATIONSHIPS.
Provides an in-depth introduction to parenting children from birth through adolescence. This course will explore both theoretical perspectives and practical strategies for nurturing emotionally healthy children.

Attention will be given to cultural and eco-systemic factors impacting parent-child relationships. Cross-credited with PSY 3360. Only three credit hours will be awarded for FST 3360 or PSY 3360. Spring, odd years.
Prerequisite: PSY 1311 or PSY/FST 2311 or PSY/FST 3355 or consent of instructor. Three semester hours

FAMILY STUDIES 3365. INDIVIDUAL AND FAMILY STRESS MANAGEMENT.
An investigation of the various stressors and crises experienced by individuals, couples and families. Attention will be given to various models of individual and family stress and coping along with strategies used in crisis intervention. Emphasis will be placed on identifying strategies for cultivating individual and family wellness and resilience. Cross-credited with PSY 3365. Only three credit hours will be awarded for FST 3365 or PSY 3365. Fall, even years.
Prerequisite: PSY 1311 or PSY/FST 2311 or PSY/FST 3355 or consent of instructor. Three semester hours

FAMILY STUDIES 4300. HUMAN SEXUALITY.
A study of human sexual functioning, behavior, and relationships. Sexual functioning and behavior will be examined from biological, cultural, psychological, and Biblical/theological perspectives. Attention will be given to identifying effective strategies for sexuality education. Cross-credited with PSY 4300. Only three credit hours will be awarded for PSY 4300 or FST 4300. Spring.
Prerequisite: PSY 1311 or PSY 2311. Three semester hours

FAMILY STUDIES 4370. FAMILY LIFE EDUCATION.
A study of the contemporary models, methods, and resources associated with family life and parent education, marriage education, and marriage enrichment. Students will develop skills in program design and delivery, group facilitation, and program evaluation. Spring, even years.
Prerequisite: Senior standing or consent of instructor. Three semester hours

FAMILY STUDIES 4371. INTRODUCTION TO MARRIAGE AND FAMILY THERAPY.
The primary focus of this course will be to explore, understand, apply, and evaluate the major theoretical approaches used in the practice of marriage and family therapy. Consideration will be given to both modern and postmodern approaches to marital and family therapy. Special emphasis will be placed on identifying the fundamental theoretical assumptions and prominent clinical strategies associated with each of the major approaches. Attention will be given to professional and ethical issues impacting the discipline and practice of marriage and family therapy. Cross-credited with PSY 4371. Only three credit hours will be awarded for PSY 4371 or FST 4371. Fall, odd years.
Prerequisite: FST/PSY 2311 or consent of instructor. Three semester hours

FAMILY STUDIES 4380. PRACTICUM IN FAMILY LIFE EDUCATION.
Supervised field experience in family life education. Students will develop their skills in family support and intervention through practicums at various family service agencies. Students will be required to complete 200 hours of supervised field experience during the semester at an approved site. Fall.
Prerequisite: Senior standing; completion of Family Studies coursework; or permission of Department Head. Three semester hours

FINANCE

FINANCE 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. One to six semester hours

FINANCE 2312. PERSONAL FINANCE. (BUSI 1307)
Approaches for understanding and managing household finances over the short and long terms: annual budgeting, planning for major purchases, planning for retirement, understanding and managing risk and the sources of financial distress. Fall.
Prerequisite: None. Three semester hours

FINANCE 2341. PRINCIPLES OF FINANCE.
This class provides an introduction to the functional breadth of key areas of financial markets and how the global financial marketplace functions. Students will gain an appreciation and insight into financial concepts, and techniques routinely used by practitioners. Fall, Spring.
Prerequisite: ACC 2311. *Three semester hours*

FINANCE 3301. FINANCIAL MANAGEMENT.
Study of finance concepts used to understand and manage business organizations: analysis of financial statements, understanding and management of risk, evaluation of long-term projects, understanding and management of long-term capital sources, and management of working capital. Fall, Spring.
Co-requisites: ACC 2311, ACC 2321, BUS 1311, ECO 2301, ECO 2302, MAT 2342 or higher, or ISM major. *Three semester hours*

FINANCE 3351. INVESTMENT ANALYSIS.
A study of investment theory, alternatives under differing uncertainties and constraints, fundamental security analysis, formulation of objectives, and evaluation of investment markets. Cross-credited with ECO 3351. Only three hours credit will be awarded for ECO 3351 or FIN 3351. Spring.
Prerequisite: ECO 2301, 2302. *Three semester hours*

FINANCE 3391. MONEY AND BANKING.
A general survey of the operations and functions of money, credit, and banking, including: history of banking; organization and structure of the Federal Reserve System; and international monetary relations. Cross-credited with ECO 3391. Only three hours credit will be awarded for ECO 3391 or FIN 3391. Fall.
Prerequisite: ECO 2301, 2302. *Three semester hours*

FINANCE 4312. ADVANCED FINANCIAL MANAGEMENT.
A continuation of FIN 3301. Advanced study of finance concepts used to understand and manage business organizations: analysis of financial statements, understanding and management of risk, evaluation of long-term projects, understanding and management of long-term capital sources, and management of working capital. Spring.
Prerequisite: FIN 3301. *Three semester hours*

FORENSIC SCIENCE

All prerequisites must carry a grade of "C" or better, or consent of instructor.

FORENSIC SCIENCE 2479. INTRODUCTION TO FORENSIC SCIENCE.
This course provides an overview of forensic science field training for the science and non-science major alike. The scientific method is applied to forensics with an emphasis on evidence and crime scene reconstruction. Laboratory sessions provide hands-on experience with field samples, such as print and spatter analysis. Three hours lecture and two hours laboratory per week. Fall, Summer I.
Prerequisite: Credit or concurrent enrollment in MAT 1351. *Four semester hours*

FORENSIC SCIENCE 2489. SCIENTIFIC CRIMINAL INVESTIGATION.
This course focuses on the techniques, abilities and limitations of the modern crime laboratory and emphasizes current scientific technologies, techniques, practices and procedures employed in criminal investigation. Three hours lecture and two hours laboratory per week. Spring.
Prerequisite: FRS 2479, CRJ 1310 and CRJ 1320. *Four semester hours*

FORENSIC SCIENCE 3479. CRIME SCENE ANALYSIS.
This course continues the analytical study of the latest methods of crime scene investigation and analysis and specifically addresses how to, when to and in what order to collect forensic data. Students will investigate

old case studies of crime scenes and devise viable alternatives for the investigations using scientific reasoning and current methodologies. Three hours lecture and three hours laboratory per week. Fall.
Prerequisite: FRS 2489. *Four semester hours*

FORENSIC SCIENCE 4279 FORENSIC FILES ANALYSIS.
This course is designed as a multi-disciplinary capstone to the forensic science curriculum. Students will study unsolved or hypothetical criminal cases and propose suitable procedures and techniques for scientifically investigating these cases. They will present their data in a mock trial with cross-examination before a judge and jury of faculty members and students. One hour lecture and two hours laboratory per week. Spring, odd years.
Prerequisite: FRS 2489. CHE 3469. *Two semester hours*

GENERAL EDUCATION

GENERAL EDUCATION 1101. UNIVERSITY SEMINAR.
A foundational course for first-year students designed to help them be more successful at Howard Payne University. A framework for Christian learning is explored in an interactive small-group format in which the instructor also serves as the student's academic advisor and mentor. Fall, Spring.
Prerequisite: None *One semester hour*

GENERAL EDUCATION 1102. FOUNDATIONS OF UNIVERSITY LIFE LAB.
This lab course is designed to be taken concurrently with GEN 1301 Foundations of University Life. Required of students admitted provisionally and whose placement test scores indicate the need for the course and will be used as a time to engage in reading strategies specific to college-level reading.
Prerequisite: None One semester hour

GENERAL EDUCATION 1121. ACADEMIC RECOVERY.
This course is designed to meet each student's needs with one-on-one help with a strategies coach to help reestablish his/her GPA. It will provide the tools and strategies for practical application that students can use to be successful in their course work.
Prerequisite: None. *One semester hour*

GENERAL EDUCATION 1131. TUTOR TRAINING COURSE.
This course is designed to prepare students to be effective peer tutors through the study of current, theory-based tutoring methods and hands-on tutoring experience. Students will study their role as a tutor and the role of the tutee to learn how the interaction of those roles promotes effective tutoring and learning. Other areas of emphasis in the course include: varied learners, designing an effective tutoring session, content-specific tutoring methods, effective communication skills, and questioning techniques to promote tutee engagement in tutoring sessions.
Prerequisite: None. *One semester hour*

GENERAL EDUCATION 1301. FOUNDATIONS OF UNIVERSITY LIFE.
A course designed to assist students in developing skills and habits necessary to be successful in the university. Study and listening skills, as well as university policies, procedures and social organizations are emphasized. Required of any student admitted provisionally. Must have a "C" or above or repeat the course the following semester. Fall, Spring.
Prerequisite: None. *Three semester hours*

GENERAL EDUCATION 1311. FINE ARTS APPRECIATION.
The course provides a general overview of the world of fine art, designed to acquaint students with principal movements, artists, styles, and elements in music, theatre, and visual art, and their connection across disciplines. This introductory study of the visual and performing arts is designed for undergraduate students who wish to learn about the chronological development of the arts from prehistory to the contemporary

period and fulfill a graduation requirement. This course stresses the interrelationship among art, architecture, music, theatre, and dance within the historical context of western civilization.
Prerequisite: None. *Three semester hours*

GENERAL EDUCATION 4100. SENIOR SEMINAR.
This is a capstone course designed to provide students with closure to their undergraduate experience, to demonstrate proficiency, to develop skills necessary to successfully transition to career or additional formal education, and to encourage life-long learning. This course is offered through the academic schools.
Prerequisite: Completed 90 hours *One semester hour*

GENERAL EDUCATION 4101. TEACHING ASSISTANT FORUM.
This course is designed to assist students in leadership positions, specifically those upper classmen serving as teaching assistants in the Foundations of University Life program. During the semester the students will be introduced to leadership principles and styles. This course will familiarize the student with the uniqueness and importance of Christian servant leadership. The course will also provide teaching assistants the forum to discuss their work in the developmental program and receive pertinent information to assist them in that work.
Prerequisite: None. *One semester hour*

GEOGRAPHY

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

GEOGRAPHY 2310. INTRODUCTION TO WORLD GEOGRAPHY. (GEOG 1303)
An introduction to the physical, political, economic, and cultural geography of the world's regions. This course includes activities and projects designed for elementary education and social studies composite majors. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

GEOLOGY

All prerequisites must carry a grade of "C" or better, or consent of instructor.

GEOLOGY 1419. PHYSICAL GEOLOGY. (GEOL 1403)
An introduction to Earth's composition and the processes that change it. Topics covered include minerals and rocks; plate tectonics; landscape features and the processes shaping them. Three hours of lecture and one two-hour laboratory per week. Fall, odd years, Summer, even years.
Prerequisite: None. *Four semester hours*

GEOLOGY 1449. ENVIRONMENTAL GEOLOGY.
An introduction to geology and its role in shaping the environment. Topics covered include natural hazards: earthquakes, volcanoes, floods, erosion; mass movement; resources - water, soil, energy resources and minerals; waste disposal and land use planning. Three hours lecture and two hours laboratory per week. Fall, even years, Summer, odd years.
Prerequisite: None. *Four semester hours*

GOVERNMENT

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

GOVERNMENT 1101-4609. SPECIAL STUDIES.
Topics offered as demand reflects an interest in areas of social science not covered by existing catalog courses. Courses may be repeated when the topic of study changes.
Prerequisite: None. *One to six semester hours*

GOVERNMENT 2308. RESEARCH AND WRITING IN THE SOCIAL SCIENCES.
A laboratory course in scholarly research and writing methodology for the social sciences. History students must take HIS 2308 prior to or concurrently with any course at or above the 2000-level. Political Science students must take GOV 2308 prior to or concurrently with any course at or above the 3000-level. Cross-credited with HIS 2308. Only three hours credit will be awarded for GOV 2308 or HIS 2308. Fall, honors only section. Spring, non-honors section.
Prerequisite: Fall - Membership in the Honors Academy or consent of instructor.
Spring - ENG 1312 or concurrent enrollment. *Three semester hours*

GOVERNMENT 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 Guy D. Newman Honors Academy (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

GOVERNMENT 2340. SOCIAL STUDIES OF TEXAS.
This course uses social scientific perspectives in studying the history, culture, and governments of Texas. Special attention is paid to the state's unique geography, economic development, and state and local governmental structures. This course is for students seeking teacher certification. Majors in GOV and Academy students should take GOV 2390 Legislative Process: Federal, State, and Local. Cross-credited with HIS 2340. Only three hours credit will be awarded for GOV 2340 or HIS 2340. Fall, Spring.
Prerequisite: None. *Three semester hours*

GOVERNMENT 2350. POLITICAL ECONOMY.
A political analysis of implementing micro and macroeconomic principles. Cross-credited with ECO 2350. Only three hours credit will be awarded for ECO 2350 or GOV 2350. Fall.
Prerequisite: None. *Three semester hours*

GOVERNMENT 2351. STATISTICS FOR THE SOCIAL SCIENCES.
An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations and applicability of statistical procedures. Cross-credited with CRJ 2351, PSY 2351, and SOC 2351. Only three credit hours will be awarded for CRJ 2351, SOC 2351, PSY 2351, or GOV 2351. Fall.
Prerequisite: None. *Three semester hours*

GOVERNMENT 2390. LEGISLATIVE PROCESS: FEDERAL, STATE, AND LOCAL.
This course traces the philosophical and practical contours of legislating in the federal system. Special attention will be paid to the United States Congress and the Texas Legislature, as well as to structures of local governance. Spring.
Prerequisite: GOV 2311 *Three semester hours*

GOVERNMENT 3100. MODEL UNITED NATIONS.
This experiential learning course sees students participate in mock United Nations sessions representing a variety of countries or interest groups. A maximum of three semester hours may be applied to the major or minor. Enrollment is limited with preference given to students in relevant majors. Due to the time commitment of the simulation, members of the Model United Nations team should not simultaneously participate in a second co-curricular competitive activity (Mock Trial, Moot Court, SSB, etc.).
Prerequisite: Consent of instructor. *One semester hours*

GOVERNMENT 3161. MOOT COURT.
A study of the appellate process covering the following topics: effective advocacy, standards of review, limits on appellate briefs and oral arguments. A maximum of three semester hours may be applied to the social science major or minor. Enrollment is limited, with preference given to pre-law students. Non-majors will be selected on a space available basis. The professor will determine who attends and competes at TUMCA tournaments. Due to the time commitment of the simulation, members of the Moot Court team should not simultaneously participate in a second co-curricular competitive activity (MUN, Mock Trial, SSB, etc.). Fall, Spring.
Prerequisite: Consent of instructor. *One semester hour*

GOVERNMENT 3162. MOCK TRIAL.
A study of trial procedures in the American legal system via in-depth, practical simulation of case research and preparation, examination and cross-examination of witnesses, and etc. Membership in the course is by instructor-permission only, with preference given to pre-law students. A maximum of three semester hours may be applied to the major or minor as stipulated in the catalog. Due to the time commitment of the simulation, members of the Mock Trial team should not simultaneously participate in a second co-curricular competitive activity (MUN, Moot Court, SSB, etc.). As offered.
Prerequisite: Consent of instructor. *One semester hour*

GOVERNMENT 3300. TOPICS IN INTERNATIONAL STUDIES.
This course will explore regional and/or ideological conflicts, crises, and debates currently shaping the state of the international arena. Special attention will generally be paid to the effect of these on the United States' foreign policy and/or international commitments or obligations. As offered.
Prerequisite: None. *Three semester hours*

GOVERNMENT 3301. AMERICAN JURISPRUDENCE.
This course offers an introductory exploration to the philosophies and institutions that comprise the U.S. legal system. Special attention will be paid to theories of jurisprudence, structure of the courts, and legal researching and writing. Fall, even years.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 3303. PERSPECTIVES IN SOCIAL SCIENCES.
Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with HIS 3303. Only three hours credit will be awarded for GOV 3303 or HIS 3303. Spring.
Prerequisite: None. *Three semester hours*

GOVERNMENT 3311. BUSINESS LAW.
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. Only three credit hours will be awarded for BUS 3311 or GOV 3311. Fall, Summer.
Prerequisite: Junior standing. *Three semester hours*

GOVERNMENT 3320. ECONOMIC DEVELOPMENT.
Explores the theory and practice of economic development on local, state, national, and international levels. Special emphasis on a comparison of world economic systems, including the economies of the developing world. Cross-credited with ECO 3320. Only three hours credit will be awarded for ECO 3320 or GOV 3320. As offered.
Prerequisite: ECO 2350, or ECO 2301 and 2302. *Three semester hours*

GOVERNMENT 3321. COMPARATIVE GOVERNMENT.
A study of the governments, political systems, and public policies of countries in Europe, Asia, the Middle East, Latin America, and Africa. Attention will also be given to emerging multi-national governments, such as the European Union. As offered.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 3350. ECONOMIC THEORY AND POLICY ANALYSIS.
Introduction to public policy analysis, with special emphasis on the use of comparative economic theories - including Mill, Smith, Marx, Keynes, and Friedman - in the development of policy proposals and cost/benefit analysis. Cross-credited with ECO 3350. Only three hours credit will be awarded for GOV 3350 or ECO 3350. Spring.
Prerequisite: GOV 2311, and GOV/ECO 2350, or ECO 2301, and ECO 2302 *Three semester hours*

GOVERNMENT 3381. POLITICAL THEORY.
A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with HIS 3381. Only three credit hours will be awarded for HIS 3381 or GOV 3381. Fall.
Prerequisite: None. *Three semester hours*

GOVERNMENT 3390. TOPICS IN LAW.
In this course, students will encounter various levels of analysis-historical, socio-cultural, jurisprudential, etc. - during the in-depth exploration of a selected current-issues legal topic. Students may repeat this course for credit as the topics change. As offered.
Prerequisite: GOV 2311 *Three semester hours*

GOVERNMENT 3391. LAW AND SOCIETY.
An overview of Anglo-American legal principles and an analysis of controversial legal issues in contemporary American society. Spring.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 4100. LOGIC, REASONING, AND ANALYSIS: LSAT/GRE PREP.
This laboratory course prepares students for graduate entrance exams such as the LSAT and GRE by a study of logic, reasoning, and analysis within the context of the exam environment. This course may only be taken Pass/Fail and may not count toward the student's major or minor. As offered.
Prerequisite: Consent of instructor. *Three semester hour*

GOVERNMENT 4199-4399. INTERNSHIPS IN SOCIAL SCIENCE.
Supervised professional activities in an approved government or politically affiliated organization. Designed to provide Social Science majors with an opportunity to apply academic course work in practical and professional settings. Department will determine assessment criteria on a case by case basis. May be taken for up to six hours credit, though only three hours will count toward the Social Science major. Course may be repeated for credit. Fall, Spring, Summer.
Prerequisite: GOV 2311, a cumulative GPA of 3.0 and
approval by department before internship is to begin. *One to three semester hours*

GOVERNMENT 4304. AMERICAN POLITICAL CULTURE.
This course will examine the nature of the U.S. political culture throughout the nation's history, including and especially the role of political parties and interest groups in shaping the debate over public policies and in contesting elections. Spring, even years and Fall, even years.
Prerequisite: HIS 1320 and GOV 2311. *Three semester hours*

GOVERNMENT 4354. CONSTITUTIONAL THEORY I: POWERS.
An analysis of the constitutional law of the United States through an examination of basic cases concerning separation of powers, federalism, tax and spending powers, interstate and foreign commerce, and eminent domain. Fall, odd years.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 4355. CONSTITUTION THEORY II: RIGHTS.
An analysis of the constitutional law of the United States through an examination of basic cases concerning personal liberties and civil rights. Spring, even years.
Prerequisite: GOV 2311. *Three semester hours*

GOVERNMENT 4389. U.S. FOREIGN POLICY AND I.R. THEORY.
An examination of competing theories of international relations as seen through the lens of U.S. foreign policy. Special attention is paid to the role of the presidency in constructing and directing U.S. policies. As Offered.
Prerequisite: None. *Three semester hours*

GOVERNMENT 4392. CHRISTIANITY, ETHICS, AND POLITICS IN AMERICA.
An examination of the relationship between Christianity, politics and civil government. Special emphasis on the role of ethics in responsible policy-making, and dilemmas such as war and peace, church and state, and interventionism and isolationism. Fall.
Prerequisite: Consent of instructor *Three semester hours*

HEALTH

HEALTH 3399. PATHOPHYSIOLOGY.
Scientific concepts related to pathophysiological process: genetics, cellular, biochemical, and disease processes in specific body systems will be discussed. Must be completed with a grade of "B" or better. Cross-credited with BIO 3399. Only three credit hours will be awarded for BIO 3399 or HLT 3399.
Prerequisites: None. *Three semester hours*

HISTORY

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

HISTORY 1101-4609. SPECIAL STUDIES.
Topics offered as demand reflects an interest in areas of history not covered by existing catalog courses. Course may be repeated when the topic of study changes.
Prerequisite: Consent of instructor. *One to six semester hours*

HISTORY 1310. UNITED STATES HISTORY TO 1877. (HIST 1301)
Survey of the major political and cultural developments in U.S. history from the Colonial Era through the Civil War and Reconstruction. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

HISTORY 1320. UNITED STATES HISTORY SINCE 1877. (HIST 1302)
Survey of the major political and cultural developments in U.S. history from the post-Reconstruction era through the present. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

HISTORY 2308. RESEARCH AND WRITING IN THE SOCIAL SCIENCES.
A laboratory course in scholarly research and writing methodology for the social sciences. History students must take HIS 2308 prior to or concurrently with any course at or above the 2000-level. Social Science

students must take GOV 2308 prior to or concurrently with any course at or above the 3000-level. Cross-credited with GOV 2308. Only three hours credit will be awarded for HIS 2308 or GOV 2308. Fall, honors only section. Spring, non-honors section.
Prerequisite: Fall - Membership in the Honors Academy or consent of instructor.
Spring - ENG 1312 or concurrent enrollment. *Three semester hours*

HISTORY 2310. WESTERN CIVILIZATION I. (HIST 2311)
A survey of western civilization from the early Greeks and Romans through the Middle Ages, the Renaissance, and the Reformation, emphasizing the political, economic, and cultural evolution of early western society. Fall.
Prerequisite: None. *Three semester hours*

HISTORY 2320. WESTERN CIVILIZATION II. (HIST 2312)
A survey of western civilization from the early seventeenth century through the French Revolution, the Industrial Revolution, and the First World War, emphasizing the rise of modern state and the political, economic, and cultural revolution of modern western society. Spring.
Prerequisite: None. *Three semester hours*

HISTORY 2330. NON-WESTERN CIVILIZATIONS. (HIST 2322)
A survey of the political, economic, and cultural evolution of African, Asian, and Latin American societies from their earliest origins to the present. Spring, even years, Summer, odd years.
Prerequisite: None. *Three semester hours*

HISTORY 2340. SOCIAL STUDIES OF TEXAS.
This course uses social scientific perspectives in studying the history, culture, and governments of Texas. Special attention is paid to the state's unique geography, economic development, and state and local governmental structures. This course is for students seeking teacher certification. Cross-credited with GOV 2340. Only three hours credit will be awarded for HIS 2340 or GOV 2340. Fall, Spring.
Prerequisite: None. *Three semester hours*

HISTORY 3301. THE REFORMATION ERA.
This course explores the causes and consequences of the Protestant Reformation from religious, sociocultural, and political perspectives. Spring, odd years.
Prerequisite: Six hours of history *Three semester hours*

HISTORY 3303. PERSPECTIVES IN SOCIAL SCIENCES.
Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with GOV 3303. Only three hours credit will be awarded for HIS 3303 or GOV 3303. Spring.
Prerequisite: HIS 2320. *Three semester hours*

HISTORY 3310. COLONIAL AMERICA AND THE AMERICAN REVOLUTION, 1607-1783.
Examination of the cultural, economic, and political foundations of the United States from the founding of the colonies through the winning of the Revolutionary War. Fall, even years.
Prerequisite: HIS 1310. *Three semester hours*

HISTORY 3332. THE EARLY REPUBLIC, 1783-1848.
An examination of the cultural, economic, and political development of the young nation. Special emphasis is placed upon the Philadelphia Convention and Federal Constitution, the ages of Jefferson and Jackson, and themes of nationalism and sectionalism. Spring, odd years.
Prerequisite: HIS 1310. *Three semester hours*

HISTORY 3340. CIVIL WAR AND RECONSTRUCTION: (1848-1877).
Surveys the background and causes of secession and war, the military, political, economic and diplomatic aspects of war, reconstruction and post-war adjustments. Fall, odd years.
Prerequisite: HIS 1310. *Three semester hours*

HISTORY 3343. FRENCH REVOLUTION AND NAPOLEON: 1787-1815.
The course surveys the history of Europe from the eighteenth-century Enlightenment to the Congress of Vienna, emphasizing the impact of the Enlightenment, the French Revolution, and the Napoleonic wars upon European politics, diplomacy, and economic and cultural life. Fall, odd years.
Prerequisite: HIS 2320. *Three semester hours*

HISTORY 3355. THE GILDED AGE AND PROGRESSIVE ERA: 1877-1919.
Domestic U.S. history from the post-Reconstruction era to the end of WWI. Emphasis on a comparison of the cultural, political, and economic characteristics of the Gilded Age and Progressive Era and the United States' emergence as a world power. Spring, even years.
Prerequisite: HIS 1320. *Three semester hours*

HISTORY 3381. WESTERN INTELLECTUAL TRADITION.
A comparative study of the ideas and ideologies that shaped the Western World and have influenced the non-Western World, emphasizing political theories that contributed to capitalism, liberalism, socialism, communism, and fascism. Cross-credited with GOV 3381. Only three credit hours will be awarded for HIS 3381 or GOV 3381. Fall.
Prerequisite: None. *Three semester hours*

HISTORY 3391. THE AGE OF NATIONALISM AND IMPERIALISM: EUROPE, 1815-1914.
This course surveys the history of Europe from the Congress of Vienna through the beginning of World War I. It emphasizes the ideological conflict between conservatism, liberalism, democracy and socialism as well as the impacts of nationalism, imperialism, and industrialization on European politics, diplomacy, culture, and economic life. Spring, even years.
Prerequisite: HIS 2320. *Three semester hours*

HISTORY 4000. TExES REVIEW: HISTORY
Designed to help students pass the History Grade 7-12 TExES, this course must be taken (and passed) in the semester immediately preceding a student-teacher assignment. All History Major coursework should be completed prior to, or concurrent with, the taking of this course. Pass/Fail. Fall, Spring.
Prerequisite: Admission to Teacher Education Program and consent of instructor. *No credit hours*

HISTORY 4001. TExES REVIEW: SOCIAL STUDIES.
Designed to help students pass the Social Studies Grade 7-12 TExES, this course must be taken (and passed) in the semester immediately preceding a student-teacher assignment. All History Major and Social Studies Minor Area coursework should be completed prior to, or concurrent with, the taking of this course. Pass/Fail. Fall, Spring.
Prerequisite: Admission to Teacher Education Program and consent of instructor. *No credit hours*

HISTORY 4303. EUROPE SINCE 1919.
History of Europe from the end of World War I to the collapse of communism in Eastern Europe, emphasizing the struggle between democracy and totalitarianism. Fall, even years, Summer, odd years.
Prerequisite: HIS 2320. *Three semester hours*

HISTORY 4320. THE WORLD AT WAR.
This course covers the causes and consequences of World Wars I and II from both European and US perspectives. Special attention will be paid to the intersection of political, diplomatic, economic, and cultural

elements leading to each conflict, as well as the historical significance of the inter-war period. Spring, odd years.
Prerequisite: HIS 1310 and 1320. *Three semester hours*

HISTORY 4325. THE AGE OF FDR: 1919-1945.
Domestic U.S. history from the Roaring Twenties through the Great Depression, the New Deal, and World War II. Emphasis on cultural, political, and economic developments in the nation before and during the presidency of Franklin D. Roosevelt. Fall, even years.
Prerequisite: HIS 1320. *Three semester hours*

HISTORY 4366. SPECIAL TOPICS IN HISTORY.
An in-depth analysis of a specific history topic which will examine the military, political, economic, cultural and social aspects of the topic in relation to the narrow topic under examination as well as the broader perspective of American and world history. As offered.
Prerequisite: Three semester hours of history or consent of instructor. *Three semester hours*

HISTORY 4381. POST-WAR AMERICA: 1945-1974.
This course discusses the significant historical, political, social and cultural developments of the nation in the post-WWII era. Significant topics will include the origins of the Cold War, the Civil Rights and Equal Rights movements, the Counter-Culture, and Watergate. Fall, odd years.
Prerequisite: HIS 1320 and junior standing *Three semester hours*

HISTORY 4382. CONTEMPORARY U.S. HISTORY AND POLITICS.
This seminar explores the political, economic, social, and cultural elements of recent U.S. history (1974-present) which combine to contextualize our present day. This course serves as the capstone to the department's majors. Spring.
Prerequisite: Senior standing or consent of instructor. *Three semester hours*

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: None. *One semester hour each*

JOURNALISM 2161, 3161, 4161. YEARBOOK PRODUCTION.
Students (with advisor/instructor assistance) will produce the yearbook. These classes may be taken two times each for a total of six semester hours credit. Fall, Spring.
Prerequisite: None. *One semester hour*

JOURNALISM 2312. FUNDAMENTALS OF JOURNALISM. (COMM 2311)
A study of the journalist's sources, news values, news writing and style. Spring.
Prerequisite: None. *Three semester hours*

JOURNALISM 4100-4600. NEWSPAPER INTERNSHIP.
Supervised professional level experience in an approved newspaper position. Fall, Spring, Summer.
Prerequisite: COM 3353 or consent of instructor. *One to six semester hours*

KINESIOLOGY

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

Kinesiology - Required Lecture Class

KINESIOLOGY 1100. PRINCIPLES OF PERSONAL FITNESS AND WELLNESS.
This is a lecture class designed to promote healthy lifestyle choices that result in optimal fitness and wellness. Students will be introduced to information related to the health benefits of physical activity, proper nutrition, consumer awareness and other pertinent topics. The class is intended to prepare the student to optimize educational experiences presented in physical activity classes taken as part of the general education requirement, as a program requirement or as an elective. **This course is a prerequisite or co-requisite for all Class A and B activity courses for general education.** Fall, Spring.
Prerequisite: None. *One semester hour*

KIN Activity Courses - Class A

KINESIOLOGY 1101. BEGINNING ALPINE SKIING/SNOWBOARDING.
Alpine Skiing is open to all students. The class accommodates those who have never skied as well as those at beginner through expert level. The lecture series covers the history of skiing, ski equipment, ski clothing, ski technique, and ski safety. The lab activity is conducted at a ski resort in Colorado and consists of three days of skiing using a rustic mountain cabin as the base camp. Students experience opportunities for leadership and the development of social interaction skills while maintaining the cabin and in preparing the meals. Fall.
Prerequisite/Co-requisite: KIN 1100 *One semester hour*

KINESIOLOGY 1103. BASIC CANOEING.
Basic canoeing introduces the student to the fundamentals of safe canoeing. Students are instructed in basic canoe paddle strokes, small craft safety, and the navigation of lakes and Class I and II rivers. Fall.
Prerequisite/Co-requisite: KIN 1100 *One semester hour*

KINESIOLOGY 1105. ADVANCED ALPINE SKIING/SNOWBOARDING.
The student is expected to improve on leadership and skills acquired in KIN 1101 and 1120 through classroom presentations, ski trip organization, development of Alpine Skiing manual, and on the mountain ski pedagogy appropriate to the student's skill level. Fall.
Prerequisite: KIN 1120 and Prerequisite/Co-requisite: KIN 1100 *One semester hour*

KINESIOLOGY 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/Co-requisite: KIN 1100 *One semester hour*

KINESIOLOGY 1112. GROUP FITNESS.
The purpose of this course is for the student to obtain knowledge pertaining to lifetime fitness (i.e. nutrition, injury prevention, heart rate monitoring). Students will participate in every phase of the aerobic activity segments and develop a broad base of knowledge concerning exercise activity.
Prerequisite/Co-requisite: KIN 1100 *One semester hour*

KINESIOLOGY 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/Co-requisite: KIN 1100 *One semester hour*

KINESIOLOGY 1114. AQUA FITNESS.
The purpose of this course is to provide students the opportunity to improve cardiovascular endurance through aquatic resistance exercises. The student will learn how to move in the aquatic environment safely while efficiently using water as a resistance modality for enhancing muscular and cardiovascular fitness.
Prerequisite/Co-requisite: KIN 1100 *One semester hour*

KINESIOLOGY 1116. BEGINNING ROCK CLIMBING.
The purpose of Beginning Rock Climbing is to provide an opportunity for students to learn and adopt safe climbing methods and skills. The course will focus on assisting the student in developing practical techniques and introduce them to professional standards.
Prerequisite/Co-requisite: KIN 1100 *One semester hour*

KINESIOLOGY 1117. INTERMEDIATE ROCK CLIMBING.
The purpose of Intermediate Rock Climbing is to provide an opportunity for students to advance their skills and knowledge of safe climbing methods beyond the beginner level and to learn the fundamentals of leadership as a rock climbing guide.
Prerequisite: KIN 1116 or consent of instructor and Prerequisite/Co-requisite KIN 1100. *One semester hour*

KINESIOLOGY 1118. ADVANCED ROCK CLIMBING.
The purpose of Advanced Rock Climbing is to provide advance development of skills and knowledge of safe climbing methods. Successful completion of the class will allow the student to challenge the HPU Certification Test as a Top Rope Manager for Wall Climbing.
Prerequisite: KIN 1117 or consent of instructor and Prerequisite/Co-requisite KIN 1100. *One semester hour*

KINESIOLOGY 1120. INTERMEDIATE ALPINE SKIING/SNOWBOARDING.
The student is expected to gain leadership experience through classroom presentations and on the mountain ski pedagogy appropriate to the student's skill level and to continue the process of gaining knowledge and skill of Alpine Skiing as a healthful lifetime sport. Fall.
Prerequisite: KIN 1101 and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1134. SWIMMING.
The purpose of this course is to provide students the opportunity to improve cardiovascular endurance and muscular strength through swimming activities.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1137. BEGINNING SURFING.
Surfing is open to all students. The class accommodates those who have never surfed as well as those at beginner through expert level. The lecture series covers surfing history, surfboard design, surfing technique, and safety. The lab activity is conducted at a surf school in California and consists of four days of surfing instruction and camping on the beach. Students experience opportunities for leadership and the development of social interaction skills while experiencing Southern California culture and in preparing the meals. Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1149. ADAPTED PHYSICAL ACTIVITY.
The purpose of this course is to provide to students with physical limitations the fundamental knowledge and skill to develop and maintain health related physical fitness appropriate to their ability. Specific areas of study are cardiovascular health, muscular strength and endurance, body composition; and flexibility. This course may be repeated for credit to fulfill the two-hour general education requirement.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1151. INTERMEDIATE SURFING.
The student is expected to demonstrate knowledge of surfing through classroom presentations especially in surfing etiquette, technique, and the characteristics of ocean waves and tides. The student will be expected to demonstrate improvement in surfing technique and knowledge of surfing as a healthful lifetime sport. Spring.
Prerequisite: KIN 1137 and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1152. ADVANCED SURFING.
The student is expected to demonstrate knowledge of surfing through classroom presentations especially in surfing technique as it relates to surfboard design, meal and activity planning and first aid relative to surfing related injuries. The student will be expected to demonstrate improvement in surfing technique and knowledge of surfing as a healthful lifetime sport. Spring.
Prerequisite: KIN 1151 and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1180. PILATES ON THE REFORMER.
The purpose of this course is to provide the student with a basic knowledge of the Pilates Reformer, including history, components, and a series of Pilates exercises (with variations/modifications) practiced at a speed appropriate for the level of proficiency in this course. Students will build skills in core awareness and strength, integrated breathing techniques, balance, body alignment, fluidity, coordination, and flexibility.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1184. YOGA.
The purpose of this course is to identify healthful Yoga poses and to demonstrate them successfully. Students should understand how Yoga can be used as a tool to improve wellness through physical and mental exercises. Furthermore, students will be expected to participate in every phase of the Yoga segments and to achieve higher states of health and general well-being.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1190. DANCE, LEVEL I.
The purpose of this course is to gain knowledge, understanding and skill of professional dance and choreography. The student will also study technical detail, historical perspective, and stylistic approaches to various forms of dance.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1194. ZUMBA.
The purpose of this course is to become familiar with the Latin, hip-hop and Caribbean dance influences that combine to form Zumba. The student will also become familiar with the health related benefits of exercise, components of fitness, heart rate monitoring, fitness gear and where to train. Overviews of various forms of group fitness classes including step training, cardio kick boxing, circuit training, strength training, stability ball training, yoga, Pilates and Zumba, healthy eating tips and weight management, and fitness facts are presented.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KIN Activity Courses - Class B

KINESIOLOGY 1102. BEGINNING SCUBA. (PHED 1151)
Beginning Scuba is open to all students. The on-line lecture series prepares the student to pass the PADI written examination for Open Water Certification. The pool sessions and successful completion of the open water check-out dive allow the student to qualify for PADI's Open Water Certification. Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1104. ADVANCED SCUBA. (PHED 1152)
Advanced Scuba is open to all students. The on-line lecture series prepares the student to pass the PADI written examinations for Advanced Open Water Certification. The pool sessions and successful completion of the open water check-out dive allow the student to qualify for PADI's Advanced Open Water Certification. Fall, Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1106. SCUBA: RESCUE DIVER.
The student is expected to gain the knowledge and skill of rescue techniques for optimizing safety in the lifetime recreational activity of scuba diving. Some specific outcomes include successful demonstration of knowledge and skills pertaining to the psychology of rescue, understanding of emergency oxygen delivery systems, use of AEDs, accident management, and response to diver emergencies. The successful student will earn the PADI Rescue Diver certification. Spring, even numbered years.
Prerequisite: KIN 1104 and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1115. H-GAMES.
The student will be introduced to inline skating, skateboarding, and wall climbing as healthful physical activities. Play will be emphasized as a necessary component of living a well-balanced life.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1121. BASKETBALL.
The purpose of this course is to provide beginning basketball students a means of learning the rules of basketball, the basic skills, and to provide an outlet for practicing each of those basics in a classroom setting with other students of equal abilities.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1122. VOLLEYBALL.
The purpose of this course is to provide beginning volleyball students a means of learning the rules of volleyball, the basic skills, and to provide an outlet for practicing each of those basics in a classroom setting with other students of equal abilities.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1123. SOCCER.
The purpose of this course is to provide beginning soccer students an opportunity to develop skills and knowledge of soccer and develop an appreciation of the value of regular participation in soccer as a means of promoting health and wellness.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1125. BEGINNING PAINTBALL.
Students will be introduced to the sport of paintball as a healthful lifetime recreational activity that is designed to add to the quality of life. Safety, care of equipment, officiating, and tournament play are key components of Beginning Paintball. Fall and Spring.
Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1126. INTERMEDIATE PAINTBALL.
Students will continue to develop knowledge of safety, care of equipment, officiating, and tournament play as skills leading toward competitive paintball. Students will begin to learn methods of teaching and leadership for organized paintball. Fall. Spring.
Prerequisite: KIN 1125 or consent of instructor and Prerequisite/Co-requisite: KIN 1100. *One semester hour*

KINESIOLOGY 1127. ADVANCED PAINTBALL.
The purpose of Advanced Paintball is to provide higher development of skills and knowledge of competitive paintball. Successful completion of the class will allow the student to challenge the HPU Certification Test as a Paintball Instructor and tournament organizer. Fall, Spring.
Prerequisite: ESS 1126 or consent of instructor and Prerequisite/Co-requisite: KIN 1100. One semester hour

KINESIOLOGY 1131. BEGINNING TENNIS.
The purpose of this course is to provide the student with a foundation of current knowledge and practice in beginning tennis.
Prerequisite/Co-requisite: KIN 1100. One semester hour

KINESIOLOGY 1135. BOWLING.
The purpose of this course is to provide students an opportunity to develop an interest and proficient skill level in the lifetime recreational activity of bowling.
Prerequisite/Co-requisite: KIN 1100. One semester hour

KINESIOLOGY 1136. BADMINTON/PICKLEBALL.
The purpose of this course is to provide beginning badminton and pickle-ball students an opportunity to develop skills, knowledge, and an appreciation of the value of regular participation in badminton or pickle-ball as means of promoting health and wellness.
Prerequisite/Co-requisite: KIN 1100. One semester hour

KINESIOLOGY 1140. GOLF.
The student is expected to gain the knowledge and skills necessary for successful participation in the sport of golf as a lifelong recreational pursuit. Specific outcomes include knowledge of golf etiquette, history of golf, golf terminology, golf technology, rules of golf, and tournament golf.
Prerequisite/Co-requisite: KIN 1100. One semester hour

KINESIOLOGY 3120. TEAM ACTIVITIES.
The purpose of this course is to provide physical activity while playing a variety of team sports and games; possible games played might be Kickball, Team handball, Ultimate Frisbee, Quadball, Floor Hockey, Softcross. Fall.
Prerequisite/Co-requisite: KIN 1100. One semester hour

KIN Activity Courses - Class C
Varsity Athletics

KINESIOLOGY 1142. VARSITY ATHLETICS.
Participation in intercollegiate athletic programs. Varsity athletic credit **may be used only once**. **A student may select one** of the following varsity athletic activities: baseball (Section 1), men's basketball (Section 2), women's basketball (Section 3), football (Section 4), softball (Section 5), tennis (Section 6), volleyball (Section 7), soccer (Section 8), cheerleading (Section 9), men's golf (Section 11), women's golf (Section 12).
Prerequisite: Consent of Instructor and Prerequisite/Co-requisite: KIN 1100. One semester hour

KIN Professional Preparation Courses

KINESIOLOGY 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule, but offered on an irregular basis.
Prerequisite: None. One to six semester hours

KINESIOLOGY 1301. FOUNDATIONS OF 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*

KINESIOLOGY 1351. EMERGENCY RESPONDER.
To train individuals with the knowledge and skills necessary to work as a first responder in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive. Spring.
Prerequisite: KIN 2150 or First Aid and CPR certification. *Three semester hours*

KINESIOLOGY 1352. FIRST AID INSTRUCTOR.
To introduce instructor candidates to the history, structure and activities of the American Red Cross. To prepare instructor candidates to teach American Red Cross specialty courses to diverse populations. To introduce instructor candidates to the policies and procedures of the American Red Cross to ensure course consistency, quality and appropriate training. Fall, even years.
Prerequisite: KIN 2150 or First Aid and CPR certification. *Three semester hours*

KINESIOLOGY 2110. FITNESS ACTIVITIES.
The purpose of this course is to introduce the student to a variety of fitness activities that are useful for developing specific and general physical fitness necessary for successful participation in professional and recreational physical activity. For KIN majors and minors only.
Prerequisite: None. *One semester hour*

KINESIOLOGY 2140. SCUBA: DIVE MASTER PRACTICUM.
The student is expected to apprentice and successfully demonstrate skills as a Scuba guide and instructor for recreational scuba divers under the direction of a PADI certified Dive Master Instructor. Spring, odd years.
Prerequisite: KIN 2240. *Two semester hours*

KINESIOLOGY 2150: SAFETY, FIRST AID AND CPR.
A course designed to develop competencies needed to prevent and manage emergency situations that occur in the home, the workplace, and in public. National Safety Council CPR and First Aid certifications will be components of the course. Fall, Spring.
Prerequisite: None. *One semester hour*

KINESIOLOGY 2210. COACHING BASKETBALL.
The purpose of Coaching Basketball is to help the student develop a thorough knowledge of the game of basketball which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-court applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Fall.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2212. COACHING BASEBALL.
The purpose of Coaching Baseball is to help the student develop a thorough knowledge of the game of baseball which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2214. COACHING SOFTBALL.
The purpose of Coaching Softball is to help the student develop a thorough knowledge of the game of softball which includes different coaching strategies and techniques. This course combines both lecture and

discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Fall.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2216. COACHING SOCCER.
The purpose of Coaching Soccer is to help the student develop a thorough knowledge of the game of soccer which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Fall.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2217. COACHING SOCCER - ADVANCED.
The purpose of advanced soccer coaching is to further the student's knowledge and ability to demonstrate skills in preparation for taking the NSCAA certification exam. Fall.
Prerequisite: KIN 2216 or consent of instructor. *Two semester hours*

KINESIOLOGY 2218. COACHING FOOTBALL.
The purpose of Coaching Football is to help the student develop a thorough knowledge of the game of football which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Fall.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2220. COACHING VOLLEYBALL.
The purpose of Coaching Volleyball is to help the student develop a thorough knowledge of the game of volleyball which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-court applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2222. COACHING COMPETITIVE AND EXPLOSIVE LIFTING.
The purpose of Coaching Competitive and Explosiveness Lifting is to help the student develop a thorough knowledge of competitive lifting which includes different coaching strategies and techniques. This course combines lecture, discussion, and demonstration. Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2224. COACHING TRACK AND FIELD.
The purpose of Coaching Track and Field is to help the student develop a thorough knowledge of track and field which includes different coaching strategies and techniques. This course combines both lecture and discussion with on-field applications. This course is designed to help students develop a coaching philosophy that will be beneficial at the junior high or high school level. Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2240. SCUBA: DIVE MASTER THEORY.
The student is expected to gain knowledge of underwater human physiology, the physics of the underwater environment, care of the underwater environment, safety procedures, and leadership appropriate to leading groups safely on recreational scuba diving trips. Fall, even years.
Prerequisite: KIN 1106 or professional scuba certification as Scuba Rescue Diver. *Two semester hours*

KINESIOLOGY 2242. APLINE SKI / SNOWBOARD INSTRUCTOR.
Introduction to the pedagogy of Alpine Skiing and/or Snowboarding in accordance with PSIA (Professional Ski Instructors of America) or AASI (American Association of Snowboard Instructors) standards.
Prerequisite: KIN 1101 or consent of instructor. *Two semester hours*

KINESIOLOGY 2259. NUTRITION FOR COMPETITIVE ATHLETICS.
The purpose of this course is to provide the student with a foundation of current knowledge and practice for designing and implementing sport specific optimal nutritional plans for a wide array of personalized athletic needs. Fall.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2260. SOCIAL SCIENCE FOUNDATIONS OF COMPETITIVE ATHLETICS.
To provide a foundational study of the body of knowledge from the social sciences supporting competitive athletics, sports, exercise, and games. Motor learning and motor control, exercise psychology, exercise sociology, theory of communication, and the organization and administration of athletic testing are the primary focus of this course of study. Fall.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2261. BIOLOGICAL SCIENCE FOUNDATIONS OF COMPETITIVE ATHLETICS.
To provide a foundational study of the body of knowledge from the biological sciences supporting competitive athletics, sports, exercise, and games. Applied exercise physiology, biomechanics, kinesiology, and exercise nutrition are the primary focus of this course of study. Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2262. OFFICIATING FALL SPORTS.
The purpose of Officiating Fall Sports is to prepare the student to enter the officiating profession with special attention on fall sports. The student will be instructed in the rules of the various sports as well as the officiating mechanics for each sport. The student will also be provided contact information so each student would have the opportunity to begin officiating fall sports. Basketball, football, volleyball and cross country are the subject areas covered. Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2263. OFFICIATING SPRING SPORTS.
The purpose of Officiating Spring Sports is to prepare the student to enter the officiating profession with special attention on spring sports. The student will be instructed in the rules of the various sports as well as the officiating mechanics for each sport. The student will also be provided contact information so each student would have the opportunity to begin officiating spring sports. Baseball, softball, soccer and track and field are the subject areas covered. Fall.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 2264. OFFICIATING SOCCER.
The purpose of officiating soccer is to prepare the student for the successful attainment of the NISOA and UIL certification exams. Fall.
Prerequisite: None *Two semester hours*

KINESIOLOGY 2175, 2275, or 2375. INTERNATIONAL SPORT, EXERCISE, AND RECREATION STUDIES.
To provide an opportunity for students interested in international sport, exercise, and recreation studies the opportunity to visit people across the globe for the purpose of sharing and learning about physical activity from other cultures. Travel, clinics, and sport competition are the dominant forms of knowledge and transfer.
Prerequisite: None. *One, two or three semester hours*

KINESIOLOGY 2400 TEACHING PHYSICAL EDUCATION FOR LEARNING.
A study of the philosophies, methods, and practices used for teaching physical education in K-12 physical education programs. Information presented will include dealing with how students learn, designing and implementing curriculum and curricular units based on National Standards, classroom manage, discipline, and instruction, evaluating student progress, developing positive and safe classroom environments for the total development of the student, and professional qualities of the physical education professional. In

addition to classroom work, each student will be assigned regular observation hours in a public school physical education setting. **(All-level KIN majors only).**
Prerequisite: None. *Four semester hours*

KINESIOLOGY 3110. GROUP FITNESS INSTRUCTOR PRACTICUM
The student will intern as an apprentice under the supervision of the aerobics instructor to develop skills and experience as an aerobics leader and instructor. Spring.
Prerequisite: KIN 3209. *One semester hour*

KINESIOLOGY 3130. INDIVIDUAL AND DUAL ACTIVITIES.
The purpose of this course is to introduce the student to various individual and dual sports that are lifetime oriented which will in turn assist the individual in realizing the benefits of an active lifestyle and improve the quality of life. This activity course is for KIN majors only.
Prerequisite: None. *One semester hour*

KINESIOLOGY 3140. LIFETIME AND RECREATIONAL ACTIVITIES.
This is a course designed to introduce the KIN major to various lifetime and recreational activities. The essential focal point of the course is to acquaint the student with various life-time recreational activities. In addition, the student is required to introduce to the class a multimedia presentation of a lifetime recreational activity. For KIN majors and minors only. Fall, Spring.
Prerequisite: None. *One semester hour*

KINESIOLOGY 3209. GROUP FITNESS INSTRUCTOR THEORY.
The student will be expected to gain the necessary knowledge to lead classes in aerobics dance and to successfully pass the ACE certification exam as an aerobics instructor. Fall.
Prerequisite: KIN 1112 or consent of the instructor. *Two semester hours*

KINESIOLOGY 3270. WILDERNESS LEADERSHIP I.
The Wilderness Leadership series (KIN 3270, 3271, and 3272) provides students interested in outdoor recreation leadership the opportunity to develop knowledge and skills in preparation for leading groups safely into the wild outdoors. The Wilderness Leadership series will culminate in an HPU certification declaring that the recipient has the necessary training to lead groups into the wild outdoors in accordance with their skill. Emphasis on land navigation and interpersonal relationships. Spring.
Prerequisite: None. *Two semester hours*

KINESIOLOGY 3271. WILDERNESS LEADERSHIP II.
The Wilderness Leadership Series (KIN 3270, 3271, and 3272) provides students interested in outdoor recreation leadership the opportunity to develop knowledge and skills in preparation for leading groups safely into the wild outdoors. The Wilderness Leadership series will culminate in an HPU certification stating that the recipient has the necessary training to lead groups on outdoor adventure trips in accordance with their skill. Emphasis on nutrition, food preparation, and group dynamics. Spring.
Prerequisite: KIN 3270 or consent of instructor. *Two semester hours*

KINESIOLOGY 3272. WILDERNESS LEADERSHIP III.
The Wilderness Leadership series (KIN 3270, 3271, and 3272) provides students interested in outdoor recreation leadership the opportunity to develop knowledge and skills in preparation for leading groups safely into the wild outdoors. The Wilderness Leadership series will culminate in an HPU certification declaring that the recipient has the necessary training to lead groups into the wild outdoors in accordance with their skill. Emphasis on trip planning and the management of hazards during wilderness travel.
Prerequisite: KIN 3271 or consent of instructor *Two semester hours*

KINESIOLOGY 3303. KINESIOLOGY.
This is an opportunity for the student to acquire skills for analysis of human motions and posture conforming to the laws, mechanics, and principles of anatomy. Fall.
Prerequisite: KIN 1301 & BIO 1410 or above. *Three semester hours*

KINESIOLOGY 3304. EXERCISE PHYSIOLOGY.
Physiological basis of exercise and physical conditioning. Measurement of metabolic efficiency during exercise, neuromuscular efficiency and body composition. Spring.
Prerequisite: KIN 1301 & BIO 1410 or above. *Three semester hours*

KINESIOLOGY 3306. PSYCHOLOGY OF EXERCISE.
A review of the literature on the relationship between the mind and the body. Topics will include motor learning/motor control; motivational theory; and methodologies for goal setting, tactics for improving concentration, techniques for optimizing relaxation, and systems for incorporating imagery to enhance physical performance objectives. Spring.
Prerequisite: KIN 1301. *Three semester hours*

KINESIOLOGY 3325. LIFESPAN MOTOR DEVELOPMENT.
The purpose of this course is to enhance understanding of human motor development from conception to death. 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: KIN 1301. *Three semester hours*

KINESIOLOGY 3327. STRATEGIES FOR TEACHING ELEMENTARY PHYSICAL EDUCATION.
A study of the philosophies, methods, and practices used for teaching physical education specific to public school elementary physical education (EPE) setting. Information presented will include growth and development of elementary children, designing and implementing curricular units for EPE, application of classroom manage and instructional skills used in EPE, application of evaluation methods for EPE student progress, application of instructional methods for EPE activities associated with various develop-mental levels, and creating safe environments in the EPE classroom environment. In addition to classroom work, each student will be assigned regular observation hours in an elementary public school physical education setting. **(All-level KIN majors only)**
Prerequisite: KIN 1301, 2400 and 3325 or consent of instructor. *Three semester hours*

KINESIOLOGY 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 4100. *No credit hours*

KINESIOLOGY 4134-4234. PRESCRIPTION IN EXERCISE: PRACTICUM.
The purpose of this course is to apply the principles and theory learned in the study of Prescription of Exercise (KIN 4333). Spring.
Prerequisite: KIN 4333. *One to two semester hours*

KINESIOLOGY 4180-4680. INTERNSHIP.
Experiential learning in campus or off-campus venue; learning outcomes vary with credit. May be repeated for maximum of 12 hours credit.
Prerequisite: Junior standing. *One to six semester hours*

KINESIOLOGY 4206. ISSUES AND RESEARCH.
Examination of contemporary professional issues; preparation of a research proposal to address a selected problem. Fall, Spring.
Prerequisite: KIN 1301. *Two semester hours*

KINESIOLOGY 4305. TESTS AND MEASUREMENTS IN PHYSICAL EDUCATION.
Use, interpretation, evaluation and administration of existing tests used in physical education. The course will employ the application of elementary statistical procedures. Fall, May-term.
Prerequisite: KIN 1301 and MAT 2342. *Three semester hours*

KINESIOLOGY 4326. ESSENTIALS OF SECONDARY PHYSICAL EDUCATION.
A study of the adolescent student and the methods and techniques used in secondary physical education programs to design and implement curricular units, manage and instruct students, evaluate student progress, and develop positive classroom environments for the total development of the student. Students will be assigned practicum hours to be completed in the local public schools. Spring.
Prerequisite: KIN 1301, 2400 and KIN 3325 or consent of instructor. *Three semester hours*

KINESIOLOGY 4328. ADAPTIVE PHYSICAL EDUCATION.
A study of the historical background, disabling conditions, teaching modification methods and techniques, curricular planning and implementation, and evaluation methods associated with public school physical education and adapted physical education programs. Students will be assigned practicum hours to be completed in the local public schools. Spring.
Prerequisite: KIN 1301 and 3327 or consent of instructor. *Three semester hours*

KINESIOLOGY 4331. PROGRAM LEADERSHIP
Application of a Christian worldview to leadership principles, practices, and programs in the exercise and sport professions. Fall and Spring.
Prerequisite: KIN 1301. *Three semester hours*

KINESIOLOGY 4333. PRESCRIPTION IN EXERCISE.
A course designed to develop the competencies needed to develop and implement exercise prescriptions for populations of all ages and genders. Practical applications for exercise nutrition, kinesiology/biomechanics, exercise physiology, and exercise testing and analysis will be the foundation of this class. The Cooper Institute-Certified Personal Trainer (CI-CPT) examination will be administered as part of the student's course evaluation. Students successfully completing the CI-CPT will have earned the highly respected Cooper Institute certified personal trainer credential. Fall.
Prerequisite: KIN 3303 and 3304. *Three semester hours*

MANAGEMENT

MANAGEMENT 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

MANAGEMENT 3303. PRINCIPLES OF MANAGEMENT.
Study of concepts used to plan, control, structure, and lead business organizations. Understanding business organizations within the context of the larger economic and social environment. Fall, Spring.
Co-requisites: ACC 2311, ACC 2321, BUS 1311, ECO 2301, ECO 2302, or ISM major. *Three semester hours*

MANAGEMENT 3307. OPERATIONS MANAGEMENT.
Study of concepts used to understand and manage the supply side of business organizations: creating value through the transformation of inputs into outputs, approaches for understanding and improving efficiency and quality. Spring.
Prerequisite: MGT 3303. *Three semester hours*

MANAGEMENT 4301. MANAGEMENT INTERNSHIP.
A three semester hour internship designed to augment the curriculum with on-the-job training in management. A minimum of 135-clock hours of training is required. Students must contact the Management Program Coordinator for specific requirements for the internship and for approval. Fall, Spring, and Summer.
Prerequisite: Consent of Management Coordinator *Three semester hours*

MANAGEMENT 4311. HUMAN RESOURCE MANAGEMENT.
Study of concepts used to recruit, develop and retain human capital as part of the effective management of business organizations. Fall.
Prerequisite: MGT 3303. *Three semester hours*

MANAGEMENT 4321. ORGANIZATIONAL BEHAVIOR.
Study of concepts used to understand and manage human behavior in business organizations. Understanding human behavior in business organizations within the context of the larger economic and social environment. Spring.
Prerequisite: MGT 3303. *Three semester hours*

MANAGEMENT 4341. ENTREPRENEURSHIP.
Study of the nature and process of identifying value creation opportunities, and making those opportunities market ready and financially viable. Study of the role of risk identification and assumption in entrepreneurship. Study of the creative potential inherent in humans as the source of the entrepreneurial impulse and economic growth. Fall.
Prerequisite: MGT 3303. *Three semester hours*

MARKETING

MARKETING 1101-4609. SPECIAL STUDIES.
Special courses not part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

MARKETING 3301. PRINCIPLES OF MARKETING.
Study of the process of developing the business activities to plan the marketing mix of product, price, place and promotion to satisfy the consumer's needs and wants. Fall, Spring.
Co-requisites: ACC 2311, ACC 2321, BUS 1311, ECO 2301, ECO 2302, or MKT minor. *Three semester hours*

MARKETING 3302. CONSUMER BEHAVIOR.
The study of how consumers (individuals, groups or organizations) select, purchase, use and dispose of products, services, experiences, and/or ideas to satisfy needs and wants and the effect these processes have on the consumers and society. Fall.
Prerequisite: MKT 3301. *Three semester hours*

MARKETING 3342. SALESMANSHIP.
Study of personal selling and its role in the organizational and consumer markets. Various sales strategies, customer service techniques, and ethical responsibilities will be discussed. Spring.
Prerequisite: MKT 3301. *Three semester hours*

MARKETING 3361. RETAILING STRATEGY.
Study of a managerially-oriented view of the operations of a retail business. Covers all the aspects of a retail operation, brick and mortar and online. Spring.
Prerequisite: MKT 3301. *Three semester hours*

MARKETING 4301. MARKETING INTERNSHIP.
A three semester hour internship designed to augment the curriculum with on-the-job training in marketing. A minimum of 135 clock-hours of training is required. Students must contact the Marketing Program Coordinator for specific requirements for the internship and for approval. Fall, Spring and Summer.
Prerequisite: Consent of Marketing Coordinator. *Three semester hours*

MATHEMATICS

All prerequisites must carry a grade of "C" or better.

MATHEMATICS 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule, offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

MATHEMATICS 1303. ELEMENTARY ALGEBRA.
A study of the basic computational functions, including factors, decimal notations, percentages, and elementary algebra. Required of students admitted provisionally who test into it on the Accuplacer placement exam. Does not satisfy the mathematics requirement for any degree. Fall, Spring.
Prerequisite: Placement test score. *Three semester hours*

MATHEMATICS 1321. INTERMEDIATE ALGEBRA.
Intermediate algebra reviews many of the topics covered in high school algebra such as real numbers, linear equations, polynomials, rational expressions, exponents, radicals, graphing functions, quadratic equations, systems of equations and inequalities which prepare the student for college algebra. (Developmental course - elective credit only; does not satisfy the mathematics requirement on any degree) Fall, Spring.
Prerequisite: Appropriate ACT/SAT or placement test score. *Three semester hours*

MATHEMATICS 1332. CONTEMPORARY MATHEMATICS (MATHEMATICS FOR LIBERAL ARTS).
Contemporary Mathematics covers such topics as sets, logic, number theory, geometric concepts, consumer finance and introductory probability and statistics. MAT 1332 does not satisfy the general education math for education majors who must take MAT 1351 nor does MAT 1332 satisfy the general education math for any BS or BBA degree but MAT 1332 does satisfy the Gen Ed math requirements for a BA degree from the Schools of Fine Arts, Christian Studies and Humanities, a BAAS degree and a BM degree. Fall, Spring.
Prerequisite: Approved placement score or MAT 1321. *Three semester hours*

MATHEMATICS 1351. COLLEGE ALGEBRA. (MATH 1314)
A course designed to meet the general education mathematics requirement for any BA or BS degree offered at HPU. Topics studied include data analysis, modeling, complex numbers, special equations and inequalities, functions, polynomial and rational functions, exponential and logarithmic functions, matrices, and determinants. Fall, Spring, Summer.
Prerequisite: Approved placement score or MAT 1321. *Three semester hours*

MATHEMATICS 1365. MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES I. (MATH 1324)
A course designed to meet the general education mathematics requirement for BBA, BA, or BS degrees in Business or Social Science. Topics studied include linear programming, matrices, the simplex method, mathematics of finance, functions, statistics, and contains applications for business, management and the social sciences. Fall.
Prerequisite: Approved placement score or MAT 1321. *Three semester hours*

MATHEMATICS 1471. 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. *Four semester hours*

MATHEMATICS 2342. INTRODUCTION TO PROBABILITY AND STATISTICS.
A beginning course studying frequency distributions, probability, binomial and normal distributions, random sampling, testing hypothesis, confidence intervals, and the Chi-Square distribution. Fall, Spring, Summer.
Prerequisite: MAT 1351 or MAT 1365. *Three semester hours*

MATHEMATICS 2345. PRE-CALCULUS MATHEMATICS. (MATH 2312)
Topics discussed include trigonometric functions, solutions of right and oblique triangles, logarithms, identities, trigonometric equations, polar coordinates, graphical interpretation of the equations of plane curves, straight lines, conic sections, parametric equations, introduction to analytical geometry, sequences series, mathematical induction, and the binomial theorem will be discussed in this course. Fall, Spring, Summer.
Prerequisite: MAT 1351 or equivalent. *Three semester hours*

MATHEMATICS 2365. MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES II. (MATH 1325)
A second of two courses designed for business majors and Social Science majors and minors. Topics include limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, anti-derivatives, integration, applications to business and social science. (The content level of MAT 2365 is expected to be below the content level of Calculus I, MATH 2451). MAT 2365 satisfies the General Education second Mathematics Requirement for students seeking a BBA or BS degree in Business, CIS, or Social Science.
Prerequisite: MAT 1351 or MAT 1365 *Three semester hours*

MATHEMATICS 2445. ACCELERATED PRE-CALCULUS.
Topics covered include Functions and Their Graphs, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Trigonometry, Matrices and Determinants, Sequences and Series, and Topics in Analytics Geometry. Fall.
Prerequisite: Accuplacer Combined Math Score of 135 or HS Pre-AP Pre-Calculus or AP Calculus with a grade of B or higher. *Four semester hours*

MATHEMATICS 2451. CALCULUS I. (MATH 2413)
Topics covered include limits, differentiation, applications of differentiation, basic integration, and the Fundamental Theorem of Calculus, and applications of integration. Utilizes an online homework, quiz, and practice program including a study plan to improve student learning. Fall, Spring.
Prerequisite: MAT 2345 or equivalent. *Four semester hours*

MATHEMATICS 2461. CALCULUS II. (MATH 2414)
Topics covered include exponential, logarithmic and other transcendental functions, integration techniques, improper intervals, infinite sequences and series, power series, and parametric and polar equations. Utilizes an online homework, quiz, and practice program including a study plan to improve student learning. Spring.
Prerequisite: MAT 2451 or equivalent. *Four semester hours*

MATHEMATICS 3302. MATRIX AND LINEAR ALGEBRA.
An introduction to matrices and vectors, applications of matrices including solutions of systems of linear equations. Also an introduction to vector spaces, algebraic structures, linear transformations and characteristic values. Fall.
Prerequisite: Credit or concurrent enrollment in MAT 2451. *Three semester hours*

MATHEMATICS 3311. ABSTRACT ALGEBRA.
Introduction to number theory, groups, rings, integral domains, fields, isomorphisms, and the characterization of the integers and real numbers. Spring.
Prerequisite: MAT 2451 and 3302 or consent of instructor. *Three semester hours*

MATHEMATICS 3322. GEOMETRY.
Development of Euclidean and non-Euclidean geometry by theoretical and intuitive methods. Recommended for all prospective secondary teachers. Fall.
Prerequisite: MAT 2451 and MAT 3302 or consent of instructor. *Three semester hours*

MATHEMATICS 3361. CALCULUS III.
Topics covered include parametric equations, polar coordinates, vectors, surfaces in space, multivariable calculus, multiple integrations, and other topics as time permits. Fall.
Prerequisite: MAT 2461. *Three semester hours*

MATHEMATICS 3421. MATHEMATICS FOR ELEMENTARY TEACHERS II.
Basic concepts of geometry including the metric system and measurement, logic, probability and statistics. This course requires two hours per week of mathematics laboratory. Required for elementary teacher certification. Spring.
Prerequisite: MAT 1471. *Four semester hours*

MATHEMATICS 3450. MATHEMATICS FOR MIDDLE SCHOOL MATHEMATICS TEACHERS.
An examination of the major topics for middle school mathematics curriculum in light of the National Council of Teachers of Mathematics Standards. Techniques to implement the standards through the use of manipulatives, graphing calculators, computer technology, and projects will be explored. This course is open only to those who will be student teaching in middle school mathematics during the following semester and is required for the middle school mathematics teaching field. Two hours per week of mathematics lab are required for this course. Spring.
Prerequisite: Consent of instructor. *Four semester hours*

MATHEMATICS 3451. DIFFERENTIAL EQUATIONS.
Differential Equations is a course covering solutions to the more common types of ordinary differential equations, especially those of first and second order, with emphasis on geometrical and physical interpretations. Other topics include LaPlace Transforms, Initial Value Problems, Eigen Values, Eigen Vectors, and Solutions of Systems of Differential Equations. Utilizes Maple software to teach students how to use technology to solve application problems from science, business, and engineering. Spring.
Prerequisite: MAT 2461 and MAT 3302. *Four semester hours*

MATHEMATICS 3481. MATHEMATICS FOR SECONDARY TEACHERS.
An examination of the major topics of secondary mathematics curriculum in light of the National Council of Teachers of Mathematics Standards. Techniques to implement the standards through the use of manipulatives, graphing calculators, computer technology, and projects will be explored. This course is open only to those who will be student teaching in secondary mathematics during the following spring or fall semester and is required for the secondary teaching field in mathematics. Two hours per week of mathematics laboratory are required for this course. Fall.
Prerequisite: Consent of instructor. *Four semester hours*

MATHEMATICS 4000. TExES REVIEW FOR SECONDARY TEACHERS.
This course must be taken and passed just prior to student teaching. It is designed to help students pass the secondary mathematics section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.
Prerequisite: Junior standing. *No credit hours*

MATHEMATICS 4100. MATH INTERNSHIP.
A course designed to give math majors seeking teacher certification experience in the classroom before student teaching.
Prerequisite: Consent of department head. *One semester hour*

MATHEMATICS 4200. FOUNDATIONS REVIEW AND ASSESSMENT.
Topics included are overviews of the three foundational topics (Calculus; Algebra and Geometry; Differential Equations and Analysis) for graduates in mathematics. Required assessments include unit exams for each of the foundational units, an essay articulating the importance of a chosen foundational course, and a standardized assessment of all foundational topics. Spring.
Prerequisite: Minimum of 24 hours in mathematics. *Two semester hours*

MATHEMATICS 4312. ADVANCED DIFFERENTIAL EQUATIONS.
Advanced solution methods for differential equations; partial differential equations; series approximations, Fourier Series; boundary value problems typical of scientific applications. Fall, odd years.
Prerequisite: MAT 3451 and MAT 3361. *Three semester hours*

MATHEMATICS 4341. PROBABILITY AND STATISTICS.
Descriptive statistics, derivation and application of formulas used in data analysis, discrete and continuous probability distributions, central limit theorem, and confidence intervals. Spring.
Prerequisite: MAT 2451. *Three semester hours*

MATHEMATICS 4351. REAL ANALYSIS.
An aximoatic approach to the real numbers, sequences, functions, continuity, derivatives, integrals, series, and uniform convergence. Spring, even years.
Prerequisite: MAT 3361 or equivalent. *Three semester hours*

MATHEMATICS 4361. COMPLEX ANALYSIS.
A study of complex numbers, analytic functions, exponential, trigonometric, and logarithmic functions of a complex variable, complex integration, Laurent Series, and residue theory. Fall, even years.
Prerequisite: Concurrent enrollment or credit in MAT 3361 or equivalent. *Three semester hours*

MATHEMATICS 4471. INTRODUCTION TO NUMERICAL ANALYSIS.
Error propagation, algorithms for solutions of equations in one variable, interpolation, numerical integration, and algorithms for solutions of differential equations (as time permits). Three hours of lecture and two hours of laboratory per week. Spring, odd years.
Prerequisite: CIS 1359, MAT 3361 and credit or concurrent enrollment in MAT 3302. *Four semester hours*

MINISTRY

Courses applicable only to Certificate of 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*

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 bi-vocational 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*

MUSIC

MUSIC 0070. RECITAL HOUR.
Required attendance at recitals, University concerts, community concerts and Recital Hour during each semester. Fall, Spring.
Prerequisite: None. *No credit hours*

MUSIC 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 only.
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 only.
Prerequisite: MUS 1124 or consent of instructor. *One semester hour*

MUSIC 1126. CLASS PIANO I. PROFICIENCY/SECONDARY TRACK.
Designed for music majors and minors without slight experience in piano. General keyboard techniques, sight-reading of easier classics, scales and beginning piano techniques. Fall only.
Prerequisite: Placement by keyboard faculty. *One semester hour*

MUSIC 1127. CLASS PIANO II. PROFICIENCY/SECONDARY TRACK.
A continuation of MUS 1126, for music majors and minors. This course includes work on major scales, late elementary repertoire, diatonic harmonization, sight-reading, and simple hymns. Spring only.
Prerequisite: MUS 1126 completed with a grade of "C" or better;
completion of MUS 1213 and MUS 1233. *One semester hour*

MUSIC 1128. CLASS PIANO III. PROFICIENCY/SECONDARY TRACK.
A continuation of MUS 1127 in the Piano Proficiency/Secondary track for music, music education, and church music majors. This course includes all major, natural and harmonic minor scales, intermediate repertoire, increased emphasis on sight-reading of hymns, melodic harmonization using non-diatonic harmony, and open-score reading. Fall only.
Prerequisite: MUS 1127 completed with a grade of "C" or better;
completion of MUS 2213 and MUS 2233. *One semester hour*

MUSIC 1129. CLASS PIANO IV. PROFICIENCY/SECONDARY TRACK.
The culmination of the four-semester Piano Proficiency/Secondary track for music, music education, and church music majors. Successful completion of this course, with a grade of "B" or better, will satisfy the Piano Proficiency/Secondary requirements. The course includes intermediate repertoire, melodic harmonization employing borrowed and altered augmented chords, all major, natural, harmonic and melodic minor scales, emphasis on sight-reading hymns and chorales, choral and instrumental open score, and transposition including vocal and instrumental transpositions. Spring only.
Prerequisite: MUS 1128 completed with a grade of "C" or better;
completion of MUS 2214 and MUS 2234. *One semester hour*

MUSIC 1136 AND 1137. CLASS VOICE I AND II. (MUSI 1183, 1184)
Group instruction in the fundamentals of voice production and vocal techniques. Fall (1136), Spring (1137).
Prerequisite: None. *One semester hour credit each*

MUSIC 1161. KEYBOARD SKILLS CLASS.
This class is designed to address functional keyboard skills for the student choosing piano or organ as their primary instrument. Scales, arpeggios, chord progressions, harmonization, melodic improvisation, sight-reading, open-score notation, transposition, and hymn playing. Keyboard majors must continue to enroll until they have passed the skills portion of the freshman keyboard skills exam. Fall, Spring.
Prerequisite: Keyboard concentration in all music degrees. *One semester hour*

MUSIC 1187. STUDIO AND ENSEMBLE ACCOMPANYING.
Requires piano students to accompany a choral ensemble or accompany in a vocal/instrumental studio for three hours per week. To be supervised by a piano instructor. May be repeated for credit. Fall, Spring.
Prerequisite: Membership by audition. *One semester hour*

MUSIC 1188. SOLO ACCOMPANYING.
Required of all students with concentrations in piano. Includes reading, listening and weekly coaching sessions. May be repeated for credit. Fall, Spring.
Prerequisite: None. *One semester hour*

MUSIC 1371. INTRODUCTION TO MUSIC TECHNOLOGY.
A course designed for Music Majors or minors. Students are introduced to sequencing hardware and software, music notation software, Internet research, and MS Office Word/Excel/Publisher/PowerPoint including spreadsheets and data base management as it relates to the music profession.
Prerequisite: None. *Three semester hours*

MUSIC 2160-2163. VOCAL DICTION I AND II. (MUSI 1162, 1165)
A study of the correct sounds belonging to the English, Italian, French, and German languages respectively with emphasis placed on their application to singing. Fall (2160), Spring (2163).
Prerequisite: None. *One semester hour credit each*

MUSIC 2237. INSTRUMENTAL TECHNIQUES.
A course for non-instrumental majors designed to introduce instrumental music, methodology, range, transposition and understanding of the role of instrumental music in an educational setting.
Prerequisite: None. *Two semester hours*

MUSIC 3014. JUNIOR RECITAL.
Requires public performance of a minimum of 25 minutes of music.
Prerequisite: Junior standing. *No credit hours*

MUSIC 4014. SENIOR RECITAL.
Requires public performance of a minimum of 45 minutes of music for performance majors, and a minimum of 25 minutes of music for all other concentrations. Students with a major in piano with emphasis in pedagogy will perform 25 minutes of solo repertoire, with the remainder of the recital given to accompanying and chamber works. Students in music education are required to have a small ensemble selection in the senior recital.
Prerequisite: Junior standing. *No credit hours*

MUSIC - CHURCH MUSIC

MUSIC 1101-4608. SPECIAL STUDIES IN CHURCH MUSIC.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

MUSIC 2264. INTRODUCTION TO CHURCH MUSIC.
Philosophy, orientation and administration of church-wide program of music. Topics include the role of the minister of music, worship planning, age-group choirs, budget planning, staff relations, and principles of church music administration. Fall.
Prerequisite: None. *Two semester hours*

MUSIC 3282. WORSHIP ARTS.
A study of the history and development of various forms of Christian worship, including a study of hymns and hymnology, as well as a survey of contemporary worship practices and music. The use of drama/theatre and other aspects of the use of visual and performing arts will be discussed. Spring.
Prerequisite: MUS 2264. *Two semester hours*

MUSIC 4207. SUPERVISED MINISTRY EXPERIENCE.
On-the-job training in a church music ministry as a director, accompanist, music ministry assistant, or in a capacity approved by the church music department. Course requirements include periodic reports and plans, as well as involvement in the planning and implementation of worship experiences. Students will meet on a regular basis with the field supervisor, as well as the professor, to discuss the progress and job performance of the student. Spring.
Prerequisite: Senior standing. *Two semester hours*

MUSIC 4254. WORSHIP LEADERSHIP.
A study of the biblical and theological foundations of music and its role in worship from the OT to the contemporary. Attention will be given to musical worship practices throughout church history, implementation of music within diverse styles and settings and examination of liturgies from many denominations and movements. The course will include opportunities for the planning and implementation of various styles of worship. Fall.
Prerequisite: MUS 3282. *Two semester hours*

MUSIC 4286. SENIOR SEMINAR IN CHURCH MUSIC.
Students will prepare a conducting recital, senior thesis on a topic in church music, or a senior project in conjunction with the Supervised Field Experience. Students will meet on a regular basis to dialogue about progress and direction of chosen project. Prospectus for the seminar project must be submitted/approved prior to enrollment.
Prerequisite: MUS 4207, senior standing. *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 non-vocal majors only. Spring, even years.
Prerequisite: None. *One semester hour*

MUSIC 2167. WOODWIND TECHNIQUES. (MUSI 2166)
Group instruction with emphasis placed on correct tone production, technique and care of woodwind instruments with attention devoted to the embouchure and fingering problems of each instrument. Spring, odd years.
Prerequisite: None. *One semester hour*

MUSIC 2187. BRASS TECHNIQUES. (MUSI 2168)
Practical elementary class instruction is given on the instruments of the brass family with attention devoted to correct tone production, technique, and care of the brass instrument. Spring, even years.
Prerequisite: None. *One semester hour*

MUSIC 2188. PERCUSSION TECHNIQUES. (MUSI 2188)
Practical class instruction is given on the various percussion instruments with emphasis placed upon the 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: Instructor approval required. *Two semester hours*

MUSIC 3264. SECONDARY CHORAL METHODS.
A study of current trends, methods, materials and techniques for the adolescent choral ensemble. Fall.
Prerequisite: MUS 3266. *Two semester hours*

MUSIC 3265. SECONDARY INSTRUMENTAL METHODS.
A study of curriculum problems and factors involved in organizing, training and directing instrumental ensembles. Spring.
Prerequisite: MUS 3266. *Two semester hours*

MUSIC 3266. ELEMENTARY CONDUCTING.
Hand and baton techniques developed in laboratory experience. Group and individual practice is supervised with drills in rhythmic patterns, tempo marking, phrasing and dynamics. Fall.
Prerequisite: MUS 1214, 1234. *Two semester hours*

MUSIC 3273. PIANO PEDAGOGY I.
A study of practical aspects of establishing an independent studio. Will include an examination of current teaching methods and materials, as well as a survey of learning theories. Fall, odd years.
Prerequisite: None. *Two semester hours*

MUSIC 3276. CHORAL CONDUCTING.
Emphasis placed upon the problems of score reading, interpretation and advanced conducting techniques. Spring.
Prerequisite: MUS 3266. *Two semester hours*

MUSIC 3283. PIANO PEDAGOGY II.
A survey of the history and philosophy of piano pedagogy, including the physiology of playing the piano. Performance practices of baroque, classical, romantic, and twentieth-century music will be covered. Spring, even years.
Prerequisite: MUS 3273. *Two semester hours*

MUSIC 3286. INSTRUMENTAL CONDUCTING.
Emphasis is placed upon the problems of score reading, interpretation and advanced conducting techniques. Spring.
Prerequisite: MUS 3266. *Two semester hours*

MUSIC 3293. PIANO PEDAGOGY III.
A focused examination of teaching children with special needs, class piano, and special interest areas relating to effective instruction in piano.
Prerequisite: MUS 3283. *Two semester hours*

MUSIC 3384. MUSIC FOR CHILDREN.
A study of current trends, techniques and materials for children. Fall.
Prerequisite: None. *Three semester hours*

MUSIC 4184. PRACTICUM IN PEDAGOGY.
Faculty supervision of the degree candidate teaching beginner, intermediate and advanced pre-college level students. May be repeated for credit. Fall, even years; Spring, odd years.
Prerequisite: MUS 3283. *One semester hour*

MUSIC 4203. VOCAL PEDAGOGY.
A study of vocal sound, voice physiology, processes and coordination in singing and the psychological/creative aspects of singing and teaching. The identification and correction of vocal problems is emphasized. Spring, odd years.
Prerequisite: None. *Two semester hours*

MUSIC 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. As needed.
Prerequisite: None. *Two semester hours*

MUSIC 4293. INSTRUMENTAL PEDAGOGY.
Study and practical application of methods, fundamentals, teaching materials and problems of teaching a specific instrument to those varying ages and stages of development. Spring, even years.
Prerequisite: None. *Two semester hours*

MUSIC - THEORY AND COMPOSITION

MUSIC 1101-4608. SPECIAL STUDIES IN THEORY AND COMPOSITION.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

MUSIC 1213. MUSIC THEORY I.
A study of diatonic chords in the major and minor modes, including principles of voice leading and composition in four-part chorale style as practiced by composers of the Common Practice period. For music majors and minors only. Fall only.
Prerequisite: Concurrent enrollment in MUS 1233. *Two semester hours*

MUSIC 1214. MUSIC THEORY II.
Continuation of MUS 1213. Will include principles of voice leading in four parts for chord inversions, cadences, phrases, and periods, the classification and writing of non-chord tones, and diatonic seventh chords. Spring only.
Prerequisite: MUS 1213 with a grade of "C" or better, and/or concurrent enrollment in MUS 1234. *Two semester hours*

MUSIC 1233. SIGHT SINGING AND EAR TRAINING I.
An applied skills course designed to develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Fall only.
Prerequisite: Concurrent enrollment in MUS 1213. *Two semester hours*

MUSIC 1234. SIGHT SINGING AND EAR TRAINING II.
A continuation of MUS 1233. An applied skills course designed to develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Spring only.
Prerequisite: Concurrent enrollment in MUS 1214. *Two semester hours*

MUSIC 1301. FUNDAMENTALS OF MUSIC.
For music minors or preparatory course for music majors. A study of notation, scales, rhythm, intervals, triads, key signatures, and music terminology. Course will include an introduction to aural skills and sight singing by solfege. Summer, Fall.
Prerequisite: Declared music minor or consent of instructor. *Three semester hours*

MUSIC 2213. MUSIC THEORY III.
Continuation of MUS 1214. The study of more advanced harmony, including chromaticism as seen in secondary dominant and leading-tone chords, modulations, mode mixture, the Neapolitan chord, Augmented Sixth chords, and enharmonic spellings and modulations. The study of binary and ternary forms will be included, as well as Sonata form and Rondo form. Fall only.
Prerequisite: Successful completion of MUS 1214 with a grade of "C"
or better, and concurrent enrollment in MUS 2233. *Two semester hours*

MUSIC 2214. MUSIC THEORY IV.
Continuation of MUS 2213. The study of late nineteenth-century and twentieth-century compositional materials and techniques. Includes written exercises in analysis of harmonic elements and forms, as well as improvisational composition projects in various styles. Spring only.
Prerequisite: Successful completion of MUS 2213 with a grade of "C"
or better, and concurrent enrollment in MUS 2234. *Two semester hours*

MUSIC 2233. SIGHT SINGING AND EAR TRAINING III.
A continuation of MUS 1234. An applied skills course designed to develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Fall only.
Prerequisite: Concurrent enrollment in MUS 2213. *Two semester hours*

MUSIC 2234. SIGHT SINGING AND EAR TRAINING IV.
A continuation of MUS 2233. An applied skills course designed to develop musicianship through exercises and drill in singing (using solfege) and melodic, harmonic, and rhythmic dictation. Class meets two hours per week. Spring only.
Prerequisite: Concurrent enrollment in MUS 2214. *Two semester hours*

MUSIC 2247. JAZZ FUNDAMENTALS.
Introduction to jazz harmony and scales. Drill in ear training and keyboard. Fall, even years.
Prerequisite: MUS 1214 and 1234 with a grade of "B" or better. *Two semester hours*

MUSIC 4253. ARRANGING.
A study of the principles of choral and instrumental arranging to include ranges, textures, qualities, and appropriate combinations. Spring.
Prerequisite: MUS 2214 and 2234. *Two semester hours*

MUSIC - HISTORY AND LITERATURE

MUSIC 1302. JAZZ APPRECIATION.
A general music course providing a survey of the history and literature of jazz styles. Fall.
Prerequisite: None. *Three semester hours*

MUSIC 1353. MUSIC APPRECIATION. (MUSI 1306)
A general music survey course designed to acquaint students with the principal composers, forms and characteristics of the various periods in music. **This course is only taught on-line.** Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

MUSIC 2152. MUSIC RESEARCH SKILLS.
An introduction to music research skills, score reading, listening skills, and overview of the style periods in Western Art Music. Fall.
Prerequisite: None. *One semester hour*

MUSIC 2353. MUSIC HISTORY I - MEDIEVAL TO CLASSICAL.
A study of the history of music and representative literature from medieval through the classic periods
Prerequisite: MUS 2152 or instructor approval. *Three semester hours*

MUSIC 2354. MUSIC HISTORY II - ROMANTIC TO CONTEMPORARY.
A study of the history of music and representative literature from romantic through the contemporary periods.
Prerequisite: MUS 2353 or instructor approval. *Three semester hours*

MUSIC 3353. MUSIC HISTORY III - POPULAR AND WORLD MUSIC.
A study of popular music and literature from blues to contemporary and the study of world music and ethnomusicology.
Prerequisite: MUS 3351. *Three semester hours*

MUSIC 4000. CAPSTONE COURSE IN MUSICAL THINKING.
This course will serve to help students assimilate the knowledge and musical thinking skills acquired during their full course of music study, as well as to serve as a review course for the music portions of the TExES, MFAT, and GRE. This course must be taken and passed just prior to student teaching, or graduation in the case of non-teacher certification students. Pass/Fail. Fall, Spring.
Prerequisite: Final semester or semester prior to student teaching, consent of instructor. *No credit hours*

MUSIC 4204. ORGAN LITERATURE I.
A study of solo organ literature from the Middle Ages through the baroque era, with attention given to style, compositional forms and performance practices. Fall, odd years.
Prerequisite: None. *Two semester hours*

MUSIC 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 performances practices of each period. Spring, odd years.
Prerequisites: MUS 4224. *Two semester hours*

MUSIC 4264. SURVEY OF CHORAL LITERATURE.
A survey of major choral works and anthem literature, covering the spectrum of music history as well as contemporary genres. Spring, odd years.
Prerequisite: Consent of instructor. *Two semester hours*

MUSIC 4284. INSTRUMENTAL LITERATURE.
A survey of solo, chamber and symphonic literature for the major instrument of students with brass, woodwind or percussion concentrations. Spring, odd years.
Prerequisite: Junior standing in any degree program with instrumental emphasis. *Two semester hours*

MUSIC 4294. SONG LITERATURE.
A study of solo literature from the Middle Ages to the present. Emphasis upon the style, interpretation, and performance of solo material from all periods. Fall, even years.
Prerequisite: MUS 3353, 3363, and junior standing in theory and applied voice. *Two semester hours*

MUSIC 4295. OPERA LITERATURE.
A study of operatic literature from 1600 to the present. Special emphasis will be placed upon works currently considered standard repertoire for opera houses in the United States. Fall, odd years.
Prerequisite: None. *Two semester hours*

MUSIC 4103-4403. SPECIAL STUDIES IN HISTORY AND LITERATURE.
One to three hours credit designed for a special short-term concentration course offered for a specific need.
Prerequisite: Approval of Dean, School of Music and Fine Arts. *One to four semester hours*

MUSIC - ENSEMBLES

MUSIC 1140. INSTRUMENTAL ENSEMBLE.
Small ensembles comprised of percussion, recorder, or various instruments combined to form small chamber music groups. Performance of literature from all style periods. Open to all university students. Fall, Spring.
Prerequisite: None. *One semester hour*

MUSIC 1141. WOODWIND ENSEMBLE.
Small ensembles comprised of various woodwind instruments (e.g. flute choir, woodwind choir, saxophone quartet) performing literature of all style periods. Open to all university students. Fall, Spring.
Prerequisite: None. *One semester hour*

MUSIC 1142-4142. STRING ENSEMBLE.
Ensemble comprised of string instruments. Literature will be chosen to accommodate available instrumentation and technique levels. Open to all university students. Fall, Spring.
Prerequisite: None. *One semester hour*

MUSIC 1145. BRASS CHOIR.
Small ensembles comprised of brass instruments (e.g. brass quintets, trombone choir, horn choir, etc.) performing literature of all style periods. Open to all university students. Fall, Spring.
Prerequisite: None. *One semester hour*

MUSIC 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 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, and may produce a major work for public performance. May be repeated for credit. Spring.
Prerequisite: Membership by audition. *One semester hour*

MUSIC 1197-4197. WINDS OF TRIUMPH.
A stage band activity involved in the development of sacred/gospel instrumental music. The program is designed to provide concerts of sacred instrumental music and help pastors, music directors and other related staff in developing their own church instrumental groups. National tours are considered a regular part of this program. Fall, Spring, Summer.
Prerequisite: Membership by audition. *One semester hour*

MUSIC 3198. PIANO ENSEMBLE.
Required of all students with piano concentrations. Performance literature of all style periods. May be repeated for credit. Fall, odd years; Spring, even years.
Prerequisite: None. *One semester hour*

MUSIC - APPLIED LESSONS

A student may receive from one to three semester hours credit for applied music lessons. Credit in applied music is given as follows: Class instruction, one hour credit: two one-hour classes per week; Private instruction, one hour credit: one half-hour of instruction per week; Private instruction, two hours credit*: one hour of instruction per week; Private instruction, three hours credit*: one hour of instruction per week. Private lessons may be repeated for credit.

* Enrollment for more than one credit hour of applied music (if not a music major or minor) will require the approval of the dean of the School of Music and Fine Arts.

COMPOSITION 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.
Prerequisite: Junior standing and/or consent of instructor. *One to three semester hours*

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. *One to three semester hours*

ORCHESTRAL INSTRUMENTS 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.
Prerequisite: None. *One to three semester hours*

ORGAN 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.
Prerequisite: None. *One to three semester hours*

PIANO 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 1311, 2311, 3311, and 4311.
Prerequisite: None. *One to three semester hours*

VOICE 1111, 2111, 3111, 4111, 1211, 2211, 3211, 4211, 2311, 3311, and 4311.
Prerequisite: None. *One to three semester hours*

NURSING

NURSING 4335. COMMUNITY FOCUSED NURSING.
The focus of this introductory course is the presentation of key concepts, theories, and issues relevant to practice as a public health/community health nurse. The course will explore the influence of internal and external factors of environment on the patient, family, and community. Additional focus is provided on the synthesis of nursing, public health, social sciences, and vulnerable populations to cultivate health promotion, disease prevention, and protection tactics for populations.
Prerequisites: NUR 3335, 3836, and a nursing elective. *Three semester hours*

NURSING 4343. THEORY DEVELOPMENT AND RESEARCH IN NURSING.
Through lecture and discussion, students critique and design small scale research studies in nursing and gain an awareness of the role of research in nursing practice. In this course, theory development focuses on historical and contemporary approaches and knowledge in nursing. Relationships between, theory, research, and nursing are investigated. This course offers components to provide the student technology competencies as required by Howard Payne University.
Prerequisites: MAT 2342, PSY 2351 or SOC 2351. *Three semester hours*

NURSING 4352. LEADERSHIP AND MANAGEMENT IN HEATHCARE.
A lecture-discussion course that builds on the theoretical foundation for nursing management leadership practice. Focus is upon critical evaluation, application of theories, concepts and frameworks from nursing, and related fields of business, leadership, and administrative sciences.
Prerequisites: NUR 4335, 4343, and 4846. *Three semester hours*

NURSING 4360. HEALTHCARE PROFESSIONAL ROLES.
This course is designed for the RN student who is seeking a baccalaureate degree. This course is designed to promote transition to roles that enhance professional practice and growth built on prior nursing education and experience.
Prerequisites: Admission to School of Nursing, RN certification *Three semester hours*

NURSING 4366. FAITH-BASED COMMUNITY NURSING.
The concept of community as a client is examined and methods of community assessment, diagnoses, planning, implementation, and evaluation are analyzed. The course introduces students to the role of the Faith Community Nurse within pastoral, social service, and community health venues.
Prerequisites: Admission into Nursing Program. *Three semester hours*

NURSING 4368. ADVOCACY AND VULNERABLE POPULATIONS.
This course conceptualizes the care of high-risk individuals and groups. Focuses on shifts in roles and responsibilities through the application of concepts, theories, ethics, policy, program planning and development, advocacy, and nursing practice.
Prerequisites: Admission into Nursing Program. *Three semester hours*

NURSING 4370. HUMAN DISABILITY EXPERIENCES.
This course focuses on patient-centered care and the family as the "second patient" when disability strikes a family. Students will review the biophysical and behavioral changes associated with disabilities along with the restoration and healthy adaptation of lifestyle alterations.
Prerequisites: Junior standing. *Three semester hours*

NURSING 4371. INTRODUCTION TO GLOBAL HEALTH CARE.
This course will provide the student a foundation for helping strategies that will be used to serve and evangelize in cross cultural environments. The student will be introduced to strategies for learning culture as well as communicating and educating cross culturally.
Prerequisites: Approved by Dean, School of Nursing if not Junior Standing. *Three semester hours*

NURSING 4372. DIRECTED STUDY-HEALTHCARE.
Individual supervision of a student's learning in a unique area of interest in nursing. The course is designed to promote the identification of nursing problems, scope, ramifications and resolutions in delivery of current health care. Independent Study pre-approved by course instructor.
Prerequisites: Junior standing. *Three semester hours*

NURSING 4373. PALLIATIVE CARE AND THE TERMINALLY ILL.
This theory course supports assessment, care planning, and the family. It further examines the components of providing holistic care to the dying client and their family. Psychosocial and spiritual needs of the dying client are discussed.
Prerequisites: Junior standing. *Three semester hours*

PHYSICAL SCIENCE

All prerequisites must carry a grade of "C" or better, or consent of instructor.

These courses do not count toward a major in any of the sciences.

PHYSICAL SCIENCE 1409. PRINCIPLES OF ASTRONOMY. (ASTR 1403, ASTR 1404)
An introduction to the basic concepts and principles from astronomy and physics with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors**. Three hours lecture and two hours laboratory per week. Fall, Summer.
Prerequisite: None. *Four semester hours*

PHYSICAL SCIENCE 1419. PHYSICAL SCIENCE FOR ELEMENTARY EDUCATION.
An introduction to the basic concepts and principles of physics with an emphasis on the way scientific theories are developed. This course is activity based. Topics discussed address some of the key subject matter in the Texas Essential Knowledge and Skills for physical science. Spring.
Prerequisite: MAT 1321 or above. *Four semester hours*

PHYSICAL SCIENCE 1429. EARTH SCIENCE, CHEMISTRY AND THE WEATHER. (PHYS 1415)
An introduction to the basic concepts and principles from meteorology, earth science and chemistry with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors and required for 4-8 Middle School Science certification.** Three hours lecture and two hours laboratory per week. Spring.
Prerequisite: None. *Four semester hours*

PHYSICAL SCIENCE 1439. THE SCIENCE OF MUSIC.
An introduction to classical mechanics, oscillating systems and acoustics. The course will emphasize physical principles which provide a firm foundation in acoustical phenomena, room acoustics and the physics of musical instruments. This course will be especially useful to the music student. Three hours lecture and two hours laboratory per week. **Designed for non-science majors.** May-Term.
Prerequisite: None. *Four semester hours*

PHYSICAL SCIENCE 1449. METEOROLOGY: WEATHER AND CLIMATE. (GEO 1447)
An introduction to the basic concepts and principles of the weather and climate with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors**. Three hours lecture and two hours laboratory per week. Spring, Summer.
Prerequisite: None. *Four semester hours*

PHYSICS

All prerequisites must carry a grade of "C" or better, or consent of instructor.

PHYSICS 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule, offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

PHYSICS 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 including motion, force, energy, momentum, fluid flow and waves. Three hours of lecture and one two-hour laboratory period per week. Fall, odd years.
Prerequisite: MAT 1351 and high school trigonometry. *Four semester hours*

PHYSICS 1429. GENERAL PHYSICS II. (PHYS 1402)
Continuation of PHY 1419, covering topics in Thermal physics, electricity and magnetism. Three hours of lecture and one two-hour laboratory period per week. Spring, even years.
Prerequisite: PHY 1419. *Four semester hours*

PHYSICS 2105. UNIVERSITY PHYSICS CALCULATIONS I.
A problem-oriented course designed to assist students in mastering calculations for university physics.
Co-requisite: PHY 2439. *One semester hour*

PHYSICS 2106. UNIVERSITY PHYSICS CALCULATIONS II.
A problem-oriented course designed to assist students in mastering calculations for university physics.
Co-requisite: PHY 2449. *One semester hour*

PHYSICS 2439. UNIVERSITY PHYSICS I. (PHYS 2425)
The first semester of a two-semester, calculus-based sequence in classical physics for mathematics, physical science, pre-engineering or engineering students. Topics include vector mechanics and kinematics. 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 2451. *Four semester hours*

PHYSICS 2449. UNIVERSITY PHYSICS II. (PHYS 2426)
Continuation of PHY 2439, covering topics in thermodynamics, electricity and magnetism, 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 2451. *Four semester hours*

PRACTICAL THEOLOGY

PRACTICAL THEOLOGY 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: Dean's consent. *One to six semester hours*

PRACTICAL THEOLOGY 2311. INTRODUCTION TO THEOLOGICAL REFLECTION.
An introductory survey of theology; its sources, methods, philosophical orientation and spiritual nature. The course is designed to acquaint the student with the theological orientation of the Christian Worldview, critical thinking skills, and prepare the student for upper level work in theology. Fall.
Prerequisite:: BIB 1303, BIB 1304. *Three semester hours*

PRACTICAL THEOLOGY 2331. COMMUNICATIVE PREACHING.
An introduction to the art of communicative preaching and speaking. The techniques of oral communication, voice production, articulation and sermonizing will be given detailed attention. Spring.
Prerequisite: None. *Three semester hours*

PRACTICAL THEOLOGY 3311. BAPTIST IDENTITY.
A study of the nature, mission and organizations of the local Baptist church, Baptist associations, the Baptist General Convention of Texas, the Southern Baptist Convention and other statewide, nationwide, and worldwide Baptist entities. Required of all students who receive tuition aid from the BGCT. Fall.
Prerequisite: Sophomore standing. *Three semester hours*

PRACTICAL THEOLOGY 3314. SPIRITUAL FORMATION.
This course is designed to assist the student in determining the difference between being religious and being spiritual. The subject matter includes a study of various disciplines in the Christian experience (their history, their place in Christianity, their current expression) and historical figures who had unique lives and ministries. Offered on demand.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

PRACTICAL THEOLOGY 3323. CHRISTIAN ETHICS.
This course examines the moral dimensions of the Christian faith, drawing on the resources of Scripture, Christian theological reflection, and the corporate witness of the church through time. While the course will discuss alternate methods for pursuing the moral life, the primary focus will be on the cultivation of a community who embodies virtues in imitation of Christ. Spring, even years.
Prerequisite: Sophomore standing. *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 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: Sophomore standing or consent of instructor. *Three semester hours*

PRACTICAL THEOLOGY 4300. CHRISTIAN DOCTRINES.
A study of the major doctrines of the Christian faith, with emphasis on the nature of theological thinking. Spring.
Prerequisite: BIB 1303, 1304 and junior standing. *Three semester hours*

PRACTICAL THEOLOGY 4304. SPECIAL TOPICS IN THEOLOGY.
A study of topics, issues, methods, models and challenges in Christian theology. Possible topics to include: Calvinism, Evangelicalism, Postmodernism, Emerging Theologies, Doxology, Trinity, Theological Anthropology, Atonement Theory, *Missio Dei* and Theological Aesthetics. Course may be repeated when different topics are addressed. Spring, odd years.
Prerequisite: PTH 2311 or PTH 4300 or consent of instructor. *Three semester hours*

PRACTICAL THEOLOGY 4312. CHRISTIAN PROCLAMATION.
A study of the principles of expository sermon preparation with a focus on the effective use of narrative elements in communicating the Gospel to a postmodern world. The course will explore a variety of sermon forms and the use of media and sensory materials. Emphasis will be on sermon preparation and other vital issues relating to the preaching task. Fall, odd years.
Prerequisite: PTH 2331. *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: Junior standing or consent of instructor. *Three semester hours*

PRACTICAL THEOLOGY 4333. THEOLOGY AND CULTURE.
Theology and Culture is an upper level exploration of the integration between theology and western culture. An examination of the university disciplines, a variety of the arts (literature, music, movies) and media (news, internet, critical concerns) of Western culture will be conducted in order to deduct theological content and meaning. Fall.
Prerequisite: PTH 4300 or consent of instructor. *Three semester hours*

PSYCHOLOGY

All prerequisites must carry a grade of "C" or better, or consent of instructor.

PSYCHOLOGY 1101-4609. SPECIAL STUDIES.
Topics offered as demand reflects an interest in areas of psychology not covered by existing catalog courses. Course may be repeated when the topic of study changes.
Prerequisite: Consent of instructor. *One to six semester hours*

PSYCHOLOGY 1311. INTRODUCTION TO PSYCHOLOGY. (PSYC 2301)
Basic requirement course in psychology. Successful completion of this course should enable the student to understand and develop his or her capabilities and to relate more successfully to the environment. The course is an overview of major topics included in the field of psychology. Fall, Spring.
Prerequisite: None. *Three semester hours*

PSYCHOLOGY 2311. MARRIAGE AND THE FAMILY. (SOCI 2301)
A study of family types and marital processes with an emphasis upon the contemporary American families including ethnic and minority families within the context of contemporary American and Christian values. Related issues include lifestyles, dating, mate selection, sexual values, communication, conflict, children, divorce, remarriage, and stepfamilies. Cross-credited with FST 2311 and SOC 2311. Only three credit hours will be awarded for FST 2311, SOC 2311, or PSY 2311. Fall.
Prerequisite: None. *Three semester hours*

PSYCHOLOGY 2330. PROFESSIONAL DEVELOPMENT IN PSYCHOLOGY AND FAMILY STUDIES.
This course introduces students to academic and professional opportunities in psychology, counseling, and family studies. Students will examine various specialties within psychology and related mental health fields, licensing and certification guidelines, graduate school admissions processes, and the APA writing style. Special attention will be given to ethical issues and guidelines in professional practice. Cross-credited with FST 2330. Only three hours will be awarded for FST 2330 and PSY 2330. Fall.
Prerequisite: None. *Three semester hours*

PSYCHOLOGY 2340. INTRODUCTION TO BEHAVIORAL SCIENCE RESEARCH AND WRITING.
An introduction to various types of scientific research in the behavioral sciences. Attention will be given to the nature and rationale for using various types of research designs. Students will develop skills in writing research questions and hypotheses, identifying variables, and formulating purpose statements. This course will provide students with an overview of the APA Style format and an introduction to writing literature reviews and research proposals. Spring
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, GOV 2351, and SOC 2351. Only three credit hours will be awarded for CRJ 2351, GOV 2351, SOC 2351, or PSY 2351. Fall.
Prerequisite: None. *Three semester hours*

PSYCHOLOGY 2380. HUMAN DIVERSITY
A social and psychological investigation of human diversity, primarily focusing on cultural, ethnic, and social class differences. Consideration will be given to the impact of diversity on individual and family functioning, service provision, employment and career development, health and well-being, intergroup relations, and personal faith. This course will assist students in understanding the formation and impact of oppression, prejudice, discrimination, and stereotypes. As Offered.
Prerequisite: None. *Three semester hours*

PSYCHOLOGY 3301. INTEGRATION OF PSYCHOLOGY AND CHRISTIANITY.
This course provides an introduction to the conceptual models and critical issues associated with the process of integrating psychological theories with Christian faith and theology. Attention will be given to both theoretical and clinical practice issues. Spring, odd years.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3306. DEATH AND DYING.
An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide, and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers and psychologists in direct practice. Cross-credited with SOC 3306 and SWK 3306. Credit will be awarded for only one of the three courses: SOC 3306, SWK 3306, or PSY 3306. Fall, even years.
Prerequisite: SOC 1311 or PSY 1311. *Three semester hours*

PSYCHOLOGY 3321. PERSONALITY.
A study of the importance of the individual and the development of personality. Fall.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3334. INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY.
A study of the psychological theories, principles, and methods used in business, industry, and organizations. Attention will be given to such issues as: organizational culture, personnel selection, employee motivation and job satisfaction, work/life balance and burnout, leadership style, and professional issues in I/O psychology. As Offered.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3341. SOCIAL PSYCHOLOGY.
A study of the social bases of behavior and the behavior of the individual in social situations, as well as the socio-psychological bases of attitudes. Cross-credited with SOC 3341. Only three credit hours will be awarded for SOC 3341 or PSY 3341. Fall.
Prerequisite: PSY 1311 or SOC 1311. *Three semester hours*

PSYCHOLOGY 3342. ADOLESCENT PSYCHOLOGY.
An intensive study of the development process of youth into adulthood to determine their characteristics and their needs. Spring, even years.
Prerequisite: PSY 1311 or consent of instructor. *Three semester hours*

PSYCHOLOGY 3351. ABNORMAL PSYCHOLOGY.
A study of the major categories of mental illness and maladjustment — causes, symptoms and methods of treatment. Fall, Spring.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3355. LIFESPAN DEVELOPMENT.
The study of the physiological and developmental processes of the human organism from conception to old age. Cross-credited with FST 3355. Only three credit hours will be awarded for FST 3355 or PSY 3355. Fall, Spring.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3360. PARENT-CHILD RELATIONS.
Provides an in-depth introduction to parenting children from birth through adolescence. This course will explore both theoretical perspectives and practical strategies for nurturing emotionally healthy children. Attention will be given to cultural and eco-systemic factors impacting parent-child relationships. Cross credited with FST 3360. Only three credit hours will be awarded for FST 3360 or PSY 3360. Spring, odd years.
Prerequisite: PSY 1311 or PSY/FST 2311 or PSY/FST 3355 or consent of instructor *Three semester hours*

PSYCHOLOGY 3361. PSYCHOLOGICAL TESTING.
Theory and application of psychological measurement and assessment. Attention will be given to the major assessment instruments in each area of psychological testing. Spring, even years.
Prerequisite: PSY 1311. *Three semester hours*

PSYCHOLOGY 3365. INDIVIDUAL AND FAMILY STRESS MANAGEMENT.
An investigation of the various stressors and crises experienced by individuals, couples, and families. Attention will be given to various models of individual and family stress and coping along with strategies used in crisis intervention. Emphasis will be placed on identifying strategies for cultivating individual and family wellness and resilience. Cross-credited with FST 3365. Only three credit hours will be awarded for FST 3365 or PSY 3365. Fall, even years.
Prerequisite: PSY 1311 or PSY/FST 2311 or PSY/FST 3355 or consent of instructor. *Three semester hours*

PSYCHOLOGY 4300. HUMAN SEXUALITY.
A study of human sexual functioning, behavior, and relationships. Sexual functioning and behavior will be examined from biological, cultural, psychological, and Biblical/theological perspectives. Attention will be given to identifying effective strategies for sexuality education. Cross-credited with FST 4300. Only three credit hours will be awarded for FST 4300 or PSY 4300. Spring.
Prerequisite: PSY 1311 or PSY 2311. *Three semester hours*

PSYCHOLOGY 4302. HEALTH PSYCHOLOGY.
This course provides an introduction to the physiological bases of behavior. Consideration will be given to psychological factors that influence physical health and illness. Topics that will be addressed include stress and coping; lifestyle behaviors; and intervention strategies designed to promote psychological and physical health. Spring, even years.
Prerequisite: PSY 1311 or consent of instructor. *Three semester hours*

PSYCHOLOGY 4321. LEARNING THEORY.
An evaluation of the learning processes as proposed by many of the contemporary learning theorists. The history and development of these materials are included in the study. Fall, odd years.
Prerequisite: PSY 1311 plus six additional hours of psychology. *Three semester hours*

PSYCHOLOGY 4332. INTRODUCTION TO COUNSELING AND PSYCHOTHERAPY.
An overview of the various theories and strategies of psychotherapeutic intervention, including both individual and group methods. Cross-credited with SWK 4332. Credit may be awarded for only one of the two: PSY 4332 or SWK 4332. Spring.
Prerequisites: PSY 3321 and 3351 or consent of instructor. *Three semester hours*

PSYCHOLOGY 4339. 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. *Three semester hours*

PSYCHOLOGY 4351. BIOLOGICAL PSYCHOLOGY.
This study of the physiology of the brain will examine neuroanatomy and how it affects mental and biological disorders. Designed for those with an interest In biology and for students interested in health care professions. As offered.
Prerequisite: PSY 1311 and junior/senior status, or consent of the instructor. *Three semester hours*

PSYCHOLOGY 4371. INTRODUCTION TO MARRIAGE AND FAMILY THERAPY.
The primary focus of this course will be to explore, understand, apply, and evaluate the major theoretical approaches used in the practice of marriage and family therapy. Consideration will be given to both modern and postmodern approaches to marital and family therapy. Special emphasis will be placed on identifying the fundamental theoretical assumptions and prominent clinical strategies associated with each of the major approaches. Attention will be given to professional and ethical issues impacting the discipline and practice of marriage and family therapy. Cross-credited with FST 4371. Only three credit hours will be awarded for FST 4371 or PSY 4371. Fall, odd years.
Prerequisite: FST/PSY 2311 or consent of instructor. *Three semester hours*

PSYCHOLOGY 4381. GROUP DYNAMICS.
A study of the dynamics of small groups with a focus on group process, group leadership, and factors related to group effectiveness. Special consideration will be given to teams and team leadership. Application of group process and group leadership issues will be made to various settings. As Offered.
Prerequisite: PSY 1311 and junior/senior status, and consent of the instructor. *Three semester hours*

READING

READING 4345. LITERACY INSTRUCTION IN THE PRIMARY GRADES.
This course is focused on the early and transitional stages of literacy development for children in kindergarten through second grade. Pre-service teachers will study research-based theory and practice related to phonemic awareness, alphabetic principle, literacy development, word analysis skills, fluency, reading comprehension and vocabulary development. Fall only.
Prerequisite: Admission to the Teacher Education Program. *Three semester hours*

READING 4346. LITERACY INSTRUCTION IN THE CONTENT AREAS.
Teaching and learning with academic text is critical to a student's mastery of content in a classroom. The purpose of this course is to enable pre-service teachers to understand the importance and benefits of literacy instruction in every content area and develop skills and strategies that support literacy learning while mastering content knowledge. Special emphasis will be given to supporting English Language Learners and students with dyslexia.
Prerequisite: Admission to the Teacher Education Program. *Three semester hours*

READING 4347. LITERACY INSTRUCTION IN THE INTERMEDIATE GRADES.
This course is focused on the conventional stage of literacy development for children in third through sixth grade. Topics include literacy development, advanced word identification skills, fluency, reading comprehension, vocabulary development, and reading inquiry and research. Spring only.
Prerequisite: Admission to the Teacher Education Program. *Three semester hours*

READING 4348. LITERACY ASSESSMENT AND INTERVENTION.
The purpose of this course is to survey basic principles of literacy assessment and intervention. Students will administer and use results of formative, summative, formal and informal assessments. Students will be required to conduct a case study with an elementary student.
Prerequisite: Admission to the Teacher Education Program. *Three semester hour*

SCIENCE (Interdisciplinary Studies)

SCIENCE 1200. MEDICAL TERMINOLOGY.
This course is a basic study of medical terminology. The content focuses on building knowledge of medical language used in the health professions with an emphasis on spelling, definition, pronunciation, and usage. The course cannot count towards the degree requirements for a major or minor in biology or minor in biomedical sciences. Online only. Fall, odd years.
Prerequisite: None. *Two semester hours*

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 2310. EXPLORING HEALTH CARE.
This course introduces areas of learning vital to health care practice. These are fundamental concepts and practices related to the holistic delivery of health care. Included are effective communication, client teaching, basic assessment skills, nutritional support, safety principles, and beginning proficiency in selected nursing skills. Skills include, but are not limited to, vital sign measurement, hygienic care, standard precaution application, CPR, phlebotomy, and medical terminology usage. Spring, Summer.
Prerequisite: None. *Three semester hours*

SCIENCE 2318. INTRODUCTORY BIOSTATISTICS.
An introduction to basic statistical concepts and methods as applied to data taken from a wide variety of biological and health sciences. Includes descriptive techniques such as measures of central tendency, variability, hypothesis testing, analysis of variance, and simple linear regression. Three hours lecture. Fall.
Prerequisite: Concurrent enrollment with or credit for CIS 1339 and MAT 1351. *Three semester hours*

SCIENCE 2351. SCIENCE AND THEOLOGY: INTEGRATING CHRISTIANITY AND CONTEMPORARY SCIENCE.
This course is designed to promote critical thinking concerning the relationship between theology and science and how they impact our thinking about various issues. Spring, even years.
Prerequisite: BIB 1303 and 1304 and one university natural science course. *Three semester hours*

SCIENCE 4109. CHEMISTRY RESEARCH PROPOSAL.
A course emphasizing library research, independent investigation, hypothesis formation and scientific proposal writing.
Prerequisite: Junior/Senior standing and consent of Instructor. *One semester hour*

SCIENCE 4209. RESEARCH PROBLEMS IN CHEMISTRY.
A course emphasizing independent investigation using the scientific method to collect and analyze data in order to test the validity of a hypothesis. The conclusions determined will be presented and discussed in both a written and oral formal. Fall, Spring.
Prerequisite: SCI 4109. *Two semester hours*

SOCIAL WORK

All prerequisites must carry a grade of "C" or better, or consent of instructor.

SOCIAL WORK 1315. INTRODUCTION TO SOCIAL WORK.
The initial course in the social work curriculum, this course is designed to give students an understanding of the development and history of social work as a profession as well as a broad overview of how social work is carried out in various settings and with diverse populations. This course gives insights into the body of knowledge, theory, values, principles and techniques of social work generalist practice at the entry level. Admission to the social work 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. Cross-credited with SOC 1315. Only three credit hours will be awarded for SOC 1315 or SWK 1315. This is a required course for social work majors. Fall.
Prerequisite: None. *Three semester hours*

SOCIAL WORK 2390. PRINCIPLES OF RESTORATIVE JUSTICE.
An introduction to the basic principles and terminology of restorative justice as it interacts in our society and on a global basis. A historical perspective, studies in the field of restorative justice and the environments in which they take place will be reviewed, as well. Cross-credited with CRJ 2390 and SOC 2390. Only three credit hours will be awarded for CRJ 2390, SOC 2390, or SWK 2390. Spring, even years.
Prerequisite: None. *Three semester hours*

SOCIAL WORK 2392. RESTORATIVE JUSTICE IN THE JUVENILE SYSTEM.
A course designed to focus on the juvenile justice system as it relates to restorative justice. A comparison of restorative justice practices in the United States as well as with other countries who utilize this process. Victim/Offender Mediation, Family Conferencing, Neighborhood Conferencing and Peacekeeping Circles will be explored and practiced in class. Cross-credited with CRJ 2392 and SOC 2392. Only three hours will be awarded for CRJ 2392, SOC 2392, and SWK 2392. Spring, odd years.
Prerequisite: CRJ 2390, SOC 2390, or SWK 2390. *Three semester hours*

SOCIAL WORK 3101-4609. SPECIAL STUDIES.
Topics offered as demand reflects an interest in areas of social work not covered by existing catalog courses. Course may be repeated when topic of study changes.
Prerequisite: Upper-division standing or consent of advisor and instructor. *One to six semester hours*

SOCIAL WORK 3303. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I.
This course is the study of the complex relationships between human beings and their environment that bear upon human growth, dynamics of human behavior, individual and small group systems and the implications for social work practice. The objectives of this course include providing students with a social systems approach to understanding behavior, from individuals as systems through the person-in environment context of families, groups, interactions between biological, social, psychological, institutional, economic and cultural systems as they impact and are impacted by individuals. This is a required course for all social work majors. Fall.
Prerequisite: PSY 1311, SOC/SWK 1315 or consent of instructor. *Three semester hours*

SOCIAL WORK 3304. HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II.
This course provides students with knowledge and theories of each stage of human bio-psycho-social growth and development in the context of the environmental demands faced by individuals throughout the lifespan from conception to old age. Students analyze development as impacted by various social forces. Spring.
Prerequisite: SOC/SWK 3303 or consent of instructor. *Three semester hours*

SOCIAL WORK 3306. DEATH AND DYING.
An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers in direct practice. Cross-credited with SOC 3306 and PSY 3306. Only three credit hours will be awarded for SWK 3306, PSY 3306, or SOC 3306. Fall, even years.
Prerequisite: SOC 1311 or PSY 1311. *Three semester hours*

SOCIAL WORK 3312. CHILD WELFARE SERVICES.
The problems, practices and principles in the child welfare field; the role of the social worker in supportive, supplemental and substitute care and protective services.
Prerequisite: None. *Three semester hours*

SOCIAL WORK 3314. SOCIAL WORK PRACTICE I.
This course is the first of a three course practice sequence. The primary focus of the course is problem solving and communication theory and skills as applied to working with individuals, including persons of diverse backgrounds. This course is required for and open only to social work majors. Fall.
Prerequisite: SWK 1315 or consent of instructor. *Three semester hours*

SOCIAL WORK 3315. SOCIAL WORK PRACTICE II.
This course is the second of a three course practice sequence. The primary focus of the course is problem solving and communication theory and skills as applied to working with families and groups, including persons of diverse backgrounds. This course is required for and open only to social work majors. Spring.
Prerequisite: SWK 3314 or consent of instructor. *Three semester hours*

SOCIAL WORK 3322. PROBLEMS OF CONTEMPORARY SOCIETY.
An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with CRJ 3322 and SOC 3322. Only three credit hours will be awarded for CRJ 3322, SOC 3322, or SWK 3322. Spring.
Prerequisite: None. *Three semester hours*

SOCIAL WORK 3330. CRIMINOLOGY.
An introduction to the study of criminological theories, both historical and modern, the focus will be on adult populations as they pertain to the criminal justice system, causes and prevention of crime, functions of the law enforcement system, the judicial system and the penal system. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with CRJ 3330 and SOC 3330. Only three credit hours will be awarded for CRJ 3330, SOC 3330 or SWK 3330. Fall.
Prerequisite: SOC 1311 or consent of instructor. *Three semester hours*

SOCIAL WORK 3332. JUVENILE DELINQUENCY.
A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquency. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with CRJ 3332 and SOC 3332. Only three credit hours will be awarded for CRJ 3332, SOC 3332 or SWK 3332. Spring.
Prerequisite: CRJ 1310 or consent of instructor. *Three semester hours*

SOCIAL WORK 3342. SOCIAL SERVICES AND SOCIAL POLICY IN RURAL SETTINGS.
This course examines the unique knowledge, attitudes, values, skills and social policies that facilitate the delivery of services and the activities often required of social service providers in rural areas. Resources such as schools, churches, welfare and social service agencies, informal helping systems, and the local media will

be examined as ways to overcome obstacles inherent with providing services and successfully dealing with current and emerging problems faced by individuals, families and communities in rural settings. This is a required course for social work majors. Fall.
Prerequisite: 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. Cross-credited with SOC 3353. Only three semester hours will be awarded for SWK 3353 and SOC 3353. 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*

SOCIOLOGY

All prerequisites must carry a "C" or better or consent of the instructor.

SOCIOLOGY 1101-4609. SPECIAL STUDIES.
Topics offered as demand reflects an interest in areas of sociology not covered by existing catalog courses, including applied sociology internships and field studies. Course may be repeated when topic of study changes.
Prerequisite: Consent of instructor. *One to six semester hours*

SOCIOLOGY 1311. INTRODUCTION TO SOCIOLOGY. (SOCI 1301)
An introduction to the study of society and the basic concepts of sociology. The prerequisite for the honors section of this course will be membership in the Guy D. Newman Honors Academy (honors or scholars level) or either a 22 or above on the ACT or a composite score of 1010 or above on the SAT. Fall, Spring.
Prerequisite: None. *Three semester hours*

SOCIOLOGY 1315. INTRODUCTION TO SOCIAL WORK. (SOCW 2361*)
The initial course in the social work curriculum, this course is designed to give students an understanding of the development and history of social work as a profession as well as a broad overview of how social work is carried out in various settings and with diverse populations. This course gives insights into the body of knowledge, theory, values, principles and techniques of social work generalist practice at the entry level. Cross-credited with SWK 1315. Only three credit hours will be awarded for SOC 1315 or SWK 1315. This is a required course for social work majors. Fall.
Prerequisite: SOC 1311 or consent of instructor. *Three semester hours*
** May be used as a sociology elective only*

SOCIOLOGY 2311. MARRIAGE AND THE FAMILY. (SOCI 2301)
A study of family types and marital processes with an emphasis upon the contemporary American families including ethnic and minority families within the context of contemporary American and Christian values. Related issues include lifestyles, dating, mate selection, sexual values, communication, conflict, children, divorce, remarriage and stepfamilies. Cross-credited with FST 2311 and PSY 2311. Only three credit hours will be awarded for FST 2311, PSY 2311, or SOC 2311. Fall.
Prerequisite: None. *Three semester hours*

SOCIOLOGY 2351. STATISTICS FOR THE SOCIAL SCIENCES. (PSYC 2317)
An introductory course in statistical measurement in the social sciences. Major emphasis on the meaning, limitations, and applicability of statistical procedures. Cross-credited with CRJ 2351, GOV 2351 and PSY 2351. Only three hours credit will be awarded for CRJ 2351, GOV 2351, PSY 2351, or SOC 2351. Fall.
Prerequisite: None. *Three semester hours*

SOCIOLOGY 2390. PRINCIPLES OF RESTORATIVE JUSTICE.
An introduction to the basic principles and terminology of restorative justice as it interacts in our society and on a global basis. A historical perspective, studies in the field of restorative justice and the environments in which they take place will be reviewed, as well. Cross-credited with CRJ 2390 and SWK 2390. Only three credit hours will be awarded for CRJ 2390, SWK 2390, or SOC 2390. Spring, even years.
Prerequisite: None. *Three semester hours*

SOCIOLOGY 2392. RESTORATIVE JUSTICE IN THE JUVENILE SYSTEM.
A course designed to focus on the juvenile justice system as it relates to restorative justice. A comparison of restorative justice practices in the United States as well as with other countries who utilize this process.

Victim/Offender Mediation, Family Conferencing, Neighborhood Conferencing and Peacekeeping Circles will be explored and practiced in class. Cross-credited with CRJ 2392 and SWK 2392. Only three hours will be awarded for CRJ 2392, SWK 2392, and SOC 2392. Spring, odd years.
Prerequisite: CRJ 2390, SOC 2390, or SWK 2390. *Three semester hours*

SOCIOLOGY 3301. CROSS-CULTURAL STUDIES.
A course in which students will be actively involved in research and experiential learning in a setting outside the United States. Attention will be given to understanding the culture and interacting with the people within that culture.
Prerequisite: Sophomore standing. *Three semester hours*

SOCIOLOGY 3306. DEATH AND DYING.
An examination of the social and cultural influences involved in the process of death and dying. Focus will be on medical technology and ethical issues, terminal illnesses, suicide and euthanasia, the hospice movement, body disposition, bereavement and the implications for social workers in direct practice. Cross-credited with SWK 3306 and PSY 3306. Credit will be awarded for only one of the three courses: SOC 3306, SWK 3306, or PSY 3306. Fall, even years.
Prerequisite: SOC 1311 or PSY 1311. *Three semester hours*

SOCIOLOGY 3320. SPECIAL TOPICS IN RESTORATIVE JUSTICE.
An in-depth study of a specific topic as it relates to issues in Restorative Justice. Topics included, but not limited to review, would be poverty, religious institutions, Educational systems, court systems, or victims and offenders. This special focus will be determined by sociological, political, cultural and economic climates within the United States and on a global basis. Cross-credited with CRJ 3320. Only three semester hours will be awarded to CRJ 3320 or SOC 3320. Fall, odd years.
Prerequisite: CRJ 2390, SOC 2390, or SWK 2390 and sophomore standing or above. *Three semester hours*

SOCIOLOGY 3322. PROBLEMS OF CONTEMPORARY SOCIETY. (SOCI 1306)
An examination of major social problems of modern western society, including issues of racial conflict, war, civil rights, social movements, the mass media, crime and mental illness. The topics will vary from year to year depending upon the instructor's emphasis. Cross-credited with CRJ 3322 and SWK 3322. Only three hours credit will be awarded for CRJ 3322, SWK 3322, or SOC 3322. Spring.
Prerequisite: None. *Three semester hours*

SOCIOLOGY 3330. CRIMINOLOGY.
An introduction to the study of criminological theories, both historical and modern with the focus on adult populations as they pertain to the criminal justice system. Causes and prevention of crime as well as functions of the law enforcement, the judicial, and the penal systems will also be examined. Emphasis will be placed on the involvement of minority populations who come in contact with the criminal justice system. Cross-credited with CRJ 3330 and SWK 3330. Only three credit hours will be awarded for CRJ 3330, SWK 3330, or SOC 3330. Fall.
Prerequisite: SOC 1311 or consent of instructor. *Three semester hours*

SOCIOLOGY 3332. JUVENILE DELINQUENCY.
A study of the characteristics of juvenile delinquency, juveniles within society, gang activity, and substance abuse. The focus will be on trends in delinquency and criminal activity, social causes, prevention, treatment and control of delinquent behavior. Emphasis will be placed on the involvement and treatment of minority youth who come in contact with the juvenile justice system. Cross-credited with CRJ 3332 and SWK 3332. Only three credit hours will be awarded for CRJ 3332, SWK 3332, or SOC 3332. Spring.
Prerequisite: CRJ 1310 or consent of instructor. *Three semester hours*

SOCIOLOGY 3341. SOCIAL PSYCHOLOGY.
A study of the social bases of behavior of the individual in social situations, as well as the socio-psychological bases of attitudes. Cross-credited with PSY 3341. Only three credit hours will be awarded for PSY 3341 or SOC 3341. Fall.
Prerequisite: PSY 1311, or SOC 1311. *Three semester hours*

SOCIOLOGY 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. Cross-credited with SWK 3353. Only three semester hours will be awarded for SOC 3353 and SWK 3353. Spring.
Prerequisite: SOC/SWK 1315 or consent of instructor. *Three semester hours*

SOCIOLOGY 3360. SOCIAL DEVIANCE.
The psychological, biological and sociological aspects of socially deviant behavior. Theories pertaining to social deviance will be examined and social control laws, policies and effectiveness of rehabilitative programs will be examined. Cross-credited with CRJ 3360. Only three credit hours will be awarded for CRJ 3360, or SOC 3360. Fall, odd years.
Prerequisite: CRJ 1310 or SOC 1311. *Three semester hours*

SOCIOLOGY 3361. SOCIAL RESEARCH THEORY AND TECHNIQUES.
A study of experimental and observational schemes, survey analysis, sociometry, interview and questionnaire designs, scaling techniques, sampling and simulation. Cross-credited with SWK 3361. Only three hours credit will be awarded for SWK 3361 or SOC 3361. Spring.
Prerequisite: SOC 2351 or equivalent. *Three semester hours*

SPANISH

SPANISH 1311. ELEMENTARY SPANISH I.
An introduction to the Spanish language through conversation, grammar, reading, and writing in the context of real life situations. Technology is used to reinforce vocabulary and grammatical structures. Hispanic cultures and peoples are explored through readings and video supplements. Course taught primarily in Spanish. Fall.
Prerequisite: None. *Three semester hours*

SPANISH 1312. ELEMENTARY SPANISH II.
A continuation of Elementary Spanish I with development of conversational, grammatical, reading, and writing skills within the context of real life situations. Technology is used to reinforce vocabulary and grammatical structures. Hispanic cultures and peoples are explored through readings and video supplements. Course taught primarily in Spanish. Spring.
Prerequisite: SPA 1311 with a grade of "C" or better. *Three semester hours*

SPANISH 2311. INTERMEDIATE SPANISH I.
Continued development of communicative skills: comprehension, speaking, reading, and writing on an intermediate level. Technology is used to reinforce vocabulary and grammatical structures. Hispanic cultures and peoples are explored through readings, art, music, and film. Course taught in Spanish. Fall.
Prerequisite: SPA 1312 with a grade of "C" or better. *Three semester hours*

SPANISH 2312. INTERMEDIATE SPANISH II.
A continuation of Intermediate Spanish I with emphasis on communicative skills at the intermediate level. Hispanic cultures and peoples are explored through readings, art, music, and film. Course taught in Spanish. Spring.
Prerequisite: SPA 2311 with grade of "C" or better. *Three semester hours*

SPANISH 2313. SPANISH FOR LAW ENFORCEMENT.
This course focuses on pragmatic, real-world language students may need to communicate with limited English-speaking or non-English-speaking persons of Hispanic origin in various law enforcement and corrections settings. Aside from increasing language proficiency and basic skills in Spanish, students will learn to communicate in real-life law enforcement situations through communicative activities which may include mini dramas, role plays, dialogs or interviews with heritage speakers. For criminal justice majors only who seek to complete the three-semester Spanish for Law Enforcement emphasis. Fall, as needed.
Prerequisite: SPA 1311, 1312 with a grade of "C" or better. *Three semester hours*

SPANISH 3331. SPANISH CULTURE AND CIVILIZATION.
A survey of Spanish Culture and Civilization, with consideration of geographical, social, economic, cultural, political, religious and artistic features. Students will achieve familiarity with major figures in history and the arts, architectural styles and artistic trends, political events, and social and religious institutions of Spanish civilization in the context of different periods. A special feature of the course is the use of numerous video and documentary supplements. Course taught entirely in Spanish. Spring, even years.
Prerequisite: SPA 2312 or the equivalent. *Three semester hours*

SPANISH 3332. SPANISH-AMERICAN CULTURE AND CIVILIZATION.
A survey of Spanish-American culture and civilization with consideration of geographical, social, economic, cultural, political, religious and artistic features. Students will achieve familiarity with major figures in history and the arts, architectural styles and artistic trends, political events, and social and religious institutions of Spanish-American civilization in the context of different periods. A special feature of the course is the use of numerous video and documentary supplements. Course taught entirely in Spanish. Spring, odd years.
Prerequisite: SPA 2312 or the equivalent. *Three semester hours*

SPANISH 3350. ADVANCED GRAMMAR AND COMPOSITION.
This course will offer an in-depth review of advanced Spanish grammar. Students will develop the skills needed to write with clarity and precision, and use more sophisticated grammatical structures, vocabulary and stylistic techniques to achieve greater fluency and correctness in written expression. Course taught entirely in Spanish. Fall.
Prerequisite: SPA 2312 or equivalent with a grade of "C" or better. *Three semester hours*

SPANISH 3352. INTRODUCTION TO HISPANIC LITERATURE.
This course is designed to introduce students to the study of traditional literary genres in Spanish - prose, poetry, drama and essay - while enhancing their skills for literary analysis and interpretation of representative works of literature from Spain and Spanish America throughout different historical periods. As practical components of the course, students will acquire the terminology and critical tools needed to read, analyze and interpret Spanish and Spanish-American literary texts. Course taught entirely in Spanish. Fall.
Prerequisite: SPA 2312 with a grade of "C" or better. *Three semester hours*

SPANISH 4000. LOTE REVIEW.
This is a course that must be taken and passed by Spanish education majors prior to student teaching. In addition, this course is offered to Spanish majors interested in the field of teaching Spanish. It is designed to help students pass the Spanish section of the Languages Other Than Teaching English (LOTE) examination. Students will become familiarized with the LOTE testing format and contents, and prepare for the exam by reviewing important pedagogical practices and learning theories related to teacher certification. Free of charge; pass/fail. Offered as needed.
Prerequisite: SPA 3350. *No credit hours*

SPANISH 4301. GREAT WORKS OF SPANISH LITERATURE.
A survey of Spanish Peninsular literature that will enhance students' appreciation of major writers, masterpieces and important movements through analysis, interpretation and discussion of different literary genres: poetry, prose, essay and/or drama. A panoramic selection of readings from medieval literature to works of the twentieth-century will be covered. Course taught entirely in Spanish. Spring, even years.
Prerequisite: SPA 3350 with a "C" or better. *Three semester hours*

SPANISH 4311. COMMUNICATIVE LANGUAGE TEACHING.
This course acquaints students with current pedagogical and theoretical approaches to communicative language teaching and evaluating skills in listening, reading, writing and speaking in Spanish. Students may write a teaching philosophy, prepare lessons plans, or do micro-teaching in Spanish. Offered as needed.
Prerequisite: SPA 3350 with a "C" or better. *Three semester hours*

SPANISH 4312. SPANISH INTERNSHIP.
This course allows students to gain practical experience in the areas of Spanish language and culture, instruction, and/or technology. For Spanish majors only. Internship may be repeated up to 6 credit hours. Offered as needed.
Prerequisite: SPA 3350 and consent of instructor. *Three semester hours*

SPANISH 4321. GREAT WORKS OF SPANISH-AMERICAN LITERATURE.
A survey of Spanish-American literature that will enhance students' appreciation of major writers, masterpieces and important movements through analysis, interpretation and discussion of different literary genres: poetry, prose, essay, and/or drama. A panoramic selection of readings from the Pre-Columbian era and Spanish Conquest to works of the twentieth-century will be covered. Course taught entirely in Spanish. Spring, odd years.
Prerequisites: SPA 3350 with a "C" or better. *Three semester hours*

SPANISH 4360. ADVANCED COMMUNICATION.
A comprehensive course in Spanish conversation, with continued vocabulary development. Emphasis will be placed on strengthening listening comprehension skills and on developing writing skills. **This class serves as the capstone course for the Spanish major.** Spring, as needed.
Prerequisite: SPA 3350 with a "C" or better. *Three semester hours*

SPANISH 4391. SEMINAR IN HISPANIC LITERATURE.
This course examines a particular topic in Hispanic literature or studies: a literary theme, genre, author, or cultural movement or trend in Spain or Spanish America. May be repeated for credit when topic varies. Course taught entirely in Spanish. Offered as needed.
Prerequisite: Three semester hours of Spanish literature and junior standing. *Three semester hours*

THEATRE

THEATRE 1101-4609. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular schedule.
Prerequisite: None. *One to six semester hours*

THEATRE 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 and minor. Two additional hours may be taken as electives.
Fall, Spring.
Prerequisite: None. *One semester hour*

THEATRE 1196. MUSIC THEATRE CHOREOGRAPHY.
This course introduces the students to the basic choreography used in musical theatre. A lecture-demonstration and performance format will be observed. May be repeated for credit. Fall.
Prerequisite: None. *One semester hour*

THEATRE 1311. INTRODUCTION TO THE THEATRE. (DRAM 1310)
Required for the theatre major and minor. A study that includes theatre history, theatre architecture, stage terminology, play analysis and theatre genres and literature. Fall, 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. Required for the theatre major and minor. 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 and minors. 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 and minor. 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 performing prose, poetry and dramatic works. Cross-credited with COM 3312. Only three credit hours will be awarded for THR 3312 or COM 3312. Spring, even years.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

THEATRE 3321. STAGE MAKE-UP.
A study of stage make-up ranging from types of make-up available and application of make-up to the use of specific make-up techniques toward the creation of a number of specific styles of make-up. Fall, odd years.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

THEATRE 3331. STAGE LIGHTING.
Acquaints the student with the fundamental knowledge of stage lighting. This course includes practical exercises and projects in design, maintenance and rigging. Required for the theatre major. Spring, odd years.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

THEATRE 3351. ADVANCED STAGE ACTING.
Emphasis on the major styles and techniques of the actor's craft from the ancient Greek plays through contemporary theatre. Required for theatre majors. Spring, odd years.
Prerequisite: THR 2371 and Sophomore standing or consent of instructor. *Three semester hours*

THEATRE 4000. TExES REVIEW FOR ALL-LEVEL THEARE ARTS EDUCATION TEACHERS.
This course is designed to help students be successful when taking the Theatre Education Texas Examination of Educator Standards (TExES) exam.
Prerequisite: Taken semester prior to student teaching. *No credit hours*

THEATRE 4108-4608. INSTITUTE WORKSHOP.
One to six hours credit designed for a special short-term concentrated course offered for a specific need.
Prerequisite: Junior standing or consent of instructor. *One to six semester hours*

THEATRE 4131-4631. THEATRE INTERNSHIP.
Actual professional theatre experience for students under the personal supervision of a staff at a professional theatre company. This internship may be done in acting, management or technical production. Fall, Spring, Summer.
Prerequisite: Junior standing and consent of instructor. *One to six semester hours*

THEATRE 4321. CREATIVE DRAMATICS.
A study of specialized approaches to theatre education including storytelling, improvisation, readers' theatre, etc. Children's literature will be used as a medium in the application of these techniques. Fall.
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, stage business, characterization, cast and rehearsals. Students will be required to direct a one-act play to be presented to the public. Required for the theatre major. Spring.
Prerequisite: THR 1311, 2371, 2431, 3331 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, even 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, odd years.
Prerequisite: Junior standing or consent of instructor. *Three semester hours*

YOUTH MINISTRY

YOUTH MINISTRY 1101-4399. SPECIAL STUDIES.
Special courses not a part of the regular schedule but offered on an irregular basis.
Prerequisite: Dean's consent. *One to six semester hours*

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. Spring, odd years.
Prerequisite: Sophomore standing or consent of instructor. *Three semester hours*

YOUTH MINISTRY 2350. MINISTRY TO YOUTH.
A study of the historical background and development of youth education in the local church. Emphasis will be given to program organizations, literature and methods of Christian education for youth. Spring.
Prerequisite: CED 2321 or consent of instructor. *Three semester hours*

YOUTH MINISTRY 3289. YOUTH MINISTRY WORKSHOP.
Practicum in youth activities, organizations, practical materials and organized study groups. Off-campus personalities will be utilized. May be repeated one time for credit. Spring.
Prerequisite: Sophomore standing. *Two semester hours*

YOUTH MINISTRY 3310. PHILOSOPHICAL FOUNDATIONS FOR YOUTH MINISTRY.
An examination of models and philosophies which generate and undergird youth ministry in contemporary society. Emphasis will be given to the development of a personal philosophy based upon biblical principles. Fall, odd years.
Prerequisite: CED 2321. *Three semester hours*

YOUTH MINISTRY 4311. YOUTH MINISTRY INSTITUTE.
Week long classes offered each January at New Orleans Baptist Theological Seminary. Each day, guest speakers will address a topic within the discipline of youth ministry. Time for questions, debriefing, discussion, and suggestions for implementation in the local church will follow presentations. Topics will rotate annually. Spring.
Prerequisite: Sophomore standing. *Three semester hours*

YOUTH MINISTRY 4320. INTERNATIONAL STUDENT MINISTRY.
An experiential learning course that involves preparation, implementation, and evaluation of a ministry trip to a location outside the United States. Attention will be given to understanding the culture and interacting with persons within that culture.
Prerequisite: None *Three semester hours*

YOUTH MINISTRY 4350. UNDERSTANDING TODAY'S YOUTH CULTURE.
A study of current issues, crises, and problems in the lives of youth and their families. Emphasis will be given to addressing these needs through the ministry of the local church. Spring, even years.
Prerequisite: CED 2321. *Three semester hours*

HOWARD PAYNE UNIVERSITY

GRADUATE STUDIES

MASTER OF ARTS

MASTER OF BUSINESS ADMINISTRATION

and

MASTER OF EDUCATION

HOWARD PAYNE UNIVERSITY
GRADUATE STUDIES

DEGREES

Howard Payne University offers Master of Arts, Master of Business Administration, Master of Education, and Master of Science degrees.

Master of Arts in Youth Ministry (MAYM)

Since 1889, Howard Payne University has been training men and women who have sensed God's calling to vocational Christian ministry. The Master of Arts in Youth Ministry is designed to provide preparation for those who will minister to teenagers and their families through the local church and other related ministries. The curriculum contains a combination of courses that emphasize biblical, theological, and practical application.

Master of Arts in Theology and Ministry (MATM)

Since 1889, Howard Payne University has been training men and women who have sensed God's calling to vocational Christian ministry. The Master of Arts in Theology and Ministry is designed to provide preparation for those who will minister to people through the local church and other related ministries, as well as provide a foundation for further graduate theological education. The curriculum contains a combination of courses that emphasize theological, biblical, and practical application.

Accelerated Bachelor of Arts/Master of Arts Degrees (BAMAYM / BAMATM)

The School of Christian Studies offers accelerated Bachelor of Arts/Master of Arts Degrees. The concept of accelerated Bachelor of Arts [BA]/Master of Arts [MA] degrees is that students have the opportunity to earn both a bachelor's degree and a master's degree in five years. Students may major in any of the six majors offered for a Bachelor of Arts degree from the School of Christian studies, and may choose either the Master of Arts in Youth Ministry or the Master of Arts in Theology and Ministry. For specific details regarding the Accelerated BA/MA program, see page 341 in the School of Christian Studies section of the catalog.

Master of Business Administration (MBA)

The practice of business can be traced to the earliest chapters of Scripture where God commanded the first humans, the first managers, to subdue and have dominion over His creation (Genesis 1:26-28), to work and keep His garden (Genesis 2:15), and to do so consistent with His wishes and desires. Similarly and consistently, the training of Christians for lives of service as business professionals can be traced back to the

earliest days of Howard Payne University. The Master of Business Administration program is a natural extension of HPU's long established undergraduate business program. While a ready next step for undergraduate business majors who want to continue their studies in business, the MBA is also an attractive option for professionals with undergraduate preparation in other areas who, through promotions and such, find themselves in positions with administrative responsibilities. Along with its biblical foundation, the MBA program has an applied orientation where learning activities provide students with opportunities to use concepts in realistic settings.

BBA and MBA Integrated Program - Accounting (BBAMBA)

Integration of the BBA degree with a major in accounting and the MBA degree allows students with an interest in public accounting to complete requirements for both degrees while also satisfying the 150 credit hour requirement, and all other requirements, necessary to sit for the CPA examination.

Master of Education in Instructional Leadership (MEDIL)

Shortly after its founding in 1889, Howard Payne University has been training men and women who sense God's calling to become teachers in public and private schools. With HPU's excellent teacher education program as a foundation, the Master of Education in Instructional Leadership is designed to provide preparation for those who desire to become a certified principal in the State of Texas. The curriculum is aligned with the State standards for principals and provides students with an appropriate balance of theory with practical application.

Master of Education in Sport and Wellness Leadership (MEDSWL)

Howard Payne University has offered instruction in sport skills and fitness since 1892, and a bachelor's degree since 1933. The Master of Education in Sport and Wellness Leadership was designed to enable advanced study for students seeking to (1) embrace and apply a Christian worldview to the professional issues and challenges of planning, organizing, leading, and evaluating sport and wellness programs, and (2) possess an executive-level knowledge base and skill set required to prepare for doctoral study and/or professional employment in interscholastic and intercollegiate athletics, professional sport, youth sport, sport facility management, sport marketing and communication, campus recreation, private recreation, corporate wellness, community wellness, non-profit organizations, educational institutions, government and military agencies, health coaching, and related settings.

Master of Science in Criminal Justice (MSCRJ)

The Master of Science in Criminal Justice degree program is designed to provide preparation for those who desire to further their career goals in a field of criminal justice. The curriculum is designed to provide students with an appropriate balance of theory with practical application. Instruction will be centered in a Christian servant leadership model focusing on the balance of justice and restoration. Two tracks will be offered where the student will choose either nine hours of law enforcement elective courses or nine hours of corrections elective courses.

ADMISSION

Categories of Admission

Enrollment in graduate degree programs falls under the following categories:

Full Admission

Requirements for all graduate programs

The following are required from applicants for any of the graduate programs.

1. **Applicants to any graduate program must hold a baccalaureate degree** from a regionally accredited college or university.

2. **Application Forms:** Prospective graduate students may access the application forms and related materials online at www.hputx.edu through the category entitled "Future Students/Apply to HPU Online." Application packets may be obtained from the School of Christian Studies for the Master of Arts in Youth Ministry or Master of Arts in Theology and Ministry or Accelerated Bachelor of Arts/ Master of Arts, from the School of Business for the Master of Business Administration or BBA Accounting/MBA Integrated Program, and from the School of Education for the Master of Education in Instructional Leadership or Master of Education in Sport and Wellness Leadership, or the School of Humanities for the Master of Arts in Criminal Justice.

3. **Applicants for admission to graduate programs must submit the following materials:**

   a. **Application Form** (available on-line) - Applicants should possess proven ability in both oral and written communication. The application form is included in the application packet.

   b. **Official Transcripts** - Transcripts must be sent directly from each institution attended by the applicant as an undergraduate, post-baccalaureate, or graduate student. The student's prior academic performance will be an important criterion in admission to the program.

      For the Master of Arts in Youth Ministry and the Master of Arts in Theology and Ministry, students may transfer up to twelve hours of equivalent graduate coursework from an accredited university.

      For the Master of Business Administration, a maximum of 6 semester hours of equivalent graduate work may be transferred provided the student did not complete the previous degree and subject to approval by the director of the MBA program.

      For the Master of Education in Instructional Leadership, students may transfer up to nine hours of relevant graduate coursework, at the discretion of the University.

      For the Master of Education in Sport and Wellness Leadership, students may transfer up to six hours of relevant graduate coursework, at the discretion of the University.

      For the Master of Science in Criminal Justice, students may transfer up to six hours of relevant graduate coursework, at the discretion of the University and with approval of the MSCRJ Graduate Program Coordinator.

   c. **Essay** - An essay clearly articulating why the applicant is interested in pursuing this particular degree at this point in his/her educational career. The essay should be type-written, double-spaced, and 1 to 3 pages in length. The essay portion should demonstrate competence in the applicant's writing ability. Applicants may submit their essays online.

      Master of Arts in Youth Ministry and Master of Arts in Theology and Ministry – The essay should be an autobiographical history of the applicant, reflecting family background, spiritual development, call to ministry, local church commitment, ministry experience, and future goals.

Master of Education in Sport and Wellness Leadership (SWELL) - The 500-word essay must address your professional goals, how the SWELL program can benefit you, and what your experiences to date may contribute to your cohort.

Master of Science in Criminal Justice - A personal essay of 800 to 1,200 words answering the following questions: How will a master's degree in Criminal Justice from Howard Payne University further your professional and career goals? In what area(s) would you most like to grow and develop as a professional? How has your previous experience prepared you for a Master of Science in Criminal Justice?

d. **Three Reference Forms** - These forms should be completed by persons who have known the applicant for a minimum of two years. The letters should affirm the applicant's moral character and academic readiness for graduate work. Recommendations are not to come from spouses or relatives. Reference forms are included in the application packet (also available on-line).

e. **Master of Arts in Youth Ministry and Master of Arts in Theology and Ministry** – The forms should be completed by the applicant's pastor, a former professor, and a person who has observed the applicant in a ministry setting. The references should address the applicant's Christian commitment and sense of vocational calling.

f. **Master of Science in Criminal Justice** - Three letters of recommendation affirming the applicant's character, aptitude for the field of criminal justice, and readiness for graduate work.

Master of Business Administration - References are not required for the MBA degree program.

Master of Education in Sport and Wellness Leadership - Two letters of recommendation or one letter and your employer support letter (if applicable).

4. **Personal Interview:** Each applicant to graduate programs will have a personal interview with the Director of the particular graduate program and/or another faculty member from the school in which the degree program resides [School of Education or School of Christian Studies]. The interview may be conducted in person, by telephone, or online [particularly for the online Master of Education in Instructional Leadership].

5. **Master of Business Administration** - The personal interview may not be required for the MBA as long as admission criteria are met.

6. **Deadline for Applications:** Applications for admission to the graduate programs must be submitted between March 15 and July 1 for the fall semesters and between August 15 and December 1 for the spring semesters.

   Master of Education in Instructional Leadership and Master of Science in Criminal Justice - Students can begin either of these programs during any 8-week term; however, complete applications for admission to this graduate program should be submitted six weeks prior to the start date of the term in which the applicant desires to begin enrolling in courses.

7. **Graduate Admission Screening Committee:** A graduate admission screening committee for each program composed of the director of the graduate program and the dean of the school or the dean's designee will review the application materials and determine the admission status of each applicant.

Requirements for Specific Graduate Degree Programs

In addition to the requirements for all graduate programs, each specific graduate program has additional admission requirements.

Master of Arts in Youth Ministry

1. **Baccalaureate Degree** -- The required baccalaureate degree does not have to be in Christian Studies, but for students who have not had undergraduate studies in Christian Studies "leveling" will be required. Leveling: Applicants who have not had undergraduate courses in Old and New Testament may choose to take either leveling courses or departmental challenge examinations. Departmental challenge examinations must be passed with a score of 80% or better. Applicants who have not taken undergraduate courses in Youth Ministry must take the leveling course YMN 3380 Introduction to Youth Ministry.

2. **Church Endorsement Form** - The Church Endorsement form must be completed by a church of which the student has been a member. The Church Endorsement form is included in the application packet (also available on-line).

Master of Arts in Theology and Ministry

1. **Baccalaureate Degree** -- The required baccalaureate degree does not have to be in Christian Studies, but for students who have not had undergraduate studies in Christian Studies "leveling" will be required. Leveling: Applicants who have not had undergraduate courses in Old and New Testament may choose to take either leveling courses or departmental challenge examinations. Departmental challenge examinations must be passed with a score of 80% or better. Applicants will have taken coursework in Biblical Interpretation [hermeneutics] and Theological Foundation studies. Students who have not completed courses in these areas at Howard Payne University or another college or university may be provisionally admitted to the MATM program until the prerequisites have been completed.

2. **Church Endorsement Form** - The Church Endorsement form must be completed by a church of which the student has been a member. The Church Endorsement form is included in the application packet (also available on-line).

Master of Business Administration

1. **Baccalaureate Degree** -- Applicants without an undergraduate degree in business are required to complete two foundational courses (BUS 5300 and 5310) that provide an introduction to business organizations, the larger economic and social environment, and the functional areas of business. These foundational courses are to be completed before moving on to other MBA courses.

2. **3.00 GPA** -- Applicants with a cumulative undergraduate GPA of 3.00 or higher are eligible for full admission to the MBA program. Applicants with a cumulative undergraduate GPA between 2.70 and 2.99 may be considered for probationary admission to the MBA program.

Master of Education in Instructional Leadership

1. **Baccalaureate Degree** -- Applicants must have completed an undergraduate degree from an accredited institution of higher education.

2. **3.00 GPA** -- Applicants must hold a cumulative 3.00 GPA in their undergraduate studies.

3. **Teaching Certification** -- Applicants must also hold a valid State of Texas teaching certification. Applicants holding valid teaching certification from another state may also be considered for the program.

4. **School District Endorsement Form** - The School District Endorsement form must be completed by the applicant and signed by the applicant's superintendent (or his/her designee). Applicants teaching at private schools can secure the signature of the Headmaster/Principal of their school. The School District Endorsement form is included in the application packet (also available online).

5. **Texas Examination of Educator Standards (TExES) Pedagogy and Professional Responsibilities (PPR) Results** - Applicants who have performed at or above a scale score of 256 on their TExES PPR will be accepted into the program without condition. Applicants without TExES PPR Teacher results can contact the Director of the Instructional Leadership Program to provide verification of alternate test results.

Master of Education in Sport and Wellness Leadership

1. **Baccalaureate Degree** -- Full consideration for admission will be given to candidates with a baccalaureate degree and a major or minor in Kinesiology, Sport Administration, Wellness, or a related field and a cumulative 3.0 GPA in their undergraduate studies. If the baccalaureate degree is outside of the above-mentioned fields, or writing proficiency for graduate work is unmet, candidates may be required to enroll in leveling courses, undergraduate courses, or document relevant academic/professional experience prior to entering with their cohort.

2. International students must submit TOEFL scores, unless baccalaureate degree was obtained from a US/UK institution.

Master of Science in Criminal Justice

1. **Baccalaureate Degree** - Candidates with a major or minor in Criminal Justice, Sociology, Social Work, Psychology, or a related field, reflecting an earned baccalaureate degree from a regionally-accredited college or university and demonstrating a minimum GPA of 3.0 (2.7 provisional admission). Transcripts should be mailed directly from your college or university to Howard Payne at the time of application. If the baccalaureate degree is outside of the above-mentioned fields, candidates may seek probationary admission and be required to enroll in leveling courses or document relevant professional experience prior to entering with their class.

2. **Employer Endorsement**. Candidates who are employed must provide a letter of support from their immediate supervisor.

Provisional Admission

Undergraduate Students - **MAYM, MATM,** and **MBA Programs**

An undergraduate student may be considered for admission to the graduate program provided that:

1. The student is within 12 semester hours of graduation.

2. The student has attained a minimum GPA of 3.0.

3. The student has received approval from the particular graduate program and the dean of the school in which the program resides [School of Business, School of Christian Studies].

No provisionally admitted student will be allowed to take more than 6 graduate hours until he/she has been fully admitted to the graduate program at Howard Payne University. Normal maximum load policies will apply.

NOTE: For students in the traditional undergraduate degree programs and the traditional graduate degree programs a course cannot count for both undergraduate and graduate credit. The exception applies to students who have been admitted to the Accelerated Bachelor of Arts/Master of Arts Degree programs.

Master of Education in Instructional Leadership - Texas Examination of Educator Standards (TExES) Pedagogy and Professional Responsibilities (PPR) Results - Applicants who performed at a level lower than a scale score of 256, but not lower than a scale score of 250 on their TExES PPR may request provisional admission to the program. Under conditional admission, the student must achieve at least a 3.50 GPA through the first twelve hours of the Program. Applicants without TExES PPR results can contact the Director of the Instructional Leadership Program to provide verification of alternate test results.

Admission to the Accelerated Bachelor of Arts/Master of Arts Degree Programs - HPU students who major in any of the six majors available in the School of Christian Studies and who have a 3.0 GPA in their major may declare their intention to apply for one of the Accelerated BA/MA degrees when they have earned 75 hours. Students can apply for the Master of Arts in Theology and Ministry or the Master of Arts in Youth Ministry at 80 hours [includes current enrollment]. Upon acceptance to the graduate program, students will be allowed to take graduate courses during their senior year. **For specific details regarding the Accelerated BA/MA program, see page 341 in the School of Christian Studies.**

Special Student Admission

A non-degree seeking student may be considered for special admission to a graduate program and allowed to take graduate courses on a case-by-case basis. Approval must be received from both the Director of the particular graduate program and the Dean of the school in which the program resides [Business, Christian Studies, or Education].

Admission Policies

Open Enrollment

Enrollment is open to qualified students who, without distinction of race, sex, handicap, or denomination, desire to undertake serious study in a selected discipline and who show promise of success in such an endeavor.

Notification

Official notification of the action of the Graduate Admission Screening Committee regarding admission or non-admission is communicated by the director of each graduate program and/or the dean of the school in which the graduate program resides.

Appeals

Students wishing to appeal an admission decision should first consult with the director of the particular graduate program. If the student is not satisfied, an appeal may be made to the dean of the school. If the student is still not satisfied, a final appeal may be made to the provost.

Readmission

Graduate students who discontinue coursework at Howard Payne University, for one or more long semesters, must reapply and be readmitted in order to re-enroll. The graduate readmission process involves the director of the program in which the student was enrolled as well as the Business Office. A student must be cleared and approved for readmission by each of these offices before admission is granted. To begin the process of readmission, contact the program director.

Financial Information

Graduate Program Hourly Tuition Rates

Graduate programs in Youth Ministry, Theology and Ministry, and Business - $510.00 per credit hour

Graduate program in Criminal Justice - $495.00 per credit hour

Graduate program in Education - Instructional Leadership - $275.00 per credit hour

Graduate program in Education - Sport and Wellness Leadership - $333.00 per credit hour

(An undergraduate student, who is within 12 hours of graduation, can be simultaneously enrolled in one HPU graduate class, and the tuition charge will be covered by the student's full-time block undergraduate tuition.)

Graduate courses may be audited for $105.00 per audit hour.

Scholarships

Master of Arts in Youth Ministry and Master of Arts in Theology and Ministry

HPU Church Match Scholarship

HPU will match designated church gifts for HPU graduate students up to, but not exceeding $100 per semester hour. This scholarship applies to all graduate courses and is not limited to Baptist churches.

BGCT Ministerial Grant/Scholarships

For students who are members of Baptist churches, the Baptist General Convention of Texas offers aid of $100.00 per semester hour.

- Students may qualify for both Church Match and BGCT scholarships
- Additional financial aid information is available at www.hpuchristianstudies.org.

Students who receive Ministerial Financial Aid from the BGCT, and who have not taken a substantial undergraduate course emphasizing Baptist distinctives and polity, must take PTH 5311. In addition, students who receive Ministerial Financial Aid from the BGCT, and who have not taken an upper level undergraduate course in Christian history, must take PTH 5331.

Refunds

Refunds of tuition will be considered in cases where students officially withdraw from the university prior to the fifth day of modular graduate classes.

First full day of classes offered	100%
Second and third full day of classes offered	80%
Fourth & fifth full day of classes offered	50%
After fifth day	No refund

Student Services and Student Life

The University provides a number of services to students. Since graduate students will be on campus some of the time, they will have access to all student services while on campus. Among these are the various student activities, library privileges, health services, and student publications. For additional information regarding student services, please see the student handbook.

Master of Education in Instructional Leadership - Student services which support on-line students include program information, advisement, and registration assistance. Advising and academic counseling will be provided by the Director of the Instructional Leadership Graduate Program via telephone and email. Major assistance is provided directly by personnel from the Brownwood campus in areas such as enrollment services, admissions, financial aid, and library orientation. See Orientation under the Academic Information section below.

Identification Card

The student's identification card is his/her official university identification and should be carried at all times. The card provides access to library services, wellness center, athletic events, and other university events and services.

Insurance

The University does not provide a health insurance policy for students. However, HPU graduate students are eligible to apply for the seminarian insurance policy through Guidestone Financial. Details are available at www.guidestone.org.

Academic and Personal Integrity

Students are expected to maintain academic honesty and personal integrity at all times. Cheating is defined as giving or receiving academic assistance not approved by the professor. Plagiarism presents the ideas and/or writings of others without proper and explicit acknowledgment of the source(s). This applies to on-line sources as well as printed materials. It is the policy of Howard Payne University that all instances of academic dishonesty are to be reported in writing by instructors to the Provost. Academic dishonesty may be considered grounds for dismissal from the course and/or the University.

Academic Information

Orientation

At the beginning of each fall and spring semester, as a part of the admission process, the director of each graduate program will provide orientation information for new graduate students. The orientation will include information regarding Curriculum, Student Services, Financial Aid, the Business Office, the Library, and other related areas.

Internships/Mentorship

In lieu of a thesis, the graduate degree programs require students to complete internships or mentorships as a practical expression of what they are learning. The internships/mentorships will be supervised, focusing on skill-based and affective learning.

Master of Arts in Youth Ministry and Master of Arts in Theology and Ministry - Students complete 3 different internships or mentorships by choosing three different two-hour internship or mentorship courses.

Master of Business Administration - Application projects where students use concepts in realistic settings are an integral part of all courses in the MBA program.

Master of Education in Instructional Leadership - The Master of Education in Instructional Leadership will require students to complete an internship (EDU 5311) concurrently with an approved Action Research proposal (EDU 5310) as a practical expression of what they have learned. A Thesis Research path is available for students seeking the Master of Education in Instructional Leadership without principal certification.

Portfolio

The student will assemble a portfolio while enrolled in the graduate program. The portfolio will include designated written assignments from all completed courses. These assignments will be assembled in electronic format: CD, DVD, or flash drive and presented to the director of the graduate program prior to graduation. The portfolio will serve as a comprehensive assessment tool, providing insight to the student's accomplishment of the intended learning outcomes, as well as the accomplishment of the program's outcomes.

Master of Arts in Youth Ministry and Master of Arts in Theology and Ministry - A copy of the materials will be presented to the student's advisory committee prior to the final oral interview. Upon graduation, a copy of the portfolio will be kept in the student's permanent file in the office of the School of Christian Studies.

Master of Business Administration - As a resource available for use when seeking employment, each student is encouraged to develop a portfolio of application projects that illustrate the student’s capacity to add/create value in realistic settings.

Master of Education in Instructional Leadership - The portfolio will serve as a comprehensive assessment tool and practical resource for the student in his/her first administrative position.

Master of Education in Sport and Wellness Leadership - No portfolio is required.

Master of Science in Criminal Justice - No portfolio is required.

Library

Howard Payne University is committed to providing learning resources to our students, whether they are physically within the library building or are remotely accessing our materials. Walker Memorial Library has an extensive collection of print and on-line resources. On-line students will be able to access the library catalog and databases from any internet capable computer. Their student ID has a library barcode and associative ID number which allows them access to the many databases through our proxy. Since we are a member of the Abilene Library Consortium, the catalog includes holdings from all five libraries in the consortium [over 830,000 print volumes]. Students can request circulating items from the three Abilene universities, Abilene Christian University, Hardin-Simmons University, and McMurry University, with a simple click on the request button using their ID number and PIN. Students in good standing with the HPU Library will be issued a TexShare card which will allow them to use participating libraries in their local area. Professional librarians are available through email or the toll free number to help students with their research. Many questions can be answered through the library web page "Off-campus Library Services."

Graduate Student Performance

Every student enrolled in the graduate program is required to maintain a high level of performance and comply fully with the policies of the institution. The University reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to university policies.

Advisory Committee

Master of Arts in Youth Ministry and Master of Arts in Theology and Ministry - Each graduate student seeking the MAYM or MATM must assemble an advisory committee that will serve to provide guidance and feedback throughout the program. This committee will be in place from the first semester that a student enters the program until the final oral interview prior to graduation. The committee will consist of the Director of the Youth Ministry Graduate Program or the Director of the Theology and Ministry Graduate Program, a faculty member chosen by the student, and an experienced minister (at least five years full-time experience) chosen by the student. The advisory committee will conduct the exit interview with the candidate as a final step in completing the graduate degree.

Academic Policies

Enrollment Status

The following chart shows how graduate enrollment status is defined.

In the long semesters - Fall and Spring:

9+ credit hours	=	full time enrollment
7-8 credit hours	=	three-quarter time enrollment
6 credit hours	=	half-time enrollment
4-5 credit hours	=	less than half-time enrollment
3 credit hours	=	quarter-time enrollment

In the short semesters - May-term, Summer I, and Summer II:

6+ credit hours	=	full time enrollment
4-5 credit hours	=	three-quarter time enrollment
3 credit hours	=	half-time enrollment
2 credit hours	=	less than half-time enrollment
1 credit hour	=	quarter-time enrollment

The maximum course load for a graduate student is 12 hours in a typical fall or spring semester. Students desiring to take more than 12 hours must have an overload waiver approved by the school dean.

For the purpose of reporting enrollment status for graduate students, 9 or more semester hours is considered full-time during the long semesters (Fall and Spring) and less than 9 semester hours is considered part-time. During short terms (May-term, Summer I, Summer II), full-time enrollment is 6 or more semester hours and part-time enrollment is less than 6 semester hours.

For the purpose of financial aid (loans, etc.), enrollment status during the long semesters (Fall and Spring) is determined as follows: Full-time - 9 or more semester hours; 3/4 time - 7-8 semester hours; 1/2 time - 6 semester hours; Less than 1/2 time - 4-5 semester hours; 1/4 time - 3 semester hours. Enrollment status during short terms (Summer I, Summer II) is as follows: Full-time - 6 or more semester hours; 3/4 time - 4-5 semester hours; 1/2 time - 3 semester hours; Less than 1/2 time - 2 semester hours; 1/4 time - 1 semester hour.

Credit Hour / Semester Credit Hour

Howard Payne University conforms to the Federal definition of a credit hour and defines a semester credit hour as 45 hours of combined learning including class interaction, individual study, evaluation, experiential learning, writing, application, research and instruction by qualified faculty. Course credits are based on student learning outcomes that are standardized for all courses in all modes of delivery. For classes that meet less than the Carnegie Standard, the University de-emphasizes "seat time" (time in class) as the primary metric for determining the amount of student work for Federal purposes. Instead, per the flexibility guidelines of the Federal definition, "credits are awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time".

Grades and Grade Points

Grades in graduate courses indicate performance with respect to the quality of work at the graduate level. Accordingly, graduate students should be aware that grades are based on more stringent criteria than those for undergraduate courses. Students must earn a grade of C or higher in all graduate courses. A grade below 70 will be considered a failing grade. Failure to achieve good academic standing will result in dismissal from the program. Possible grades include:

Grade	Explanation	Grade Points
A	Excellent	4
B	Good	3
C	Fair	2
D	Not Passing for graduate coursework	1
F	Failing	0
I	Incomplete	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
NG	No Grade	0

In order to maintain acceptable academic progress, graduate students must maintain a 3.0 grade point average in all graduate work (when courses are repeated, only the most recent grade will be used to calculate grade points and semester hours).

A student who earns a grade of D, F, or WF will be placed on Academic Probation.

Dropping a Course

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

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

A student may withdraw from a class in an accelerated term such as an 8-week course, May-term, or summer session up to five class days prior to the end of the course or term. A **WP** or **WF** will be recorded just as it is for a regular semester.

Withdrawal from the University

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

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

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

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

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

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

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

Academic Probation

When placed on academic probation, the director of the graduate program and the dean of the school of major will review the student's potential for successful completion of the program. A recommendation will

be given to the student on how to return to good academic standing. To return to good academic standing, the student must show satisfactory progress in removing identified deficiencies and possess a grade point average of 3.0 or better. A student may not graduate while on academic probation.

Grade Appeal Process

A student who believes that the grading policy for a class has been unfairly administered, resulting in a course grade lower than expected, has the right to appeal the professor's decision on the grade. The following process is for appealing a course grade only, not for grades on individual projects or tests. For an appeal to be considered valid, each of the following steps must be taken in the order listed.

1. Discuss the matter with the professor. If at all possible, the matter is reconciled at this point.

2. If dissatisfied with this discussion, the student voices the concern to the director of the particular graduate program in a conference scheduled by the student. The program director discusses the matter with the professor; another attempt is made to reconcile the matter. (If the professor is the program director, proceed to step three.)

3. If the issue is not resolved to the student's satisfaction, the student submits a formal, written appeal to the dean of the school in which the graduate program resides. The following must be included in the graduate student's appeal:

    a. A cover letter requesting reconsideration of the grade.

    b. A straightforward narrative (1-3 pages) detailing the circumstances surrounding the contested grades, with special emphasis given to reasons why the student believes the grade is unwarranted.

    c. All graded materials in the class - tests, essays, projects, etc. - that are in the student's possession, and

    d. The student's personal record of attendance in the class.

4. The director of the graduate program forwards a recommendation on the matter to the dean upon notification that the student has filed a grievance.

5. In writing, the dean formally apprises the professor of the student's grievance and gives a summary of the points of concern.

6. The professor submits a written response to the dean, which includes the projects in the professor's possession, grades on all work done in the course, and a copy of the class syllabus with the contested policy highlighted.

7. The dean will meet with each party separately and may schedule a joint appointment with the two parties in order to attempt a solution.

8. If the student feels that additional appeal is necessary, then the last line of appeal is to the provost.

Transfer Credit

Work completed before the student applies for admission at HPU, or completed at another institution after admission to HPU may transfer if:

1. it is graduate work from a regionally accredited institution of higher education

2. an official transcript of the work is on file in the Office of the Registrar

3. the work was completed during the last 10 years

4. it is approved by the director of the graduate program.

Master of Arts in Youth Ministry and Master of Arts in Theology and Ministry - A maximum of 12 semester hours of approved graduate work may be transferred provided the student did not complete the previous degree. A maximum of 6 semester hours may be transferred from a previously completed degree.

Master of Business Administration - A maximum of 6 semester hours of equivalent graduate work may be transferred provided the student did not complete the previous degree, subject to approval by the director of the MBA program.

Master of Education in Instructional Leadership - A maximum of 6 semester hours of approved graduate work may be transferred provided the student did not complete the previous degree.

Master of Education in Sport and Wellness Leadership - Students may transfer up to six hours of relevant graduate coursework, at the discretion of the University.

Master of Science in Criminal Justice – Students may transfer up to six hours of relevant graduate coursework, subject to approval by the director of the MSCRJ program.

Correspondence Credit

No correspondence course credit may be applied to a graduate degree; however, courses taken through a distance-learning format such as on-line or interactive video may be considered.

Time Limitations for Degree Completion

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

Specific Requirements for Completion of Master Degrees

1. File a signed degree audit with the Office of the Registrar no later than the completion of twenty graduate hours. Graduate program students are required to file an official degree audit within their first semester of enrollment.

2. Have an overall grade point average of 3.00 or better.

3. Complete a minimum of 30 semester hours [MBA or MEDIL] or 42 semester hours [MAYM or MATM]. Depending on a student's academic background and course load, the average master's degree program at Howard Payne takes two (2) years to complete.

4. Take a minimum number of graduate hours from Howard Payne University:
   - Master of Arts in Theology and Ministry..... 30 hours
   - Master of Arts in Youth Ministry..... 30 hours
   - Master of Business Administration ..... 24 hours
   - Master of Education in Instructional Leadership ..... 21 hours

- Master of Education in Sport and Wellness Leadership ..... 24 hours
- Master of Science in Criminal Justice ..... 30 hours

5. Order diploma by October 1 for December graduates, February 1 for May graduates, and April 1 for August graduates.

6. Have student account paid in full before graduating or participating in graduation ceremonies, including all applicable fees.

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

Programs of Study

Master of Arts in Youth Ministry

Gary Gramling, Ph.D., Director

FACULTY: **Donnie Auvenshine, Ph.D.; Rusty Wheelington, Ed.D.**

PART-TIME/ADJUNCT FACULTY: **Art Allen, Ph.D.; Jason Atchley, D.Min.; Donna Bowman, D.Ed.Min.; Allen Jackson, Ph.D.; Jimmy Myers, Ph.D.; Scott Stevens, Ph.D.**

- 42-hour non-thesis degree
- Traditional residency not required
- 6 hours of supervised internship in lieu of thesis

Program Goals

The educational goals for the Master of Arts in Youth Ministry are:

1. Students will learn the processes, functions, and networks of an effective local church youth minister.
2. Students will develop familiarity with the primary issues along with skills and tools needed to give effective leadership to local church youth ministry.
3. Students will assess youth ministry from biblical and theological perspectives.

Student Learning Outcomes

The expected student learning outcomes for the Master of Arts in Youth Ministry are:

1. Graduates will be able to articulate a biblically-based, theologically sound, relationship-focused strategy of youth ministry in the local church.
2. Graduates will have developed proficiency in the skills needed for the study and appropriate interpretation of the biblical materials.
3. Graduates will have developed a proper theological framework through which to view youth ministry.
4. Graduates will have developed appropriate skills for researching factors related to teenagers, their leaders, and their families.
5. Graduates will have had successful experiences working with youth in various settings by participating in internships.

Program Curriculum

CORE ..... 24 hours

General ..... 6 hours

YMN 5300 Research and Writing 3 hours

YMN 6320 Youth Ministry and Leadership 3 hours

Biblical and Theological ..... 9 hours

Biblical ..... 6 hours

BIB 5391 Biblical Interpretation ..... 3 hours

OR

Advanced Bible (Old Testament) ..... 3 hours

Chosen from:

BIB 5304 Special Topics in Biblical Study ..... 3 hours

BIB 5311 Old Testament Poetry ..... 3 hours

BIB 5321 Interbiblical Period ..... 3 hours

BIB 5331 Hebrew Prophets ..... 3 hours

BIB 5381 The Pentateuch ..... 3 hours

OR

Advanced Bible (New Testament) ..... 3 hours

Chosen from:

BIB 5304 Special Topics in Biblical Study ..... 3 hours

BIB 5341 General Epistles ..... 3 hours

BIB 5342 Life and Teachings of Jesus ..... 3 hours

BIB 5351 John and His Writings ..... 3 hours

BIB 5352 Life and Letters of Paul ..... 3 hours

BIB 5361 Revelation ..... 3 hours

Students should choose BIB 5391 and 3 additional hours of BIB at the 5000 level or students who have taken Biblical Interpretation [or an equivalent hermeneutics course] at the undergraduate level should choose 3 hours of Old Testament and 3 hours of New Testament).

Theological ..... 3 hours

YMN 6380 Youth Ministry and Theology ..... 3 hours

Practical ..... 9 hours

YMN 5370 Church and Personal Financial Management ..... 3 hours

YMN 6340 Ministering to Youth and Their Families ..... 3 hours

YMN 6390 Advanced Youth Ministry ..... 3 hours

INTERNSHIP ..... 6 hours

Chosen from:

YMN 6261 Youth Ministry in Multicultural Settings ..... 2 hours

YMN 6262 Crisis Management/Intervention ..... 2 hours

YMN 6263 Local Church Youth Ministry ..... 2 hours

YMN 6264 Youth Ministry in Urban Settings ..... 2 hours

YMN 6265 Youth Ministry in Camp/Retreat/Recreation Settings ..... 2 hours

YMN 6266 Youth Ministry in Suburban Settings ..... 2 hours

YMN 6267 Youth Ministry in Rural Settings ..... 2 hours

YMN 6268 Youth Ministry in Parachurch Settings ..... 2 hours

YMN 6269 Selected Experiences in Christian Ministry* ..... 2 hours

* (Course may be repeated for credit if field experiences differ.)

ELECTIVES.....12 hours

Chosen from:

PTH 5311 Baptist Identity 3 hours
PTH 5331 History of Christianity.....3 hours
YMN 5310 Philosophical Foundations for Youth Ministry.....3 hours
YMN 5320 International Youth Ministry.....3 hours
YMN 5350 Survey of Youth Education.....3 hours
YMN 6305 Evangelizing/Discipling the 21st Century Teen.....3 hours
YMN 6330 Adolescent Development.....3 hours
YMN 6335 Counseling Youth and Their Families.....3 hours
YMN 6370 Youth Ministry Institute.....3 hours
YMN 6375 Researching Youth Culture.....3 hours
YMN 6385 Communicating with Youth Audiences.....3 hours
YMN 6395 The Youth Minister's Personal World.....3 hours

Students who receive Ministerial Financial Aid from the BGCT, and who have not taken a substantial undergraduate course emphasizing Baptist distinctives and polity, must take PTH 5311. In addition, students who receive Ministerial Financial Aid from the BGCT, and who have not taken an upper level undergraduate course in Christian history, must take PTH 5331.

Delivery System

All of the courses that are required to complete the degree will be offered in a two-year rotation in a "modular format." The modular format is a type of hybrid or blended delivery system in which the equivalent of two thirds of the instruction time is accomplished face-to-face in an intensive 8-hour per day, 4-day format. The remaining portion of instruction is fulfilled through the combination of assigned readings, electronic interactions, etc. beginning 6 weeks prior to the class meetings, and through the continued reflection and assimilation demonstrated by the production of a written assignment that is completed weeks after the class meetings. Additionally, some courses will be available to local students in the typical semester long format.

This type of delivery system makes the program accessible to ministry students who are currently serving in ministry locations away from the Brownwood area [does not require relocation], ministry students living in the area, and current HPU undergraduate students who can complete a bachelor's degree and continue immediately into a graduate program.

Master of Arts in Theology and Ministry

Gary Gramling, Ph.D., Director

FACULTY: **Donnie Auvenshine, Ph.D.; Derek Hatch, Ph.D.; Melody Maxwell, Ph.D.; Rusty Wheelington, Ed.D.**

PART-TIME/ADJUNCT FACULTY: **Art Allen, Ph.D.; Donna Bowman, D.Ed.Min.; Don Fawcett, D.Min.; Jimmy Myers, Ph.D.**

- 42-hour non-thesis degree
- Traditional residency not required
- 6 hours of mentorship in lieu of thesis

Program Goals

The educational goals for the Master of Arts in Theology and Ministry are:

1. Students will learn the processes, functions, and networks of an effective Christian minister.
2. Students will develop familiarity with the primary issues along with skills and tools needed to give effective leadership to Christian ministry in the 21st century.
3. Students will assess Christian ministry from biblical and theological perspectives.

Student Learning Outcomes

The expected student learning outcomes for the Master of Arts in Theology and Ministry are:

1. Graduates will be able to articulate a biblically-based, theologically sound, relationship-focused strategy of Christian ministry in the local church and other ministry settings.
2. Graduates will have developed proficiency in the skills needed for the study and appropriate interpretation of the biblical materials.
3. Graduates will have developed a proper theological framework through which to view Christian ministry.
4. Graduates will have developed appropriate skills for researching factors related to ministering to people in various contexts.
5. Graduates will have had successful ministry and/or educational experiences in various contexts by participating in guided mentorships.

Program Curriculum

The Master of Arts in Theology and Ministry degree [MATM] is 42 credit hours: Required/Core courses - 27 hours; Mentorships - 6 hours; Electives - 9 hours; Total - 42 hours. The 33 credit hours of required courses and mentorships include 12 hours of theological studies, 12 hours of ministry studies, 3 hours of personal formation for ministry, 3 hours of biblical studies, and 3 hours of academic skill building. The 9 credit hours of electives offer options in biblical studies, theological and historical studies, and ministry studies.

CORE ..... 27 hours

PTH 5300 Research and Writing ..... 3 hours
PTH 5322 Christian Ethics: Theology and Practice ..... 3 hours
PTH 6312 Theology of Church and Its Mission ..... 3 hours
CED 6314 Education and Faith Development ..... 3 hours
PTH 6321 Leadership Theory and Practice ..... 3 hours
PTH 6331 The Church: Its Culture and Context ..... 3 hours
PTH 6395 The Minister's Personal World ..... 3 hours
Bible or Greek Exegesis/Advanced Greek ..... 3 hours

Chosen from:

BIB 5304 Special Topics in Biblical Studies ..... 3 hours
BIB 5311 Old Testament Poetry ..... 3 hours
BIB 5321 Interbiblical Period ..... 3 hours
BIB 5331 Hebrew Prophets ..... 3 hours
BIB 5342 Life and Teachings of Jesus ..... 3 hours
BIB 5351 John and His Writings ..... 3 hours
BIB 5352 Life and Letters of Paul ..... 3 hours
BIB 5361 Revelation ..... 3 hours
BIB 5341 General Epistles ..... 3 hours
BIB 5381 The Pentateuch ..... 3 hours
BLA 5321 Advanced Greek ..... 3 hours
BLA 5351 Greek Exegesis ..... 3 hours

Communication ..... 3 hours

Chosen from:

CED 6311 Teaching in Context ..... 3 hours
PTH 5312 Christian Proclamation ..... 3 hours

[Communication prerequisite: students who have not previously taken a preaching or teaching course will need to demonstrate competency in communicating biblical truth to contemporary hearers through a satisfactory evaluation of student-prepared sermons or lessons.]

MENTORSHIPS ..... 6 hours

Chose three of the following:

PTH 6261 Christian Care and Counseling ..... 2 hours
PTH 6262 Family Ministries ..... 2 hours
PTH 6263 Church Leadership and Administration ..... 2 hours
PTH 6264 Preaching ..... 2 hours
PTH 6265 Teaching ..... 2 hours
PTH 6266 Leading a Missional Church ..... 2 hours
PTH 6267 Community Ministries ..... 2 hours
PTH 6268 Christian Higher Education ..... 2 hours
PTH 6269 Selected Experiences in Christian Ministry* ..... 2 hours

*(Course may be repeated for credit if field experiences differ.)

[Mentorships are intended to provide opportunities for field experience in order that students "learn by doing." That is, they begin cultivating the skills and practices necessary to serve within a given area of vocational ministry. In addition, students and mentors will regularly discuss spiritual growth and development for ministers.]

ELECTIVES.....9 hours

Chosen from:

BIB 5000-level .....3 hours
PTH 5331 History of Christianity .....3 hours
PTH 5304 Special Topics in Theology .....3 hours
PTH 5311 Baptist Identity .....3 hours
PTH 5312 Christian Proclamation .....3 hours
PTH 5370 Church and Personal Financial Management .....3 hours
CED 6311 Teaching in Context .....3 hours
PTH 6340 Global Theologies .....3 hours
YMN 6335 Counseling Youth and Their Families .....3 hours

Students who receive Ministerial Financial Aid from the Baptist General Convention of Texas, and who have not taken a substantial undergraduate course emphasizing Baptist distinctives and polity, must take PTH 5311: Baptist Identity. In addition, students who receive Ministerial Financial Aid from the BGCT, and who have not taken an upper-level course in Christian history must take PTH 5331: Christian History.

Delivery System

All of the courses that are required to complete the degree will be offered in a two-year rotation in a "modular format." The modular format is a type of hybrid or blended delivery system in which the equivalent of two thirds of the instruction time is accomplished face-to-face in an intensive 8-hour per day, 4-day format. The remaining portion of instruction is fulfilled through the combination of assigned readings, electronic interactions, etc. beginning 6 weeks prior to the class meetings, and through the continued reflection and assimilation demonstrated by the production of a written assignment that is completed weeks after the class meetings. Additionally, some courses will be available to local students in the typical semester long format.

This type of delivery system makes the program accessible to ministry students who are currently serving in ministry locations away from the Brownwood area [does not require relocation], ministry students living in the area, and current HPU undergraduate students who can complete a bachelor's degree and continue immediately into a graduate program.

Accelerated Bachelor of Arts/Master of Arts Degrees

Donnie Auvenshine, Ph.D., Director

FACULTY: **Gary Gramling, Ph.D.; Derek Hatch, Ph.D.; Melody Maxwell, Ph.D.; Rusty Wheelington, Ed.D.**

PART-TIME/ADJUNCT FACULTY: **Donna Bowman, D.Ed.Min.; Don Fawcett, D.Min.; Allen Jackson, Ph.D.; Jimmy Myers, Ph.D.; Scott Stevens, Ph.D.**

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

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

The Bachelor of Arts degree will be conferred at the completion of all undergraduate degree requirements and the completed degree will be added to the graduate's transcript. At the completion of the undergraduate degree, the student will be required to have an official graduate degree audit on file with the Registrar's Office. The student will be given the choice to walk at conferral of the bachelor's degree and master's degree or only at the completion of the master's degree where the student could receive both diplomas. Students must complete their undergraduate degree requirements (Bachelor of Arts) and be making satisfactory progress in their graduate degree coursework to continue studies toward the Master of Arts degree, thus an additional application for graduate studies will not be required.

Traditional	**Accelerated**
Bachelor of Arts . . . . . .124 hours	Bachelor of Arts . . . . . .112 hours*
Master of Arts . . . . . .42 hours	Master of Arts . . . . . .42 hours*
Total . . . . . .166 hours	Total . . . . . .154 hours*

*NOTE: 12 graduate hours count toward BA degree

For specific information concerning the Bachelor of Arts degree with one of the six majors in Christian Studies see the Christian Studies section in the Undergraduate Studies portion of the Catalog. For specific information concerning the Master of Arts in Youth Ministry or the Master of Arts in Theology and Ministry see the Graduate Studies portion of the Catalog.

Master of Business Administration

Brad Lemler, Ph.D., Interim Director

FACULTY: **James Finch, Ph.D.; Adrian Gil, Ph.D.; Debra Powell, D.B.A.; Dan Pryor, Ed.D.; Carmen Santana-Melgoza, Ph.D.**

PART-TIME/ADJUNCT FACULTY: **Larry Meadows, J.D.; Kenneth Smith, Ph.D.**

TOTAL HOURS IN DEGREE PROGRAM

BUSINESS MAJORS ..... 30 hours

- 30-hour non-thesis degree
- Traditional residency not required
- Application projects in all courses in lieu of thesis

NON-BUSINESS MAJORS ..... 36 hours

- 30-hour non-thesis degree
- Traditional residency not required
- Application projects in all courses in lieu of thesis
- 6 hours foundational core for students who have not completed a business major at the undergraduate level

Program Goals

The educational goals for the Master of Business Administration are:

1. Students will learn to reason critically and analytically, solve problems, and communicate effectively across all business disciplines.

2. Students will be able to demonstrate knowledge in the functional areas of business and apply that knowledge within a specific business discipline.

3. Students will develop career goals and understand how to leverage professional opportunities.

Student Learning Outcomes

The expected student learning outcomes for the Master of Business Administration are:

1. Graduates will be able to articulate a sound tactical-strategic plan for an organization in their chosen field.

2. Graduates will have developed proficiency in critical and analytical thinking, problem solving, and effective communication across all business disciplines.

3. Graduates will have developed an appropriate understanding of the functional areas of business.

4. Graduates will have developed a working understanding of the ethical challenges in their given fields and be able to integrate their personal world-life view and accountability plan to manage these ever-present personal temptations in their careers and with their family lives.

5. Graduates will have had successful experiences using course concepts in realistic settings through the completion of application projects.

Program Curriculum

Total Hours in Degree Program

BUSINESS MAJORS ..... 30 hours

NON-BUSINESS MAJORS ..... 36 hours

Foundational Core (Non-business majors) ..... 6 hours

Prerequisite courses for students who have not completed a business major at the undergraduate level

BUS 5300 - Foundational Business Concepts I ..... 3 hours
BUS 5310 - Foundational Business Concepts II ..... 3 hours

Business Core ..... 24 hours

ACC 5311 Managerial Accounting ..... 3 hours
BUS 5011 Business Scorecard ..... 0 hours
FIN 5313 Financial Management ..... 3 hours
MGT 5312 Management ..... 3 hours
MGT 5314 Business Ethics ..... 3 hours
MGT 5317 Entrepreneurship ..... 3 hours
MGT 5318 Legal Environment of Business ..... 3 hours
MGT 5322 International Business ..... 3 hours
MKT 5311 Marketing Management ..... 3 hours

MBA Concentration ..... 6 hours

Chosen from:

Finance Concentration ..... 6 hours

FIN 5314 Investments ..... 3 hours
FIN 5315 International Finance ..... 3 hours

Marketing Concentration ..... 6 hours

MKT 5312 Promotional Strategy ..... 3 hours
MKT 5313 International Marketing ..... 3 hours

International Business Concentration ..... 6 hours

FIN 5315 International Finance ..... 3 hours
MKT 5313 International Marketing ..... 3 hours

BBA Accounting and MBA Integrated Program

Accounting students with an interest in public accounting may choose the BBA Accounting and MBA Integrated Program. This program requires the completion of 150 credit hours and meets all requirements for the CPA examination. Students will receive a BBA degree with a major in accounting and an MBA degree.

BBA Accounting - MBA Curriculum ..... 150 hours

BBA General Education ..... 42 hours
BBA Additional Degree Requirements ..... 9 hours
BBA Business Core ..... 36 hours
BBA Accounting Major (MGT 5318 in place of BUS 3321) ..... 30 hours
MBA Business Core ..... 24 hours
MBA Concentration ..... 6 hours
MBA-ACC 5391 Accounting Research* ..... 3 hours

*The ACC 5391 Accounting Research course satisfies the requirements for ACC 4391 Accounting Research at the undergraduate level. The course is taken as a capstone course in the last semester of the total program.

Delivery System

The delivery method for the MBA program is a hybrid of online and on ground components. The mix between online and on ground components will vary across courses based on course content and learning objectives. All courses will be offered each year. Students may take courses in any order with the exception of the foundational courses. All courses will be offered in eight-week terms.

Master of Education in Instructional Leadership

Joe E Robinson, Ph.D., Director

FACULTY: **Kylah Clark-Goff, Ph.D.; Joe Robinson, Ph.D.**

PART-TIME/ADJUNCT FACULTY: **Jack Chew, Ph.D.; Robb Decker, J.D.; Brenda Emanuel, Ed.D.; Ted Gillum, Ed.D.; Douglas Karr, Ed.D.**

- 30-hour graduate degree
- 100% on-line delivery; 8-week terms
- Traditional residency not required
- 3 hours of supervised internship for principal certification
- 6-hour thesis research for non-certification option

Program Goals

The educational goals for the Master of Education in Instructional Leadership are:

1. The curriculum of the program will maintain the highest quality, aligned with the State of Texas standards for principals (TEC §21.046(b)(1)-(6), identified in §241.15 relating to Standards for the Principal Certificate) emphasizing instructional leadership; administration, supervision, and communication skills; curriculum and instruction management; performance evaluation; organization; and fiscal management.

2. Students will pass the Texas Examination for Educator Certification (TExES) for principals (TExES #068) on their first attempt.

3. Graduates of the program will possess the knowledge and skills necessary to perform successfully as a first-year principal.

4. Students will exhibit the highest caliber of moral and ethical character providing a Christian "value added" dimension to the educational community in which they will serve as principals.

Student Learning Outcomes

The expected student learning outcomes for the Master of Education in Instructional Leadership are:

1. Graduates of the program will be able to shape campus culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community ("school community" includes students, staff, parents/caregivers, and community members).

2. Graduates of the program will be able to communicate and collaborate with all members of the school community, respond to diverse interests and needs, and mobilize resources to promote student success.

3. Graduates of the program will be able to act with integrity, fairness, and in an ethical and legal manner.

4. Graduates of the program will be able to facilitate the design and implementation of curricula and strategic plans that enhance teaching and learning; ensure alignment of curriculum, instruction, resources, and assessment; and promote the use of varied assessments to measure student performance.

5. Graduates of the program will be able to advocate, nurture, and sustain an instructional program and a campus culture that are conducive to student learning and staff professional growth.

6. Graduates of the program will be able to implement a staff evaluation and development system to improve the performance of all staff members, select and implement appropriate models for supervision and staff development, and apply the legal requirements for personnel management.

7. Graduates of the program will be able to apply organizational, decision-making, and problem solving skills to ensure an effective learning environment.

8. Graduates of the program will be able to apply principles of effective leadership and management in relation to campus budgeting, personnel, resource utilization, financial management, and technology use.

9. Graduates of the program will be able to apply principles of leadership and management to the campus physical plant and support systems to ensure a safe and effective learning environment.

Program Curriculum

Administrative Core .....24 Hours
EDU 5302 - Student Success through Communication and Collaboration .....3 hours
EDU 5303 - School Law and Ethics .....3 hours
EDU 5304 - Curriculum Alignment and Management Procedures .....3 hours
EDU 5305 - Data Driven Decision Making Processes .....3 hours
EDU 5306 - Learning Communities and Professional Development .....3 hours
EDU 5307 - Instructional Leadership .....3 hours
EDU 5308 - Budget and Fiscal Management .....3 hours
EDU 5309 - Building Management and Design .....3 hours

Certification Path .....6 Hours
Administrative Research .....3 hours
EDU 5310 - Contemporary Research and Implementation .....3 hours
Administrative Practicum .....3 hours
EDU 5311 - Practicum/Internship .....3 hours

Non-Certification Path.....6 Hours
EDU 5614 Master's Thesis in Instructional Leadership .....6 hours

AEL and T-TESS Training

Students must complete AEL (Advancing Educational Leadership) training as a course requirement for EDU 5307, the Instructional Leadership course. AEL training is available on an individual fee basis from select Region Education Service Centers. T-TESS (Texas Teacher Evaluation and Support System) training will be a course requirement for EDU 5306 (Learning Communities and Professional Development), beginning with the May, 2017 graduating class. T-TESS training will be available on an individual fee basis beginning the fall of 2016.

TExES Examination Fee

TExES Examination Fee* - Upon completion of the program the student is responsible for paying the $131.00 examination fee.

SBEC Certification Application Fees

SBEC Certification Application Fees* - Upon acceptance to the program, the student is responsible for paying the Probationary Principal certification application fee of $52.00. Upon successful completion of the program, the student is responsible for paying the $77.00 fee for the Standard Principal certification. *SBEC sets the examination fee and the principal application fees; these fees are subject by SBEC to change without notice.

Delivery System

The MED in Instructional Leadership is delivered 100% on-line with each course being offered in an 8-week term.

Master of Education in Sport and Wellness Leadership

P. Graham Hatcher, Ph.D., Director

FACULTY: **Rick Beelby, Ed.D.; P. Graham Hatcher, Ph.D.**

PART-TIME/ADJUNCT FACULTY: **Julie Welker, Ph.D.**

The Master of Education in Sport and Wellness Leadership (SWELL) is a five-semester, ten course, cohort-based learning model, available predominantly through face-to-face, in-class instruction on the Brownwood campus.

Admission Information

Full consideration for admission will be given to candidates with a baccalaureate degree and a major or minor in Kinesiology, Sport Administration, Wellness, or a related field and an undergraduate GPA of 3.0 or higher. If the baccalaureate degree is outside of the above-mentioned fields, candidates may be required to enroll in leveling courses or document relevant academic/professional experience prior to entering with their cohort.

International students must submit TOEFL scores, unless baccalaureate degree was obtained from a US/UK institution. Transfer students may apply up to six (6) semester hours of relevant graduate coursework, at the discretion of the University. Candidates who are employed must provide a letter of support from their immediate supervisor.

To apply, submit (1) the application for admission (available online at www.hputx.edu/swell), (2) official copies of all undergraduate (and graduate, if applicable) coursework/transcripts, (3) a 500-word essay addressing your professional goals, how the SWELL program can benefit you, and what your experiences to date may contribute to your cohort, and (4) two letters of recommendation or one letter and your employer support letter (if applicable) to:

SWELL Program Admissions
School of Education
Howard Payne University
1000 Fisk Avenue
Brownwood, TX 76801

Tuition and Fees

Tuition is $333/credit hour plus program fees of $1500 to support experiential learning. Typical term costs are $2000-$2500. Additional expenses involve texts, subscriptions, and professional membership dues.

Program Goals

1. Embrace and apply a Christian worldview to the professional issues and challenges of planning, organizing, leading, and evaluating sport and wellness programs;

2. Plan, implement, and evaluate a successful sport or wellness event of sufficient magnitude to positively impact an organization or community;

3. Demonstrate the ability to successfully complete an appropriate field-based, practical research investigation with end-product, publication potential; and

4. Possess an executive-level knowledge base and skill set required to prepare for doctoral study and/or professional employment in interscholastic and intercollegiate athletics, professional sport, youth sport, sport facility management, sport marketing and communication, campus recreation, private recreation, corporate wellness, community wellness, non-profit organizations, educational institutions, government agencies, health coaching, and related settings.

Student Learning Outcomes

Upon completion of this advanced degree, students should be able to:

1. Apply critical thinking and analytical skills to sport and wellness leadership challenges;

2. Cultivate an ethical knowledge and skill framework to leverage sport and wellness for greater good to society;

3. Understand sport and wellness in societal contexts; resource allocation and development; legal and ethical aspects of program leadership; program promotion, marketing, and public relations; processes of change and current issues impacting the sport and wellness industries; and

4. Pursue practical experiential research and event management experiences to serve as foundation for sound decision-making and program development.

Program Curriculum

Leveling Courses.....6 Hours

(required only for those without sufficient undergraduate preparation)

KIN 4305 Tests and Measurements .....3 hours
KIN 4331 Program Leadership.....3 hours

Sport and Wellness Leadership.....30 Hours

KIN 5301 Leadership Seminar in Sport/Wellness.....3 hours
KIN 5302 Resource Management in Sport/Wellness.....3 hours
KIN 5303 Socio-cultural Dimensions of Sport/Wellness .....3 hours
KIN 5304 Legal Foundations of Sport/Wellness.....3 hours
KIN 5305 Public Relations in Sport/Wellness.....3 hours
KIN 5306 Contemporary Sport/Wellness Issues .....3 hours
KIN 5307 Event Planning and Design.....3 hours
KIN 5312 Event Implementation and Management .....3 hours
KIN 5315 Research Design.....3 hours
KIN 5316 Research in Sport/Wellness.....3 hours

Master of Science in Criminal Justice

Lynn Humeniuk, M.A., Director

FACULTY: **Gina Gibbs, J.D., M.S.; Paul Lilly, Psy.D.**

The Master of Science in Criminal Justice degree program is designed to provide preparation for those who desire to further their career goals in a field of criminal justice. The curriculum is designed to provide students with an appropriate balance of theory with practical application. Instruction will be centered in a Christian servant leadership model focusing on the balance of justice and restoration. Two tracks will be offered where the student will choose either nine hours of law enforcement elective courses or nine hours of corrections elective courses.

Program Description

- 36-hour non-thesis degree
- 100% on-line delivery; 8-week/16 week terms
- Traditional residency not required

Students may complete the 36 credit hours within six semesters (includes summer sessions) and will choose between a path to Law Enforcement and a path to Corrections.

Program Goals

1. Students will learn to reason critically and analytically and solve problems faced by practitioners in professional areas of criminal justice
2. Students will develop an advanced understanding of practices in the justice system
3. Students will develop career goals and understand how to advance in their profession

Admission Criteria

Students applying to the program must meet the following criteria:

1. Hold a baccalaureate degree from an accredited institution
2. Hold a 3.00 (2.70 provisional) cumulative GPA.
3. Complete an application which includes an 800-1,200 word written essay
4. Submit all official transcripts

All admission materials will be reviewed by the Graduate Admissions Screening Committee.

Students must complete 27 hours of core courses with a grade of “B” or better, and must complete an additional 9 hours of elective courses for a total of 36 semester hours. No more than two elective courses completed with a grade of “C” will count toward the required 36 semester hours and no grade below a “C” will count towards the required 36 semester hours.

Program Curriculum

Criminal Justice ..... 36 hours

Criminal Justice Core Courses ..... 27 hours

CRJ 5310 Critical Analysis of Justice Administration ..... 3 hours
CRJ 5311 Research Methods ..... 3 hours
CRJ 5312 Current Legal Issues in Criminal Justice ..... 3 hours
CRJ 5313 Statistics for Criminal Justice ..... 3 hours
CRJ 5314 Management Principles and Ethics in Criminal Justice ..... 3 hours
CRJ 5315 Theories of Criminology and Deviance ..... 3 hours
CRJ 5316 Professional Paper ..... 3 hours
CRJ 5323 Courtroom Operations and Procedures ..... 3 hours
CRJ 5324 Special Studies in Criminal Justice ..... 3 hours

Law Enforcement Track ..... 9 hours

CRJ 5317 Integrity in Policing ..... 3 hours
CRJ 5318 Special Operations Units ..... 3 hours
CRJ 5319 Public and Private Security in the Future, Domestic and International ..... 3 hours

Corrections Track ..... 9 hours

CRJ 5320 Race, Class and Crime ..... 3 hours
CRJ 5321 Faith and Restorative Justice ..... 3 hours
CRJ 5322 Advanced Corrections and Correctional Administration ..... 3 hours

GRADUATE COURSE DESCRIPTIONS

LEVELING COURSES

BIBLE 1303. INTRODUCTION TO THE OLD TESTAMENT.
An introductory survey of the Old Testament with special attention to the institutions, religious and national life of the Hebrews. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

BIBLE 1304. INTRODUCTION TO THE NEW TESTAMENT.
An introductory survey of the New Testament, including its background, the Gospels, the Acts and Epistles and the Apocalypse. Fall, Spring, Summer.
Prerequisite: None. *Three semester hours*

BIBLE 3391. BIBLICAL INTERPRETATION.
A study of the principles of biblical interpretation and the application of these principles to selected portions of the Bible. Fall
Prerequisite: BIB 1303 and BIB 1304. *Three semester hours*

KINESIOLOGY 4305. TESTS AND MEASUREMENTS IN PHYSICAL EDUCATION.
Use, interpretation, evaluation and administration of existing tests used in physical education. The course will employ the application of elementary statistical procedures. Fall, May-term.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 4331. PROGRAM LEADERSHIP
Application of a Christian worldview to leadership principles, practices, and programs in the exercise and sport professions. Fall and Spring.
Prerequisite: None. *Three semester hours*

PRACTICAL THEOLOGY 3380. THEOLOGICAL FOUNDATIONS.
This course is designed to introduce the methods, sources, and doctrines of Christian theology with the goal to prepare students for graduate coursework in theology. PTH 3380 is a leveling course for graduate students who have not completed a similar course during an undergraduate program. Offered on demand.
Prerequisite: None. *Three semester hours*

YOUTH MINISTRY 3380. INTRODUCTION TO YOUTH MINISTRY.
A study of the basic purposes and principles effective in ministering to contemporary teenagers. Attention will be given to youth ministry and education through the local church. YMN 3380 is a leveling course for graduate students only. Offered on demand.
Prerequisite: None. *Three semester hours*

ACCOUNTING

ACCOUNTING 5311. MANAGERIAL ACCOUNTING.
Study of concepts used to understand, analyze, and improve the operation of business organizations. Topics include, but are not limited to, product costing, cost analysis, budgeting, and continuous improvement.
Prerequisite: None *Three semester hours*

ACCOUNTING 5391. ACCOUNTING RESEARCH.
A capstone course involving research in financial and managerial accounting, auditing, and taxation. Research papers and presentations on current topics will be required. This course will also meet Texas State Board of

Public Accountancy guidelines for eligibility to take the CPA Exam. The course is taken as a capstone course in the last semester of the BBA Accounting and MBA Integrated Program.
Prerequisite: None. *Three semester hours*

BIBLE

Bible courses are offered in full semester format during the semesters listed. In addition, one Old Testament course will be offered in Spring, even years, and one New Testament class will be offered in Spring, odd years, in modular format.

BIBLE 5304. SPECIAL TOPICS IN BIBLICAL STUDIES.
A study of selected topics related to study of the Old or New Testaments. Offered on demand.
Prerequisite: Admission to the Graduate Program. *Three semester hours*

BIBLE 5311. OLD TESTAMENT POETRY.
A study of the poetical portions of the Old Testament with emphasis on Job, the Psalms, and Proverbs. Attention will be given to the literary aspects, the message and the interpretation of these books. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5321. INTERBIBLICAL PERIOD.
A study of the background and texts of the Apocryphal/Deuterocanonical books of the Interbiblical period. Attention will be given to their relationship to the canonical texts. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5331. HEBREW PROPHETS.
An intensive study of the Old Testament Prophetic Books: Isaiah, Jeremiah, Ezekiel and the twelve minor prophets. Attention is given to the historical and literary contexts, the message, and the interpretation of these books. Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5341. GENERAL EPISTLES.
A careful study of the epistles of James, Peter, Jude and the Epistle to the Hebrews. Special attention will be given to the historical background of each epistle. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5342. LIFE AND TEACHINGS OF JESUS.
A careful study of the life and teachings of Jesus based on the gospels. Special attention will be given to the philosophical, historical, and literary background to the first century A.D. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5351. JOHN AND HIS WRITINGS.
An intensive study of the background, content, purpose, and theology of the Fourth Gospel and the Johannine epistles. Emphasis will be given to the historical context of these writings. Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5352. LIFE AND LETTERS OF PAUL.
A careful study of the life and letters of the Apostle Paul including the philosophical, historical and theological background to first century Christianity. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5361. REVELATION.
An intensive study of the content and doctrinal teachings of the book of Revelation. Special attention will be given to its historical background and relationship to Jewish apocalyptic literature. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5381. THE PENTATEUCH.
An intensive study of the first five books of the Bible. Attention is given to the historical and literary contexts, the message, and the interpretation of these books. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BIBLE 5391. BIBLICAL INTERPRETATION.
A study of the principles of biblical interpretation and the application of these principles to selected portions of the Bible. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

BUSINESS

BUSINESS 5011. BUSINESS SCORECARD.
Course where students complete end of program evaluation activities. Students should register for and complete this course during their last 8-week session in the program.
Prerequisite: None *Zero semester hours*

BUSINESS 5300. FOUNDATIONAL BUSINESS CONCEPTS **I.**
An introduction to business organizations, the larger economic and social environment, and the functional areas of business. Topics include, but are not limited to, business overview, business writing, financial accounting, and economics. Intended for MBA students without an undergraduate degree in business. Course must be completed before moving on to non-foundational courses.
Prerequisite: None. *Three semester hours*

BUSINESS 5310. FOUNDATIONAL BUSINESS CONCEPTS II.
An introduction to business organizations, the larger economic and social environment, and the functional areas of business. Topics include, but are not limited to, ethics, marketing, management, finance and strategy. Intended for MBA students without an undergraduate degree in business. Course must be completed before moving on to non-foundational courses.
Prerequisite: None. *Three semester hours*

BUSINESS 5341. RESEARCH & APPLIED PROJECT I.
Three credit hour course for research and application of business theory from the MBA foundational and qualitative core to a specific business application to improve an organizational position. This is the capstone course for the MBA program and must be taken within the last nine credit hours in the program.
Prerequisite: Completion of 21 MBA graduate hours. *Three semester hours*

CHRISTIAN EDUCATION

CHRISTIAN EDUCATION 6311. TEACHING IN CONTEXT.
A study of the various aspects involved in the teaching/learning process. With the example of Christ, attention will be given to effective teaching methods, as well as how individuals learn. Principles of teaching and how those are transferred will also be discussed. [Communication prerequisite: students who have not previously taken a preaching or teaching course will need to demonstrate competency in communicating biblical truth to contemporary hearers through a satisfactory evaluation of student-prepared sermons or lessons.] Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

CHRISTIAN EDUCATION 6314: EDUCATION AND FAITH DEVELOPMENT.
A study of the historical, philosophical, and theological dimensions in Christian education, with an emphasis on how groups, families, and individuals learn and grow in their faith. Special attention will be given to the integration and implementation of theology and Christian doctrine within the structure of a church and its organization. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE

CRIMINAL JUSTICE 5310. Critical Analysis of Justice Administration.
Introduction to the study of crime; explanations of criminal behavior; leadership styles and philosophies with the criminal justice system; and social reaction to crime and the criminal justice system.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5311. RESEARCH METHODS.
The study of scientific research methods as used in the various disciplines within criminal justice system to include a review and critique of research on crime causation, law enforcement, courts, and corrections.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5312. CURRENT LEGAL ISSUES IN CRIMINAL JUSTICE.
Case law and legislation, both state and federal, which have contemporary impact on practices and policies of criminal justice agencies will be examined in this course. Topics may vary to include such matters as civil rights liability, substance abuse and the law, juvenile crime, organized crime, tactics of enforcement, unionization, and other legal issues.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5313. STATISTICS FOR CRIMINAL JUSTICE.
The study of basic and advanced descriptive and inferential statistics, with an emphasis on applications in the criminal justice system will be taught. Focus will be given to various multivariate statistical procedures.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5314. MANAGEMENT PRINCIPLES AND ETHICS IN CRIMINAL JUSTICE.
The study of behavior in complex federal, state, and local bureaucratic or administrative organizations with an emphasis on organizational behavior, group processes, and the managerial function. Concepts and practices of managing criminal justice agencies within the United States will be stressed; however, INTERPOL will also be discussed and evaluated.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5315. THEORIES OF CRIMINOLOGY AND DEVIANCE.
The analytical evaluation and application of a wide range of theoretical concepts, assumptions, propositions, and variables aimed at explaining crime-related outcomes. In the process, students will learn how social scientists empirically (i.e., quantitatively and qualitatively) access theory and how theory influences public policy. Concepts and theories learned at the undergraduate level will be revised in greater detail.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5316. PROFESSIONAL PAPER.
An operational and assistance course normally assigned as an Independent Studies course, designed to provide structured assistance to graduate students who are preparing for significant independent research projects (The Professional Paper or the White Paper) by exposing them to the organizational tools, processes, and techniques used by productive scholars. Ideally, students should expect to complete a viable research and/or position prospectus by the end of the semester.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5317. INTEGRITY IN POLICING.
This course provides an in-depth examination of major theoretical perspectives of integrity in policing. Specific attention will be given to the differences between ethics and integrity; evaluation of police corruption (whether perceived or actual); decision-making theory, police legitimacy, and procedural justice.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5318. SPECIAL OPERATIONS UNITS.
Designed to acquaint graduate students with basic principles of Special Operations Units (SOUs) within law enforcement, including the necessity for such units in the changing nature of policing communities. The necessities and principals of administration and leadership within such units/divisions as Office of Professional Standards (OPS), Special Operations/Tactical (SWAT), Traffic Safety, School Safety, Public/Media Relations, and etc. will be emphasized.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5319. PUBLIC AND PRIVATE SECURITY IN THE FUTURE, DOMESTIC AND INTERNATIONAL.
A comprehensive focus on meeting the changing demands of security in a global environment. Discussion emphasizing the understanding of how to design, implements, and integrate the security function in an every-changing world and the impact of major economic, demographic, and technological trends on developing strategies for security innovation and growth.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5320. RACE, CLASS AND CRIME.
This course addresses issues related to racial/ethnic minorities, socioeconomic status, crime trends, and perceptions of crime and criminal behaviors. The social/historical constructions of race and class are covered as well as their intersectionality within the criminal justice system. Topics include racial/ethnic and socioeconomic disparities in offending, victimization, law enforcement and sentencing.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5321. FAITH AND RESTORATIVE JUSTICE.
A focus on restorative/rehabilitative faith-based programs for adjudicated delinquents and adults sentenced to a correctional system. Overlapping theoretical, philosophical and empirical backgrounds of restorative justice, faith-based rehabilitative/restorative programs will be evaluated.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5322. ADVANCED CORRECTIONS AND CORRECTIONAL ADMINISTRATION.
In-depth examination of the various issues and problems in corrections as they relate to administration and management. A variety of problems is explored, including the philosophical justification for prisons, personnel management, sentencing, and its implications, community-based corrections, rehabilitation, judicial intervention, and correctional reform.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5323. COURTROOM OPERATIONS AND PROCEDURES.
Advanced examination into the basic trial process and general courtroom administration. Emphasis will be given to the examination of the role and structure of prosecution, public defense, and the courts in the United States jurisprudence with emphasis upon criminal law, and problems in the administration of justice.
Prerequisite: Admission to the graduate program. *Three semester hours*

CRIMINAL JUSTICE 5324. SPECIAL STUDIES IN CRIMINAL JUSTICE.
This course is designed to be a directed studies concentration of a pre-approved criminal justice topic. The course can be repeated once with a different concentration.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION

EDUCATION 5100-5600. SPECIAL TOPICS.
Special courses not a part of the regular schedule and offered on an "as needed" basis.
Prerequisite: Director's approval. *One to six semester hours*

EDUCATION 5302. STUDENT SUCCESS THROUGH COMMUNICATION AND COLLABORATION.
The course is a study of instructional leadership principles regarding dynamic communication between the principal and learning community which promotes students success.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION 5303. SCHOOL LAW AND ETHICS.
The course is a study of instructional leadership principles focusing on significant constitutional, legislative, administrative and case law in addition to ethical standards and dilemmas as they relate to daily operations of Texas schools. Students gain knowledge of the legal structure in which education occurs and how administrators' decisions affect encompassing entities within. Students will understand TEA rules, the Texas Education Code, and state and federal laws.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION 5304. CURRICULUM ALIGNMENT AND MANAGEMENT PROCEDURES.
The course is a study of instructional leadership principles which foster an aligned written, taught and tested curriculum.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION 5305. DATA DRIVEN DECISION MAKING PROCESSES.
The course is a study of instructional leadership principles which insure continued student academic improvement through a staff that is continually growing professionally.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION 5306. LEARNING COMMUNITIES AND PROFESSIONAL DEVELOPMENT.
The course examines the cultural characteristics of effective learning communities, focusing on Continuous School Improvement and the essential knowledge and interpersonal skills required to support teachers and provide effective, job-related, appraisal and professional development.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION 5307. INSTRUCTIONAL LEADERSHIP.
This course is a study of leadership principles resulting in understanding dynamic decision-making and problem solving skills. Topics will include professional learning communities and neurogenesis related to high quality schools. Successful completion of Texas Instructional Leadership Development (ILD) training is required as part of this course.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION 5308. BUDGET AND FISCAL MANAGEMENT.
The course is a study of instructional leadership principles focusing on school funds linked to local, state, and federal levels, budgeting, data processing, methods of accounting, conveying information, and supply management as related to school efficiency, fiscal management, grounds, and equipment, with the goal of creating continual educational improvement.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION 5309. BUILDING MANAGEMENT AND DESIGN.
The course is a study of instructional leadership and management principles which ensure a safe, well maintained physical plant as demonstrated by day-to-day operations and physical design of future construction which reflects research principles for student academic success.
Prerequisite: Admission to the graduate program. *Three semester hours*

EDUCATION 5310. CONTEMPORARY RESEARCH.
The course is a study of pertinent contemporary research addressing a specific problem within the student's building and/or district, and/or public school education in general. As such, the student will work with his/her mentor/supervisor to identify a specific problem and develop an Action Research Proposal aimed at finding a solution. This course is to be taken concurrently with EDU 5311.
Prerequisite: EDU 5302 through EDU 5309. *Three semester hours*

EDUCATION 5311. PRACTICUM/INTERNSHIP.
The course is a study of day-to-day operations, through observation of and involvement with instructional leadership duties and responsibilities. The students will develop and submit a detailed log of all instructional leadership observations and involvement activities. The student must log 160 hours of observations and demonstrate administrative skills and knowledge through three Field Observations conducted by an HPU Instructor or an approved Field Observation specialist. The student assumes the cost of any fees associated with the Field Observations.
Prerequisite: EDU 5302 through EDU 5309. *Three semester hours*

EDUCATION 5614. MASTER'S THESIS.
An optional path is available for those who do not wish to pursue Principal Certification. The Master's Thesis explores contemporary issues in education leadership and demonstrates the student is capable of scholarly research across the domains of learning communities, organizational effectiveness, and/or transformational leadership. Requirements of AEL and TTESS training are waived for students pursuing the optional path. This course serves in lieu of EDU 5310 and EDU 5311.
Prerequisite: EDU 5302 through EDU 5309. *Six semester hours*

FINANCE

FINANCE 5313. FINANCIAL MANAGEMENT.
Study of concepts used to understand, analyze and improve interactions between business organizations and stakeholders. Topics covered include, but are not limited to, the financial accounting model and financial reporting, financial instruments and capital markets, and working capital.
Prerequisite: None. *Three semester hours*

FINANCE 5314. INVESTMENTS.
Study of concepts used to understand, analyze and optimize the process of investing. Topics include, but are not limited to, value investing, index investing, understanding and managing risk, financial instruments and markets, and investing within the context of financial planning.
Prerequisite: None *Three semester hours*

FINANCE 5315. INTERNATIONAL FINANCE.
Study of dimensions of the practice of finance that are more pronounced in an international environment. Topics include, but are not limited to, financial instruments and markets, financial institutions, central banks, monetary policy, and exchange rates.
Prerequisite: None *Three semester hours*

KINESIOLOGY

KINESIOLOGY 5301. LEADERSHIP SEMINAR.
A study of leadership styles and methodologies as they relate to sports, exercise and wellness. Topics will include leadership practices of volunteers and professionals; leading individuals representing a diverse population; and methods of appraisal, rewards and marketing. Fall, odd years
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5302. RESOURCE MANAGEMENT IN SPORT/WELLNESS.
Skills and strategies for optimizing fiscal, facility, and human resources in the sport and wellness industries. Fall, odd years.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5303. SOCIO-CULTURAL DIMENSIONS OF SPORT/WELLNESS.
An investigation of the various approaches that work together to understand and explain human behavior. The topics include a study of human behavior and personality development through an examination of the rules of the individual's social groups and subgroups. Spring, even years.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5304. LEGAL FOUNDATIONS OF SPORT/WELLNESS.
Application of federal and state statutes to sport and wellness industries; topics include legal structure of sport and wellness, contract and tort law, trademark and copyrights, employment, products and services, risk assessment and management, and conflict resolution. Spring, even years.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5305. PUBLIC RELATIONS IN SPORT/WELLNESS.
Overview of public relations opportunities within the sport and wellness industry. The course will take a detailed look at all elements of sport public relations. In this era of globalization, all facets of this growing industry are analyzed including media relations, advertising, promotions, and sponsorships. Summer, even years.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5306. CONTEMPORARY ISSUES IN SPORT/WELLNESS.
Examination of current trends and issues in sport and wellness industries; course involves 10-14 days of travel to experience best practices in state, regional, and national sport and wellness organizations. Summer, even years.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5311. EVENT PLANNING AND DESIGN IN SPORT/WELLNESS.
Analysis of process in event planning and design, culminating in a proposal for a significant sport/wellness event; topics include visioning, volunteer and staff utilization, bids and budgeting, crowd management, security, venue preparation and logistics. Fall, even years.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5312. EVENT IMPLEMENTATION AND MANAGEMENT IN SPORT/WELLNESS.
Promotion, implementation, and evaluation of a significant sport/wellness event. Spring, odd years.
Prerequisite: KIN 5311. *Three semester hours*

KINESIOLOGY 5315. RESEARCH DESIGN.
Students learn how to design and implement effective research by focusing on issues, developing hypotheses and designing studies that test hypotheses effectively, fairly and completely. Both oral and written

presentations are conducted from previously published research in conjunction with a critical analysis of errors in research design. Fall, even years.
Prerequisite: None. *Three semester hours*

KINESIOLOGY 5316. RESEARCH IN SPORT/WELLNESS.
Students construct and conduct research of their choice. The research methodology and findings are presented to a panel of KIN faculty and students at the conclusion of the course. Spring, odd years.
Prerequisite: KIN 5315. *Three semester hours*

MANAGEMENT

MANAGEMENT 5312. MANAGEMENT.
Study of concepts used to plan, control, structure, and lead business organizations in a dynamic environment. Topics include, but are not limited to, recruiting, developing, retaining, and efficiently using human capital; and understanding business organizations within the context of the larger economic and social environment.
Prerequisite: None. *Three semester hours*

MANAGEMENT 5314. BUSINESS ETHICS.
A study and review of the theory and challenges in maintaining an ethical stand and organizational integrity as a business professional today. Personal world-life view profiles will be developed and their application to individual career goals will be investigated.
Prerequisite: None. *Three semester hours*

MANAGEMENT 5317. ENTREPRENEURSHIP.
Study of the nature and process of identifying value creation opportunities, and making those opportunities market ready and financially viable. Topics covered include, but are not limited to, strategies for transforming ideas into realities, the role of risk identification and assumption in entrepreneurship, and the creative potential inherent in humans as the source of the entrepreneurial impulse and economic growth.
Prerequisite: None. *Three semester hours*

MANAGEMENT 5318. LEGAL ENVIRONMENT OF BUSINESS.
Study of the legal environment within which business organizations operate, how business professionals can function effectively within that environment, and how business professionals can make optimal use of professional legal assistance.
Prerequisite: None. *Three semester hours*

MANAGEMENT 5322. INTERNATIONAL BUSINESS.
Study of dimensions of the practice of business that are more pronounced in an international environment. Focus primarily on cultural and economic factors. Economic factors include, but are not limited to, trade openness, productivity conditions, exchange rate fluctuations, and the role that these and other factors play in economic growth.
Prerequisite: None. *Three semester hours*

MARKETING

MARKETING 5311. MARKETING MANAGEMENT.
A study of the revenue generation theory and application function of organizations including student application to their respective organizations of marketing research, product development, pricing, consumer behavior, channel strategies and promotional mix options.
Prerequisite: None. *Three semester hours*

MARKETING 5312. PROMOTIONAL STRATEGY.
An in-depth look at the role of advertising and promotion in business and society. Topics covered will include, but are not limited to, an analysis of the role of the environment in developing effective advertising and promotion programs; the managing of the creative process of advertising and promotion; the use of conventional and new media that are available; and integrated brand promotion including sales promotion, event sponsorship and product placement.
Prerequisite: None *Three semester hours*

MARKETING 5313. INTERNATIONAL MARKETING.
An examination of the international marketing environment; economic and cultural contexts; and changes flowing from globalization, regulation and legal issues. Study of transitioning from a domestic to global marketing mix, the effect of social networks and communications, and the meaning of responsibility and sustainability.
Prerequisite: None *Three semester hours*

PRACTICAL THEOLOGY

PRACTICAL THEOLOGY 5300. RESEARCH AND WRITING.
A course designed to prepare the student for research and writing at a graduate level. Emphasis will be given to identifying, evaluating, and utilizing appropriate resources in research, and to developing excellence in content, form, and style. Fall.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 5311. BAPTIST IDENTITY.
A study of the nature, mission, and organizations of the local Baptist church, Baptist associations, the Baptist General Convention of Texas, the Southern Baptist Convention, and other statewide, nationwide, and worldwide Baptist entities. Required of all students who receive ministerial financial aid from the BGCT. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 5312. CHRISTIAN PROCLAMATION.
A study of the principles of expository sermon preparation with a focus on the effective use of narrative elements in communicating the Gospel to a postmodern world. The course will explore a variety of sermon forms and the use of media and sensory materials. Emphasis will be on sermon preparation and other vital issues relating to the preaching task. [Communication prerequisite: students who have not previously taken a preaching or teaching course will need to demonstrate competency in communicating biblical truth to contemporary hearers through a satisfactory evaluation of student-prepared sermons or lessons.] Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 5331. HISTORY OF CHRISTIANITY.
A general survey of the Christian movement from its beginning to the present time. Special attention will be given to significant individuals, selected ideas, movements and institutions, which have influenced Christian theology.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 5322. CHRISTIAN ETHICS: THEOLOGY AND PRACTICE.
A course designed to provide a biblical model for responding to ethical issues in a postmodern world. The study will construct a definition of "Christian Ethics," examine biblical foundations, explore methods and approaches to ethical decision making, and make application to contemporary issues in personal lifestyle, Christian mission, and the current socio-political milieu. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 5370. CHURCH AND PERSONAL FINANCIAL MANAGEMENT.
A course of study relating to building and maintaining a budget for a local church youth ministry, with emphasis given to managing the money entrusted to the youth minister. Additional emphases include budgeting and managing personal finances, including an emphasis on insurance, investments, real estate, and retirement. Cross-credited with YMN 5370. Only three hours credit will be awarded for YMN 5370 or PTH 5370. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6261 - 6269. MENTORSHIPS. (Choose three 2-hour courses)
Opportunities will be provided for students to receive practical on-the-job training and supervision from a leader who has expertise in the field. Students will choose 3 from the following list of internships. Additional mentorships may be proposed, but must be approved by the dean. Evaluation and assessment will be performed at the conclusion of each mentorship. Cross-credited with YMN 6261-6269. Only two hours credit will be awarded for YMN 6261-6269 or PTH 6261-6269.

PTH 6261 Christian Care and Counseling
PTH 6262 Family Ministries
PTH 6263 Church Leadership and Administration
PTH 6264 Preaching
PTH 6265 Teaching
PTH 6266 Leading a Missional Church
PTH 6267 Community Ministries
PTH 6268 Christian Higher Education
PTH 6269 Selected Experiences in Christian Ministry*
*(Course may be repeated for credit if field experiences differ.)

Prerequisite: Admission to the graduate program. *Two semester hours each*

PRACTICAL THEOLOGY 6312. THEOLOGY OF CHURCH AND ITS MISSION.
An intensive study of the biblical, historical and theological doctrines concerning the local and universal Christian church as to its purpose, mission in the context of the twenty-first century, authentic worship and complete ministries. In addition, attention will be given to the work of local Baptist churches in light of historic Baptist Distinctives, global missions, evangelism, with an emphasis on the discipleship of believers. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6321. LEADERSHIP: THEORY AND PRACTICE.
A course that will include basic elements of leadership including setting goals, vision, recruitment and what it means to follow. Advanced areas to be examined will include affecting change, dealing with conflict, as well as strategic planning within the life of a church or ministry organization. The theory and practice of biblical leadership addressed will be applicable to a local or global context. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6331. THE CHURCH: ITS CULTURE AND CONTEXT.
A course designed to understand the church as a body of believers with a basis of Scripture and consideration of culture. Special focus will be given to the church in a local, as well as international context. Current church models will be examined and evaluated with a present and future perspective. Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6340. GLOBAL THEOLOGIES.
Emerging from contemporary shifts in population and capital, the spread of Christianity throughout the world, as well as the call for the "catholicity" of the church, this course introduces students to the diverse voices within the whole spectrum of the Christian tradition, especially those previously marginalized from the theological conversation. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

PRACTICAL THEOLOGY 6395. THE MINISTER'S PERSONAL WORLD.
A careful look at all the relationships that impact a minister and his/her life, including relationships with God, family, a network of professional colleagues, and groups within the church. Emphasis will be placed on moving toward spiritual, physical, emotional, and professional health. Cross-credited with YMN 6395. Only three hours credit will be awarded for YMN 6395 or PTH 6395.Spring, odd years.
Prerequisite: Admission to the graduate program *Three semester hours*

YOUTH MINISTRY

YOUTH MINISTRY 5300. RESEARCH AND WRITING.
A course designed to prepare the student for research and writing at a graduate level, essential for success in graduate course work, particularly YMN 6305, 6340, 6375, and 6390. Emphasis will be given to identifying, evaluating, and utilizing appropriate resources in research, and to developing good form and style in writing research documents. Fall.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 5310. PHILOSOPHICAL FOUNDATIONS FOR YOUTH MINISTRY.
An examination of the models and philosophies which generate and undergird youth ministry in contemporary society. Emphasis will be given to the development of a personal philosophy based upon biblical principles. This course is offered only in full semester format. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 5320. INTERNATIONAL YOUTH MINISTRY.
An experiential learning course that involves preparation, implementation, and evaluation of a ministry trip to a location outside the United States. Attention will be given to understanding the culture and interacting with persons within that culture.
Prerequisite: None. *Three semester hours*

YOUTH MINISTRY 5350. SURVEY OF YOUTH EDUCATION.
A study of the historical background and development of youth education in the local church. Emphasis will be given to program organizations, literature, and methods of religious education for youth. This course is offered only in full semester format. Spring.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 5370. CHURCH AND PERSONAL FINANCIAL MANAGEMENT.
A course of study relating to building and maintaining a budget for a local church youth ministry, with emphasis given to managing the money entrusted to the youth minister. Additional emphases include budgeting and managing personal finances, including an emphasis on insurance, investments, real estate, and retirement. Cross-credited with PTH 5370. Only three hours credit will be awarded for PTH 5370 or YMN 5370. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6261 - 6269. INTERNSHIPS. (Choose three 2-hour courses)
Opportunities will be provided for students to receive practical on-the-job training and supervision from a leader who has expertise in the field. Students will choose 3 from the following list of internships. Additional internships may be proposed, but must be approved by the dean. Evaluation and assessment will be performed at the conclusion of each internship. Cross-credited with PTH 6261-6269. Only two hours credit will be awarded for PTH 6261-6269 or YMN 6261-6269.

YMN 6261 Youth Ministry in Multicultural settings
YMN 6262 Crisis Management/Intervention
YMN 6263 Local Church Youth Ministry
YMN 6264 Youth Ministry in Urban Settings
YMN 6265 Youth Ministry in Camp/Retreat/ Recreation Settings

YMN 6266 Youth Ministry in Suburban Settings
YMN 6267 Youth Ministry in Rural Settings
YMN 6268 Youth Ministry in Parachurch Settings
YMN 6269 Selected Experiences in Christian Ministry*
*(Course may be repeated for credit if field experiences differ.)
Prerequisite: Admission to the graduate program. *Two semester hours each*

YOUTH MINISTRY 6305. EVANGELIZING/DISCIPLING THE 21ST CENTURY TEEN.
A thorough examination of the evangelism/discipleship continuum from the time a person is first introduced to the idea of God until that person becomes a mature, discipling Christian. There will be an in-depth study of the various models of evangelism and discipleship to discern their validity and/or effectiveness in guiding the 21st century teenager toward spiritual maturity. Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6320. YOUTH MINISTRY AND LEADERSHIP.
A study of the meaning and value of effective youth ministry leadership, especially as it relates to the local church, including the basic functions along with additional principles of organization and management. Emphasis will be given not only to leadership styles and how these relate to efficiency in group situations, but also to the development of personal leadership skills and how to equip adult youth leaders and parents in the development as leaders. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6330. ADOLESCENT DEVELOPMENT.
An intensive study of the developmental process from youth to adulthood in order to determine their characteristics and needs. Emphasis will be given to principles for designing a ministry that will address the individual needs of teens at their various developmental stages. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6335. COUNSELING YOUTH AND THEIR FAMILIES.
An in-depth study of the field of counseling as it relates to ministering to youth and their families with specific focus being given to the theological, practical, and philosophical distinctives of counseling from the Christian world view. Particular attention will be given to the scope and limitations of the non-certified, non-credentialed counselor, especially as it relates to the legal ramifications of caring for the 21st century teen and his/her family, including when, and to whom, to refer. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6340. MINISTERING TO YOUTH AND THEIR FAMILIES.
Statistically, parents spend more time with their youth than any other single category of adults. Students will research family models in the 21st century and receive instruction on relating to families as well as to the youth in those families. Principles for constructing a thorough and efficient ministry to families will be shared. Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6370. YOUTH MINISTRY INSTITUTE.
Week-long classes offered each January at New Orleans Baptist Theological Seminary. Each day, guest speakers will address a topic within the discipline of youth ministry. Time for questions, debriefing, discussion, and suggestions for implementation in the local church will follow presentations. Topics will rotate annually. May be repeated once for credit. Spring.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6375. RESEARCHING YOUTH CULTURE.
A course designed to cultivate the student's ability to research and present finding on various aspects of contemporary youth culture. Attention will be given to the development of such skills for lifelong learning. Fall, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6380. YOUTH MINISTRY AND THEOLOGY.
A course designed to explore the importance of a solid theological base as a foundation for effective youth ministry. Emphasis will be given to the examination of biblical/theological themes and their application in the life and work of a minister. Fall, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6385. COMMUNICATING WITH YOUTH AUDIENCES.
A course designed to equip the student to communicate effectively with youth audiences. Emphasis will be given to the preparation and delivery of biblical and relevant messages to teenagers. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6390. ADVANCED YOUTH MINISTRY.
An advanced examination of the various models of youth ministry with additional emphasis placed on the ministry to parents of youth, the development of adult youth leaders, the development of relationships with teenagers, the development of an administration manual to help govern local church youth ministry,
and a particular emphasis on emerging legal issues that affect ministry with teens in the 21st century. Spring, even years.
Prerequisite: Admission to the graduate program. *Three semester hours*

YOUTH MINISTRY 6395. THE MINISTER'S PERSONAL WORLD.
A careful look at all the relationships that impact a youth minister and his/her life, including relationships with God, with family, with a network of professional colleagues, and with groups within the church. Emphasis will be placed on moving toward spiritual, physical, emotional, mental, and professional health. Cross-credited with PTH 6395. Only three hours credit will be awarded for PTH 6395 or YMN 6395. Spring, odd years.
Prerequisite: Admission to the graduate program. *Three semester hours*

Campus Information

Howard Payne University Campus: The main campus is located adjacent to downtown Brownwood, between Main Street (U.S. 377) and Carnegie Street, just west of Austin Avenue.

Daniel Baker College Campus. Daniel Baker College merged with Howard Payne in 1953. DBC's main building is now HPU's Douglas MacArthur Academy Building, the home of the Guy D. Newman Honors Academy. The Guy D. Newman Hall of American Ideals and the Bettie and Robert Girling Center for Social Justice are also located on the DBC campus, at the corner of Austin Avenue and Coggin Avenue, a few blocks southeast of the main campus.

Facilities

Office of Admission. Remodeled in 2008, this facility is the first stop on campus for many prospective students and their families, who meet with admission counselors and other personnel. (Fisk Street)

Smith Bell Student Duplexes. Named for the late Smith Bell, a longtime Brownwood civic leader, these eight duplex apartments are residences for junior and senior students. (Center Avenue and Lipscomb Street)

Physical Plant. Built in 2001, this facility houses large chillers and boilers, which are digitally controlled heating and air conditioning for several buildings on the main campus. The physical plant was made possible through donations from the late Tom and Evelyn Linebery and The Scarborough-Linebery Foundation. (Fisk Street)

Citizens National Bank Soccer Field. Dedicated in 2007 and named for one of Brownwood's oldest financial institutions, this soccer field is used for men's and women's soccer matches. (Center Avenue)

Communication & Theatre Building. This building houses the communication and theatre offices as well as a classroom. (Austin Avenue and Clark Street)

Davidson Music Complex. Named for the C.J. Davidson Family Charitable Foundation, this music facility, dedicated in 1998, is comprised of the renovated Fleming Building and the J.D. Nabers Band Hall, which have been connected by a three-story addition. Included in this complex are classrooms, computer labs, faculty studios and instrumental and choral rehearsal halls. (Center Avenue and Whaley Street)

Department of Public Safety Offices. This building houses the office of the Howard Payne University DPS personnel.

Doakie Day Art Center. Named in memory of the late Doakie Day, an artist, homemaker and lifetime resident of Brown County, this renovated facility – originally a 1920s-era Coca-Cola bottling plant – houses the university's art program. The Doakie Day Art Center was dedicated in 2009. (Center Avenue)

Elliston-Cassle Wellness Center. This building opened in 1939 as Jacket Gym. Renamed for the families of James V. and Lavonne Elliston and James and Mickey Cassle, HPU renovated this on-campus gymnasium in

2001 to provide students, faculty and staff with a fitness facility containing a full line of exercise equipment, a volleyball and intramural basketball court and a walking/jogging track. This facility contains offices and classrooms used by the Department of Kinesiology. (Fisk Street)

English Building. 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)

Facilities Administrative Offices. Previously used as manufacturing buildings and purchased by Howard Payne University in 2010, this building contains offices for the facilities staff and a warehouse for grounds and maintenance. (Center Avenue)

Bettie and Robert Girling Center for Social Justice. Named for Bettie J. and Robert G. W. Girling III, this historic building houses an undergraduate multidisciplinary initiative involving the departments of social work, sociology, psychology, social science and criminal justice. The facility includes a courtroom, seminar rooms and faculty offices. Opened in 1876, the building has served as a public elementary school and high school, as well as a Daniel Baker College dormitory, science hall and library. The building is recognized by the State Historical Survey Committee as the oldest educational building in constant use in Texas. Restoration of the building, formerly known as the Coggin Academy-McClelland Library Building, was completed in 2006. (DBC campus, Austin Avenue)

Greenhouse. Completed in 1999, this greenhouse is used as a lab by the Department of Biological Sciences. (Center Avenue)

Harrison House. Purchased and renovated in 1991, this building houses the Office of Institutional Advancement, which includes alumni relations and development. Originally built in 1894, the building is named for the late Gilbert Harrison, a Brownwood civic leader. (Center Avenue)

J. Howard Hodge Memorial Bell Towers. Dedicated in 1978 and named for Dr. J. Howard Hodge by his wife, Dr. Veda Hodge, the bell towers are used for university events including Chime In, Chime Out and Homecoming events. (Center Avenue/Wilson Walkway)

Veda Hodge Hall. Built in 1955, this women's residence hall was named for Dr. Veda Hodge, former chair of the HPU Board of Trustees. Renovations in 1995 provided several new suites, laundry facilities and a remodeled lobby. This facility also includes the campus nurse's office, the Student Government Association office and the Eva Ramey Guest Suite. (Center Avenue/Wilson Walkway)

HPU Theatre. This facility was constructed in 2001 for theatre classroom instruction and student productions. (Clark Street and Whaley Street)

The Hub at the Quinn House. Once the family residence of former Bible professor Dr. A.J. Quinn and his wife, Mrs. Berta Quinn, this renovated building is the home of the university's Davis-Thompson Baptist Student Ministry. (Center Avenue)

Jennings Hall. Dedicated in 1963 and named for the family of Rev. Osborn Jennings, this building provides men's residential facilities on its four floors. Portions of the building were remodeled in 1995 creating several suites, a laundry room and a renovated lobby. (Center Avenue)

Lady Jacket Softball Park. This updated sports facility is home to HPU's softball team. (U.S. 377 and 9th Street)

Mabee University Center. Dedicated in 1993, this student center was made possible by a matching grant from the J.E. and L.E. Mabee Foundation, Inc. Housed in the 40,000-squarefoot facility are the student life offices, university services offices, spirit store, campus post office and study areas, as well as the dining area,

banquet facilities and Fambrough's Eatery & Coffee Bar. (Between Fisk Street and Center Avenue at Lipscomb Street)

Douglas MacArthur Academy Building. Originally the Daniel Baker College administration building, this renovated facility currently houses HPU's Douglas MacArthur Academy museum and Guy D. Newman Honors Academy offices and classrooms. (DBC campus, Austin Avenue and Coggin Avenue)

Mamie D. McCullough Athletic Center. Built in 1994 and named for noted alumna Dr. Mamie D. McCullough, this facility was constructed to provide facilities for student athletics including fitness and weight rooms, training equipment and offices for the coaching staff. (2nd Street and Hawkins Street)

Paul and Jane Meyer Faith and Life Leadership Center. Named in recognition of the Paul and Jane Meyer Family Foundation of Waco, this facility serves as the location for a variety of special seminars and workshops, as well as the School of Christian Studies' classrooms and faculty offices. Other major components include Grace Chapel (named for Dr. E. Grace Pilot), the Richard and Wanda Jackson Conference Room and more. Dedicated in 2010, the Paul and Jane Meyer Faith and Life Leadership Center was the result of a major renovation of HPU's Phelps Bible Building and the university chapel. (Center Avenue/Wilson Walkway)

L.J. Mims Auditorium. HPU's main auditorium, built in 1922, is named for former Howard Payne president Dr. L.J. Mims and has been referred to as the spiritual center of campus. This HPU landmark hosts chapel services, concerts and recitals. The facility was the focus of a major renovation, completed in 2010. (Center Avenue/Wilson Walkway)

Muse Plaza and Mall. Dedicated in 2001 and named in recognition of the late McGillivray Muse by his wife, Leona Muse, the plaza features a bronze statue of the servant Christ and a seating area. The mall extends through the center of the main campus, creating a park-like student corridor with tree-lined sidewalks and an antique-styled clock. (Between Fisk Street and Center Avenue/Wilson Walkway)

Lynn and Mary Scott Nabers Tennis Center. Named for noted alumni Drs. Lynn and Mary Scott Nabers, this facility opened in 2000 for use by the HPU men's and women's tennis teams for practice and competition. This complex of lighted courts is located on the west end of campus. (Fisk Street and 2nd Street)

Newbury Place Student Apartments. Built in 1996 and 1999, these three buildings each contain eight two-bedroom apartment units for junior and senior students. Each apartment unit houses up to four students. These apartments were named for former HPU president and first lady Dr. Don and Mrs. Brenda Newbury. (Fisk Street)

Guy D. Newman Hall of American Ideals. Named for former Howard Payne president Dr. Guy D. Newman and completed in 1974, this facility houses classrooms as well as faculty offices for the School of Education, the School of Business and some of the School of Humanities. Some Guy D. Newman Honors Academy classes and seminars are also held in Newman Hall. (DBC campus, Austin Avenue and Coggin Avenue)

Old Main Park. Old Main Park is used for many university events. This was the site of the first building on the Howard Payne campus, Old Main, erected in 1890. Over the years the building was used for classes, chapel, the library and several administrative offices. It was destroyed by fire in 1984. Also located in Old Main Park is the "H" Pond, another cherished HPU landmark. (Austin Avenue and Center Avenue)

Old Main Tower and Plaza. Old Main Tower provides an opportunity for current students to gain a better understanding of the university's heritage. The tower, which incorporates stone from Old Main and is modeled after the legendary building's front entrance, is surrounded by a plaza featuring bricks engraved with names and class years of alumni. The tower was made possible by the late Tom and Evelyn Linebery and The Scarborough-Linebery Foundation. (Fisk Street and Center Avenue/Wilson Walkway)

Outdoor Recreation Complex. Opened in 2005, this complex provides students an opportunity to participate in healthful physical activities such as in-line skating, skateboarding and rock wall climbing. (Fisk Street and Austin Avenue)

Packer Administration Building. Opened in 1984, this building is used for administrative offices including those of the president, academic affairs, financial aid, the registrar, the business office, university marketing and communications and others. The building is named for siblings Mary Lou Packer and Rev. Ruben Packer. (Fisk Street)

Don Shepard Park. Dedicated in 1996, Don Shepard Park and Baseball Clubhouse is located near the main campus and used by the Yellow Jacket baseball team. A building adjacent to the baseball field was renovated in 1998 and serves as the clubhouse and coaches' offices. (Center Avenue and U.S. 377)

Soccer Fieldhouse. Previously used as the Howard Payne University warehouse and maintenance offices, HPU renovated this facility in 2012 to temporarily house the Soccer Fieldhouse until funding can be raised to construct a new soccer fieldhouse in this location.

Thomas Taylor Hall. Named for former Howard Payne president Dr. Thomas Taylor, this men's residence hall was opened in 1947. After several upgrades through the years, the building was remodeled in 1998 to create several suites, a laundry room and a renovated lobby. (Fisk Street)

Thompson Academic Complex. This 16,072-square-foot classroom building, named for Dr. James Cleo Sr. and Mrs. Christine Chandler Thompson and completed in 1996, contains classrooms, offices, computer labs and a language lab. This complex is also the home for the Weidner Development Center. (Between Clark Street and Main Street)

Walker House. This house was built in 1925 as the residence of John Allen and Elizabeth Peacock Walker. John Walker was a long-time member of the HPU Board of Trustees and president of Walker-Smith Company, a wholesale grocery supplier. The university purchased the building in 1988 as the president's residence. (Center Avenue)

Walker Memorial Library. Named for John Allen and Elizabeth Peacock Walker, this historic facility opened in 1952. Containing more than 100,000 volumes of printed and electronic books, documents, periodicals and audiovisual materials, the library also features the Heart of Texas Children's Literature Review Center, the Al Tucker Historical Research Room, instruction spaces, government documents depository, the Grove Music Library and the Burress Genealogy Library. (Fisk Street)

Wilson Gate and Walkway. Dedicated in 2001 and named for Dr. Walter C. "Dub" and Mrs. Debra Wilson, the gates and landscaped walkway formally completed the closing of Center Avenue through the campus. This area also includes benches made of stone from Old Main. (Center Avenue/Wilson Walkway)

Winebrenner Memorial Hall of Science. This building, dedicated in 1962, contains classrooms, labs and offices for the School of Science and Mathematics as well as the Department of Computer Information Systems. This facility is named for Dr. O.E. Winebrenner, former science department head. (Center Avenue/Wilson Walkway).

Extension Centers

El Paso Center. Classrooms and administrative offices are located at 805 Montana Avenue, El Paso, TX 79902 (First Baptist Church - El Paso).

New Braunfels Center. Classrooms and administrative offices are located at 4102 TX-337 Loop, New Braunfels, TX 78103.

University Calendar of Events
2016-2017

The following calendar provides dates applicable to the main campus in Brownwood. The off-campus centers follow a somewhat different calendar; therefore, accurate dates may be obtained by contacting the off-campus learning centers listed in this catalog.

Summer, 2016

June 6 - July 1 ..... Summer I Term
June 6, 8 - 9:30 a.m. ..... Advisement in faculty offices
June 6, 10 a.m. - 12 noon ..... Registration
June 6 ..... All classes begin
June 6 ..... Day 1
June 7, 5 p.m. ..... Last day to register for Summer I classes
June 25 ..... Day 1
June 30 ..... Final examinations for evening classes
July 1 ..... Final examinations for day classes
July 4 ..... Independence Day holiday (offices will be closed)
July 5, 10 a.m. ..... Grades due for Summer I
July 5 - 29 ..... Summer II Term
July 5, 8 - 9:30 a.m. ..... Advisement in faculty offices
July 5, 10 a.m. - 12 noon ..... Registration
July 5 ..... All classes begin
July 6, 5 p.m. ..... Last day to register for Summer II classes
July 20 ..... Day 1
July 28 ..... Final examinations for evening classes
July 29 ..... Final examinations for day classes
August 1, 10 a.m. ..... Grades due for Summer II

Fall, 2016

August 17, 9 a.m. - 12 p.m. ..... New students move in (residence halls and apartments)
August 17 - 21 ..... Jacket Journey
August 18-19 ..... Convening of Faculty
August 19, 10 a.m. - 2 p.m. ..... Residence halls and apartments open for returning students
August 19, 6 p.m. - 7:30 p.m. ..... Personnel Picnic
August 22 ..... Academic advising and registration
August 22 ..... All classes begin
Add/drop period begins (no fees charged this day and the following day)
August 24 ..... Late registration fee begins
August 28 - September 3 ..... Daze of Payne
August 31 ..... Last day to register or change classes/Census day
September 1 ..... Deadline for December 2016 Graduation Candidates to order diplomas
Sept. 1, 8 a.m. - Sept. 5, 5 p.m. ..... Certified rosters required for 8th class day for semester-long and Module 1 courses
(Module 1 courses: 8-22-16 to 10-14-16)

September 2 - 3 ..... IMPACT
September 19 - 21 ..... Encounter Week
Sept. 21, 8 a.m. - Sept. 23, 5 p.m. ..... Certified rosters required for 30th semester day for semester-long courses
October 7 - 8 ..... Family Weekend
October 10 ..... Yellow Jacket Monday
October 14 ..... Mid-semester Fall Break (offices will be closed; residence halls remain open)
October 17, 5 p.m. ..... Grades due for Module 1 courses
October 17 - 28 ..... Preregistration advising for Spring and May 2017
October 25 ..... Senior registration begins
October 26 ..... Junior registration begins
October 27 ..... Sophomore registration begins
October 28 ..... Other registration begins
October 28 - 30 ..... Homecoming
Oct. 28, 8 a.m. - Oct. 31, 5 p.m. ..... Certified rosters required for Module 2 courses (Module 2 courses: 10-17-16 to 12-8-16)
November 21 ..... Yellow Jacket Monday
November 22, 6 p.m. ..... Residence halls close
November 23 - 25 ..... Thanksgiving holidays
November 27, 1 p.m. ..... Residence halls open
November 28 ..... Offices open and classes resume
November 29, 8 p.m. ..... Christmas on the Plaza/Campus Lighting Ceremony
December 5, 9 p.m. ..... Pancake Supper
December 5 - 8 ..... Final examinations
December 9, 10 a.m. ..... Grades due
December 9, 6 p.m. ..... Chime Out and Reception
December 10, 10 a.m. ..... December Commencement
December 10, 2 p.m. ..... Residence halls close
December 19 - December 30 ..... Christmas holidays

Spring, 2017

January 2 ..... Offices open
January 8, 1 p.m. ..... Residence halls open
January 8, 1 p.m. - 3 p.m. ..... New students move in (residence halls and apartments)
January 8, 3 p.m. - 6 p.m. ..... Spring Jacket Journey
January 9 ..... Academic advisement and registration
January 9 ..... All classes begin Add/drop period begins (no fees charged this day and the next day)
January 11 ..... Late registration fee begins
January 16 ..... No day classes will be held; offices will be open
January 16, 4 p.m. ..... Evening classes will be held
January 16 ..... Yellow Jacket Monday
January 17 ..... Spring Organization Fair
January 19 ..... Last day to register or change classes/Census day
Jan. 20, 8 a.m. - Jan. 24, 5 p.m. ..... Certified rosters required for 8th class day for semester-long and Module 1 courses (Module 1 courses: 1-9-17 to 3-3-17)
February ..... Cultural Awareness Month
February 1 ..... Deadline for May 2017 Graduation Candidates to order diplomas
Feb. 8, 8 a.m. - Feb. 10, 5 p.m. ..... Certified rosters required for 30th semester day for semester-long courses

February 20 ..... Yellow Jacket Monday
March 3 ..... Mid-semester
March 6, 5 p.m. ..... Grades due for Module 1 courses
March 10, 6 p.m. ..... Residence halls close
March 13 - 17 ..... Spring Break
March 19, 1 p.m. ..... Residence halls open
March 20 ..... Offices open and classes resume
March 20 ..... Yellow Jacket Monday
March 20 - 31 ..... Preregistration advising for Summer and Fall 2017
March 24 - 25 ..... Spring Sing
March 27, 8 a.m. - March 29, 5 p.m. ..... Certified rosters required for Module 2 courses (Module 2 courses: 3-6-17 to 5-4-17)
March 27 ..... Senior registration begins
March 28 ..... Junior registration begins
March 29 ..... Sophomore registration begins
March 30 ..... Other registration begins
April 8 ..... HPU Fest
April 8 ..... Day 1
April 10 - 12 ..... Resurrection Week
April 14 ..... Easter holiday (offices closed on Friday; residence halls remain open)
April 24 ..... Yellow Jacket Monday
May 1, 9 p.m. ..... Pancake Supper
May 1 - 4 ..... Final examinations
May 5, 10 a.m. ..... Grades due
May 5, 6 p.m. ..... Chime Out and Reception
May 6, 10 a.m. ..... Commencement
May 6, 2 p.m. ..... Residence halls and apartments close
May 8 - 26 ..... May Term
May 8, 5 p.m. ..... Last day to add/drop classes
May 13 ..... Day 1
May 29 ..... Memorial Day (offices will be closed)
May 30, 10 a.m. ..... Grades due for May Term

APPENDIX

- The Family Education Rights and Privacy Act (FERPA).....375
- Personal and Professional Integrity Policy.....378
- Grade Appeal Policy.....379
- Copyright Infringement Policy 380
- Transfer Credit Evaluation Policy and Procedure 383
- Veteran's Education Benefit Program.....386
- HPU Gateway 389
- Texas Common Course Numbering (TCCN) 391
- College-Level Examination Program (CLEP) Evaluation 396
- Advanced Placement Program (APP) Evaluation 397
- Texas Commission on Law Enforcement (TCOLE).....398
- Glossary of Common Terms.....399

The Family Educational Rights and Privacy Act (FERPA)
RIGHT OF STUDENT PRIVACY

The Family Educational Rights and Privacy Act Informational Guidelines

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

- The right to inspect and review their education records within 45 days of the day the university receives a request for access.

  Students should submit written requests to the Office of the Registrar and identify the record(s) they wish to inspect. The staff of the office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained in the Office of the Registrar, the student will be notified of the correct official to whom the request should be addressed.

- The right to request an amendment to the student's education records that the student believes are inaccurate or misleading.

  Students who wish to ask the University to amend a record should write the Office of the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

- The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

  One exception which permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic , research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

  Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school's annual notification states that it intends to forward records on request.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-5920

FERPA allows institutions to disclose information designated as "directory information" without a student's consent. At Howard Payne University directory information includes a student's: name, address, telephone number, parent's or guardian's name, spouse's name, marital status, major field of study, dates of attendance, current enrollment status (full-time/part-time), classification, receipt or non-receipt of a degree, and academic awards received (dean's list, honor roll), past and present participation in official recognized sports and activities, physical factors (height, weight for athletics, date and place of birth.)

Under FERPA, disclosure of information without a student's consent is permitted in the following situations:

- to school officials who have a legitimate educational interest,
- to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs,
- in connection with financial aid; including Veterans' benefits,
- to organizations conducting studies for or on behalf of educational institutions,
- to accrediting organizations,
- to parents of an eligible student if the student is a dependent for IRS tax purposes,
- to comply with a judicial order or lawfully issued subpoena,
- in a health or safety emergency,
- information the university has designated as directory information,
- to an alleged victim the final results of a disciplinary proceedings with respect to an alleged crime of violence or a non-forcible sex offense.
- to the general public, the final results of a disciplinary proceeding, subject to the requirements, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- to parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

FERPA protects students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines.

Parents of students termed as "dependent" for income tax purposes may have access to the student's education records. A copy of the parent's most recent Federal Income Tax return, where the parents declared the student as a dependent, must be submitted to the Office of Student Records to document "dependency."

With certain exceptions, an education record is any record (1) from which a student can be personally identified and (2) maintained by the university. A student has the right of access to these records.

Education records include records in any medium (handwritten, print, magnetic tape, film, diskette, etc.) that are in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

Records that are not defined as "education records" include the following:

- sole possession records or private notes held by school officials that are not accessible or released to other personnel,
- law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit,
- records relating to individuals who are employed by the institution (unless contingent upon attendance),
- records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment,
- records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, i.e., alumni records.

To authorize the release of a transcript, students must submit, by mail or fax, a signed written request or by completing and signing a transcript request form available in the Office of the Registrar. Due to the signature requirement, transcript requests cannot be accepted by email; however, printed, signed, and scanned request forms attached to an email is acceptable.

The increasing technology will have an impact on FERPA. The use of computerized recordkeeping systems is increasing at a fast pace. We can anticipate that the distribution of electronic data will eventually replace most paper documents and provide much information about students to school officials through desktop terminals. It is the responsibility of each school official to understand their legal responsibilities under FERPA. The same principles of confidentiality that apply to paper records also apply to electronic data.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records - including a student's Social Security Number, grades, or other private information - may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student's records and PII without their consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without the student's consent to researchers performing certain types of studies, in certain cases even when students object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from

the entities that they authorize to receive the student's PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data
Systems, State Authorities may collect, compile, permanently retain, and share without a student's consent PII from their education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

For more information about FERPA, see the Family Compliance Office Web site at www.ed.gov/fpco.

Personal and Professional Integrity Policy

In an effort to accomplish its self-imposed mission of equipping students with personal and professional integrity, Howard Payne University expects all members of the University community to behave with honesty, integrity, and to respect the intellectual property of other students and non-students. Students are expected to complete their own work and to comply with this Personal and Professional Integrity Policy. At their discretion, faculty members may require students to sign a statement at any time indicating they completed a given assignment themselves without giving or receiving unauthorized assistance.

Breach of Personal and Professional Integrity

CHEATING

Cheating is defined as any attempt to misrepresent a student's knowledge, understanding or ability to perform or any attempt to represent as their own the knowledge, understanding or abilities of another. Instances include, but are not limited to:

- Giving or receiving unauthorized assistance in the completion of any assignment;
- Using any form of technology to send or receive information pertaining to any assignment during the administration of the assignment;
- Working with another student or students on an out-of-class assignment or assessment and presenting the group work product as one's own;
- Offering or receiving remuneration, monetary or otherwise, to or from any student, staff member or faculty member in exchange for information about examination materials or to procure or distribute academic papers, in whole or in part.

PLAGIARISM

Plagiarism is the act of representing another person's intellectual property as one's own. Due to the serious nature of the change, no faculty member will accuse a student of plagiarism without compelling evidence. Such evidence may consist of, but not limited to, writing samples identified by proprietary and/or open internet search engines, commonality between the student's work and written/ published works, the inability

of the student to discuss on a rudimentary level the ideas or concepts presented as the student's own. Charges of plagiarism must be documented by the faculty member.

Examples of plagiarism include, but are not limited to, the following:

- Presenting another's words or ideas without duly noting the original source;
- Cutting and pasting text from electronic sources without duly noting the original source;
- Purchasing or receiving academic work product and attaching one's name as though originating the words and ideas;
- Simply altering the work of (paraphrasing) another without duly noting the original source.

CONSEQUENCES

Because the University seeks to help its students become persons of personal and professional integrity, breaches of this policy will not be taken lightly as both the University and the student are damaged by lack of integrity. As circumstances will differ in all cases, the faculty member observing the breach of integrity, either cheating or plagiarism, will assess the extent of the issue. The faculty member, in consultation with the School Dean, may record the grade of F for the assignment, or for the entire course. Furthermore, the incident will be communicated in writing to the University provost who will maintain a Personal and Professional Integrity file. Repeated occurrence of a breach of integrity by the same student may result in suspension or expulsion. As with any grade, the student has a right to appeal the action of the faculty.

Grade Appeal Policy

If a student believes a grade has been incorrectly or unfairly assigned, the student has the right to question the faculty member regarding the issue. Grade appeals have two levels and should be followed in order.

Informal Grade Appeal

The first level of appeal is an informal appeal. The student should fear no recrimination when politely requesting a review of a grade. The student should make an appointment to speak to the faculty member and discuss openly the concerns. This informal conversation could include, but is not limited to discussions concerning:

- Incorrect averaging;
- Record of completed assignments;
- Standard of measurement of assignments;
- To a limited degree, the appropriateness or fairness of a particular standard or grading scale.

If the conversation results in a grade change, the faculty member will follow procedure prescribed by the University registrar to change the grade. If a decision is not reached and the faculty member needs additional time to review the matter, the faculty member should take no more than ten days to provide a decision in writing to the student.

Formal Grade Appeal

The second level of appeal is a formal appeal. In this process, the student must present a written appeal, supported by appropriate documentation that justifies the appeal. These materials will be presented to the Dean of the school in which the course in question was taught. The dean will take the following steps:

- Send a dated, written acknowledgement to the student that a formal appeal has been initiated;
- Send a copy of the acknowledgement letter to the department head and faculty member whose grade is being appealed;
- Meet with the department head and faculty member and review the evidence presented in writing and secure any additional details that are needed for a thorough review;
- Schedule a meeting with the student to review the written appeal and documentation and to determine any additional facts;
- Prepare a written response to the student and the faculty member regarding the appeal and forward a copy to the department head;
- If the appeal is granted, forward necessary documents to the University Registrar.

If the Formal Appeal reaches a satisfactory conclusion the matter is considered finalized and a copy of all materials will be forward to the Office of the Provost where they will be maintained. If the Formal Appeal does not reach a satisfactory conclusion, the student may make a final appeal to the Deans Council. This final appeal must be in writing and follow the guidelines of the Formal Appeal. The Deans Council may or may not choose to invite the student to address the matter in person. The Deans Council will make a determination of the appeal. The decision of the Deans Council is final. No other avenue of appeal is available. The University Provost will communicate the decision of the Deans Council to the student and maintain a record of the entire appeal process.

COPYRIGHT INFRINGEMENT POLICY

Institutions must annually make available to current and prospective students the institution's policies and sanctions related to copyright infringement, including

- a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
- a summary of the penalties for violation of federal copyright laws*****; and
- the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.

Source Federal Regulation HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(P); HEOA amendment effective August 14, 2008; October 29, 2009 FR notice (added 34 CFR 668.43(a)(10))

Copyright law, as defined in Title 17 of the United States Code, protects "original works of authorship fixed in a tangible medium of expression" for a limited period. Copyright protection includes, for instance, the legal right to publish and sell literary, artistic, or musical work, and copyright protects authors, publishers and producers, and the public. Copyright applies both to traditional media (books, records, etc.) and to digital media (electronic journals, web sites, etc.).

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. A court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fee. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For additional information regarding U.S. Copyright Law, please visit www.copyright.com

Students are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages and other material they wish to download, copy, or transmit. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the Howard Payne University's e-mail system or Internet connection should ensure that the sender is the lawful owner or has obtained the necessary license.

Library Policy:

Walker Memorial Library and all libraries contained within the Walker building have a special set of exemptions from liability for copyright infringement when they exercise some of the exclusive rights of copyright holders such as making copies, displaying and performing works publicly, and distributing works to the public (section 108). Our libraries are also protected by fair use as guided by Federal guidelines (section 107) and advised by the American Library Association.

Library employees educate students on copyright policies and fair use through library instructions and guidance during reference interviews. Copyright policies are posted by the copiers and other areas of the library. These polices are available online in the HPU student handbook.

Photocopies:

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Libraries and archives are authorized to provide photocopies or other reproductions of copyrighted material only under certain conditions, one of which is that the reproduction is to be used for private study, scholarship, or research only. Signs noting this provision are placed at the library copiers and scanners.

Fair Use:

The Fair Use Doctrine is arguably the most important limitation on the exclusive rights of the copyright holder. It not only allows but also encourages socially beneficial uses of copyrighted works such as teaching, learning, and scholarship. Without fair use, those beneficial uses – quoting from copyrighted works, providing multiple copies to students in class, creating new knowledge based on previously published knowledge – would be infringements. Fair use is the means for assuring a robust and vigorous exchange of copyrighted information.

Public Domain:

A public domain work is a creative work that is not protected by copyright and which may be freely used by everyone. The reasons that the work is not protected include:

1) the term of copyright for the work has expired;
2) the author failed to satisfy statutory formalities to perfect the copyright or
3) the work is a work of the U.S. Government.

For more information on public domain please go to: https://www.teachingcopyright.org/handout/public-domain-faq

Digital Archives:

Patrons and users have the right to use any online materials for educational fair use from our digital media, databases, and online archives without prior permission. Our libraries ask that you provide proper citation information, indicated above, in all copies. Access to our original copies of online digital content need to set up an appointment with a librarian to access the original content.

For additional information on fair use and copyright patrons will be encourage to visit:

The Fair Use Index http://copyright.gov/fair-use/
Copyright Clearance Center Copyright Basics: https://www.youtube.com/watch?v=Uiq42O6rhW4

Faculty:

Faculty are encouraged to know their rights by visiting websites and links including:
Association for Research Libraries Guide to Copyright: http://www.knowyourcopyrights.org/resources-for-teaching-faculty
MPAA and RIAA: http://www.mpaa.org/ & http://www.riaa.com/
American Library Association: http://www.districtdispatch.org/policy-issues/copyright/

TECHNOLOGY DETERRENTS REGARDING COPYRIGHT INFRINGEMENT

The University has a plan to combat the unauthorized distribution of copyrighted materials; this plan includes a variety of technology deterrents, including a method for deterring the downloading of music and movies. Any attempt to circumvent or violate these technology-based deterrents is strictly prohibited. Current deterrents include:

1) configuring the network firewall to block all known and suspected peer-to-peer/file-sharing websites or IP addresses;
2) configuring the network firewall to throttle any other traffic typical of these downloads;
3) running reports that monitor bandwidth to check for excessive downloading or uploading or other unusual spikes of activity;
4) configuring network access to prevent multiple (file/server) connections to a single computer connected to the network; and
5) blocking access in the event of repeat offenses.

DISCIPLINARY ACTIONS BY THE UNIVERSITY

All policies regarding disciplinary action for students can be found in the Student Handbook under Student Conduct Sanctions and Processes. Policies regarding faculty and staff are included in the Policies and Procedures Manual for Employees under Code of Employees Ethics and Conduct.

CONTACT INFORMATION

Questions concerning academic copyright infringement may be directed to the Dean of Library at 325/649-8610 or 325/649-8602.

Questions related to technology may be directed to the Information Technology Office at 325/649-8075.

Questions related to student violations or disciplinary actions may be directed to the Office of Student Life at 325/649-8613.

Questions related to employee violations may be directed to the Office of Human Resources at 325/649-8974.

Transfer Credit Evaluation Policy and Procedure

Students applying to the university must submit to the Office of Admission official transcripts from all colleges or universities previously attended before being advised and before an application file is considered complete. These transcripts become the property of the university once they are received and cannot be released to the student.

After being admitted, the applicants' official transcripts are forwarded by the Admission Office to the Coordinator of Transfer Credit and Records in the Office of the Registrar for evaluation. Prior to beginning a review of the courses, the accreditation of the transfer institution is determined. Once the evaluator has verified that the transfer institution is appropriately accredited, the courses are reviewed to determine if their content, level, and learning outcome are equivalent to HPU courses. Non-equivalent courses may be accepted as elective credit.

To evaluate official transcripts, the Coordinator of Transfer Credit and Records reviews the student's transcript and the transcript key for an explanation of the transfer institutions numbering/course/grading policies. Other resources used by the evaluator include equivalencies maintained in the university student information system (POISE), Texas Common Course Number System using the TCCNS online matrix, and College Source Online which provides access to the catalog of colleges or universities in the U.S. and its territories. Using College Source, course descriptions in the sending institution's catalog will be reviewed as necessary. After researching all available resources, if a question still exists regarding the equivalency of a course's content and learning outcome, all information is provided to a faculty member whose expertise qualifies them to determine equivalency. If the course description is not sufficient to make a decision about the course equivalency, the student will be asked to obtain a syllabus to be provided to the HPU faculty member.

The Texas Common Course Numbering System (TCCNS), a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic coursework, is used as a resource in determining the transferability of academic credit. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course

equivalency and degree applicability of transfer credit on a statewide basis. The list of Howard Payne courses equivalent to TCCNS courses is found in the appendix of this catalog. Howard Payne University faculty is asked at least biannually to review the TCCNS course descriptions to determine additional course equivalencies or to delete courses no longer equivalent. An online matrix of course equivalences at TCCNS member schools is available at http://www.tccns.org.

International Transfer Credit

Credit proposed to be transferred to Howard Payne University from an educational institution outside the United States must be evaluated by a service provider that specializes in the evaluation of international transcripts. A list of recommended evaluation service providers is provided in the Academic Information section of this catalog. Such an evaluation will produce a translation of the original transcript, an evaluation of the educational level of all coursework, and other information that is necessary to make appropriate transfer decisions. The evaluation of international transcripts must be course-by-course.

Awarding Transfer Credit

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

Students from accredited junior or senior colleges and universities will receive full credit for work done in such institutions, but are subject to certain limitations stipulated in the official university catalog.

Accepting Credit for Transfer

Academic credit may be transferred from post-secondary institutions accredited by one of the six regional accrediting associations. By requiring that educational work is taken at regionally accredited institutions, HPU ensures that coursework and learning outcomes are at the collegiate level. The accreditation of the transfer institution is determined prior to reviewing the transfer courses.

Credits transferred from institutions that are not regionally accredited are reviewed on a case-by-case basis. Transfer credit is accepted from institutions accredited by faith-related, career-related, and specialized accreditors that have been recognized by the Council on Higher Education Accreditation (CHEA). Transfer credit is not accepted from institutions whose accreditation is only recognized by the U.S. Department of Education (USDE).

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

Transfer credit is acceptable for courses that have been evaluated by the American Council on Education's College Credit Recommendation Service (ACE CREDIT).

Accepting Credit for Experiential Learning

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

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

The Joint Services Transcript (JST) is the military transcript that includes credit recommendations from ACE. The JST transcript combines information previously included on the following military transcripts: Army - AARTS; Navy and Marine Corps - SMART; Air Force - Community College of the Air Force. Military transcripts may include standardized examination scores for CLEP and DSST (DANTES Subject Standardized Tests). The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all 38 DSST exams.

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

Portfolio credit is not awarded for learned or knowledge developed by students through their life experiences.

Accepting Credit for Credit by Examination / Advanced Placement

Credit may be earned through tests administered by one of the nationally recognized testing agencies such as CLEP (College-Level Examination Program). Students who have taken or plan to take advanced standing examinations such as Advanced Placement, CLEP or other nationally-recognized examinations are encouraged to submit official score reports (obtained from College Board) to the university testing center in the Collegium. A maximum of 30 semester hours from CLEP, and APP scores may be applied toward a degree. A list of CLEP and APP Subject tests and required scores may be found in the appendix of this catalog.

CLEP or AP credit awarded by another institution is not automatically accepted in transfer by Howard Payne University. Students wishing to transfer CLEP or AP credit must provide an official score report for evaluation based on HPU's score requirement.

CLEP Test Requirements/Limitations - Any student enrolled at Howard Payne University is eligible for the tests which are subject to approval by the specific school and department in which the subject appears. No subject attempted in class may be repeated by advanced standing examination. An unacceptable score on an advanced standing examination requires that the student take the appropriate class if it is required on the degree audit. Howard Payne University does not accept CLEP general tests. Tests are administered by Howard Payne University's academic testing center in the Collegium. Credit will be granted for examination scores that are equivalent to a grade of "C" or better. A grade of "CR" will be given, not a letter grade. The student has the option of refusing credit on any test. If the student elects not to accept credit for such a test, he/she must do so in writing within fifteen days after notification of scores is received. After a

decision is made either way, it cannot be changed. The student's request will be on file in the Office of the Registrar. Test fees are determined by the testing service providing the test. If a student is not given credit after taking the test, the test cannot be repeated.

Advanced Placement - The appendix of the University catalog includes the list of approved Advanced Placement examinations, the course for which credit will be awarded, and the score required to receive credit. Advanced placement course/exam descriptions are reviewed periodically by the faculty with expertise in that particular area. Required scores are adjusted based on the reviewers' recommendation and published in the University catalog.

Departmental Challenge Tests Requirements/Limitations - Departmental Challenge Tests must be approved by the department head of the course. Departmental Challenge tests may be taken in areas where a CLEP subject test is not available. No subject attempted in class may be repeated by a departmental challenge test. Departmental challenge exams are administered and scored by the department head of the course. If the examination is passed with a grade of "C" or better, a grade of "CR", not a letter grade, will be given for the course and recorded as such on the transcript.

Accepting Credit for Professional Certificates

The American Council on Education (ACE) evaluates civilian and military training programs to develop recommendations of academic credit to be awarded. Civilian training programs, such as TSCLEOSE (Texas Commission on Law Enforcement Officers Standards and Education) may be evaluated by the agency to ensure a standardized mechanism for students to receive college credit for successful completion of basic peace officer training programs.

Credit may also be awarded for programs or training which are not ACE evaluated by testing the individuals knowledge through a nationally recognized examination (such as CLEP or DSST) or through a departmental exam prepared by the HPU faculty whose area of expertise is in the area of the program or training.

The Joint Services Transcript (JST) is the military transcript that includes credit recommendations from ACE. The JST transcript combines information previously included on the following military transcripts: Army - AARTS; Navy and Marine Corps - SMART; Air Force - Community College of the Air Force. Military transcripts may include standardized examination scores for CLEP and DSST (DANTES Subject Standardized Tests). The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all 38 DSST exams.

VETERAN'S EDUCATION BENEFIT PROGRAM

Students eligible for educational benefits from the Veteran's Administration may contact the VA Certifying Official in the Office of the Registrar, Packer Administration Building – Room 209 or at 325-649-8011.

Howard Payne University's programs are approved for those who wish to attend and receive benefits under the following veteran’s education benefit programs.

- Chapter 30 - Montgomery G.I. Bill - Active Duty
- Chapter 31 - Vocational Rehabilitation and Employment
- Chapter 33 - Post 9/11 G.I. Bill*

- Chapter 35 - Survivors/Dependents Education Benefits
- Chapter 1606 - Montgomery G.I. Bill - Selected Reserve
- Chapter 1607 - Reserve Education Assistance Program.

Veterans applying for admission to HPU follow the same procedures as other applicants, but they should also contact, as early as possible, the VA Certifying Official in the Registrar's Office to expedite handling of VA forms needed to qualify for benefits.

*Only veterans or veteran dependents eligible for Chapter 33 Post 9/11 at the maximum benefit rate (100 percent rate) are eligible to receive benefits under the Yellow Ribbon Program; a companion program to Chapter 33.

Official Degree Audit

In order to receive VA benefits, recipients of VA educational benefits must choose a degree and major in addition to submitting an official degree audit, signed and dated by the student, their advisor, department head of their chosen major, and the dean of the school of their major. The official degree audit must be on file in the Office of the Registrar before certification of their initial semester of enrollment. The degree audit is used by the university to track the progress of VA educational benefit recipients toward their stated degree. All changes to the degree audit must be officially approved and documented. No payments may be authorized for courses that do not appear on the degree audit. When required coursework for their degree objective is complete, students may no longer receive payments for the degree objective.

Credit for Prior Training

Howard Payne University is required to provide college credit for any prior college hours earned by the student if they apply to their current program. It is the responsibility of the student who has attended another college or university to request official transcripts be sent from each school attended to HPU. The official transcripts must be evaluated and the transfer credit posted to the student's current degree audit. If a student's enrollment is certified before the evaluation is complete and payment is received for courses that transfer to HPU, the VA will determine that an overpayment has been received. It is the student's responsibility to repay the VA the overpaid amount. It is also the student's responsibility to notify the Office of the Registrar if they are repeating a course that may have transferred to HPU. All new veteran students must furnish a copy of their DD214.

Credit for Military Experience

Students may receive credit for successful completion of college-level military service schools if they have been evaluated by the American Council on Education (ACE). HPU will accept credit recommendations made by ACE as specified in The Guide to the Evaluation of Educational Experiences in the Armed Services. A Joint Services Transcript (JST) must be submitted to HPU.

Certification of Enrollment

A VA student may not receive payment for courses previously completed, for courses that are in excess of degree requirements, for courses **not REQUIRED** for the student's approved degree, course repeats in which a grade of "D" or better was earned, unless a higher grade is required for a particular course of study (example, a "C" required for all courses in a major), or courses from which the student withdraws without mitigating circumstances. The fact that a "D" will not transfer to an upper-level school is **NOT** a consideration. Written justification for developmental courses required by HPU must be included in the student's file.

The official letter of eligibility or Certificate of Eligibility received from the Veterans Administration by the veteran or veteran dependent must be submitted to the VA Certification Officer before certification of their enrollment may be submitted. The enrollment of students receiving VA Education Benefits will be certified when their registration is "finalized". Howard Payne University does not participate in "Advance Payment". Benefits take 4 to 8 weeks after the certification has been submitted to begin arriving at the student's home or banking institution.

Students must notify the certifying official in the Office of the Registrar of any changes in their status caused by their failure to enroll, any increase or decrease in their training time, or if they stop attending class.

Tuition and Fees Covered by Chapter 33 Post 9/11 - Covered charges: Tuition, Student Service Fee, and Lab Fees. Charges not covered: Room Deposit, Tuition Deposit, Parking Fee, Registration Fee.

Chapter 33 and Yellow Ribbon Program - The Yellow Ribbon Program is a companion program to Chapter 33. To be eligible for Yellow Ribbon, Chapter 33 eligibility must be 100%.

Progress Policy Guidelines

The academic standards for a student who is receiving VA educational benefits will be governed by the Academic Probation, Academic Suspension and Satisfactory Progress policies for all students as stated in this catalog. Students who fail to make satisfactory progress, who are placed on academic suspension, or whose cumulative grade point average does not meet the required level for two consecutive semesters will be reported to the Veterans Affairs Regional Office.

Tutorial Assistance

Tutoring is provided at no cost to students through The Collegium which is a campus resource that provides a variety of academic and personal growth support services to all students using methods such as content tutoring, workshops, personal and career assessments, and academic advising.

Required Documents by Program for Students Who Have Never Received Benefits

Chapter 30 - Montgomery G.I. Bill - Active Duty
- VA Form 22-1990 - Application for VA Educational Assistance
- Official Certificate of Eligibility
- Copy of your DD-214

Chapter 31 - Vocational Rehabilitation and Employment
- VA Form 28-1900. Disabled Veterans Application for Vocational Rehabilitation
- VA Form 28-1905 - **Authorization and Certification of Entrance or Reentrance** into Rehabilitation and Certification of Status.

Chapter 33 - Post-9/11 GI Bill
- Application for Benefits - Use Veterans On Line Application's (VONAPP) to select and complete online forms for education benefits.
- Certificate of Eligibility **A Certificate of Eligibility MUST be on file with the VA Certifying Official in order to use the Post-9/11 GI Bill.**
- Copy of your DD-214

Chapter 35 - Survivors/Dependents Education Benefits
- VA Form 22-5490 - Application for VA Education Benefits
- Official Certificate of Eligibility

Chapter 1606 - Montgomery G.I. Bill - Selected Reserve

- VA Form 22-1990 - Application for VA Educational Assistance
- Official Certificate of Eligibility
- Copy of your DD-2384 Notice of Basic Eligibility (NOBE) - this form is provided by your reserve unit

Documents Needed for Transfer Students Who Have Received VA Benefits at Another College or University

- **Veteran** - VA Form 22-1995 - Request For Change of Program or Place of Training

- **Dependent** - VA Form 22-5495 - Request for Change of Program or Place of Training Survivors' and Dependents'

Other Links and Information

- **GI Bill Website** - www.gibill.va.gov/

- **Veterans Administration** - Muskogee Regional Office - Phone: 1-888-442-4551

- **VA Certifying Official at HPU: 325-649-8011 - Fax - 325-649-8909**

The Hazlewood Act - What is it?

The Hazlewood Act provides qualified veterans, spouses, and children with an education benefit of up to 150 hours of ***tuition and fee exemptions at state supported colleges or universities.***

The waivers are available only for use at a Texas public college or university.

Note: The schools listed under Independent Institutions do NOT qualify for this exemption.

Howard Payne University is a private institution - independent institution; therefore, Hazlewood Act benefits are not available to students enrolled at HPU.

HPU GATEWAY

HPU Gateway is a web-based portal that simplifies access to resources for students, faculty, and staff by giving you a single, virtual gateway. HPU Gateway allows students to access a portion of their academic record, make online payments on their student account, and provides a means of communication for the campus community. The system allows you to perform the following tasks online:

- Check Student Account Status - Allows a student to view their financial account status and make online payments.
- Class Schedule - Allows a student to view and print their current course schedule and to make schedule modifications.
- Course Availability - Allows a student to view a list of offered courses for a specific department and semester to determine if there are open seats available.

- Registration – Allows a student to register for classes. Course registration processes will depend on the student's classification and may require a meeting with their advisor before scheduling and/or schedule approval by the advisor before enrollment is completed.
- Financial Aid Information - Allows a student to view and print their current Financial Aid information.
- Grades - Allows a student to view and print a copy of their grade report
- Unofficial Transcripts - Allows a student to view and print a copy of their unofficial transcript
- Academic Plans - Allows a student to view and print their academic plan. The academic plan allows a student to track their progress toward their chosen degree and major.
- Demographic Information - Allows a student to view their personal demographic information: name, address, classification, and major. Some items, such as phone number and address, can be corrected online. Other incorrect information should be reported to the Registrar's Office.

"How To" documentation and "Frequently Asked Questions" can be found by accessing HPU Gateway, selecting the Menu from the upper left, and then Portal Information.

Getting Started on HPU Gateway

To enter HPU Gateway, go to HPU's website at www.hputx.edu. Select "Quick Links", Under Quick Links, select HPU Gateway under "Students". HPU Gateway is available to current students, faculty and staff as well as newly admitted students who are completing the application process and preparing to complete course registration.

Newly admitted students will receive account claim information via their personal email address to assist them with confirming their identity and the setup of their HPU accounts.

Secure Your Records – Setting a Secure Password

New students will be asked to set a password upon their first login to the HPU Gateway system. As this password not only allows access to HPU Gateway, but to all campus systems, it is critical that this password is secure and is kept private. Best practice is to include both capital and lower case letters, at least one number, and a special character.

HPU Gateway Stops

If there is a "stop" on a student's records such as a past due student account balance or other uncompleted business, they may be prevented from viewing their grades and could be prevented from scheduling classes. The student's HPU Gateway home page will show an "Alerts" area at the top to provide a list of the stops as well as the office to contact regarding the hold to determine what action is needed to clear the stop. Some stops are information only and will not prevent a student from accessing their records.

Additional Information

It is the student's responsibility to protect their access to HPU Gateway. Students should take care not to reveal information that would help someone access their Student ID (SID) or HPU account password. Students should always exercise care in where they access their HPU accounts, and should make sure all systems are properly exited before leaving any general use workstations or campus labs.

TEXAS COMMON COURSE NUMBERING SYSTEM

The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic coursework. Through SPEEDE, a technology used in administrative areas of education, student academic records may be moved electronically between colleges and universities. Howard Payne has the ability to send and receive electronic transcripts.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

The Texas Common Course Numbering System (TCCNS) is a set of four-character abbreviations for academic disciplines and four-digit course numbers. The first digit of the number reflects the academic level of the course (1 for freshman, 2 for sophomore, etc.) and the second digit reflects the semester-credit-hour value of the course. Howard Payne University courses and their TCCNS equivalent are identified within each discipline by following Howard Payne's course number with the TCCNS number in parenthesis. Many other courses taken at a regionally accredited junior college may be accepted on individual approval by the appropriate department.

The university cannot guarantee the continued accuracy of these equivalencies if the content is revised or if a junior college assigns a TCCNS number to a course that the university considers substantially different in content from courses carrying the same designation at other participating junior colleges.

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

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
ACC 2311	Principles of Accounting I	ACCT 2301
ACC 2321	Principles of Accounting II	ACCT 2302
ART 1311	Drawing I	ARTS 1316
ART 1321	Drawing II	ARTS 1317
ART 1351	Basic Design	ARTS 1311
ART 1361	Art Appreciation	ARTS 1301
ART 2311	Art for Elementary Teachers	ARTS 1313
ART 2321	Painting and Composition I	ARTS 2316
ART 2331	Painting and Composition II	ARTS 2317
ATR 1352	Care & Prevention of Athletic Injuries	PHED 2356

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
BIO 1409	Biological Science	BIOL 1408
BIO 1409	Biological Science	BIOL 1409
BIO 1459	General Biology	BIOL 1406
BIO 1479	General Animal Biology	BIOL 1413
BIO 1489	General Plant Biology	BIOL 1411
BIO 2409	Fundamentals of Microbiology	BIOL 2420
BIO 2429	Comparative Vertebrate Anatomy	BIOL 2428
BIO 2489	Human Anatomy and Physiology I	BIOL 2401
BIO 2499	Human Anatomy and Physiology II	BIOL 2402
BUS 1311	Introduction to Business	BUSI 1301
BUS 2332	Business Communication	SPCH 1321
CHE 1105	Chemical Calculations I	CHEM 1104
CHE 1429	Fundamentals of Chemistry	CHEM 1406
CHE 1479	General Chemistry I	CHEM 1411
CHE 1489	General Chemistry II	CHEM 1412
CHE 2331	Organic Chemistry I	CHEM 2323
CHE 2139	Organic Chemistry Laboratory I	CHEM 2123
CHE 2341	Organic Chemistry II	CHEM 2325
CHE 2149	Organic Chemistry Laboratory II	CHEM 2125
CIS 1339	Introduction to Information Technology	BCIS 1305
CIS 1359	Programming Logic	COSC 1309
CIS 2339	Microapplications	BCIS 1301
CIS 2339	Microapplications	COSC 1301
COM 1111	Forensic Activity	SPCH 1144
COM 1310	Fundamentals of Human Communication	SPCH 1311
COM 1311	Survey of Mass Communication	COMM 1307
COM 2320	Interpersonal Communication	SPCH 1318
COM 2330	Small Group Communication	SPCH 2333
CRJ 1310	Introduction to Criminal Justice	CRIJ 1301
CRJ 1320	Crime in America	CRIJ 1307
CRJ 1330	Fundamentals of Criminal Law	CRIJ 1310
CRJ 2316	Legal Aspects of Law Enforcement	CRIJ 2323
CRJ 2320	Criminal Investigation	CRIJ 2314
CRJ 2325	Correctional Systems	CRIJ 2313
CRJ 2351	Statistics for the Social Sciences	PSYC 2317
ECO 2301	Principles of Macroeconomics	ECON 2301
ECO 2302	Principles of Microeconomics	ECON 2302
ENG 1311	English Composition I	ENGL 1301
ENG 1312	English Composition II	ENGL 1302
ENG 2351	Literature of Britain	ENGL 2321
ENG 2353	Masterpieces of World Literature	ENGL 2331
ENG 2373	Literature of America	ENGL 2326

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
ENS 1101	Introduction to Engineering I	ENGR 1101
ENS 1102	Introduction to Engineering II	ENGR 1102
ENS 1204	Engineering Graphics I	ENGR 1204
ENS 2332	Mechanics of Materials	ENGR 2332
KIN1100	Principles of Personal Fitness and Wellness	PHED 1164
KIN 1102	Beginning Scuba (Class B ESS Activity)	PHED 1151
KIN 1104	Advanced Scuba (Class B ESS Activity)	PHED 1152
KIN 1301	Foundations of Physical Education	PHED 1301
KIN 2150	Safety, First Aid and CPR	PHED 1166
KIN 2262	Officiating Fall Sports	PHED 1308
KIN 2263	Officiating Spring Sports	PHED 1309
FIN 2312	Personal Finance	BUSI 1307
FIN 2312	Personal Finance	ECON 1303
FRE 1411	College French I	FREN 1411
FRE 1412	College French II	FREN 1412
FRS 2479	Introduction to Forensic Science	FORS 2440
GEG 2310	Introduction to World Geography	GEOG 1303
GEO 1419	Physical Geology	GEOL 1403
GEO 1429	Historical Geology	GEOL 1404
GEO 1449	Environmental Geology	GEOL 1405
GOV 2311	American Government	GOVT 2305
GOV 2311	American Government	GOVT 2302
GOV 2340	Social Studies of Texas	GOVT 2301
GOV 2340	Social Studies of Texas	GOVT 2306
HIS 1310	United States History to 1877	HIST 1301
HIS 1320	United States History Since 1877	HIST 1302
HIS 2310	Western Civilization I	HIST 2311
HIS 2320	Western Civilization II	HIST 2312
HIS 2330	Non-Western Civilizations	HIST 2322
JOU 2151	Newspaper Production	COMM 1130
JOU 2312	Fundamentals of Journalism	COMM 2311
MAT 1332	Contemporary Mathematics	MATH 1332
MAT 1351	College Algebra	MATH 1314
MAT 1365	Mathematics for Business & Social Sciences I	MATH 1324
MAT 2342	Introduction to Probability and Statistics	MATH 2342
MAT 2345	Pre-Calculus Mathematics	MATH 2312
MAT 2365	Mathematics for Business & Social Sciences II	MATH 1325
MAT 2451	Calculus I	MATH 2413
MAT 2461	Calculus II	MATH 2414

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
MUS 1126	Class Piano I Proficiency-Secondary Track	MUSI 1114
MUS 1126	Class Piano I	MUSI 1181
MUS 1127	Class Piano II Proficiency-Secondary Track	MUSI 1115
MUS 1127	Class Piano II	MUSI 1182
MUS 1128	Class Piano III Proficiency-Secondary Track	MUSI 2114
MUS 1128	Class Piano III. Proficiency Track	MUSI 2181
MUS 1129	Class Piano IV Proficiency-Secondary Track	MUSI 2115
MUS 1129	Class Piano IV. Proficiency Track	MUSI 2182
MUS 1130	Class Piano V, Secondary Track	MUSI 2183
MUS 1136	Class Voice I	MUSI 1183
MUS 1137	Class Voice II	MUSI 1184
MUS 2160	Vocal Diction I	MUSI 1162
MUS 2163	Vocal Diction II	MUSI 1165
MUS 1195	Music Theatre/Opera Workshop	MUSI 1157
MUS 1195	Music Theatre/Opera Workshop	MUSI 1158
MUS 1195	Music Theatre/Opera Workshop	MUSI 2157
MUS 1195	Music Theatre/Opera Workshop	MUSI 2158
MUS 1213	Music Theory I	MUSI 1211
MUS 1214	Music Theory II	MUSI 1212
MUS 2213	Music Theory III	MUSI 2211
MUS 2214	Music Theory IV	MUSI 2212
MUS 1233	Sight Singing and Ear Training I	MUSI 1216
MUS 1234	Sight Singing and Ear Training II	MUSI 1217
MUS 2233	Sight Singing and Ear Training III	MUSI 2216
MUS 2234	Sight Singing and Ear Training IV	MUSI 2217
MUS 1301	Fundamentals of Music	MUSI 1301
MUS 1301	Fundamentals of Music	MUSI 1303
MUS 1301	Fundamentals of Music	MUSI 1304
MUS 1353	Music Appreciation	MUSI 1306
MUS 2147	String Techniques	MUSI 1190
MUS 2167	Woodwind Techniques	MUSI 1166
MUS 2167	Woodwind Techniques	MUSI 2166
MUS 2187	Brass Techniques	MUSI 1168
MUS 2187	Brass Techniques	MUSI 2168
MUS 2188	Percussion Techniques	MUSI 1188
MUS 2188	Percussion Techniques	MUSI 2188
MUS 2353	Introduction to Music History	MUSI 1308
MUS 2254	History of Music and Literature II	MUSI 1309
CMP 1111	Composition	MUSI 1186
CMP 1211	Composition	MUSI 1286
CMP 1311	Composition	MUSI 1386

HPU COURSE NUMBER	HPU COURSE TITLE	TCCNS EQUIVALENT
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
PSC 1409	Principles of Astronomy	ASTR 1403
PSC 1409	Principles of Astronomy	ASTR 1404
PSC 1409	Principles of Astronomy	PHYS 1403
PSC 1409	Principles of Astronomy	PHYS 1404
PSC 1419	Physical Science for Elementary Education	PHYS 1417
PSC 1429	Earth Science - Chemistry and Weather	PHYS 1415
PSC 1449	Meteorology Weather and Climate	GEOL 1447
PSY 1311	Introduction to Psychology	PSYC 2301
PSY 2311	Marriage and the Family	SOCI 2301
PSY 2351	Statistics for the Social Sciences	PSYC 2317
SOC 1311	Introduction to Sociology	SOCI 1301
SOC 1315	Introduction to Social Work	SOCW 2361 *
* May be used as sociology elective only		
SOC 2311	Marriage and the Family	SOCI 2301
SOC 2351	Statistics for the Social Sciences	PSYC 2317
SPA 1311	Elementary Spanish I	SPAN 1311
SPA 1312	Elementary Spanish II	SPAN 1312
SPA 2311	Intermediate Spanish I	SPAN 2311
SPA 2312	Intermediate Spanish II	SPAN 2312
SPA 1411	College Spanish I	SPAN 1411
SPA 1412	College Spanish II	SPAN 1412
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 (CLEP) Evaluation

General Examinations are not accepted by Howard Payne University

HPU COURSE	CLEP SUBJECT TEST	MIN. SCORE
ACC 2311	Financial Accounting	50
BUS 3311	Introduction to Business Law	50
CIS 1339	Information Systems	50
ECO 2301	Principles of Macroeconomics	50
ECO 2302	Principles of Microeconomics	50
ENG 1311	Freshman College Composition with essay section	50
ENG 1312	Analyzing and Interpreting Literature	50
ENG 2351	English Literature	50
ENG 2373	American Literature	50
FRE 1411	French I	47
FRE 1412	French II	52
FRE 2411	French III	66
GOV 2311	American Government	50
HIS 1310	American History I	50
HIS 1320	American History II	50
HIS 2310	Western Civilization I	50
HIS 2320	Western Civilization II	50
MAT 1351	College Algebra	62
MAT 2345	Trigonometry	62
MAT 2451	Calculus & Elementary Functions	62
MGT 3303	Principles of Management	50
MKT 3301	Principles of Marketing	50
PSY 1311	Introduction to Psychology	50
PSY 3355	Human Growth & Development	50
SOC 1311	Introduction to Sociology	50
SPA 1311	Beginning Spanish I	47
SPA 1312	Beginning Spanish I and II	52
SPA 2311	Beg. Spanish I and II, Interm. Spanish I	57
SPA 2312	Beg. Spanish I and II, Interm. Spanish I and II	66

ADVANCED PLACEMENT PROGRAM (APP) Evaluation

HPU COURSE	APP SUBJECT TEST	MIN. SCORE
ART 3312	History of Art I	3
ART 3312, 3322	History of Art I and II	4
BIO 1409 (only)	Biology	3
BIO 1459 (only)	Biology	4
CHE 1479	Chemistry I	3
CHE 1479, 1489	Chemistry I and II	4
CIS 1339	Computer Science A	3
CIS 1339	Computer Science AB	3
ECO 2301	Economics: Macro	3
ECO 2302	Economics: Micro	3
ENG 1311	English Language and Composition	3
ENG 1312	English Literature and Composition	4
FRE 1411	French I	3
FRE 1411, 1412	French I and II	4
FRE 3341	French Literature	3
3 hrs. World Geography	Human Geography	4
GOV 2311	Government & Politics: U.S.	3
GOV 3321	Government & Politics: Comparative	3
HIS 1310	History: United States to 1877	3
HIS 1310, 1320	History: United State to 1877 / since 1877	4
HIS 2310	World History	4
HIS 2320	European History	3 or higher
MAT 2342	Mathematics: Intro to Probability and Statistics	3 or higher
MAT 2451	Mathematics: Calculus AB	3
MAT 2451, 2461	Mathematics: Calculus BC	3
MUS 1213 MUS 1233	Music Theory	3
PHY 1419	Physics B	4
PSY 1311	Psychology	3
SPA 1311, 1312	Elementary Spanish I and II	3
SPA 2311	Elem. Span 1, 11 and Interm. Span I	4
SPA 2312	Elem. Span 1, 11 and Interm. Span I, II	5
SPA 4301	Spanish Literature	3

TEXAS COMMISSION ON LAW ENFORCEMENT

Transfer Credit for Criminal Justice Majors

TCOLE (Texas Commission on Law Enforcement) credits will be accepted in the Criminal Justice major section of the degree plan for the Bachelor of Arts, Bachelor of Science and the Bachelor of Applied Arts and Science Degrees.

HPU COURSE NUMBER	HPU COURSE TITLE	TCOLE EQUIVALENT
CRJ 1330	Fundamentals of Criminal Law	CJLE 1330
CRJ 2310	Community Policing	CJLE 2310
CRJ 2316	Legal Aspects of Law Enforcement	CJLE 2316
CRJ 2320	Criminal Investigation	CJLE 2320
CRJ 2325	Correctional Systems	CJLE 2325
FRS 2479	Introduction to Forensic Science	CJLE 2479
CRJ 1101-2609	Special Studies in Criminal Justice	CJLE 1101-2609
KIN 1220	2 hours Kinesiology Activity credit	CJLE 1220

GLOSSARY

ACADEMIC DEAN
An academic dean is the head of a school within the university. At Howard Payne there are six school deans, Business, Christian Studies, Education, Humanities, Music and Fine Arts, and Science and Mathematics. In addition to the six school deans, there are deans of Advising and General Education and Institutional Research and Effectiveness. The dean reports to the university's chief academic officer and is responsible for academic decisions in his/her program.

ACADEMIC HONORS
Academic Honors Lists - Academic honors lists are compiled at the end of each long semester (fall and spring). Students considered for semester academic honors must be enrolled in a minimum of 12 semester hours with no grade of F, NG, or I for all courses attempted. Academic honors are recognized at three levels: The Honor Roll – semester grade point average of 3.50 to 3.64; The Dean's List – semester grade point average of 3.65 to 3.99; The President's List – semester grade point average of 4.00.

Graduating with Honors - Graduation honors recognition will be calculated solely on the basis of grades earned at Howard Payne University. To be considered for graduation honors, a minimum of **60 semester hours of coursework must be completed at Howard Payne University,** The level of graduation honors is based on the cumulative grade point average calculated by the Registrar and will be as follows: **Cum Laude** – a cumulative grade point average of 3.55 to 3.69; **Magna Cum Laude** - a cumulative grade point average of 3.70 to 3.84; **Summa Cum Laude** - a cumulative grade point average of 3.85 to 4.0.

ACADEMIC PLAN
See "Degree Audit"

ACADEMIC RECOVERY PLAN
See "Financial Aid; Satisfactory Progress; FA Suspension Appeal"

ACADEMIC PROBATION
Probation is a warning period. Students are placed on academic probation at the end of any semester that their cumulative GPA (grade point average) does not meet the published level for their classification. The Academic Information section of the catalog contains these levels in relation to semester hours attempted. Academic probation is only imposed **after** a student has attempted a minimum of twelve semester hours.

ACADEMIC SUSPENSION
Students are suspended (not allowed to attend the university) for one long semester following failure to raise GPA to posted levels and to be removed from academic probation. In other words, grades must go up acceptably during the probation semester to avoid suspension.

Students academically suspended may enroll in summer school at Howard Payne or another college/university, and have their transfer work accepted. However, if academically suspended students enroll at another university during the next long semester, their transfer work will not be accepted.

If students fail all academic courses in a semester, excluding skills courses such as kinesiology, private applied music lessons, etc., they will be immediately suspended for one long semester.

Students may apply for readmission after the period of suspension has been completed. If readmitted, students must improve the cumulative GPA sufficiently that they are not on probation or the process begins again.

ACADEMIC YEAR
An academic year consists of two long semesters (15 weeks per long semester, fall and spring). The academic year begins on June 1 (Summer I) and ends on May 31 (May-Term). HPU offers three summer terms/sessions; May-Term, Summer I, and Summer II. In a long semester, a full-time undergraduate student is required to enroll in and complete a minimum of 12 credit hours per semester for a total of no less than 24 credit hours over 30 weeks. In a summer term/session, a full-time undergraduate student must enroll in no less than 6 credit hours. A maximum of two courses and an kinesiology activity course may be taken during each of the summer session. This definition will apply to all eligible programs, undergraduate and graduate, and will be used when administering all Title IV financial aid programs

ADD/DROP
Students may add and/or drop classes from their schedules after the close of registration on the first day of each semester until the official close of registration (7-8 days into a semester). At any time, charges are assessed for each change. Changes made during the add/drop period do not reflect on students' transcripts. After the add/drop period, students may withdraw from classes with either a WP (withdraw passing) or WF (withdraw failing); these withdrawals do appear on transcripts.

ADVISOR
Students are assigned academic advisors from the ranks of full-time instructors in their chosen fields of study. These advisors help students plan their academic schedules, complete their degree audits, help with academic difficulties, and aid their student advisees until graduation. An advisor's office should be a student's first stop for any academic advice or problem solving.

AP CREDIT
Advanced Placement (AP) classes are offered in many Texas high schools. Students who score well on the end of course AP tests as high school seniors may be granted college credit in introductory level courses. Acceptable scores vary from test to test and university to university.

APPLICATION SOURCE CODE
The Application Source Code refers to the classification of an entering student.

BFR - Beginning Freshman - Student who enrolls at HPU the first long semester after graduating from high school - CODED "BFR" even if the student has Dual Credit hours

BNT - Non-Traditional Beginning Freshman - Student who fits the age requirement to be considered a non-traditional student - age 19 or above - graduated from high school one or more years prior to initial enrollment as a degree-seeking student at HPU who has not been enrolled in any college courses since graduating from high school or since receiving their GED.

TRF - Transfer - Student who has completed a minimum of 12 transferable semester hours at another institution after graduation from high school or a student who enrolls at HPU with 12 or more transferable semester hours from military or civilian training.

TNT - Non-Traditional Transfer - Student who fits the age requirement to be considered a non-traditional student and who has completed less than 12 transferable semester hours (after high school graduation) at another institution or through a military or civilian training program.

FOR - Former Student - Undergraduate student who was previously enrolled at HPU, left for at least one long semester, then returns to HPU to complete an undergraduate degree

GRD – Graduate Program - Student who begins a graduate degree program at HPU

GDF - Former Graduate Program - Student who was previously enrolled at HPU in a graduate program, left the program for at least one long semester, then returns to continue the degree program

EAS - Early Admit/Dual Credit Student - High school student enrolled in college classes for credit in the summer between their junior and senior year as well as during their senior year of high school.

NSD - Non-Degree Seeking - Student enrolled in credit courses who is not pursuing a degree

SPE - Special - Student enrolled taking credit classes but not pursuing a degree; however, this student may be completing courses for a certification program. This student will normally have a completed undergraduate degree.

INT - International Student - Non-U.S. citizen, attending classes at HPU on an F-1 Student Visa

TRS - Transient Student - A "visiting" student completing credit classes at HPU while pursuing a degree at another institution

ASSOCIATE DEGREE
An associate's degree is the informal name for a two-year college degree. At Howard Payne University, associate's degrees include ASSOCIATE IN MINISTRY.

AUDITING
Students desiring to learn from a course without receiving academic credit may audit a class, if space is available. No credit or grade is given. The instructor determines the amount of participation required, and is not required to review student work. The decision to audit a course must be done at registration time and cannot be changed after the registration period. NOTE: **Applied music classes (private lessons) may not be audited**.

ATTENDANCE POLICY
There is no system of free absences at Howard Payne University. To ensure that students do not miss significant instructional material that jeopardizes their success in class, students are expected and urged to attend all class sessions. Students have full responsibility for accounting to their instructor for absences. Absences are counted from the first day the class meets, not from the date the student registers. A student must attend class a minimum of 75% of the sessions in order to receive credit for the course. Students who exceed the "allowable absences" will be assigned a grade of F. However, given extenuating circumstances, a student may request an opportunity to rectify the deficiencies created by their absences. In such cases, the faculty member may approve a plan to complete missing assignments. All absences, excused or unexcused, count as absences. Work for an excused absence may be made up, but the absence still counts. **Each instructor may establish a more stringent absence policy if it is outlined in the course syllabus.**

ONLINE ATTENDANCE
Initial Online Course Participation - In order to meet this requirement, Howard Payne University requires that all instructors report ***by the eighth class day (official census day) of Fall and Spring classes*** and by the ***second day (official census day) of Summer classes*** the participation (= attendance) of each student. Class participation or class attendance can be based on participation in a discussion board; finding, reading and taking a quiz based on the syllabus of the course; on having submitted an assignment, or having taken a quiz.

Online Course Attendance Policy - Online courses follow the University's attendance policy. Professors count attendance based on submission of assignments by specific due dates, by discussion board participation, or other academic-related activities (quiz, homework, sign-in sheet, etc.). Additional attendance monitors include logging on to a course on a regular basis (a minimum of once a week) and completing assignments on time. Deadlines for submitting assignments are treated like attendance in

regular classes. A student's failure to complete a task will be considered an absence and will be treated in accord with University policies.

BACHELOR'S DEGREE
A bachelor's degree is the informal name for a four-year college degree. At Howard Payne University, bachelor's degrees include Bachelor of Arts (BA), Bachelor of Science (BS), Bachelor of Business Administration (BBA), Bachelor of Music (BM), Bachelor of Science In Nursing (BSN), and Bachelor of Applied Arts and Sciences (BAAS).

CLASSIFICATION
The word "classification" expresses students' academic level or class. First-year students are freshmen; second-year students are sophomores, and so on informally. But actual classification is determined by number of credit hours earned: 0-29 is freshman, 30-59 is sophomore, 60-89 is junior, and 90+ is senior.

CLEP (COLLEGE LEVEL EXAMINATION PROGRAM)
Students may earn credit hours through examination. CLEP tests are administered in a variety of courses by HPU's Office of Academic Testing. Students must score the equivalent of "C" or better to be granted credit. CLEP examinations may not be taken when students have already registered for a course. Further reference: "Earned Credit by Examination" in the Academic Information section of the catalog.

CO-CURRICULAR ACTIVITIES
Activities in which participation is required by enrollment in a course that counts toward graduation requirements.

COLLEGE/SCHOOL
A major division of the university is called a "college" or a "school." Each college or school is headed by a dean, and may be subdivided into departments with department heads.

COMPREHENSIVE
"Comprehensive" is a term generally referring to an exam that will cover all material taught during a semester.

CONCURRENT ENROLLMENT
Students enrolled both at Howard Payne and at another college during the same semester are "concurrently enrolled." Only students with individual hardship situations are allowed such enrollment. Permission must be obtained from the academic advisor, from the appropriate academic dean, and from the provost. Permission forms are available from the registrar. Concurrent enrollment includes distance learning and/or in-residence coursework taken for credit at another college or university while enrolled at Howard Payne University.

COURSE NUMBERING
Courses at Howard Payne University have four-digit numbers. The first number is the level of the course: 1 and 2 are lower division, and 3 and 4 are upper division. The second number indicates the hours of credit the course receives. The third and fourth numbers distinguish the course within a department.

All courses passed, including those with "D" grades, are included in the cumulative total number of hours attempted and earned.

COURSE SEQUENCE
Some courses must be taken in a specific order since each serves as a prerequisite for the next course in line. Students should begin any sequence of courses early enough in their academic careers to ensure the timely completion of those sequences.

CREDIT HOUR OR SEMESTER HOUR
Credit hour or semester credit hour is defined as 45 hours of combined learning including class interaction, individual study, evaluation, experiential learning, writing, application, research and instruction by qualified faculty. Course credits are based on student learning outcomes that are standardized for all courses in all modes of delivery. For classes that meet less than the Carnegie Standard, the University de-emphasizes “seat time” (time in class) as the primary metric for determining the amount of student work for Federal purposes. Instead, per the flexibility guidelines of the Federal definition, “credits are awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time”.

DEGREE AUDIT (Academic Plan)
A degree audit (academic plan) spells out the individual course requirements for each student to complete his/her degree. Degree audits must be filed when students have completed 60 credit hours. Students request a degree audit (an automated degree audit) in the Registrar's Office. Although a degree audit is required when a student has completed 60 credit hours, students may request a degree audit at any time after their enrollment begins.

DEGREE REQUIREMENTS
See "Specific Requirements for Degrees" in the Academic Information section of the catalog.

DEPARTMENTAL CHALLENGE TESTS
In areas of study where the CLEP test is unavailable, students may request a departmental challenge test. The material for the test in each course and the appropriate passing grade will be determined by each department. See also "Earned Credit by Examination" in the Academic Information section of the catalog.

DROPPING A COURSE
Students may withdraw from a class at any time during the semester up to (but not including) final exam week. Students fill out a withdrawal card in the registrar's office. A withdrawal grade request is sent to the instructor for a grade of WP (Withdraw Passing) or WF (Withdraw Failing).

A grade of WP does not affect grade point average. A WF, however, carries the same value as an "F" grade. If students have already failed courses because of absences, grades of WP and WF do not apply; the "F" grade will be applied.

In summer school, students may withdraw until five days prior to the final exam. A WP or WF will be recorded, just as in the long semester.

DUAL COUNTING OF COURSES
Courses taken to fulfill general education requirements may be used to satisfy requirements for a major or minor. When courses are used to fulfill two requirements, the hours **may not** be counted twice; therefore, additional hours must be planned to bring the total to the 124 to 128 hours needed to graduate.

ELECTIVES
Courses not specifically required for general education, majors, or minors are called electives. Students select electives that interest them with the help of their advisors. Elective courses help complete the total number of hours in a degree.

EXTRA-CURRICULAR ACTIVITIES
Activities and clubs beyond formal academic courses are called extra-curricular.

FINANCIAL AID; SATISFACTORY PROGRESS; FA SUSPENSION APPEAL

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

Financial Aid Suspension - If at the end of the payment period for which the student was on "warning", the student has not achieved Satisfactory Progress the student will be placed on Financial Aid Suspension. The student may also be placed on suspension if the student has failed all classes (except skill classes) in a semester or if the student is placed on Academic Suspension.

Financial Aid Appeal - In some instances, students who are placed on Financial Aid Suspension may be permitted to submit a formal appeal. Extenuating circumstances which may warrant an appeal may include:

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

If the student has extenuating circumstances and would like to submit an appeal for reconsideration of eligibility for federal and state financial aid, the student must follow the Appeal Process out-lined in the Financial Aid section of the catalog under Satisfactory Academic Progress Policy.

Academic Plan *(To meet satisfactory progress requirements)*
Students who are granted an appeal, and need longer than one payment period to meet the satisfactory progress requirements, must be placed on an Academic Plan. The Academic Plan is a formal outline of classes needed for the student's degree program and scheduled in a manner to enable the student to meet the satisfactory progress requirements within a specified time frame. The Academic Plan will be developed by the Dean of Advising and General Education in close consultation with the student's advisor and the Registrar's Office. A copy of the Academic Plan will be given to the student and kept on file in the Registrar's Office and the Financial Aid Office.

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

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

FOREIGN LANGUAGE REQUIREMENT
Twelve hours of foreign language are required for the Bachelor of Arts degree. The twelve hours of foreign language must be completed in one language. Biblical Languages, French, and Spanish are offered by HPU. Sign Language, completed at an accredited institution, is approved as a foreign language under the Bachelor of Arts and Bachelor of Science degrees.

FREQUENCY
Classes are offered on a rotating basis, some every semester, some once a year, and some less frequently. Rotation in the catalog appears at the end of a course description and may look like this: FALL, EVEN YEARS. Students should pay careful attention in making degree audits so that all necessary courses will be offered before they plan to graduate.

GPA
GPA is the abbreviation for "grade point average." Each "A" is worth 4 grade points, each "B" is 3, "C" is 2, and "D" is 1. Total points are added together and divided by the number of hours attempted to compute a cumulative grade point average.

GENERAL EDUCATION REQUIREMENTS
All students must take a core of courses called general education requirements. This core is a broad range of courses in many disciplines that gives students a sound liberal arts background, regardless of their majors. Lists of these required courses appear in the Academic Information section of the catalog.

GUY D. NEWMAN HONORS ACADEMY
The Guy D. Newman Honors Academy is a multidisciplinary honors program that seeks to provide students with a broad-based liberal arts education which emphasizes Christian values, American tradition and free enterprise as an economic philosophy. The Academy prepares students to read critically, think analytically and communicate ideas effectively.

The Guy D. Newman Honors Academy program is designed for academically gifted students who aspire to leadership roles in a variety of careers. With its emphasis upon the American way of life, the meaning and significance of American values are explored in depth. Current issues are analyzed in the context of the various disciplines of the School of Humanities and related academic areas of the university.

HOUR
See "Credit Hour or Semester Hour"

HUMAN MOVEMENT STUDIES
Studies where knowledge of and psychomotor skill development in human movement is essential for success in a particular discipline or area of study. Human movement studies cross the spectrum of professional work and include those areas of study that may prepare the student physically for careers in such diverse areas as physical education, sports and athletics, dance, recreation, health, emergency or disaster response, police, firefighting, and military work.

INTERNSHIPS
An internship is supervised practical experience that earns academic credit. For example, a business internship is an approved training experience in an occupational setting that includes specific learning objectives coordinated between an employer and a faculty member.

LAB/LAB FEE
Labs, regardless of discipline, are hands-on experiences supervised by an instructor. Time spent in a lab class is usually in addition to time spent in lecture. Typically, there is a special fee charged for particular labs.

LAST DATE OF ATTENDANCE
The last date of attendance, as verified by the instructor of a course, is a student’s last attendance at an “academically related activity” such as an exam or quiz, tutorial, computer-assisted instruction, academic advising or counseling, academic conference, completion of an academic assignment, paper or project; or attendance at a required study group.

LIBERAL ARTS
A course of study intended to provide broad, general knowledge that helps develop the intellectual capacity of an individual.

LIBERAL ARTS STUDIES

Students in the early part of their college careers who are undecided on majors are assigned to liberal arts studies, where advisors will help them plan their academic goals and schedules.

LOWER DIVISION / LOWER-LEVEL

Courses numbered 1000 or 2000 are generally referred to as "lower-division" courses. Often, lower-division courses in a field are prerequisites for upper-division courses.

MAJOR

A subject or academic field chosen as a primary field of study is a major. Some majors have concentrations or specializations within a major field. Majors can be interdisciplinary. Students may add any number of majors to degree audits as long as all requirements for each major are met.

MINOR

A secondary field of study within a single department is called a minor. Minors usually range from 18 to 24 credit hours. Traditional minors are noted on a student's transcript along with the major.

MINOR AREA

Minor areas are interdisciplinary groupings of courses that augment or complement the major field of study. As with traditional minors, minor areas require 18-24 credit hours. Students choose these courses in consultation with their advisors. Minor areas **are not noted** on a student's transcript.

NON-TRADITIONAL STUDENTS

The Admissions Office uses the following definitions for classification and reporting purposes and are intended to assist the admissions staff in determining the profile of new HPU students. BNT (Beginning Freshman, Non-Traditional Student) is used to classify those students who have been out of high school for at least one year and have no college or university experience/hours. Students in this category may have a GED and may be 19 years of age or older. TNT (Transfer, Non-Traditional Student) is used to classify those students who have enrolled previously at other colleges or universities but are transferring less than twelve semester hours to HPU. Students in this category may be 18 years of age or older.

PASS/FAIL GRADING OPTION

Students may elect to have some courses graded Pass or Fail rather than the traditional letter grade. The option may be exercised for elective courses and for up to six hours of major or minor courses (if the course description permits). General education courses may not be taken pass/fail, nor can classes be repeated pass/fail when they have already been taken for a grade. Once chosen, the decision to take a class pass/fail may not be changed.

PLAGIARISM

Plagiarism is any failure, intentional or not, to acknowledge adequately the original source's words or ideas. Even summaries require correct footnotes and citations.

PREREQUISITE

A "prerequisite" course is a course that must be completed prior to enrolling in the next higher level course in a sequence. Course descriptions in the catalog indicate if a prerequisite is required, and provide the course number for the prerequisite. In some instances, the prerequisite course must be completed with a specific grade; such as a grade of "C" or better. If the prerequisite course grade does not meet the required level, it must be repeated. The appropriate grade must be attained prior to enrolling in the next higher level course.

REFUND POLICY

When students officially withdraw from the university or officially withdraw from a course prior to the end of the fourth week of the semester, tuition refunds will be considered by the administration. For information about amounts and procedures, students should read the Financial Information section of the catalog.

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

Courses may be repeated at another institution for transfer credit toward the degree but will not replace the previous grade since transfer credits, not grades, are added to a student's HPU transcript. The grade earned at Howard Payne University remains calculated in the University grade point average and toward graduation honors unless and until replaced by repeating the course at Howard Payne University. Transfer repeated courses must have the same learning outcomes and must be at the same level as the HPU course. Transfer course approval must be obtained prior to enrolling in a repeat course.

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

SPECIAL STUDIES
Academic departments may offer special studies courses for independent or group study. These courses are assigned department designations, course numbers, and prerequisites by the appropriate school dean. **No more than six credit hours of special studies may be taken in a major, and no more than twelve hours of special studies may be applied to a bachelor's degree**.

STUDENT TEACHING
One semester of supervised teaching experience in a public school classroom is required for students seeking teacher certification.

SYLLABUS
Course instructors usually provide a written description of a course and its requirements at the beginning of a semester.

TRANSFER WORK
Transfer courses are those courses taken at another accredited university and then transferred to Howard Payne to complete degree requirements. Transfer students must provide official transcripts from each university they have attended. The HPU registrar will evaluate these transcripts and assess HPU credit for those classes. Students should keep copies of these evaluation forms to use in writing their degree audits. Upper-division courses must have grades of "C" or better to be fully transferred.

UPPER DIVISION / UPPER-LEVEL
Courses numbered 3000 to 4000 are generally referred to as “upper-division” courses.

WITHDRAWAL FROM THE UNIVERSITY
Students who find it necessary to withdraw from the university during a semester should complete or arrange for official withdrawal forms. Failure to complete this official withdrawal procedure results in grades of "F" for all courses. Such failure can result in academic suspension and can block continuing college work. Refunds (see Financial Information in the catalog) are possible only when official withdrawal is complete.

Index

Academic advisement
(see Academic Support Services) 110
Academic Honors
Semester honor roll 102
Graduation honors 102
Academic Information
Degree Audit (see Academic Plan) 73
Degrees Granted 678
Degrees - Majors available
Bachelor of Applied Arts and Science 84
Bachelor of Arts 78
Bachelor of Business Administration 81
Bachelor of Music 82
Bachelor of Science 80
Bachelor of Science Nursing 83
Degree Requirements
General Education requirements 68-69
Specific requirements 72
Degree Audit (see Academic Plan) 73
Associates degree 129
BAAS Requirements – Majors 85
Liberal Arts and Sciences Major 86
Minors 87-88
Academic Information / General
Academic forgiveness 101
Academic year 100
Auditing 101
Classification 101
Course load - maximum and minimum 100
Course numbering 99
Department - course prefix 109
Special studies courses 101
Transcript request 107
Academic opportunities / additional 108
Consortium for Global Education (CGE) 108
Council for Christian Colleges and Universities (CCCU) 108
London semester 108
Academic Plan 73
Academic policies
Academic Credit / Sources of 88
Credit by examination 90
International transfer credit 92
Transfer credit 89
Military & Civilian Training 93
Additional majors/degrees 95
Attendance
In-residence 93
Online 94
Double-counting courses 95
Dropping courses 98
Grade Appeal 379
Grading
Incomplete Grade 97
No Grade 97
Leave of Absence 999
Personal and Professional Integrity 378
Repeating courses 95
Transfer Credit Evaluation 383
Withdrawing from a course 98
Withdrawing from the university 98
Academic status
Academic probation 103
Academic suspension 103
Satisfactory academic progress 104
Academic support services 110
Academic Advising 110
Academic Testing Services 111
Career Services 111
Developmental Studies 114
Disabled Student Services 112
Tutoring 111
University Seminar 110
Accelerated Bachelor of Arts/ Master of Arts 138/341
Accounting 119
ACT (test) (*see* Admission) 30
Score requirements 30
Administration 8
Admission 30
Certificate in Ministry Training 33
Concurrent 90
Early or Dual Enrollment 32
International students 34
Non-Degree Seeking 33
Provisional 31
Readmission 34
Readmission (graduate programs) 327
Teacher Education 139
Transfer 31
Transient 33
Unconditional 30
Advanced Placement Scores 397
Advising (*see* Academic Support Services) 110
All Level Education / Teaching Fields 156
Appeals process
Academic Suspension 105
Grades 333
Satisfactory Progress 104

Appendix..... 374
Advanced Placement Scores..... 397
College-Level Exam..... 91/396
Copyright Infringement Policy..... 380
FERPA (Privacy Act)..... 6/375
Glossary..... 399
Grade Appeal Policy..... 107/379
HPU Gateway..... 389
Personal and Professional Integrity Policy..... 378
Texas Common Course Numbering..... 391
Transfer Credit Evaluation Policy and Procedure..... 383
Veteran Education Benefit Program..... 386
Application–Procedure..... 30
Supporting materials..... 34
Application Source Code..... 400
Art..... 201
Associate in Ministry..... 129
Athletic organizations..... 65
(*see* Student organizations)
Athletic Training..... 166
Athletic Training Education Program..... 166
Athletics..... 65
Attendance requirement..... 93
Auditing courses..... 101
Bible..... 130
Biblical Languages..... 132
Biological Sciences..... 209
Board of Trustees..... 7
Board plan / Food Services..... 39/60
Buildings (*see* Campus Information)..... 367
Business, School of..... 115
Business Administration, Master of..... 343
Business Administration..... 117
Online BS Business Admin..... 122
Calendar of events..... 371
Campus Information..... 367
Career Services (see Academic Support Services)..... 111
Catalog of graduation..... 74
Certificate Programs
Ministry Training..... 128
Chapel/Student Assembly..... 59
Chemistry..... 215
Christian Education..... 133
Christian Studies, School of..... 126
Class load..... 100
Classification..... 101
CLEP test / CLEP scores..... 91/396
COLLEGIUM (see Academic Support Services)..... 110
Communication Studies..... 203
Computer Information Systems..... 123
Concurrent enrollment..... 90
Consortium for Global Education (CGE)..... 108
Council for Christian Colleges and Universities..... 108
Counseling Services..... 61
Course Prefix (*see* Department abbreviations)..... 109
Course numbering system..... 99
Course descriptions – undergraduate..... 225
Course descriptions – graduate..... 353
Credit by examination..... 90
Criminal Justice..... 181
Cross-Cultural Studies..... 134
Degree audit (Academic Plan)..... 73
Degree - General requirements..... 71
Degree Completion - Specific requirements..... 71
Degrees – Granted..... 73
Associate in Ministry Training..... 129
Bachelor of Applied Arts and Sciences..... 84
Bachelor of Arts..... 77
Bachelor of Business Administration..... 81
Bachelor of Music..... 82
Bachelor of Science..... 79
Bachelor of Science Nursing..... 83
Master of Business Administration..... 343
BBA Accounting and MBA Integrated Program..... 120/344
Master of Education, Instructional Leadership..... 346
Master of Education, Sport & Wellness Leadership..... 349
Master of Arts, Youth Ministry..... 336
Master of Arts, Theology and Ministry..... 339
Accelerated Bachelor of Arts/ Master of Arts..... 138/341
Master of Science, Criminal Justice..... 351
Second Degree..... 96
Department abbreviations..... 109
Departmental challenge tests..... 91
Developmental Studies (see Academic Support Services)..... 114
Dining Services..... 39
Disabilities, Students with (see Academic Support Services)..... 112
Dorms (*see* Residence halls)..... 59

Double major (*see* Major, additional) 95
Dropping classes 98
Early admission (high school students - dual enrollment) 32
Education, Master of
Instructional Leadership 346
Sport and Wellness Leadership 349
Education, School of 139
Electives 70/403
Elementary Education Teaching Field 144
Endowed chairs 27
Engineering Science 213
English 169
Facilities (*see* Campus Information) 367
Faculty 9
Family Studies 179
Fees (*see* Tuition and fees) 37
FERPA (Privacy Act) 6/375
Financial aid
Deadline 43
Eligibility 42
Financial Information 36
Grants 49
Loans 50
Programs 42
Scholarships, Merit-based 53
Scholarships 56
Satisfactory Progress Policy 43/404
Student Employment 49
Suspension 46
Warning 45
Financial Information
Tuition Rates 36-37
Student Services Fee 37
Fees - Full-time Students 37
Fees - New students 38
Other Fees 38
Housing Rates 38
Meal Plan Rates 39
Payment Plan 40
Refunds 41-42
Financial support 26
Fine Arts Appreciation requirement / approved list 75-76
Food service / Board plan 60/39
Forensic Science 218
Fraternities (*see* Student organizations) 62
General Education competencies 68
General Education curriculum 68
General Degree requirement 71
Glossary 399
Government/Social Science 171
Grades & Grade points 96
Grade Appeal Policy (Graduate Program) 333
Graduate Studies: 320
Academic Information 329
Academic Policies 330
Admission 321
Admission Policies 326
Degrees 320
Master of Arts, Youth Ministry 336
Master of Arts, Theology and Ministry 339
Accelerated Bachelor of Arts/ Master of Arts 138/341
Master of Business Administration 343
BBA Accounting and MBA Integrated Program 344
Masters of Education, Instructional Leadership 346
Sport and Wellness Leadership 349
Master of Science, Criminal Justice 351
Financial Information 327
Programs of Study 336
Specific Requirements 324
Student Services and Student Life 328
Guaranteed Tuition Policy 36
Guy D. Newman Honors Academy 186
Health Services 61
High School Education / Teaching Fields 152
High School Equivalency 33
Hispanic Studies (Modern Languages) 170
History 172
History of the University 23
Honors Academy 186
Howard Payne University
Governance of 26
History of 23
Location 26
Mission and Vision 24
Presidents of 23-24
University Profile 25
HPU Gateway 389
Humanities, School of 168
Incomplete Grade 97
Instructional Leadership, Master of Education 346
International students (*see* Admission) 34
Intramurals 62
Journalism 205
Kinesiology 162
Kinesiology Activity Requirements / approved list 74

Lab Science requirement / approved list 75
Leave of Absence 99
Liberal Arts and Sciences major 86
Library, Walker Memorial 367
Major
Additional 95
Available by degree
Bachelor of Applied Arts and Science 84
Bachelor of Arts 78
Bachelor of Business Administration 81
Bachelor of Music 82
Bachelor of Science 80
Bachelor of Science in Nursing 83
Defined 70/406
Management 121
Marketing 121
Mathematics 211
Middle School Education / Teaching Fields 148
Military training - College credit for 93
Ministry - Associate in 129
Certificate in Ministry 128
Minor
Choice of 87
Defined 70/406
Listing of 87-88
Mission and Vision 24
Modern Languages & Hispanic Studies 170
Music and Fine Arts, School of 190
Private lessons 201
Private lessons fees 39
Music 190
Music - Church Music and Worship 196
Music – Education 197
Music – Performance 193
Music – Piano 196
Newspapers (*see* Publications) 67
No Grade 97
Non-discrimination Statement 3
Nursing, School of 221
Off-campus learning centers 4/127
Parking Policy 61
Pass/Fail grading option 97
Payment of Accounts 39
Method of Payment 39
Personal and Professional Integrity Policy 378
Physical Education
(*see* Kinesiology) 162
Physical Science 215
Physics 220
Political Science (see Social Science)
Practical Theology 135
Pre-Professional Studies 208
Probation, academic 103
Provisional admission
(*see* Admission) 31
(*see* Academic Support Services) 111
Psychology 177
Publications (Newspapers) 67
Reading 306
Refunds 41
Registration fee 38
Repeated courses 95
Residence halls 59
Private rooms 38
Rates 38
Room and board (*see* Residence halls) 39
Room and board (*see* Board plan) 39/60
SAT (test) (*see* admissions)
Score requirements 30
Satisfactory Progress Policy – Academic 104
Satisfactory Progress Policy - Financial Aid 43
Schedule (course) change fee 37
Science and Math, School of 208
Science 307
Seminars – Senior 71/263
Seminars – University 71/110/262
Sociology 183
Social Science/Government 174
Social Science requirement / approved list 75
Social Work 183
Sororities (*see* Student organizations) 62
Special studies classes 101
Sport & Wellness Leadership
Master of Education 346
Sports (*see* Athletics) 65
Student Assembly
(see Chapel/Student Assembly) 59
Student conduct 58
Student employment 49
Student organizations 62
Student Support Services (Academic Support)
Academic Advising 110
Academic Testing Services 111
Career Services 111
Developmental Studies 114
Students with Disabilities 112
Tutoring 111
University Seminar 110
Study abroad 108
Summer sessions 26

Suspension, academic 103
Teacher Education Program 139
Teacher certification 73/143
General education requirements.....77-84
Technology Component requirement / approved list 76
Testing
Testing services 111
CLEP (test) 91/396
Departmental Challenge Test 91
TExES (test)..... 111
Texas Common Course Numbering System (TCCN)..... 391
Theatre 205
Theology and Ministry, Master of Arts..... 339
Transcript requests..... 107
Transfer of credit 89
Transfer Credit Evaluation Policy and Procedure / appendix..... 383
Transfer students (*see* Admission)..... 31
(*see* TCCNS) 391
Trustees (*see* Board of Trustees) 7
Tuition and fees 37
Block Tuition Rate 36
Guaranteed Tuition Option 36
Tutoring (see Academic Support Services) 111
Veteran Education Benefit Program 386
Withdrawing from or Dropping a class 98
Withdrawal - From the University 98
Youth Ministry 137
Youth Ministry, Master of Arts 336