

This catalog is the official announcement of the programs, requirements, and regulations on graduate studies at the University of North Alabama, effective at the beginning of the fall semester. Students enrolling are subject to the provisions stated herein. Statements regarding courses, when courses are offered, fees, and other conditions are subject to change without advance notice. For more complete information concerning the location, facilities, services, and general regulations of the University, reference should be made to the undergraduate catalog.

Inquiries concerning graduate study and requests for application forms should be addressed to the Office of Admission or, according to the college in which the program is offered, to the

Dean of the College of Arts and Sciences

Dean of the College of Business

Dean of the College of Education

University of North Alabama, Florence, Alabama 35632-0001

Telephone — 256-765-4100.

NONDISCRIMINATION POLICIES

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex, in accordance with all laws including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1991, and Executive Order 11246. The coordinator for non-discrimination policies for students is Irons Law Firm, 219 N. Court Street, Florence, AL 35630. The coordinator for employees is the Director of Human Resources and Affirmative Action, Room 222, Bibb Graves Hall or telephone 256-765-4291.

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2006

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2007

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*UNIVERSITY ACADEMIC CALENDAR

2006 FALL SEMESTER

August 19	Saturday—Residence halls open for occupancy after 1:00 p.m.
August 23	Wednesday—Regular classes begin
September 4	Monday—University closed for Labor Day holiday
October 13	Friday—Midterm; last day to apply for graduation for 2007 Summer Term
October 20-22	University closed for Fall Break
November 22-26	University closed for Thanksgiving holidays
December 7	Thursday—Study Day
December 8-14	Friday 8:00 a.m. through Thursday noon—Semester examinations
December 16	Saturday—Close of term; midyear commencement program, Flowers Hall

2007 SPRING SEMESTER

January 6	Saturday—Residence halls open for occupancy after 1:00 p.m.
January 10	Wednesday—Regular classes begin
January 15	Monday—University closed for Dr. Martin Luther King, Jr. Day holiday
February 16-18	University closed for Winter Break
March 2	Friday—Midterm; last day to apply for graduation for 2007 Fall Semester
March 26-April 1	University closed for spring holidays; administrative offices remain open March 26-30 (<i>tentative</i>)
April 6	Friday—University closed
May 3	Thursday—Study Day
May 4-10	Friday 8:00 a.m. through Thursday noon—Semester examinations
May 12	Saturday—Close of term; commencement program, Flowers Hall

2007 SUMMER TERM

SESSION ONE

June 3	Sunday—Residence halls open for occupancy after 1:00 p.m.
June 5	Tuesday—Regular classes begin
June 28	Thursday—Last day of classes; last day to apply for graduation for 2008 Spring Semester
June 29	Friday—Final examinations and close of session one

SESSION TWO

July 1	Sunday—Residence halls open for occupancy after 1:00 p.m.
July 3	Tuesday—Regular classes begin
July 4	Wednesday—University closed for Independence Day holiday
July 27	Friday—Last day of classes
July 30	Monday—Final examinations and close of session two

SESSION ONE & TWO COMBINED (EVENING PROGRAM AND SPECIAL COURSES)

June 3	Sunday—Residence halls open for occupancy after 1:00 p.m.
June 5	Tuesday—Regular classes begin
June 28	Thursday—Last day to apply for graduation for 2008 Spring Semester
July 4	Wednesday—University closed for Independence Day holiday
July 27	Friday—Last day of classes
July 30	Monday—Final examinations and close of summer term

*All dates contained in this calendar are tentative and subject to change without prior notice.

UNIVERSITY ADMINISTRATION 2006-2007

BOARD OF TRUSTEES

The Honorable Bob Riley, Governor of Alabama
President, ex officio

Dr. Ed Richardson, State Superintendent of Education
Member, ex officio

	<i>Term Expires</i>
David B. Abramson , Florence	2007
Billy Don Anderson , Sheffield	2012
Lisa Ceci , Huntsville	2015
John B. Cole , Florence	2015
Ronnie G. Flippo , Washington, DC	2012
F. Allen Long , Florence	2007
Marc McCreary , Florence	2007
Steven F. Pierce , Florence	2012
Harvey Robbins , Muscle Shoals	2015
President, University of North Alabama Student Government Association Member, ex officio	

OFFICERS OF ADMINISTRATION

William G. Cale, Jr., B.S., Ph.D.	President
Roosevelt Newson, Jr., B.M., M.M., D.M.A.	Vice President for Academic Affairs and Provost
W. Steven Smith, B.S., M.B.A., Ed.D.	Vice President for Business and Financial Affairs
Joel W. Erdmann, B.S., M.Ed., Ph.D.	Interim Vice President for Student Affairs
G. Daniel Howard, B.S., M.S., M.P.H., D.H.S., Ph.D. . . .	Vice President for University Advancement and Administration
Birdie I. Bailey, B.S.N., M.S.N., Ph.D.	Dean of the College of Nursing and Allied Health
Peggy C. Campbell, B.S., M.Ed., Ed.S., Ed.D.	Interim Dean of the College of Education
Kerry P. Gatlin, B.B.A., M.B.A., Ph.D. . .	Dean of the College of Business
Vagn K. Hansen, B.A., M.A., Ph.D.	Dean of the College of Arts and Sciences
G. Garry Warren, B.S., M.S., A.M.D., Ph.D.	Dean of Information Technologies
Sue J. Wilson, B.S., M.Ed., Ed.D.	Dean of Enrollment Services and Assistant to the President for Enrollment Management

GENERAL INFORMATION

STATEMENT OF PURPOSE, ROLE, AND GOALS

The University of North Alabama is a comprehensive regional state university, offering undergraduate and graduate degrees, and serving the educational needs of students through all appropriate means of delivery. The University shares the broad purpose of all institutions of higher learning for the discovery, preservation, and transmission of knowledge through teaching, research, and public service. Within this broad purpose the University recognizes an obligation of service to the people and the needs of the state and the region. Toward the fulfillment of its purpose and role the University seeks to provide:

- a quality foundation of common knowledge, skills, and insights based on general studies to meet the students' needs for academic advancement, vocational attainment, responsible citizenship, and personal fulfillment;
- a broad range of high quality academic programs to prepare students to succeed in general, professional, preprofessional, and career fields founded in the arts and sciences, business, education, nursing, and allied health;
- a university environment which serves as a source of pride, which supports and complements academic preparation, and which extends the students' opportunities for intellectual, personal, ethical, and social development;
- an intellectual climate which promotes critical and independent thinking, and a free and open exchange of ideas;
- emphasis on and support for a high standard of excellence in teaching;
- aesthetic and cultural enrichment and activities for the surrounding community;
- support to individual and institutional basic and applied research which are integral to effective teaching and learning as well as to the University's fulfillment of its obligations for the general expansion of knowledge and for the economic development of the region and the state;
- extended access to the University's public service resources and programs in the interests of occupational advancement, personal enrichment, and community needs;
- world wide access to high quality distance learning opportunities; and
- a high quality international program that is intrinsic to the University's mission.

The university goals flow from and complement the Statement of Purpose and Role. These measurable goals are as follows:

- to offer general education programs which will provide students with a broad foundation of common knowledge, basic skills, and cultural insight;
- to graduate students who are competitive in their major fields and who demonstrate mastery of their subject areas;
- to provide library/informational resources and other support functions which include the technologies, materials, facilities, and services needed for quality teaching, research, and public service;
- to recruit and retain a diverse student population that indicates admission without regard to age, color, disability, national origin, race, creed, sex, or religion;
- to maintain an administrative system, including university advancement, which will support the attainment of institutional goals through effective management;
- to provide student-oriented programs, activities, and services that complement academic preparation and extend student opportunities;
- to provide a campus environment that serves as a source of pride and supports and complements the concept of a university community;
- to provide an intellectual climate which promotes critical and independent thinking, innovative programs, and a free and open exchange of ideas;
- to recruit and retain a diverse and highly qualified faculty who demonstrate excellence in teaching, in scholarly activities, and in public service;
- to recruit and retain faculty and staff without regard to age, color, disability, national origin, race, creed, sex, or religion;
- to extend access to university programs which will maintain a positive university-community relationship;
- to provide university research and public service support for economic development which enhances the region and the state; and
- to offer high quality distance learning opportunities with world wide access.

HISTORY

The University of North Alabama traces its origin to LaGrange College, which was established in 1830 at LaGrange, Alabama, by the Methodist Church, and to its successor, Wesleyan University, established in Florence in 1855. In 1872 the school was established as a State Normal School, the first of its kind in the South. Across the years the continued growth of the

institution in size, scope, and purpose is reflected by the series of name changes: Florence State Teachers College (1929), Florence State College (1957), Florence State University (1968), and University of North Alabama (1974). The University is a state-supported, coeducational institution offering undergraduate and graduate programs, and is organized into colleges of arts and sciences, business, education, and nursing. Aside from regional accreditation, the University holds specialized accreditation of the National Council for the Accreditation of Teacher Education, the American Chemical Society, the Council on Social Work Education (Baccalaureate), The National Association of Schools of Art and Design, the National Association of Schools of Music, the National League for Nursing, and the Association of Collegiate Business Schools and Programs. Its programs in education for professional certification are approved by the Alabama State Department of Education.

Graduate studies were introduced in 1957 with the establishment of master's degree programs in education, and have been characterized by continued expansion: a sixth-year program in education (1971), a master of business administration degree program (1975), a master of science in criminal justice degree program (1994), and a master of arts in English degree program (1999).

ORGANIZATION

The programs of graduate studies are offered by the University through its colleges of arts and sciences, business, and education under the direction of the deans of the colleges and the overall administration, coordination, and supervision of the Vice President for Academic Affairs and Provost, according to policies, procedures, and programs established by the Graduate Council and approved by the President and the Board of Trustees.

The Graduate Council is composed of the following, all members nominated and selected by the Graduate Faculty: two graduate faculty from the College of Arts and Sciences; two graduate faculty from the College of Business; two graduate faculty from the College of Education; and three graduate student representatives, one each from the College of Arts and Sciences, Business, and Education. The Vice President for Academic Affairs and Provost, who serves as the graduate dean, and all deans will serve as ex-officio members of the Council.

The Graduate Council reviews graduate issues, graduate faculty applications, student appeals, etc., on a continuous basis; recommends policies, procedures, regulations, programs, and courses for graduate studies; serves as a board of appeal on graduate matters; and communicates its deliberations and findings to the President, and after discussion with the President, to the university community.

The Graduate Faculty is composed of the President of the University, the Vice President for Academic Affairs and Provost, the Dean of Information Technologies, the deans of colleges offering courses for graduate credit, the chairs of departments offering graduate 500-700 level courses.

es, and other graduate teaching faculty appointed annually by the President on the recommendation of the Graduate Council. The Graduate Faculty meets with the Graduate Council at least once a year on matters of general concern, and nominates and selects representatives from its membership to the Graduate Council.

Policies for selection to the graduate faculty are as follows:

1. The prospective graduate faculty member should possess the terminal degree in the field of teaching. Persons not holding the terminal degree but having special expertise may be considered for graduate faculty status with proper justification.
2. Faculty selected for graduate faculty status should, in addition to holding the terminal degree in field, possess credentials showing research, publications, or scholarly presentations; membership and activity in professional societies; or a performance record in relation to the performing arts. Obviously, faculty may not show extensive credentials in all of these areas as a criteria for selection but should show sufficient evidence in one or more of the areas to qualify them for the graduate faculty designation.
3. Faculty who are designated as graduate faculty should be involved in regularly teaching of graduate classes.
4. Graduate faculty standing is to be reviewed every three years at the end of the spring semester, and recommendations for status as a graduate faculty member should be endorsed by the department chair and college dean before being submitted to the Graduate Council. The Graduate Council will recommend which names should be submitted to the President for designation as Graduate Faculty.

Separate syllabi, for undergraduate and graduate courses, must be established to better show the differences between undergraduate and graduate requirements for these courses. In addition, it is the responsibility of the respective dean to monitor this requirement for separate syllabi. In order to serve as a member of the Graduate Faculty, faculty must conform to this requirement of separate course requirements between undergraduate and graduate students.

COURSES OF STUDY

The University of North Alabama offers courses of graduate study leading to the degrees and/or professional certifications described below. For many students, these programs may be terminal; for others they may provide a basis for further graduate study in the field. Eligible students who do not wish to pursue a course of study may use individual graduate courses to serve other professional, vocational, or personal interests.

Graduate students who are medically qualified and who will complete their graduate studies program prior to their thirtieth birthday are eligible for participation in the Army Reserve Officer Training Corps advanced course. Students must be registered as full-time graduate students (nine semester

hours each semester) for four semesters with degree requirements completed at the conclusion of the fourth semester. Graduate student cadets receive a stipend of \$150.00 per month for their participation. Successful completion of the ROTC program and graduation lead to a commission as a second lieutenant in the United States Army, the Army Reserve, or the National Guard. Contact the Professor of Military Science for more details.

Arts and Sciences

Master of Arts in English Degree. This program is designed to meet the educational needs of persons aspiring to professional advancement in the teaching of English or in other professions requiring advanced degrees in the discipline, as well as those students preparing for advanced study at the Ph.D. level.

Master of Science in Criminal Justice Degree. This program is intended to meet the educational needs of professionals who wish to serve in federal, state and local agencies within the criminal justice system.

Business

Master of Business Administration Degree (MBA). This program is designed for students who wish to prepare for professional careers in business, industry, or government, or for further graduate study. Courses within the program also may be applied to the enhancement of individual knowledge and competencies.

Delivery options include traditional classroom, online, weekend, or on-site industry-sponsored cohort groups. Several concentrations are available on campus and online: Accounting (on campus only), Information Systems, International Business, Management, Marketing, and Health Care Administration. The following programs are available for cohort groups on sufficient demand: International Financial Markets, Executive Option (weekend program), and New Venture Management.

Education

Master of Arts in Education degree with majors in counseling, elementary education K-6, secondary education, including P-12 education (selected teaching fields), instructional leadership, and special education: collaborative teacher K-6; 6-12. For persons who hold the appropriate Alabama Class B professional certificate and who have completed the teaching experience as specified, program completion may qualify them for recommendation for the Alabama Class A professional certificate.

Master of Arts in Education degree for alternative fifth-year students in P-12 education and secondary education.

Master of Arts degree in Community Counseling and the Health Promotion and Human Performance Program of study are designed for professionals who seek personal development and career enhancement.

Education Specialist degree for persons seeking a Class AA professional certificate in Instructional Leadership. Persons seeking the Class AA certificate must hold the Class A certificate in Instructional Leadership.

DISTANCE LEARNING PROGRAM

The University offers an ever-expanding array of credit-bearing courses via the Distance Learning Program. With classes taught over the Internet or through video instruction, Distance Learning makes higher education available to students who experience scheduling conflicts caused by geographic distances, employment, or family responsibilities. These technology-based courses offer independent, self-motivated students the convenience of flextime and home study while requiring the discipline to meet deadlines and schedule requirements set by the course instructor. Courses offered through distance education are representative of the entire university curriculum and include instruction at the graduate level. Questions concerning this program should be referred to the Coordinator of Distance Learning in the Department of Educational Technology Services.

CALENDAR AND COURSE OFFERINGS

The University operates on the semester system, with the academic year divided into two regular semesters (August-December and January-May), and an eight-week summer term (June-August). The summer term also includes two four-week sessions (Session I, June; Session II, July). Exact dates are detailed in the front of this catalog. Graduate courses are scheduled principally in evening classes in both regular semesters. During the summer session, the College of Arts and Sciences offers evening classes, the College of Education schedules day classes while the College of Business continues to offer primarily evening hour classes. From time to time the University may provide graduate courses in off-campus locations, short courses for graduate credit in interim periods when the University is not in regular session, and weekend courses.

FACILITIES AND SERVICES

All of the facilities and services of the University support both undergraduate and graduate programs. Facilities include air-conditioned classrooms and laboratories, residence halls and university apartments, dining halls and lounges, libraries, media services, the university center, recreation facilities, and specialized auxiliary units. Among the primary services available to graduate students are those for advisement, counseling, placement, and health. Initial advisement and guidance may be obtained from the offices of the deans of the colleges offering graduate programs, and the Office of Admission. Upon admission to graduate studies, the student is assigned an adviser for continued guidance. Career Services is available to graduate students. Those wishing to use this service should contact the director located in the University Center. University Health Services includes ambulatory care and outreach programs to serve non-emergency needs. Facilities, services, and special university activities are described in detail in the undergraduate catalog.

ACCOMMODATION FOR DISABILITY

In accordance with the Americans with Disabilities Act (ADA), the University offers accommodations to students with documented learning, physical and/or psychological disabilities. It is the responsibility of the student to contact Developmental Services prior to the beginning of the semester to initiate the accommodation process and to notify instructors within the first three class meetings to develop an accommodation plan. Course requirements will not be waived, but if possible, reasonable accommodations will be made to allow each student to meet course requirements. Students needing assistance should contact Developmental Services.

STUDENT RIGHT-TO-KNOW

The University of North Alabama is in compliance with the Campus Security Act. Interested individuals may obtain a copy of the most recent university "Crime Awareness and Campus Security Report" from the Office of Research or view it on the UNA Public Safety web page at <www2.una.edu/pubsafety> under Clery Act Information.

SEXUAL HARASSMENT

University policy prohibits sexual harassment. It is the responsibility of all students and employees to assure that our community is free from sexual harassment. Accordingly, all members of the university community must avoid any conduct that is or has the appearance of being sexual harassment. The University Ombudsman and the Office of Student Affairs have information about the University's sexual harassment policy.

ACADEMIC HONESTY

All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Judicial Board for disposition.

GRIEVANCE PROCEDURES

Grievance procedures are available to all members of the university community for resolution of disputes that do not fall within the jurisdiction of the University Judicial System/Student Court. A grievance is a complaint

directed against another member or organization of the university community or against the University. Information about the grievance procedures can be obtained through the Office of Student Life. Additionally, the University Ombudsman provides an avenue for grievances and complaints.

EXPENSES

The University reserves the right to change all fees and the rates for room and board without prior notice.

Fees for Graduate Credit

Students taking courses for graduate credit will pay a fee of \$166.00 for each semester hour taken.

Fee for Master of Business Administration Degree: Online MBA Program

Students taking courses for the online MBA program will pay a fee of \$900.00 per three hour course.

Interim Term Fees

Students enrolled for credit in terms between regular terms (fall, spring, summer) will pay the regular semester hour fee for each credit hour for which registered. Interim terms will not be merged with regular school terms to determine fees due.

Nonresident Fee

Students who are non-Alabama residents for fee purposes, as determined by the University, will pay in addition to all other fees and charges a nonresident fee of \$166.00 for each semester hour.

Residents of Alcorn, Itawamba, Prentiss, and Tishomingo counties in Mississippi and residents of Decatur, Giles, Hardin, Lawrence, Lewis, McNairy, and Wayne counties in Tennessee will be allowed to attend the University at the same tuition rate assessed to in-state students.

To appeal a non-resident status, please contact the Office of Admissions.

Admission to Events

Students will be admitted to all home athletic events by presenting a valid I.D. card at designated entrance gates. Students may purchase guest ticket(s) prior to each game at a reduced price. Students may be admitted to other university events at announced rates.

Audit Class Fee

Students approved to take courses as auditors will pay the applicable fee charged for the same work taken for credit and will receive the applicable entitlements.

Special Course Fees

1. A special fee of \$30.00 is charged for each of the following courses:

College of Arts and Sciences

- AR:** 501, 503, 504, 511, 551, 591.
BI: 521, 523, 533, 551, 552, 560, 571, 572, 599, 615, 617, 619, 690, 696.
CH: 634L, 637L, 696.
ES: 521, 615, 616, 617, 680, 681.
GE: 535.
PH: 601, 605.

College of Education

- EDT:** 601, 602, 603.
PE: 541.

2. A special fee of \$60.00 is charged for each credit hour for the following courses:

College of Arts and Sciences

- MU:** 681, 682, 683, 684.

3. A special fee of \$60.00 is charged for each of the following courses:

College of Education

- ED:** 582, 584.

Other Fees and Charges (nonrefundable):

1. **Application Fee:** Initial application for admission to the University must be accompanied by the payment of a nonrefundable fee of \$25.00 (applications for admission to the MBA program that are submitted online through Columbia Southern University require a \$50.00 fee). After initial enrollment, no charge is made for reapplication unless the student has attended another institution.
2. **Housing Application Fee:** Housing applications will be processed upon receipt of a nonrefundable application fee which must be a check or money order for \$100.00 (one hundred dollars) made payable to the University of North Alabama. The housing application fee is considered a continuing fee for subsequent assignments as long as the student remains in campus housing.
3. **Late Registration Fee:** Students who enroll after the initial scheduled regular registration are charged a late fee of \$30.00.
4. **Change of Course Fee:** One \$10.00 fee is charged for all course changes processed per day until the close of the refund period.
5. **Graduation Fee:** Candidates for degrees are charged a \$30.00 diploma fee. This fee should be paid according to the date designated in the University Academic Calendar.
6. **Transcript of Credit Fee:** One transcript of credits will be issued upon request of the student without charge. A fee of \$5.00 will be charged

for each additional transcript requested. Transcripts will be issued only upon written request by the student. Transcript requests should be submitted to the Office of the Registrar. Official transcripts will not be issued to students.

7. **Alabama Teachers Certificate Fee:** A request to have an Alabama Teachers Certificate issued must be accompanied by a cashier's check or money order made payable to the State Department of Education in the amount of \$20.00. Application is made in the Office of the Certification Officer.
8. **ABI and FBI Fingerprint Clearance:** as required, \$49.
9. **Motor Vehicle Registration:** All motor vehicles operated on campus must be registered with the Department of Public Safety and bear a proper decal. There is a \$32.00 charge per academic year (fall, spring, and summer semesters) for each vehicle registered. Additional permits or first-time permits issued in the spring or summer will be prorated (\$20.00 in spring and \$10.00 in summer).
10. **I.D. Card and Meal Ticket Replacement:** There is a charge of \$10.00 for the replacing of an I.D. card or a meal ticket both of which are non-transferable and are for the exclusive use of the purchaser. The user of another student's meal plan or I.D. card will be referred to the University Judicial Board for disciplinary action.
11. **Student Health Fee:** There is a health fee of \$2.00 per semester hour up to a maximum of \$20.00 per semester or term. Most treatment provided at the Health Center is free with a minimal charge for medication and laboratory procedures. Services are available Monday through Friday, except between terms and on university holidays.
12. **Technology Fee:** There is a \$10.00 per academic credit hour technology fee for all students.
13. **Teacher Certification Evaluation:** There is a \$15.00 fee for add-on certification and evaluation check sheet.
14. **Student Activity Fee:** There is a student activity fee of \$10.00 per semester.
15. **Student Recreation Center Fee:** There is a recreation facility fee of \$9.00 per semester hour up to a maximum of \$108.00 per semester.
Exemptions—
 - a. Early Scholars and Senior Scholars.
 - b. Distance learning and internet courses (as defined by the Registrar).
 - c. Employees of UNA receiving tuition remission for courses taken.
16. **Facility Fee:** There is a facility fee of \$9.00 per semester hour.
17. **Distance Learning Fee:** There is a \$30.00 fee charge for each course identified as a Distance Learning Course.

Rent for Residence Halls and Student Apartments

Residence hall room rent varies depending on the building choice, the occupancy choice, and length of contract choice that the student selects. The room rent for double occupancy in a residence hall ranges from \$980.00 to \$1,980.00 per person per semester and from \$467.00 to \$660.00 for the summer term. The room rent for single occupancy in a residence hall ranges from \$1,330.00 to \$2,190.00 per person per semester and from \$710.00 to \$730.00 for the summer term. Room rent includes cable television service, local telephone service, UNA Internet access, computer labs, and all residence hall programs and activities. *The rates listed may be based on the previous year's fee structure, are subject to change, and should be used only as a guideline for planning.* Housing room rent is payable each semester on the student's tuition bill. A 12-month housing contract is required in select residence halls. Extended housing may also be made available in nine-month housing at an increased rate if the student needs to remain on campus when the halls are closed during the academic breaks (Thanksgiving, Christmas, Spring Break, and pre-summer).

Two apartment complexes are conveniently located within walking distance of the entire campus. Each of these 80 on-campus units contains living-dining room, kitchen, bath, and two bedrooms. A central self-service laundry and coin-operated washers and dryers are convenient to these on-campus apartments. An additional 16-unit complex is located at Lion's Gate, a short distance from campus on North Pine Street just past Rice and Rivers Halls. Lion's Gate offers unfurnished single level units which have a living room, a dining room, two bedrooms, two baths, and washer/dryer connections within each unit. Each university apartment has its own heating and cooling system, and kitchens are equipped with stove and refrigerator. Apartment rent includes rent and cable only. Any additional costs, electricity, telephone, etc. are the responsibility of the tenant. Applications for apartment reservations may be obtained from the Department of Housing and Residence Life. The vacancy rates each semester are small and students interested in renting university apartments are urged to apply well in advance of registration. Apartment residents must be students enrolled for at least six semester hours during each fall and spring semester. Lease agreements terminate on May 31 and must be renewed to continue occupancy.

Single Occupancy Housing in Residence Halls

Single occupancy housing is available in all residence halls and may be requested on the housing application. Requests will be honored on a space-available basis. Only a limited number of rooms designed for one person exist in the four cluster-style halls, Rice Hall, and Rivers Hall. These are available on a first-come basis. Also available is the single occupancy room converted from a double occupancy room (one person in a room structured for two occupants). This type of single occupancy room has a higher cost and requires approval by the Director of Housing and Residence Life. Single occupancy assignments cannot be guaranteed.

First priority for all single occupancy assignments will be given to students who currently live in residence halls and who reclaim their residency. New applicants will be prioritized according to availability and date of completed application process. Students assigned to single occupancy will not be given a rate reduction if they convert to a lower occupancy type after halls officially open.

Extended Housing

For international and American students whose needs require year-round housing, the University provides extended housing in traditional nine-month residence halls. Requests for extended housing must be indicated on the housing application. Requests will be honored on a space available basis according to the date of application. Extended housing means the resident will be provided housing during academic break periods when school is not in session, provided the student has an active enrollment. The academic breaks are Thanksgiving, Christmas, Spring Break and pre-summer.

Alternatively, a 12-month housing contract option is available in select residence halls. First priority will be given to students who currently live in residence halls and who wish to continue their residency. New applicants will be assigned according to availability and date of completed application process. Applicants for 12-month housing will not be given a rate reduction if they convert to lower occupancy, nine-month housing, or extended housing.

Board

University dining is available to both on-campus and off-campus students. For more information, please contact the Business Office.

The following meals are available: Meal and Block Plans are to be used at Towers Cafeteria only. Flex dollars may be used in the Guillot University Center (GUC).

Fall and Spring Meal Plans

14 Meals Per Week Plus \$50 Flex Dollars	\$1,105
10 Meals Per Week Plus \$200 Flex Dollars	\$1,050
7 Meals Per Week Plus \$300 Flex Dollars	\$1,100
7 Meals Per Week Plus \$75 Flex Dollars	\$ 845
5 Meals Per Week Plus \$500 Flex Dollars	\$1,050
50 Block Plus \$100 Flex Dollars	\$ 425
75 Block	\$ 475

Summer Meal Plans

40 Block	\$ 250
80 Block	\$ 470
110 Block	\$ 695
140 Block	\$ 850

The rates listed above are subject to change and should be used only as a guideline for planning. During the summer term, meals are served from Monday breakfast through Friday lunch.

Students under 20 years of age who elect to live in Rice, Rivers, or LaGrange residence halls must purchase a meal plan unless they have attended college for more than nine months after high school graduation (one academic year). All meal plans except Block Plans meet this requirement. No meal plan is required for students who elect to live in Appleby East, Appleby West, Covington, or Hawthorne residence halls or in campus-owned apartments.

Individual Meals

The university dining facilities are available to all students, faculty, staff, and guests at a reasonable price.

Housing Application Fee and Apartment Deposit

Residence Hall: Requests for assignments to a space in a residence hall will be processed upon receipt of the housing application, housing contract, and nonrefundable housing application fee which must be a check or money order for \$100.00 (one hundred dollars) made payable to the University of North Alabama. The housing application fee is considered a continuing fee for subsequent assignments as long as the student remains in campus housing. Cancellation of the housing contract prior to the end of the contracted period will result in a cancellation charge.

Apartment: An application for an apartment rental must be accompanied by a deposit. For University Apartments, the deposit is \$200.00 per single adult tenant or married couple. Only two adult tenants are allowed per apartment. Upon occupancy, the deposit becomes an apartment security deposit retained by the University as a credit against any charges for property damage or loss or for cleaning if the apartment is not left in good order. Damages, losses, or cleaning costs in excess of deposit must be paid immediately and before a student registers or receives any services from the University. The deposit is refundable if the tenant has met conditions in the lease. The Physical Plant Department and the Department of Housing and Residence Life will assess the apartment for damages at the time the apartment is vacated by the tenant. Any refund of the deposit is subject to other charges that the tenant may owe the University.

Payments

Students are expected to meet all financial obligations when they are due. It is each student's responsibility to be informed of all payment due dates, deadlines, and other requirements by referring to official sources of university information such as this catalog, official schedule of classes and exam schedule, announcements printed in the *FlorAla*, or that are disseminated by other means from time to time. Delinquent accounts are subject to a late charge of \$50.00 and cancellation of schedule. A \$75.00 charge

will apply to reinstate a cancelled schedule. Students owing charges for prior terms will not be allowed to register for future terms until all charges are paid.

Collection costs or charges along with all collection fees necessary for the collection of any debt to the University will be charged to and paid by the debtor.

Refunds

Advance Payment: The application for admission fee is not refundable. The housing application fee is nonrefundable. The apartment deposit is refundable prior to lease signing or only if proper notice of cancellation is received as specified in the rental lease agreement. Other university fees and charges paid in advance of the opening of the term through preregistration and other processes are refundable in full if registration is cancelled by notification to the Office of the Registrar prior to the beginning of the regular registration period for that term.

After Registration: Following payment of university fees and charges at initial registration, eligibility for refunds is governed by the following limitations and schedules:

1. Tuition is refundable on a pro rata basis. If official withdrawal occurs after the time limits, tuition is nonrefundable.
2. Room rent and meal charges are refundable only upon official withdrawal from the University according to the university refund policy. No refund is made for room if withdrawal from school occurs after the time limit for receiving a 25 percent refund on the tuition. Meal contracts are for the full term. No eligibility for refund is established if the student moves out of the residence hall or ceases to use the meal plan but remains enrolled in the University. Special conditions may apply if a student relocates from a traditional nine-month residence hall upon signing a lease for a university apartment. Assessment of room rent will be determined by the Department of Housing and Residence Life. If a student is dismissed from a residence hall for disciplinary reasons, there shall be no refund of room rent. No apartment rental refund is made for the month in which the apartment is vacated.
3. A student who withdraws from the University or from one or more courses must make application for a refund within the time frame specified in Item 1 above.
4. The refund period will be reduced by half for accelerated courses beginning or ending at or near the midpoint of the school term, with the period being determined from the first day of class. No refund will be made for classes scheduled at Dauphin Island after classes are scheduled to begin there.
5. No refund is made for those "Other Fees and Charges" which include application for admission, orientation, late registration, change of course, graduation, transcript, certificate, vehicle registration, I.D. Card

and meal plan replacement, health fee, technology fee, student activity fee, facilities fee, student recreation center fee, and education block fees and charges. No refund is made to a student who is administratively withdrawn from the University unless otherwise authorized by the appropriate administrative authority.

6. Any Federal Title IV financial aid recipients who withdraw on or after the first day of classes will be liable for any funds the University of North Alabama repays to the applicable federal program as a result of the withdrawal. These amounts will be charged back to the student's financial account. University collection procedures will apply to recover these funds.

Refund Procedures: A refund is made only upon proper application at the Business Office and is subject to deductions for any indebtedness to the University, including payments under Title IV student aid programs. Refunds for complete withdrawal from all classes are paid by check and mailed to the student's home address unless original payment method was a credit card. Refunds due on accounts paid by credit card will be refunded to the credit card. Other refunds are mailed to the student's campus post office box. Three weeks should be allowed for processing.

FINANCIAL HOLD

A financial hold will be placed on the student's academic record when there is any past due financial obligation to the University. When there is a financial hold, the student will not be permitted to reenroll or to receive transcripts or other services from the University.

MONTHLY PAYMENT OPTIONS FOR STUDENTS AND FAMILIES

The University of North Alabama provides, through a commercial payment plan, an Interest-Free Monthly Payment Option which enables students and families to spread all or part of annual expenses over equal monthly payments eliminating the need for lump sum payments at the beginning of each term. The Interest-Free Monthly Payment Option is available to all students and families for a small annual up-front service fee.

STUDENT FINANCIAL ASSISTANCE

Graduate students at the University of North Alabama may be considered for student loans, student employment, assistantships, and scholarships. More information is available on the UNA Student Financial Services website at <http://www.una.edu/sfins>.

Loans. Graduate students may apply for Federal Stafford Loans, subsidized and unsubsidized, by filing the Free Application for Federal Student Aid. Forms are available on the internet at www.fafsa.ed.gov or upon request from UNA Student Financial Services and should be filed at least eight weeks prior to the beginning of the term during which the graduate student plans to enroll.

Part-time Employment. Graduate students are also eligible for Federal Work Study and University Work Study, a non-federal employment program on campus. Federal Work Study eligibility is determined after the graduate student files the Free Application for Federal Student Aid, which may be filed on the internet at www.fafsa.ed.gov.

Job openings are listed at www2.una.edu/career. Move information about campus employment is available through Student Financial Services.

Graduate Assistantships. The University also offers a number of graduate assistantships to qualified graduate students. The primary objective of the graduate assistantship is to help the student successfully complete the stated educational goal in a timely manner. The assistantships provide professional, experiential opportunities which enhance the education of the graduate student and complement their formal studies through either research, instruction, or administrative assignments.

To qualify for a graduate assistantship, a student must be fully admitted in a graduate degree program and registered for a minimum of six graduate hours at the University of North Alabama and must have approval from the dean of the college in which the student is enrolled. Assistantships may be renewed for more than one award period, but not more than three award periods (academic years).

Graduate assistantships include a tuition benefit and a monthly stipend. Available assistantships are online at www2.una.edu/career. Students may apply directly to the sponsoring UNA department. More information on graduate assistantships is available through Student Financial Services.

Endowed Scholarships. A limited number of privately endowed scholarships may be available to graduate students. Generally, applications for endowed scholarships received in Student Financial Services by **February 1** are considered for the following award period (academic year). More information about scholarship opportunities for graduate students is available at UNA Student Financial Services or on the internet at www.finaid.org.

APPLICATIONS AND INFORMATION

Applications for admission to graduate studies, catalogs, and additional information may be obtained from the Office of Admission.

GENERAL REGULATIONS AND PROCEDURES

ADMISSION

Students who wish to enroll in graduate studies must be admitted officially to graduate studies on formal application. To allow sufficient time for processing, notice of acceptance, and program approval, completed application forms together with other required materials including official transcripts — should be filed with the Office of Admission **well in advance of the opening date of registration for the term.** Registration for a term is based on satisfaction of requirements for admission and enrollment prior to the close of the registration period for that term.

Acceptance for admission is based on the program objective declared in the application. Request for a change of original purpose — either before or after enrollment — is cleared through the dean of the college in which the program is offered. Applicants accepted for admission who do not enroll within two years from the entrance date given on the application must reapply for admission. Admission to graduate studies does not convey admission to candidacy for a degree, the requirements for which are described under that heading.

Admission

Consideration for admission to graduate studies is based on the following:

1. Possession of a bachelor's or higher degree in an appropriate field of study from an institution regarded as standard by this University and by a recognized regional accrediting agency.
2. Submission of official transcripts of credit — undergraduate and graduate — from **each** institution previously attended. Students whose credits have been earned entirely at the University of North Alabama or students seeking admission as transient students need not submit transcripts; however, transient students must submit the required letter of approval from the parent school.
3. Satisfactory test scores, scholastic achievement, preparatory coursework, and other requirements additionally specified by the particular college in which the program is offered (see "College of Arts and Sciences," "College of Business" or "College of Education").

Admission to the Alternative Fifth-Year Program

1. A score of 35 or better on the Miller Analogies Test, or a score of 800 on the verbal and quantitative portions of the Graduate Record Examination prior to graduate admission.
2. A grade point average of 3.0 on all college/university courses attempted prior to graduate admission.
3. Completion of any required undergraduate prerequisites.

Students must have an acceptable test score and grade point average to be admitted to the alternative fifth-year program. Students who do not meet the criteria may enroll in an unclassified category (undergraduate level) and take further work and repeat the required test in an effort to qualify for admission.

Enrollment in graduate-level courses requires unconditional admission to the alternative fifth-year program.

Transfer Admission

Students who are in good standing in graduate programs at other recognized graduate schools, and who satisfy basic admission requirements, may be admitted as transfer students. Requests for transfer credit should be initiated by the student with the designated graduate adviser's approval. Acceptance of graduate credit by transfer is limited to six semester hours* of **B** or higher grades in graduate work appropriate to the degree program at UNA. Acceptance of credit by transfer does not affect the quality point status required on work attempted at the University of North Alabama and does not reduce the minimum residence requirement of 24 semester hours (or 27 semester hours for College of Business graduate programs). All transfer students are subject to UNA's scholastic standards. If these standards are not met, further academic action will be necessary.

Transient Admission

Graduate students in good standing at other recognized graduate schools may, upon the advance written approval of the graduate dean or other appropriate official at the parent school, enroll as transient students in courses for graduate credit for which approved and for which prerequisites have been satisfied. Students applying for transient admission are not required to submit official transcripts, but the letter of approval from the parent school must be submitted prior to registration for the term.

Admission of Seniors

A senior student at the University of North Alabama who is within 10 semester hours or less of graduation, and who otherwise will meet requirements for admission, may, for the term in which the remaining undergraduate work is to be taken and on the approval of the dean of the college in which the program is offered, apply for admission to graduate studies and enroll in one or more courses for graduate credit. In such cases, the combination of undergraduate and graduate work may not exceed the maximum hour load prescribed for a full-time graduate student. Formal admission and the acceptability of graduate credit earned in this manner are conditional upon satisfactory completion of undergraduate requirements in that term and satisfactory work on the graduate courses for which enrolled. Seniors approved for graduate studies make formal application through the Office of Admission.

*For students following the MBA—Health Care Management concentration, nine semester hours of transfer credit are allowed.

Admission of International Students

The University of North Alabama welcomes qualified students from other countries to graduate studies. The United States Immigration and Naturalization Service require international students to be enrolled as full-time students. As a regional state university, the class schedule is designed to accommodate residential and commuting students who work full or part time; therefore, graduate courses are basically offered in the evenings. To be eligible for the master's degree in education, one must hold an undergraduate teaching certificate that is recognized in one of the States.

In addition to meeting all general admission requirements for the College of Arts and Sciences, the College of Education programs, or the College of Business programs as outlined in this catalog, the international student must fulfill the following:

1. Present an **official** score report of the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 overall on the paper-based TOEFL or a minimum score of 213 overall on the computer-based TOEFL (or equivalency test as approved by the Dean of Enrollment Management).
2. Have all non-English college or university transcripts evaluated (course-by-course) by the World Education Services, Inc. (WES) and official evaluations sent directly from WES to the University. Where a non-English transcript from a given institution has been evaluated by WES and is determined to be equivalent to a U.S. baccalaureate degree, further degree evaluations from the same institution may be made in-house by the appropriate academic unit.
3. Submit a certified statement by a bank or acceptable official agency of available funds to cover all expenses while in attendance at the University (approximately \$12,000 per year). The University has no provisions for financial assistance to international students. Immigration laws only permit employment in special cases and only on a part-time basis.
4. Carry health insurance from a U.S. company for the student and all dependents who accompany the student. The insurance must be in effect the entire period of enrollment. For students who do not have coverage, the University provides this insurance through Hinchcliff International, Inc.
5. Submit an application for admission and all required documents at least 60 days prior to the opening of the term for which admission is sought.

Along with regular registration fees each semester, international students must pay a special fee (See "Nonresident Fee"). Students from some countries may be required to deposit a year's expenses with the University's Business Office prior to issuance of the I-20.

Interested students who would like to receive more information and an application for admission should write to the Office of Admission.

Special Student Admission

Applicants holding Class A teacher certification may be admitted as special students for additional graduate coursework as prerequisite preparation permits. (See "Unclassified Students" for student status information.)

Unclassified Students

Eligible applicants who wish to enroll for advanced credits only — as distinct from pursuing a degree — may be admitted unconditionally or conditionally as unclassified students for such coursework as prior preparation permits. Admission and enrollment requires the approval of the dean of the college in which the course or courses are offered. No assurance is given that credit earned while in unclassified status may subsequently be applied to a degree or certification program or be transferable to another institution. A change from unclassified to regular status or a change in certification objectives requires a new application and is subject to current regulations and standards. Unclassified students are subject to all academic requirements and regulations applicable to degree seeking students.

DEGREE AND PROGRAM GENERAL REQUIREMENTS

Admission to Candidacy

Admission to graduate studies does not make a student a candidate for a degree. A student must apply for admission to candidacy for the master's degree immediately after earning 12 semester hours of graduate credit at the University of North Alabama in the appropriate program with an average grade of **B** or better. A formal application for admission to candidacy, together with an approved program of studies, must be submitted to the dean of the college prior to registration for the second half of the program. A student with marked deficiencies, including the use of English, may be denied admission to candidacy by action of the Graduate Council. Graduate students should apply for graduation two semesters prior to their expected date of graduation. Admission to candidacy requirement does not apply to graduate programs in the College of Business.

Program

Satisfaction of the minimum credit hour, course, and other requirements prescribed for the program selected.

Residence

Satisfaction of graduate degree requirements includes a minimum of 27 semester hours from the University of North Alabama and such additional residence requirements as may be specified under the particular program.

Full-time Student Status

Full-time student status is attained with a minimum of nine semester hours in a fall or spring semester or six semester hours in a summer session.

Quality of Work

Satisfaction of master's degree and program requirements includes an overall grade average of **B** or better (3.00) on all valid work attempted at the University of North Alabama, with not more than six semester hours of C work or below. If two C's are earned, the student must have at least two A's in his/her program to achieve an overall 3.00 or better. The grade point average requirement for certification in administration is 3.25.

Course Levels

In master's degree programs other than instructional support programs at least one-half of the credit required must be earned in courses numbered 600 or above; in the instructional support programs at least 27 hours of required work must be earned in courses numbered 600 or above (or 30 hours for College of Business graduate programs).

Application for Graduation

Candidates for a degree must file a formal application for graduation with the Office of the Registrar on the form prescribed. **Graduate students should apply for graduation two semesters prior to their date of graduation.** If it becomes necessary to revise the expected date of graduation, the student should file a Change of Graduation application form in the Office of the Registrar no later than the last day to drop a class prior to the intended date of graduation. **No preliminary degree audit will be issued until a program of study and an admission to candidacy form are in the student's academic file in the Office of the Registrar.**

Thesis Option

The master's degree program in English provides for an option of a minimum 36 semester hours of coursework or 30 semester hours of coursework plus a thesis earning six hours' credit. Students electing the thesis option must obtain advance approval from the Dean of the College of Arts and Sciences and must register for the thesis and pay the appropriate fee.

Time Limits

Courses may not be applied to degree plans more than eight years after completion, exclusive of time spent in active service in the Armed Forces of the United States. Credit accepted by transfer must comply with these limits.

Commencement

Degrees are conferred at the end of each regular semester. Successful candidates for degrees are expected to attend commencement exercises and wear proper academic regalia. Candidates whose circumstances preclude attendance may be graduated **in absentia** and have their diplomas forwarded to them, provided written notification is made to the Office of the Registrar not later than two weeks prior to the commencement date. There is no commencement program at the end of the summer term.

Students who complete degree requirements at the end of the summer term may elect to have their diploma mailed to them on the Monday following the close of the summer term or participate in the following December commencement and receive their diploma at that time.

SPECIAL REGULATIONS

Transfer, Transient, Correspondence, and Independent Study Credit

A maximum of six semester hours of graduate credit with a grade of **B** or better on each course may be accepted by transfer from other accredited institutions, provided the credit has been earned as a duly enrolled graduate student, is designated by the parent institution as graduate credit, and is appropriate to the program for which admission is sought. Credit accepted by transfer is for equivalent semester hours only and does not affect the grade levels required on work attempted at this University or reduce the amount of residence credit required. Credit accepted by transfer must be earned within the time limits prescribed for degree completion at this institution. Graduate courses where pass/fail or satisfactory/unsatisfactory is the recorded grade may not be transferred.

Students enrolled in a graduate program at the University of North Alabama may not enroll as transient students at another institution without the **prior approval** of the dean of the college on forms prescribed for that purpose. Only students who have been unconditionally admitted to a graduate program at the University of North Alabama and who are in good standing may be approved as transients to another institution. Credit earned as a transient student at another institution will be evaluated by the same standards as transfer credit. A minimum grade of **B** is required. Grades earned will be shown on the student's permanent academic record but will not affect the UNA grade point average. A maximum total of six semester hours of transfer and/or transient credit may be accepted for credit toward a degree. Enrollment in another institution without prior approval constitutes withdrawal from the program and requires reapplication for admission as a transfer student.

No credit earned through correspondence is accepted for graduate credit.

A maximum of two courses (six semester hours) of independent study may be applied to a degree.

Hour Loads

Nine hours is considered full time in a semester and six hours is considered full time in a summer session. The maximum class load for graduate students is 12 semester hours in a semester and six semester hours in each summer session or a total of 12 hours distributed over the entire eight-week summer term. In any schedule combining graduate and undergraduate work, the hour load may not exceed that prescribed for a full-time graduate student.

Graduate Courses

Courses numbered 600 and above are open only to qualified graduate students. Courses numbered 500 have been approved for credit in master's degree programs subject to advisory approval, but not more than one-half of the credit required for the master's degree may be earned in such courses. (MBA students must take at least 30 graduate hours at the 600-level). Graduate students approved for enrollment in 500-level courses will be expected to satisfy special requirements, including readings, papers, projects, in addition to the requirements for undergraduate students in the same course. Admission to all courses requires satisfaction of stated prerequisites unless waived by the chair of the department or the dean of the college. Students will not be permitted to receive credit for a 500-level course if they have received credit for the comparable senior-level undergraduate course.

Course numbers 651 and 652 are reserved for Special Service courses which provide for temporary and irregular courses offered from time to time in response to special circumstances. When offered they are identified by department, content, and credit.

The class schedules published prior to each term should be consulted for the most current course information. Projections of graduate course offerings for several terms in advance are maintained by the chair of the department in which the courses are offered. The University reserves the right to cancel any class for which enrollment is insufficient.

Grades and Retention

Grades on graduate courses at the University of North Alabama are reported as **A**, **B**, **C**, **D**, **F**, **I**, and **IP**. Graduate students must maintain a grade average of **B** or better on work attempted. A student who makes a grade of **C** or below on more than six semester hours of work is automatically eliminated from the program. For a student whose progress in a course has been satisfactory, but who is unable to receive a final grade because of circumstances beyond control, such as illness or similar contingency, a grade of **I** (Incomplete) may be reported. An **I** grade which is not removed within the term (fall, spring, summer) immediately following will automatically be changed to a grade of **F**. It is the student's responsibility to follow up with the appropriate instructor to complete the required work. No quality or quantity credits are earned with a grade of **I**. **IP** indicates work in progress. **IP** is used to designate coursework which cannot be completed within a given semester, i.e. Dauphin Island, Study Abroad credit, etc. In progress work must be completed in the following semester or term (fall, spring, summer). An **IP** which is not removed within the period prescribed automatically becomes an **F** unless an extension of time has been granted by the appropriate college dean. Scholastic ratios are determined on the 4.0 scale with each semester hour of credit attempted producing four quality points on a grade of **A**, three quality points on a grade of **B**, two quality points on a grade of **C**, one quality point on a grade of **D**, and no quality points on grades other than these.

Reinstatement

For a student who has been eliminated from the graduate program for scholastic or other reasons, reinstatement in the program requires the approval of the Graduate Council on the basis of extenuating circumstances. Reinstatement may be considered by the Council only upon written appeal directed through the dean of the college. Reinstatement, if approved, may be based on special conditions and is subject to the regulations and standards in effect at the time of reenrollment. Following reinstatement, a new application for admission must be filed in the Office of Admission.

Audit

A graduate student may enroll in a graduate course for audit on the approval of the dean of the college. Fees for audited courses are the same as for courses taken for credit. Courses taken for audit are considered at full equivalency in determining maximum schedule load; however, they do **not** count toward the minimum class load required for eligibility for financial aid, athletics, and/or veterans' benefits. A course may be audited and then repeated for credit. Unless extreme extenuating circumstances exist, a course cannot be changed from credit to audit after the close of registration.

Attendance

Graduate work is based on levels of maturity and seriousness of purpose which assume regular and punctual class attendance. In order to protect academic status, circumstances necessitating extended absences should be the basis for conferral with the appropriate college dean. Whenever a student's cumulative absences for any reason — excused or unexcused — exceed the equivalent of four weeks of scheduled classes and activities (one week in each four-week summer session or two weeks in the eight-week summer term), no credit may be earned for the course.

Schedule of Courses

No change in the schedule is permitted after the close of registration.

Registration for a course makes the student responsible for completion of the course unless withdrawal from the course or from school is authorized by the dean of the college in which the program is offered.

Withdrawal from the University

Students who wish to withdraw from the University at any time *must first notify the Office of the Registrar and follow official procedures*. Failure to comply with this requirement seriously prejudices the student's academic standing as well as future readmission.

When a student withdraws from the University during the period of registration, grades of **RW** (Registered-Withdraw) will be reported. During the period between the close of registration (class weeks are counted from

the first day that regular classes begin as announced in the schedule of classes each semester), grades of **W** will be reported until 14 calendar days prior to the beginning of final examinations. Students may not withdraw from the University during the period of 14 calendar days prior to the beginning of final examinations and the end of the semester.

In determining the scholastic standing of a student who has officially withdrawn from the University, a grade of **W** or **RW** is not charged as work attempted and is not awarded quality point credit. Incomplete work must be made up in the following semester or term. An **I** which is not removed within the period prescribed automatically becomes an **F**.

Withdrawal from a Course

Students who wish to withdraw from a course during the registration period will have a grade of **RW** (Registered-Withdrew) noted on the transcript. From the end of the registration period (class weeks are counted from the first day that regular classes begin as announced in the schedule of classes each semester), a student may withdraw from a course with a grade of **W** until 14 calendar days prior to the beginning of final examinations. Students who wish to withdraw from a course after the registration period and 14 calendar days prior to the beginning of final examinations must initiate the process by obtaining the signatures of the instructor. Students must return the completed form to the Registrar's Office window before the deadline.

Students may not withdraw from a class during the period of 14 calendar days prior to the beginning of final examination and the end of the semester. During this period the student may be entitled to the grade of **I** (Incomplete) if a passing grade is being earned in the class and the student is unable to complete the semester due to extraordinary circumstances.

Every student is strongly advised not to withdraw from courses unless absolutely necessary. The appearance of a large number of withdrawals on a transcript may raise serious questions about the student's ability to fulfill commitments or obligations.

In determining the scholastic standing of a student who has officially withdrawn from a course, a grade of **W** or **RW** is not charged as work attempted and is not awarded quality point credit. Incomplete work must be made up on the following semester or term. An **I** which is not removed within the period prescribed automatically becomes an **F**. It is the student's responsibility to follow-up with the appropriate instructor to complete the required work.

No student is permitted to withdraw from a course without following the above procedures, and in no case does simple absence from class constitute official withdrawal; such absence from class is regarded as a serious infraction of instructional requirements.

A proportional set of deadlines for withdrawal from courses in the summer term has been established and will be published with the appropriate class schedules.

REGISTRATION AND ADVISEMENT

Graduate students may register in advance of the regular registration period, according to announced preregistration dates. Payment of the appropriate charges must be made by the deadline specified on the invoice received at the time of preregistration; otherwise, the preregistration is voided and the student must register and pay all charges in the regular registration period.

Upon admission to graduate studies each student is assigned to an adviser, according to the advisement system of the particular college in which the program is offered. Advisers assist the student in planning the program, approve the program, and provide continuing supervision and guidance during the course of study.

GRADUATE STUDENT PROCEDURES

As a useful guide to the graduate student, the procedures and time schedules outlined below are extracted from the procedures and regulations described elsewhere in this catalog. It is the student's responsibility to study the catalog in carefully and to follow prescribed procedures according to the established time periods.

1. **Prior to the opening of the term for which initial enrollment is planned:**
 - a. Secure, complete, and return applications for admission along with the application fee to the Office of Admission. Students who are required to take undergraduate prerequisites must apply and be admitted at the undergraduate level as special, nondegree students. Registration must be in accordance with the level of study.
 - b. Have official transcripts from each college or university previously attended mailed directly to the Office of Admission by the issuing institution. Students whose credits were earned entirely at the University of North Alabama do not need to furnish transcripts. Applicants for admission as transient students do not send transcripts, but must have the graduate dean or other appropriate official of the parent institution send a letter of good standing and approval to the Office of Admission. All transcripts or transient letters must be received by the University of North Alabama two weeks prior to the term for which enrollment is planned and in no case later than the opening date for registration for that term.
 - c. Submit who seek admission to teacher education programs must provide a copy of each teacher's certificate currently held and must, if applicable, submit verification of successful full-time primary/secondary teaching experience from employing Alabama superintendent's office (SDE Form III).
 - d. Submit scores on the entrance examination required for the program to be taken (GRE, MAT, GMAT). Applicants seeking admis-

sion to the alternative fifth-year program, counselor education, elementary education, secondary education, special education K-6, 6-12, and Health Promotion and Human Performance must earn a score of at least 388 on the MAT or 800 on the Verbal and Quantitative portions of the GRE **prior to admission**. Applicants with less than a 388 MAT/800 GRE score may be admitted based on a formula that includes both grades and MAT or GRE scores.

2. **After acceptance for admission and at registration:**

Confer each term with the assigned educational adviser and prepare the schedule of classes and the approved program forms. Students should preregister for the next term according to announced dates, although advisement and schedule preparation may be accomplished during the regular registration periods.

3. **After completion of 12 semester hours and prior to registration for the second half of the program:**

Secure from the advisor and complete and return an application for admission to candidacy for the degree. Consideration for admission to candidacy is based on satisfactory scholastic achievement to date; demonstrated proficiency in English; removal of all prior conditions, including prerequisites and test scores; submission of a program plan approved by the major field adviser, and, where appropriate, the teaching field adviser.

4. **Application for graduation:**

Complete and file an application for graduation at the Registrar's Office, and pay the graduation fee at the Business Office. Graduate students should apply for graduation two semesters prior to their date of graduation. No preliminary degree audit will be issued until a program of study and an admission to candidacy form are in the student's academic file in the Office of the Registrar.

5. **During the last term:**

- a. Arrange with the University Bookstore for proper academic regalia for graduation: cap, gown, hood.
- b. Follow issued instructions on commencement procedures and rehearsal. If planning for graduation **in absentia** file with the Office of the Registrar the proper request at least two weeks in advance of the commencement date.
- c. Students in programs leading to initial professional certification, added endorsements, or renewals should contact the Certification Office in the College of Education for application procedures and appropriate forms.

RETENTION AND DISPOSAL OF ADMISSION FILES

Admission records, including the original application for admission, transcripts, and the supporting credentials, are forwarded to the Registrar's Office when students enroll at the University. All other files are retained in the Office of Admission as inactive records for a period of two years from the beginning of the semester or term for which application was made.

The inactive records include those for applicants (1) who were admitted but did not enroll; (2) who were rejected; (3) who cancelled their applications; and (4) whose files were incomplete. All records will be destroyed after remaining in the inactive files for two years.

COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences offers the Master of Arts degree in English through the Department of English and the Master of Science degree in criminal justice through the Department of Social Work and Criminal Justice.

MASTER OF ARTS IN ENGLISH ADMISSION

In addition to the general requirements for admission to graduate studies (See General Regulations and Procedures), admission to the Master of Arts in English degree program also requires

Unconditional Admission

1. Preparation: Applicants must hold a bachelor's degree from an accredited institution and have at least 24 semester hours in English above the 200 level. A Graduation Admission Committee will review each application; consequently, **all applications and supporting documents must be submitted to the Office of Admission of the University in accordance with submission deadlines established by that office.**
2. Scholastic Achievement: A minimum of 2.75 GPA on a 4.0 scale in all previous undergraduate and graduate coursework.
3. Test Scores: Submission of satisfactory scores on either the GRADUATE RECORD EXAM (General Test) or the MILLER ANALOGIES TEST. Students who seek admission to the program must receive a minimum score of 35 on the Miller Analogies Test taken prior to October 2004 or a minimum 388 on the MAT after September 2004 or a minimum score of 800 on the combined Verbal and Quantitative portions of the GRE.
4. Three letters of recommendation to be sent to the Graduate Admissions Counselor, Office of Admission, University of North Alabama.

Conditional Admission

1. Test Scores: A student may be conditionally admitted to the graduate program in English if the applicable test scores have not yet been obtained. The student must submit satisfactory test scores **prior to** progressing beyond 12 credit hours in the program.
2. Applicants who satisfy all requirements for unconditional admission except for the minimum scholastic (grade) requirement but who have an overall grade point average of 2.0 or better (4.0 scale) may be admitted on conditional status subject to attainment of grades which include no more than three semester hours of C and no grades lower than C on the first three graduate courses (nine semester hours) for which enrolled.

ADVISEMENT

Prior to the completion of 12 semester hours credit in the program, students shall be assigned an academic advisor by the Director of Graduate Studies.

DEGREE AND PROGRAM PLANS

Master of Arts in English Degree a minimum of 36 semester hours of credit, to include the following core and options:

	Hours
Core Courses of Study	6
EN 601, Introduction to Graduate Studies: Bibliography and Research (3)	
EN 655, Literary Criticism (3)	
Elective Courses of Study	30

THESIS OPTION: students choosing the Thesis Option must complete EN 690 Thesis (6) in addition to the core and 24 additional semester hours from among courses of instruction listed below.

NON-THESIS OPTION: students choosing the Non-Thesis Option must complete 30 hours from among courses of instruction listed below in addition to the core, excluding EN 690. Students choosing this option must enroll in EN 696, Comprehensive Examination, at the appropriate time and must successfully complete a comprehensive examination.

At least 50 percent of the coursework required to complete the selected option must be earned at the 600 level.

COURSES OF INSTRUCTION

- EN 501. **Chaucer.** 3 semester hours.
The major and minor works of Chaucer, including *The Canterbury Tales* and *Troilus and Creseyde*.
- EN 502. **Milton.** 3 semester hours.
Although some prose works are studied, the emphasis is on John Milton as a poet, with special attention to *Paradise Lost*.
- EN 503. **Shakespeare.** 3 semester hours.
Major plays for interpretation, understanding, and appreciation.
- EN 505. **African-American Literature.** 3 semester hours.
An investigation of the development of African-American literature from the earliest works to the present. Critical examination of selected writers of poetry, drama, fiction, and non-fiction.
- EN 543. **Instruction of Composition.** 3 semester hours.
Approaches to and practice in the instruction of English composition.

- EN 550. **Studies in American Folklore.** 3 semester hours.
Sources, backgrounds, and morphology of American folklore. Emphasis is given to research methods and to fieldwork.
- EN 551. **The American Novel.** 3 semester hours.
From the beginning of the American novel to the twentieth century. (Spring, even numbered years)
- EN 552. **The American Novel.** 3 semester hours.
Intensive study of the works of selected American authors. (Spring, even numbered years)
- EN 553. **The English Novel.** 3 semester hours.
Representative works in the development of the English novel.
- EN 554. **The English Novel.** 3 semester hours.
Intensive study of selected English authors. (Offered on sufficient demand)
- EN 556. **Advanced Creative Writing.** 3 semester hours.
A practical approach to literary techniques and writing for publication, with special emphasis on structure, theme, and characterization. Class discussion will be supplemented by conferences with the instructor. Prerequisite: EN 455.
- EN 565. **Contemporary Poetry.** 3 semester hours.
Extensive reading in the works of the contemporary British and American poets, with emphasis on their relation to the literary traditions of the past and their innovations and experiments in matter and form.
- EN 572. **Classical and Contemporary Rhetoric.** 3 semester hours.
Examination of the ideas in writing and speech from classical Greek origins to modern times, with a focus on composition and on analysis of essays and speeches.
- EN 595. **Selected Topics in Writing.** 3 semester hours.
Concentrated study in specific areas of written composition.
- EN 596. **Selected Topics in English Literature.** 3 semester hours.
Concentrated study in specific narrow areas of English literature.
- EN 597. **Selected Topics in American Literature.** 3 semester hours.
Concentrated study in narrow areas of American literature.
- EN 598. **Selected Topics in Literature.** 3 semester hours.
Concentrated study in specific narrow areas of world literature.
- EN 601. **Introduction to Graduate Studies: Bibliography and Research.** 3 semester hours.
Emphasis on contemporary methods and aims of literary research; special readings designed to familiarize students

with a wide range of available source materials and research techniques. Required of students seeking a master's degree in English.

- EN 611. **Studies in American Literature to 1855.** 3 semester hours.
Selected major authors in American literature, including Emerson, Thoreau, Whitman, Poe, Hawthorne, and Melville.
- EN 612. **Studies in American Literature 1855 to 1910.** 3 semester hours.
Selected major authors in American literature between 1855 and the advent of World War I, including such writers as Twain, Crane, Norris, Wharton, and Du Bois.
- EN 613. **Studies in American Literature 1910 to 1950.** 3 semester hours.
Selected major authors in American literature from World War I to the beginning of the Post-World-War II era, including such writers as Faulkner, Hemingway, Eliot, and Wright.
- EN 620. **English Literature Before 1500.** 3 semester hours.
The political, social, and intellectual aspects of the Medieval period as reflected in the major literary works.
- EN 621. **English Literature: Renaissance to Restoration.** 3 semester hours.
The political, social and intellectual aspects of sixteenth- and seventeenth-century England as reflected in the major literary works.
- EN 631. **English Literature: Restoration and Eighteenth Century.** 3 semester hours.
The political, social, and intellectual aspects of England from the Restoration to the publication of *Lyrical Ballads*, as reflected in major literary works.
- EN 632. **Romantic Poetry and Prose.** 3 semester hours.
An overview of Romanticism in English with readings from the expanding Romantic canon and an introduction to recent scholarship and disputes.
- EN 633. **Modern and Contemporary English Literature.** 3 semester hours.
Intensive study of major English writers since World War I.
- EN 634. **Victorian Poetry and Prose.** 3 semester hours.
Examination of Victorian novels, essays, and poems.
- EN 641. **English Linguistics.** 3 semester hours.
Analysis of contemporary American English: syntax, phonology, morphology. Traditional, structural, and transformational approaches.

- EN 652. **Studies in the Novel.** 3 semester hours.
The novel as a literary genre approached from a variety of perspectives, including but not limited to generic, historical, theoretical, and single-author approaches. Course content varies.
- EN 655. **Literary Criticism.** 3 semester hours.
Major critical trends in literary theory, with emphasis on criticism since 1945, including structuralist, cultural materialist, deconstructive, and feminist approaches to literature. Exploration of these theories and analysis of selected works of literature. Required of students seeking a master's degree in English.
- EN 690. **Thesis.** 6 semester hours.
Selection of a research problem, review of pertinent literature, collection and analysis of data, and composition of a defensible thesis. May be taken twice for three semester hours or once for six semester hours credit. Prerequisite: permission of the Director of Graduate Studies.
- EN 696. **Comprehensive Examination.** 0 semester hours.
Orientation to and administration of a written comprehensive examination for the M.A. in English program. A non-credit course required of all candidates for the non-thesis option. The course is taken the term in which the student expects to complete all other program requirements, or the term immediately thereafter. A grade of "S" indicating satisfactory performance or a grade of "U" for unsatisfactory will be recorded on the transcript. A grade of "S" is required for graduation; the course may be repeated once. Prerequisite: student must have completed all other program requirements or be enrolled in the last course(s) for program completion. (Fall, Spring, Summer)
- EN 697. **Independent Study.** 3 semester hours.
Independent study or research under departmental determination, supervision, and evaluation. A student may take no more than two independent study courses. Prerequisite: permission of the chair of the department.
- EN 698. **Selected Topics in Literature.** 3 semester hours.
Study in a specific author, genre, or time period. Focus may be English literature, American literature, literature of the western world, or other areas of world literature.
- EN 699. **Directed Readings and Research.** 3 semester hours.
Individually supervised reading and research in a literary period. Prerequisite: permission of the Director of Graduate Studies.

MASTER OF SCIENCE IN CRIMINAL JUSTICE

ADMISSION

In addition to the general requirements for Admission to Graduate Studies (see General Regulations and Procedures), admission to the MSCJ degree program also requires the following:

The applicant must possess a baccalaureate degree from an accredited university and must meet one of the following:

1. Possess a minimum grade point average (GPA) of 2.75 on all attempted undergraduate coursework.

OR

2. Score at least at the 40th percentile on the Graduate Record Examination (GRE) or Miller Analogies Test (MAT).

OR

3. Complete the following courses at UNA:

CJ 335 — Corrections or CJ 336 - Community-Based Corrections

CJ 434 — Criminal Procedure

CJ 440 — Methods and Statistics in Criminal Justice

CJ 450 — Theory and Control of Crime

Courses must be taken at UNA. A grade of "B" or better in each of the latter courses must be reflected on the official UNA transcript.

ADVISEMENT

Upon admission to the program, each student is assigned a faculty adviser who will provide continued supervision and guidance.

DEGREE AND PROGRAM PLANS

Master of Science in Criminal Justice Degree: a minimum of 36 semester hours of credit, to include the following:

	Hours
Required Core	36
CJ 606, Contemporary Issues in Juvenile Justice (3)	
CJ 610, Nature and Function of the American Judicial System (3)	
CJ 614, Management and Policy in Criminal Justice Organizations (3)	
CJ 618, Crime in America (3)	
CJ 622, Contemporary Issues in Corrections (3)	
CJ 630, Victimology (3)	
CJ 634, Advanced Criminal Procedure (3)	
CJ 640, Methods of Research in Criminal Justice (3)	
CJ 645, Advanced Statistical Applications (3)	
CJ 650, Criminological Theory (3)	
CJ 660, Comparative Criminal Justice (3)	
CJ 690, Contemporary Issues in Law Enforcement (3)	
CJ 698, Comprehensive Exam (0)	
Optional	3
CJ 699, Independent Study/Research	

In the last semester in which all other course requirements are expected to be completed, the student must register for CJ 698 (Comprehensive Examination) in order to take a written comprehensive examination prior to graduation in order to complete the program.

COURSES OF INSTRUCTION

- CJ 606. **Contemporary Issues in Juvenile Justice.** 3 semester hours.
An analytical approach to the controversies surrounding the juvenile justice process, including the goals of the systems, police-juvenile interaction, juvenile adjudication, and corrections.
- CJ 610. **Nature and Function of the American Judicial System.** 3 semester hours.
Structure and function of the American judicial system; judicial process, ethics and decision making in the criminal and juvenile courts.
- CJ 614. **Management and Policy in Criminal Justice Organizations.** 3 semester hours.
Approaches to the effective management of criminal justice organizations, with specific emphasis on personnel management and policy implications. Specialized topics include management principles, organizational structures, legal mandates, and political and social influences.
- CJ 618. **Crime in America.** 3 semester hours.
This course will focus upon the statistical patterns of specific crimes, the modus operandi of offenders, the social-psychology of specific types of offenders (rapists, arsonists, etc.), techniques of crime prevention/protection, and potential solutions to the crime problem.
- CJ 622. **Contemporary Issues in Corrections.** 3 semester hours.
An analytical examination of current issues in corrections, including those applicable to American prisons and jails, probation, parole, and correctional programs both within correctional institutions and in the community.
- CJ 630. **Victimology.** 3 semester hours.
The study of victims and victimization, including sources of victimization data, patterns of victim/offender relationships, the role of victims in their own victimization, special needs of victim types, responses of the community, law enforcement, judicial, and correctional systems to the needs of victims.
- CJ 634. **Advanced Criminal Procedure.** 3 semester hours.
Investigation, pretrial procedure, trial procedure and sentencing, post-trial motions, appeals, reviews, and remedies in the criminal courts.

- CJ 640. **Methods of Research in Criminal Justice.** 3 semester hours.
The application of the elements of scientific research to criminal justice; the implementation of research designs, methods, and tools; data processing analysis.
- CJ 645. **Advanced Statistical Applications.** 3 semester hours.
An examination of the use of inferential statistics in the analysis of criminal justice data. Major course topics will include the analyses and applications of probabilities, chi-square, t-test, ANOVA, correlations, and bivariate and multiple regression.
- CJ 650. **Criminological Theory.** 3 semester hours.
A critical analysis of the major criminological theories and their empirical foundation with emphasis on current theory and research.
- CJ 660. **Comparative Criminal Justice.** 3 semester hours.
A study of international expressions of law, police, courts, and corrections emphasizing how various countries organize and administer their formal social control efforts. This course aims to provide students with an opportunity to contrast American criminal justice practices with those of several countries so as to understand why criminal justice systems work as they do and what advantages and disadvantages are related to such expressions of criminal justice.
- CJ 690. **Contemporary Issues in Law Enforcement.** 3 semester hours.
An analytical examination of the controversies surrounding law enforcement practice, with primary emphasis on its functions, problems, administration, and interaction with other criminal justice agencies.
- CJ 698. **Comprehensive Examination.** 0 semester hours.
Orientation to and administration of a written comprehensive examination for the MSCJ program. A non-credit course required of all candidates to be taken the last term in which the student is expected to complete all other program requirements. A grade of "S" indicating satisfactory performance or a grade of "U" for unsatisfactory will be recorded on the transcript. A grade of "S" is required for graduation; may be repeated once. Prerequisite: student must have completed all other program requirements or be enrolled in the last course for program completion.
- CJ 699. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to criminal justice administration. Prerequisite: approval from the department chair.

COLLEGE OF BUSINESS

The College of Business offers a master of business administration (MBA) program with several concentrations and program delivery options available. Students with undergraduate degrees in business and those from non-business disciplines are equally encouraged to apply. The MBA is a highly respected vehicle for enriching undergraduate study in science and engineering, liberal arts, and the social and behavioral sciences as well as for adding depth to the traditional undergraduate business disciplines.

Students entering the MBA program with undergraduate degrees in business from an accredited business school should have met all prerequisite requirements. For such students, the MBA program will then consist of 33 semester hours (11 courses), including seven core courses and four elective courses. The electives may be generalized (no concentration) or prescribed (allowing a concentration).

The following concentrations are available: Accounting (on-campus program only), Information Systems, International Business, Management, Marketing, and Health Care Management. Options in New Venture Management and in International Financial Markets are available to cohort groups upon sufficient demand. Contact the MBA Graduate Program Coordinator for information on these cohort programs.

For students without previous undergraduate study in business, the prerequisites for graduate study include academic preparation or competency in the following areas: accounting, economics, managerial finance, statistics, quantitative methods in business, management, marketing, and information technology. These prerequisites may be satisfied by taking the appropriate undergraduate classes, or by completing an appropriate accelerated graduate prerequisite course, or by successfully completing the appropriate non-credit competency based course, or by passing a “challenge” examination over the material covered in the course. **Table 1** outlines these methods for satisfying MBA prerequisites.

The non-credit competency based courses are offered through the University’s Office of Continuing Studies and Outreach. The fee for each independent study module is \$300, which includes a workbook and CD. In addition to satisfying the graduate prerequisite, students who successfully complete four of the modules may elect to receive a Graduate Certificate in Business Administration Fundamentals for an additional fee of \$100. Students may repeat the exam in these modules a second time at no additional charge. Should a student fail to pass the module exam the second time, he/she will be required to use one of the other approaches for satisfying the prerequisite. The Office of Continuing Studies and Outreach also administers a “challenge” examination for each of the competency areas. Students who feel they have the necessary background may elect to take the challenge exam for a fee of \$20 without completing a course or competency module. This exam can be taken only one time. Students who are unsuccessful on the challenge examination must satisfy the prerequisite by successfully completing a course or non-credit module.

TABLE 1

Required Competency Area	Typical Undergraduate Prerequisites	Accelerated Graduate Prerequisites	Pass Challenge Examination	Competency-based Non-Credit Course
Accounting	Principles I Principles II	EMB 501 – Acctg Concepts	Yes	Accounting Fundamentals
Economics	Principles I Principles II	EMB 502 – Econ Concepts	Yes	Economics Fundamentals
Finance	Financial Management	EMB 503 – Financial Concepts	Yes	Financial Management Fundamentals
Statistics & Quantitative Methods	Statistics I Business Calculus	EMB 504 – Statistical Concepts	Yes	Fundamentals of Statistics and Business Mathematics
Management	Principles of Management	EMB 505 – Management/ Mktg Concepts	Yes	Not available at this time
Marketing	Principles of Marketing	EMB 505 – Management/ Mktg Concepts	Yes	Not available at this time
Information Systems	Information Systems I	EMB 506 – Information Systems and Technology	Yes	Not available at this time

MBA PROGRAM DELIVERY OPTIONS

The College of Business prides itself on being a leader in providing graduate programs that deliver outstanding quality, a highly relevant curriculum, instructional excellence, and extraordinary convenience at an exceptional value. Students may select programs delivered in one of the following ways:

1. **Traditional MBA Program.** Students may start this program in the fall, spring or summer semester. Classes meet on campus (the typical course meets one evening per week for a 16-week semester). Students may elect the general MBA with no concentration. However, concentrations are available in accounting, information systems, international business, management, and marketing.
2. **Online MBA Program.** The Online MBA program has the same admission requirements, same curriculum and is delivered by the same graduate faculty as the traditional MBA program. It is the quality equivalent to the traditional program in every way. Students may start this program in the fall, spring or summer semester. Many online classes are enriched with DVD lecture and resource content. Students may elect the MBA without a declared concentration; however, concentrations are available in health care management, information systems, international business, management, and marketing.

3. **Industry Sponsored Cohort Groups.** Upon sufficient demand, typically from an industry-specific group, the MBA program can be delivered on-site using regular classroom delivery or a combination of classroom and online instruction. This approach is especially attractive for international delivery of the MBA program and for the options in International Financial Markets, New Venture Management, and the Executive (weekend) option. For information on possible cohort sponsored groups, contact the MBA Graduate Program Coordinator.

Program Overview (All Programs)

1. Satisfy MBA prerequisites (see Table 1 for options)
2. Complete MBA Core Courses (7 core courses)
3. Complete MBA Electives/Concentration (4 general or prescribed electives)

MBA Program Total: 11 graduate courses (33 semester hours)

ADMISSION

Successful graduate study in business requires a combination of verbal and conceptual skills, quantitative and analytical skills, conscientiousness and maturity. Students should have or commit to develop an acceptable level of strength in each of these areas in order to be successful in graduate study. Admission standards are established to accept students who possess these skills and traits and thus have a fair probability of success and to encourage those without appropriate academic preparation to pursue developmental work before undertaking graduate study in business. Students may be admitted for graduate study Unconditionally or Conditionally. Conditionally admitted students may have their status changed to Unconditional Admission upon the completion of the conditions set forth in their admission summary sheet.

Unconditional Admission

For Unconditional Admission, a student must have a bachelor's degree from an accredited institution and meet **one** of the following criteria:

1. Have a 3.5 grade point average on a 4.0 scale for all undergraduate work taken. No admission test scores are required.
2. Present a GMAT test score of 550 or higher and a bachelor's degree in any field. No grade point restrictions are used with this test score.
3. A total of at least 950 points based on the formula: 200 times the overall undergraduate grade point average plus GMAT score, or at least 1,000 points based on the formula: 200 times the grade point average on the last 64 semester hours taken plus the GMAT score.
4. A grade point average of 3.0 or higher on a 4.0 scale and submission of one of the following: (a) Graduate Record Examination (GRE) score of 900 or higher; **or** (b) Miller Analogy Test (MAT) score of 396 or higher.

Note: Official admission test score should typically be no more than five years old. For students holding a masters degree in another field, admission test scores are typically waived.

Conditional Admission

Students who fail to meet one of the admission criteria above **may** be admitted Conditionally. For students to be considered for conditional admission, they must meet **one** of the following criteria:

1. Present an overall undergraduate grade point average of 3.0 or higher on a 4.0 scale with no admission test score.
2. Present an overall undergraduate grade point average of 2.5 or higher on a 4.0 scale and submit one of the following test scores: GMAT of 350 or higher; GRE of 800 or higher; MAT of 388 or higher.
3. Successfully complete six hours of graduate work as an "unclassified" student and earn no grade lower than **B**. Upon successful completion of six hours, students must request their admission status to be changed to conditional admission and must then satisfy any additional conditions listed on their admission summary sheet before being granted unconditional admission and allowed to continue the graduate program.

Conditionally admitted students must earn Unconditional Admission status by the time they have completed their fourth graduate course. The student must earn a **B** average or higher in the first four courses (with no more than one grade of **C**) as well as satisfy any other conditions that may have been listed on the admission summary sheet.

ADVISEMENT

Upon admission to the program, each student is assigned an adviser who, in consultation with the student, will plan the program of studies and provide continued supervision and guidance.

DEGREE AND PROGRAM PLANS

A. Required Core Courses [For all MBA Concentrations—except Executive Option] (21 semester hours)

Accounting (3 hrs.)

AC 626, Cost for Management Decision Analysis

AC 627, Research and Report Writing (*Accounting Option only*)

Computer Information Systems (3 hrs.)

CIS 625, Enterprise Systems Analysis and Design

AC 625, Enterprise Systems Analysis and Design (*Accounting Option only*)

Economics (3 hrs.)

EC 650, Managerial Economics

Finance (3 hrs.)

FI 630, Managerial Finance

Management (3 hrs.)

MG 640, Management Policy

Marketing (3 hrs.)

MK 660, Marketing Strategy

Quantitative Methods (3 hrs.)

QM 670, Decision Theory

B. Electives or Concentrations (12 Semester Hours) [Select one of the following]

General MBA – No Concentration. Select four graduate courses from ANY business field to receive the MBA without a designated concentration.

Accounting Concentration (on campus program only) (Four courses–12 semester hours) [Must have a bachelor's degree in accounting or the equivalent to be eligible]

AC 674, Advanced Accounting Theory (3)

AC 675, Advanced Tax Accounting (3)

AC 686, Controllership (3) **or**

AC 694, Business Combinations (3)

AC 697, Advanced Auditing (3)

NOTE: Students in the accounting concentration are encouraged to complete AC 395 (Accounting for Nonbusiness Organizations) and BL 380 (Law of Commercial Transactions and Property). Alabama CPA exam candidates are required to have completed a three-semester-hour course in governmental and not-for-profit accounting.

Information Systems Concentration (Four courses–12 semester hours)

CIS 601, Visual C++ NET (3)

CIS 602, Visual BASIC NET (3)

CIS 603, Oracle Database Systems (3)

CIS 685, Data Communications Systems in the Global Economy (3)

International Business Concentration (Four courses–12 semester hours)

MG 620, Management Seminar–International (3)

MG 691, International Business (3)

MK 615, Marketing Seminar–International (3)

Business Elective [recommend FI 563, International Trade and Finance] (3)

Management Concentration (Four courses–12 semester hours)

MG 620, Management Seminar (3)

MG 622, Advanced Business Plans for New Ventures (3)

MG 623, Corporate Entrepreneurship (3)

Business Elective (3)

Marketing Concentration (Four courses–12 semester hours)

MK 615, Marketing Seminar (3)

MK 670, Service Marketing (3)
MK 691, International Business (3)
Business Elective (3)

Health Care Management Concentration (Four courses–12 semester hours)

MG 620, Management Seminar–Health Care Management (3)

Additional nine semester hours to be transferred from A.T. Still University School of Health Management with approval of MBA Advisor (typically: Management of Health Care Organizations, Health Care Finance, and Health Care Information Systems). [Note that tuition for the three online health care courses is set by A.T. Still University and may be higher than MBA tuition for UNA students. Contact the MBA Graduate Coordinator for specific costs.]

New Venture Management Concentration (Four courses–12 semester hours)

Offered to cohort groups on demand. Contact MBA Graduate Program Coordinator for details.

MG 593, International Entrepreneurship and New Venture Development (3)

MG 622, Advanced Business Plans for New Ventures (3)

MG 623, Corporate Entrepreneurship (3)

MK 635, Marketing in a Global Economy (3)

International Financial Markets Concentration (Four courses–12 semester hours)

Offered to cohort groups on demand. Contact the MBA Graduate Program Coordinator for details. Select four courses from among the following:

FI 563, International Trade and Finance (3)

FI 631, Seminar in Finance (Investment Banking) (3)

FI 635, Security and Portfolio Analysis (3)

FI 651, Special Topics in Finance: Bond Markets, Analysis and Strategy (3)

FI 652, Special Topics in Finance: Derivatives, Securities — Trading & Hedging (3)

FI 686, Mergers & Acquisitions (3)

Executive Option Concentration (Eleven courses–33 semester hours)

Offered to cohort groups on demand. Weekend classes supplemented with online content. Contact the MBA Graduate Program Coordinator for details.

EMB 600, Market Based Management (3)

EMB 610, Information Systems for Decision Making (3)

EMB 620, Leadership and Communication Skills for Managers (3)

EMB 630, Accounting for Decision Making (3)

EMB 640, Quantitative Techniques for Decision Making (3)

EMB 650, Economics for Managerial Decision Making (3)
EMB 660, Finance for Decision Making (3)
EMB 670, Marketing Strategy in a Global Economy (3)
EMB 690, Management Policy and Strategic Planning (3)
EMB 692, International Business (3)
EMB 698, MBA Capstone Project (3)

COURSES OF INSTRUCTION

- AC 571. **Cost Accounting.** 3 semester hours.
An emphasis on cost accounting systems and product costing. Not open to accounting majors. Prerequisite: AC 390.
- AC 572. **Tax Accounting.** 3 semester hours.
A conceptual approach to Federal Tax law that relates the concepts to everyday economic decisions. Not open to accounting majors. Prerequisite: AC 391.
- AC 593. **Advanced Accounting.** 3 semester hours.
An emphasis on Foreign Currency Transactions, Partnerships, Estates and Trust, and Insolvency. Prerequisite: AC 391.
- AC 595. **Advanced Cost Accounting.** 3 semester hours.
A study of the use of differential costs in decision making and the use of cost data in performance evaluation and control. Not open to accounting majors. Prerequisite: AC 471 or 571.
- AC 596. **Information Systems Auditing Seminar.** 3 semester hours.
This course will cover a variety of facets related to Information Systems (IS) auditing-from simple to complex computer systems. The course will present tools, concepts, and techniques necessary to properly audit IS. Also listed as CIS 596 but creditable only in field for which registered. Prerequisites: AC 292; CIS 330. Recommended: CIS 445, 485, 492.
- AC 597. **Fraud Examination.** 3 semester hours.
This course will cover the basic concepts of forensic accounting. Course content includes examining documents, using sources of information, testifying in court as an expert, writing reports, identifying high-risk signs, and how to prevent fraud. In general, help to prepare students for some of the material covered in the Certified Fraud Examiner (CFE) certification exam. Prerequisite: AC 496 or 596.
- AC 625. **Enterprise Systems Analysis and Design.** 3 semester hours.
A study of traditional and emerging systems development tools, processes, standards, and critical success factors associated with the planning, development and implementation of mission critical information systems in business, government, and educational enterprises. Included will be the role of vari-

ous constituencies in the development process, and the role of documentation in successful systems. Also listed as CIS 625 but creditable only in field for which registered. Prerequisite: CIS 125 or equivalent.

- AC 626. **Costs for Management Decision Analysis.** 3 semester hours.
A study of the nature, objectives, and procedures of cost analysis and control; theories of cost allocation and absorption; uses of accounting data for decision making. Not open to accounting majors. Prerequisite: AC 292.
- AC 627. **Research and Report Writing.** 3 semester hours.
A critical review of research methods in the business disciplines. Subjects discussed include nature and sources of secondary data, primary data collection techniques, research design, sample selection, and/or model building. Further, students will explore and prepare various accounting, financial, and general business forms, statements, and reports applicable to business research. Also listed as CIS 627, EC 627, FI 627, MG 627, and MK 627, but creditable only in field for which registered.
- AC 628. **Seminar in Accounting.** 3 semester hours.
Critical examination of subject matter presented in current periodicals, recent monographs, and bulletins in the field of accounting.
- AC 674. **Advanced Accounting Theory.** 3 semester hours.
Comparative study of contemporary developments in professional accounting. Prerequisite: AC 392.
- AC 675. **Advanced Tax Accounting.** 3 semester hours.
Study of the application of tax concepts and planning techniques for partnerships, corporations, estates, and trusts. Prerequisite: AC 472 or 572.
- AC 686. **Controllership.** 3 semester hours.
A course designed to acquaint students with the role and duties of the chief accounting office in both for-profit and non-profit entities. Prerequisite: AC 495 or equivalent.
- AC 694. **Business Combinations.** 3 semester hours.
A study of accounting investments and business consolidations. Prerequisite: AC 392.
- AC 697. **Advanced Auditing.** 3 semester hours.
Practical application of auditing concepts and standards. Auditing of computer-oriented systems is stressed. An understanding of auditing principles is reinforced and expanded by exposure to problems and cases. Prerequisites: AC 473; QM 292.

- AC 698. **Independent Study/Research.** 3 semester hours.
 Guided independent study and/or research in an area related to business management. Prerequisite: approval of the Dean of the College of Business.
- BL 680. **Law for Business Professionals and Entrepreneurs.** 3 semester hours.
 A broad-ranging study of law areas which day-to-day govern the modern enterprise. Subject areas include contracts, property law, forms of business organizations, debtor/creditor relations and bankruptcy, sales transactions, business torts and product liability, intellectual property, and international business transactions. Not open to accounting majors. Prerequisite: BL 240.
- CIS 545. **Database Management Systems.** 3 semester hours.
 Theory and practice of database design and processing within a Management Information Systems (MIS) framework. This includes fundamentals design concepts, technical aspects of databases, use of specific DBMS software, and using data to enhance decision-making for managers. Prerequisites: CIS 201 or 207 or 225. Recommended: CIS 330.
- CIS 556. **Desktop and Web Publishing for Business.** 3 semester hours.
 Development of desktop publishing concepts and web page design as it relates to the business world. Prerequisites: CIS 350, 376 or equivalent and graduate standing.
- CIS 575. **Teaching Career-Technical Business and Marketing Education.** 3 semester hours.
 Techniques involved in carrying out the functions of secondary business and marketing education programs. A study of the functions of the classroom teacher/coordinator to include the appraisal of selected experiences. Coordination procedures are studied for conducting job opportunity surveys; problems and procedures in organizing and operating a cooperative education program; and methods of relating class instruction to on-the-job training. The philosophical foundations of career-technical education are also covered. Research and analysis of business and marketing occupations and skill standards will be included.
- CIS 585. **Data Communications and Networking.** 3 semester hours.
 This course provides a study of the fundamentals of data communications and networking including terminology, components, and models. Includes an examination of the construction, operation, and management of communications networks. Prerequisite: CIS 330.
- CIS 592. **Management Information Systems Seminar.** 3 semester hours.
 A capstone course covering common and emerging applications of information systems and focusing on management and executive decision making and strategic use of informa-

tion systems. Emphasis on technological developments, globalization and ethical issues. Prerequisite: CIS 330. Recommended: CIS 445, 485.

- CIS 596. **Information Systems Auditing Seminar.** 3 semester hours.
The course will cover a variety of facets related to Information Systems (IS) auditing-from simple to complex computer systems. The course will present tools, concepts, and techniques necessary to properly audit IS. Also listed as AC 596 but creditable only in field for which registered. Prerequisites: AC 292; CIS 330. Recommended: CIS 445, 485, 492.
- CIS 601. **Visual C++ NET.** 3 semester hours.
This course provides the learner with the skills necessary to design and create C++ programs. The student will learn how to use Object-Oriented Programming (OOP) constructs such as classes, objects, methods, encapsulation, and inheritance. Windows programming using Microsoft Foundation Classes (MFC) is also covered. Emphasis will be placed on pedagogy and creating quality programs for business applications. Prerequisite: CIS 625 or equivalent.
- CIS 602. **Visual BASIC NET.** 3 semester hours.
Visual BASIC NET will be used for the design and creation of programs supporting business operations. The course uses Object-Oriented Programming (OOP) techniques to build programs and Web applets. Emphasis will be placed on pedagogy and creating quality programs for business applications. Prerequisite: CIS 625 or equivalent.
- CIS 603. **Oracle Database Systems.** 3 semester hours.
This course introduces the student to the design, implementation, and management of business databases using the Oracle database management system (DBMS). Particular emphasis is placed upon the relational database approach, which focuses more on the logical nature of a database than its physical characteristics. Relational database programming assignments are drawn from the fields of business and government. Prerequisite: CIS 601 or 602 or equivalent. (Spring)
- CIS 625. **Enterprise Systems Analysis and Design.** 3 semester hours.
A study of traditional and emerging systems development tools, processes, standards, and critical success factors associated with the planning, development and implementation of mission critical information systems in business, government, and educational enterprises. Included will be the role of various constituencies in the development process, use of technologies in the development process, and the role of documentation in successful systems. Also listed as AC 625 but creditable only in field for which registered. Prerequisite: CIS 125 or equivalent.

- CIS 627. **Research and Report Writing.** 3 semester hours.
A critical review of research methods in the business disciplines. Subjects discussed include nature and sources of secondary data, primary data collection techniques, research design, sample selection, and/or model building. Further, students will explore and prepare various accounting, financial, and general business forms, statements, and reports applicable to business research. Also listed as AC 627, EC 627, FI 627, MG 627, and MK 627 but creditable only in field for which registered.
- CIS 685. **Data Communications Systems in the Global Economy.** 3 semester hours.
A survey of modern telecommunications systems and their application to local and global business data communications problems. Includes study of the theoretical constructs of networks, examination of extant networking models, and issues of transmission speed, privacy, security, functionality, interoperability, reliability, and management. Coverage will include intranets, extranets, internets, virtual private networks, and local area networks. Prerequisite: CIS 330 or 625.
- CIS 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to business management. Prerequisite: approval of the Dean of the College of Business.
- EC 563. **International Trade and Finance.** 3 semester hours.
The international exchange of goods and services with particular attention to the bases of international trade; procedures in importing and exporting; commercial policies and treaties; foreign investments; balance of payments; tariffs, quotas, and other exchange controls. Also listed as FI 563 but creditable only in field for which registered. Prerequisites: EC 251, 252.
- EC 627. **Research and Report Writing.** 3 semester hours.
A critical review of research methods in the business disciplines. Subjects discussed include nature and sources of secondary data, primary data collection techniques, research design, sample selection, and/or model building. Further, students will explore and prepare various accounting, financial, and general business forms, statements, and reports applicable to business research. Also listed as AC 627, CIS 627, FI 627, MG 627, and MK 627 but creditable only in field for which registered.
- EC 650. **Managerial Economics.** 3 semester hours.
Study and use of economic tools of analysis in the operation of a business; use of applied microeconomics to aid decision making in business firms and other organizations. Prerequisites: EC 251, 252; QM 295.

- EC 653. **Advanced Managerial Economics.** 3 semester hours.
Topics in applied microeconomics and managerial economic theory. Prerequisite: EC 650.
- EC 655. **Economic Analysis.** 3 semester hours.
Applied aggregate economics. Topics in national income theory, business cycles and forecasting, monetary theory and economic aspects of government policy, with implications for the business community. Prerequisites: EC 251, 252; QM 295 or equivalent.
- EC 656. **Seminar in Applied Macroeconomics.** 3 semester hours.
Topics in monetary policy, fiscal policy, and stabilization policy. Prerequisite: EC 655.
- EC 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to business management. Prerequisite: approval of the Dean of the College of Business.
- *EMB 501. **Accounting Concepts.** 3 semester hours.
A study of the concepts and principles of the accounting process, the design of accounting systems, and the complete accounting cycle, with corporate illustrations. Emphasis is placed on analysis of financial statements and managerial accounting concepts for decision making.
- *EMB 502. **Economic Concepts.** 3 semester hours.
An analysis of the determination of national income and employment. Tools of monetary and fiscal policy. Study of demand, production and cost theory. Market structure and pricing decisions.
- *EMB 503. **Financial Concepts.** 3 semester hours.
Finance topics include valuation, risk, cost of capital, capital budgeting, financial analysis and planning. The second half of the course will investigate the legal, social and political environments of business emphasizing the American legal system.
- *EMB 504. **Statistical Concepts.** 3 semester hours.
This course covers the fundamental concepts of statistics. Topics include descriptive statistics, measures of central tendency and dispersion, discrete and continuous probability distributions, confidence intervals, hypothesis testing, regression and correlation analysis and time series analysis.
- *EMB 505. **Marketing and Management Concepts.** 3 semester hours.
An overview of the concepts and practices involved in managing a business or non-profit organization. Special attention is given to the importance and functions of the marketing of products and services in a global marketplace. Marketing management concepts that deal with small, medium-sized,

*Not acceptable as elective credit for the MBA degree.

and large business firms are studied from theoretical as well as operational perspectives.

- *EMB 506. **Information Systems and Technology Concepts.** 3 semester hours.
A survey of information systems applications and skills needed by managers, decision makers, and entrepreneurs. Standard operating system, personal productivity, database, systems development, and electronic communications systems software will be used in a hands-on, problem solving environment.
- *EMB 600. **Market Based Management.** 3 semester hours.
A review of current trends and practices in management. Particular attention will be given to efforts to create and lead market oriented, entrepreneurial organizations competing in a complex and dynamic environment. In addition, the course will focus on managerial decision making and its impact on organizational value creation. Course objectives will be accomplished through lecture, reading, discussion, and case analysis.
- *EMB 610. **Information Systems for Decision Making.** 3 semester hours.
This course involves a review of the use of information systems technology in organizational decision-making. Topics will also include an overview of tools, such as e-mail and Internet browsers, that can be used to incorporate resources found on the Internet into the decision-making process. In addition, other software useful in the decision-making process such as presentation software may also be covered.
- *EMB 620. **Leadership and Communication Skills for Managers.** 3 semester hours.
A review of the literature on organizational leadership with a focus on developing a situational leadership model. Students will learn to identify pertinent environmental variables and to match their leadership approach to the situation. Value driven leadership principles will be identified following a study of numerous transformational leaders. The course will also emphasize the role of interpersonal communication skills needed for leadership effectiveness. Questioning, listening, responding and coaching skills will be developed. Course objectives will be accomplished through lecture, reading, discussion, role-play, simulation, and case analysis.
- *EMB 630. **Accounting for Decision Making.** 3 semester hours.
Study of accounting as it applies to the managerial function, with emphasis on techniques applicable to the use of accounting information for planning and controlling of business operations. Prerequisite: AC 292 or EMB 501.

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- *EMB 640. **Quantitative Techniques for Decision Making.** 3 semester hours.
Investigation of quantitative, decision-making techniques available to management. Topics include linear programming, integer programming, game theory, simulation, queuing theory, networking, project management, and inventory control.
- *EMB 650. **Economics for Managerial Decision Making.** 3 semester hours.
Examination of the economic, competitive, regulatory, factor-supply, technological and international environments of the firm with the objective being the firm's short-run and long-term resource allocation problems. Topics include demand and cost, market structure and pricing.
- *EMB 651. **Economics of Health Care.** 3 semester hours.
An examination of the application of economics concepts to problems and policies of the health care sector. Topics include the measurement of health care benefits, the role of insurance in spreading risk and altering alternatives, price and non-price competition, and cost containment.
- *EMB 660. **Finance for Decision Making.** 3 semester hours.
Examination of the financial, competitive, and regulatory environments of the firm with the objective being the short-run and long-run resource allocation problems. Topics include financial analysis and planning, working capital management, cash flow analysis, valuation, portfolio selection, and capital budgeting.
- *EMB 661. **Financial Analysis for the Health Care Industry.** 3 semester hours.
A study of the application of the techniques of financial analysis and planning to the health care sector. All areas of financial analysis of hospitals, HMOs, clinics, and physician groups are examined in a variety of formations using case studies, team assignments, and role playing.
- *EMB 670. **Marketing Strategy in a Global Economy.** 3 semester hours.
An integrated course that provides students an opportunity to analyze global marketing opportunities and to develop appropriate marketing strategies. The elements of strategic marketing planning will be accomplished through lecture, reading, discussion, simulation and case analysis.
- *EMB 671. **Marketing for Health Care Management.** 3 semester hours.
An integrated course that provides health care management students an opportunity to analyze the unique marketing problems and opportunities facing the health care industry. Strategic marketing planning will be emphasized via development of a generic marketing plan. Course objectives will be

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accomplished through lecture, reading, discussion, case analysis and marketing plan development.

- *EMB 690. **Management Policy and Strategic Planning.** 3 semester hours.
A capstone course that integrates each functional area of the organization and emphasizes the role of strategic planning. Course objectives will be accomplished through lecture, reading, simulation, case analysis and case presentation.
- *EMB 691. **Strategic Planning for Health Care Management.** 3 semester hours.
A capstone course integrating the functional areas of health care management. The role and techniques of strategic planning in the health care industry will be emphasized. Course objectives will be accomplished through lecture, reading, simulation, case analysis and case presentation.
- *EMB 692. **International Business.** 3 semester hours.
This course provides the opportunity to examine the management practices of executives in multinational firms. Students will analyze the policies and strategies emphasized by successful international firms in an increasingly global marketplace. Course objectives will be accomplished through lecture, readings, discussion, and case analysis.
- *EMB 698. **MBA Capstone Project.** 3 semester hours.
A comprehensive project selected by the students in their chosen field. Students are responsible for developing a formal proposal and after approval, collecting and analyzing the necessary data, presenting and defending recommendations to a panel of faculty and industry professionals. This project should address a work problem of significant magnitude and the analysis and recommendation should represent an appropriately high level of professionalism.
- FI 563. **International Trade and Finance.** 3 semester hours.
The international exchange of goods and services with particular attention to the bases of international trade; procedures in importing and exporting; commercial policies and treaties; foreign investments; balance of payments; tariffs, quotas, and other exchange controls. Also listed as EC 563 but creditable only in field for which registered. Prerequisites: EC 251, 252.
- FI 627. **Research and Report Writing.** 3 semester hours.
A critical review of research methods in the business disciplines. Subjects discussed include nature and sources of secondary data, primary data collection techniques, research design, sample selection, and/or model building. Further, students will explore and prepare various accounting, financial,

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and general business forms, statements, and reports applicable to business research. Also listed as AC 627, CIS 627, EC 627, MG 627, and MK 627 but creditable only in field for which registered.

- FI 630. **Managerial Finance.** 3 semester hours.
Concentration of issues of finance of which business managers today are being confronted. Management of working capital and short and intermediate term financing, including leasing, enterprise valuation, internal financing, cost of capital and long-term financing, are the major areas covered. Tax management is covered relating to capital gains, delaying the tax, merger taxation, and inventory. Prerequisite: FI 393.
- FI 631. **Seminar in Finance.** 3 semester hours.
Selected topics in applied finance; current problems and problem-solving approaches. Prerequisite: FI 630.
- FI 635. **Security and Portfolio Analysis.** 3 semester hours.
A study of basic investment instruments, markets for those instruments, and management of those instruments in a portfolio. Topics include portfolio theory, capital markets, equities, fixed-income securities, derivative assets, and portfolio management. Prerequisite: FI 393.
- FI 685. **Venture Capital and Entrepreneurship.** 3 semester hours.
A review of principles of financial management that have special application to new ventures. Topics include working capital management and financial statement analysis. Special attention is given to sources of financing, including venture capital, the initial public offering, and the continuing need to raise debt or equity. Course objectives are met through case analysis and outside readings.
- FI 686. **Mergers and Acquisitions.** 3 semester hours.
An examination of corporate mergers and acquisitions, including firm valuation, legal tax environment, strategy, financial engineering, and takeover defenses.
- FI 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to business management. Prerequisite: approval of the Dean of the College of Business.
- MG 593. **International Entrepreneurship and New Venture Development.** 3 semester hours.
This course focuses on issues related to managing entrepreneurial ventures in the global marketplace. The course will focus on managing the individual business enterprise as well as strategic business units of conglomerate corporations seeking to become involved in international ventures. Management, marketing, finance and cultural topics will be explored in depth.

- MG 610. **Business Ethics.** 3 semester hours.
Study of business responsibility with emphasis on the problems of responsible leadership in private enterprise organizations operating in a free society. Prerequisite: BL 240.
- MG 620. **Management Seminar.** 3 semester hours.
A review of basic theories of management with a study of current problems facing the manager. Course objectives are accomplished through class discussion of relevant business problems and presentation of individual research papers. Prerequisite: MG 330.
- MG 621. **Survey of Management Issues and Problems.** 3 semester hours.
A survey course of significant political, psychological, legal, technological, and/or economic issues facing organizations and/or the quality of work lives. Students will draw on current events and research and their own personal experiences within their organizations. Prerequisite: MG 330.
- MG 622. **Advanced Business Plans for New Ventures.** 3 semester hours.
This course focuses on the development of an entrepreneurial business plan for a new business venture or existing business. The student will develop an extensive business plan that may be used for presentation to venture capital personnel when searching for funding of new ventures or existing businesses.
- MG 623. **Corporate Entrepreneurship/Intrapreneurship.** 3 semester hours.
This course focuses on the concepts and skills necessary to establish and sustain entrepreneurial and creative functions within the existing corporation. Major topics include identifying promising business ideas, overcoming resistance to corporate entrepreneurship, evaluation of the fit between the venture and the organization, acquisition of support and resources within the organization.
- MG 627. **Research and Report Writing.** 3 semester hours.
A critical review of research methods in the business disciplines. Subjects discussed include nature and sources of secondary data, primary data collection techniques, research design, sample selection, and/or model building. Further, students will explore and prepare various accounting, financial, and general business forms, statements, and reports applicable to business research. Also listed as AC 627, CIS 627, EC 627, FI 627, and MK 627 but creditable only in field for which registered.
- MG 640. **Management Policy.** 3 semester hours.
Synthesis of the materials in the functional and managerial areas from the viewpoint of top management. Course objec-

tives are accomplished through relevant case studies. Prerequisite: must have completed 15 hours of graduate work prior to this course.

- MG 642. **Problems in Small Business Operations.** 3 semester hours.
Investigation of problems peculiar to small business firms in the functional areas of accounting personnel, finance, production, marketing, and general management. Actual business consultation required.
- MG 645. **Employment Relations.** 3 semester hours.
A course designed to analyze, synthesize, and evaluate the major federal and state laws that impact the modern work environment. Students will draw upon new insights in the human resources management discipline to summarize and evaluate the legislation and laws regulating the employee/employer relationship. Prerequisite: MG 330.
- MG 648. **Human Resources Management.** 3 semester hours.
An intensive study of the personnel functions: recruitment, selection, training and development, performance appraisal, compensation, and labor relations. Particular attention will be given to motivational consequences of HRM activities. The impact of employment laws on the organization will also be discussed. Prerequisite: MG 330.
- MG 680. **International Experience/Internship.** 3 semester hours.
Study abroad experience to include structured group visits to businesses and business centers; lectures delivered by managers involved in international trade, internship experiences, and/or structured participation in a university sponsored academic program. Program must be approved in advance by MBA Graduate Program Coordinator and Dean of the College of Business.
- MG 691. **International Business.** 3 semester hours.
Course provides the opportunity to examine the management practices of executives in multinational firms. Students will analyze the policies and strategies employed by successful international firms in an increasingly global marketplace. Also listed as MK 691 but creditable only in field for which registered.
- MG 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to business management. Prerequisite: approval of the Dean of the College of Business.
- MK 587. **Electronic Marketing.** 3 semester hours.
This course is designed to provide an overview of electronic commerce with an emphasis on e-retailing, consumer behavior online, Internet advertising, and online market research. Web business strategies, international electronic cus-

customer relations, electronic customer interface, Internet pricing, distribution challenges, Internet branding, customer information systems and framing the marketing opportunity. An independent research project will be a significant part of the class.

- MK 615. **Marketing Seminar.** 3 semester hours.
A study of marketing theory and the contributions of various behavioral sciences to the area of marketing. Prerequisite: MK 360.
- MK 616. **Survey of Marketing Issues and Problems.** 3 semester hours.
A survey course of significant influences of facing marketing management. Student will draw on current events and empirical data to discuss current marketing opportunities and problems stemming from the external environment. Prerequisite: MK 360.
- MK 627. **Research and Report Writing.** 3 semester hours.
A critical review of research methods in the business disciplines. Subjects discussed include nature and courses of secondary data, primary data collection techniques, research design, sample selection, and/or model building. Further, students will explore and prepare various accounting, financial, and general business forms, statements, and reports applicable to business research. Also listed as AC 627, CIS 627, EC 627, FI 627, and MG 627 but creditable only in field for which registered.
- MK 635. **Marketing in a Global Economy.** 3 semester hours.
A conceptual and analytic approach to the identification of international marketing opportunities and the development of action strategies. Prerequisite: MK 360.
- MK 650. **Marketing Communications.** 3 semester hours.
A managerial perspective of the marketing communication process. Includes a study of relevant buyer behavior concepts, resources and budgets, media, creative aspects, and effectiveness measurements as they relate to the task of marketing communications. Prerequisite: MK 360.
- MK 660. **Marketing Strategy.** 3 semester hours.
Study of the entrepreneurial role and the development and management of new marketing firms and products. Prerequisite: MK 360.
- MK 662. **Nonprofit Marketing.** 3 semester hours.
A study of marketing elements and strategies and how they can be applied to help public and private nonprofit organizations achieve various objectives.
- MK 670. **Service Marketing.** 3 semester hours.
Developing, pricing, distribution, and promoting the service, control of quality of customer encounters through service

automation and/or employee selection and training; place of marketing in service organization structure; strategic implications of structure of service industries. Prerequisite: MK 360.

- MK 691. **International Business.** 3 semester hours.
Course provides the opportunity to examine the management practices of executives in multinational firms. Students will analyze the policies and strategies employed by successful international firms in an increasingly global marketplace. Also listed as MG 691 but creditable only in field for which registered.
- MK 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to business management. Prerequisite: approval of the Dean of the College of Business.
- QM 541. **Statistical Analysis Systems.** 3 semester hours.
Using SAS for data analysis, regression, forecasting, time-series analysis of variance, charts, plots, and market research. Prerequisite: QM 292 or equivalent.
- QM 580. **Regression and Time Series Analysis.** 3 semester hours.
Extensive analysis of simple and multiple regression in both linear and nonlinear forms. Techniques of instrumentation variables and model building. Extensions of regression to time-series and econometrics. Emphasis is on application of models to actual business problems. Prerequisite: six hours of statistics or equivalent.
- QM 590. **Experimental Design and Advanced Statistical Process Control.** 3 semester hours.
Basic experimental design and statistical process control methods, including randomized block, factorial, nested, repeated measures, and Shewhart, CUSUM, EWMA, and retrospective control charts. Emphasis is placed on techniques commonly used in industrial data analysis. Prerequisite: QM 292, or equivalent.
- QM 669. **Quantitative Techniques in Business.** 3 semester hours.
Matrix algebra, differential calculus, optimization techniques for functions of several variables and integral calculus. Prerequisite: MA 112 or equivalent.
- QM 670. **Decision Theory.** 3 semester hours.
Quantitative techniques for decision making and optimization in business and economics; use of Bayesian Analysis; game theory; queuing theory; linear programming theory; inventory control and simulation. Prerequisite: QM 295 or equivalent.
- QM 671. **Statistical Quality Control.** 3 semester hours.
This course covers the fundamentals of statistical quality control and statistical process control. Topics include X-Bar, R,

P and Sigma charts; control of nonconformities and special process control. Also included are various acceptance sampling techniques and other selected topics. Prerequisite: QM 295 or equivalent.

QM 698. **Independent Study/Research.** 3 semester hours.

Guided independent study and/or research in an area related to business management. Prerequisite: approval of the Dean of the College of Business.

COLLEGE OF EDUCATION

The College of Education offers the following degree and certification programs:

Master of Arts in Education degree in counseling, elementary education, K-6, secondary education including P-12 education, instructional leadership and special education collaborative teacher K-6; 6-12. For persons who hold the appropriate Alabama Class B professional certificate and who have completed the teaching experience as specified, program completion may qualify them for recommendation for the Alabama Class A professional certificate.

Certificate program in Instructional Leadership for persons seeking Alabama School Administrator certificate who hold a Class A teaching certificate and have at least two years of educational experience, which includes at least one year of classroom teaching.

Master of Arts in Education degree for alternative fifth-year students in P-12 education and secondary education.

Master of Arts degree in Community Counseling and Health Promotion and Human Performance programs individually tailored to the needs of the student. These programs provide an opportunity for advanced study for those individuals whose careers or personal interests require additional knowledge or research skills. The Community Counseling major is appropriate for persons who plan to counsel in nonelementary and nonsecondary sites. The Health Promotion and Human Performance major is designed for individuals interested in the Exercise and Health Science professions.

Education Specialist degree for persons seeking Class AA professional certificate in Instructional Leadership. Persons seeking the Class AA certificate must hold the Class A certificate in instructional leadership.

Graduate degree programs and graduate courses of study in education are subject to change without further notice in order to follow federal or state guidelines for teacher certification. Students should consult their advisor in education to obtain a description of the most current offerings.

ADMISSION

In addition to the general requirements for admission to graduate studies (See General Regulations and Procedures), programs within the College of Education have the following specific requirements:

Master of Arts in Education

Elementary Education (K-6)

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 800 on the Verbal and Quantitative portions of the Graduate Record Examination, or a passing score on the PRAXIS II subject area test.

2. Scholastic achievement: minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. For students with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
4. Preparation: satisfaction of the requirements for the Alabama Class B professional certificate.

Special Education: Collaborative Teacher K-6; 6-12

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 800 on the Verbal and Quantitative portions of the Graduate Record Examination, or a passing score on the PRAXIS II subject area test.
2. Scholastic achievement: minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. For students with less than the recommended grade point average or test score, consideration will be give based on GPA and test scores.
4. Preparation: satisfaction of the requirements for the Alabama Class B professional certificate.

Secondary Education, including P-12 education

1. Test scores: submission of satisfactory scores prior to admission on the Graduate Record Examination, the Miller Analogies Test, or a passing score on the PRAXIS II subject area test; recommended minimum of 388 on the MAT or 800 on the combined Verbal and Quantitative portions of the Graduate Record Examination. Students with less than the recommended grade point average or test score may be admitted based upon a sliding scale which specifies particular grade point averages and corresponding test scores.
2. Scholastic achievement: minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. Preparation: satisfaction of the requirements for the Alabama Class B professional certificate.

Counseling (P-12)

1. Test scores: submission of satisfactory scores prior to admission on either the Graduate Record Examination or on the Miller Analogies Test; recommended minimum of 388 on the MAT or 800 on the combined Verbal and Quantitative portions of the Graduate Record Examination. (See web site for sliding scale of acceptable test scores and grades.)
2. Scholastic achievement: minimum overall grade point average of 3.0 (4.0 scale) is recommended on undergraduate work. (See web site for sliding scale of acceptable test scores and grades.)
3. Preparation: satisfaction of the requirements for the Alabama Class B professional certificate. Students without teacher certification and/or teaching experience may major in School Counseling under the Track

2 Option. However, due to Alabama School Counselor Certification Regulations, the UNA Certification Office cannot formally recommend Track 2 graduates for certification.

4. Preparation: two years of successful teaching experiences required for counseling certification in Alabama. The teaching experience may be waived for applicants who have been employed as counselors through an alternative certification route approved by the Alabama State Department of Education. Students without teacher certification and/or teaching experience may major in School Counseling under the Track 2 Option. However, due to Alabama School Counselor Certification Regulations, the UNA Certification Office cannot formally recommend Track 2 graduates for certification.
5. References: submit three (3) letters of recommendation on forms that are available by calling the Department of Counselor Education.
6. Interview: successfully complete an interview with members of the counselor education faculty. After submission of the items listed above, schedule an interview by calling the Department of Counselor Education.

Instructional Leadership (P-12) Degree Program

1. Test Scores: submission of satisfactory scores on the Graduate Record Examination (General Test and Subject Test), the Miller Analogies Test, or a passing score on the PRAXIS II. Students must score a minimum of 388 on the Miller Analogies Test or a combined score of 800 on the Graduate Record Exam with at least 400 in verbal. (See web site for Sliding Scale.)
2. Scholastic Achievement: minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work. For students with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
3. Preparation: Class B professional certificate and two years of educational experience which shall include at least one year of classroom teaching.

Instructional Leadership - Alabama Administration Certification (Not a degree program)

1. Prerequisites: Class A Professional Certificate and two years of educational experience which shall include at least one year of classroom teaching.
2. Scholastic achievement: minimum overall grade point average of 3.25 (4.0 scale) on graduate work. This GPA is required for certification by the State of Alabama.

Educational Specialist - Instructional Leadership

1. General Admission Requirements

- a. A grade point average of 3.25 (4.0 scale) on all master's level coursework.
- b. Satisfactory test scores on GRE or MAT. (See web site for Sliding Scale.)
- c. For students with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
- d. Satisfaction of the requirements for the Alabama Class 'A' certification as superintendent/principal, superintendent, principal, supervisor, vocational administrator, or educational administrator.

Alternative Fifth-Year Program (Secondary Education Majors only)

1. Test scores: submission of at least a minimum score of 388 on the Miller Analogies Test or a minimum score of 800 on the Verbal and Quantitative portions of the Graduate Record Examination prior to admission.
2. Scholastic achievement: minimum overall grade point average of 3.0 (4.0 scale) required on all coursework attempted prior to admission.
3. Preparation: must hold a bachelor's degree from a regionally accredited institution, and have completed 64 hours of general studies as an undergraduate, including courses in the humanities, social sciences, science, and mathematics. Additional prerequisites may be required if the applicant did not major in the field of certification.
4. Must have departmental approval.

Master of Arts Degree

Community Counseling

1. Test scores: submission of satisfactory scores prior to admission on either the Graduate Record Examination or the Miller Analogies Test; recommended minimum score of 388 on the MAT or 800 on the combined Verbal and Quantitative portions of the Graduate Record Examination. (See web site for sliding scale of acceptable test scores and grades.)
2. Scholastic achievement: minimum overall grade point average of 3.0 (4.0 scale) is recommended on undergraduate work. (See web site for sliding scale of acceptable test scores and grades.)
3. Preparation: must hold a bachelor's degree from a regionally accredited institution.
4. References: submit three (3) letters of recommendation on forms that are available by calling the Department of Counselor Education.
5. Interview: successfully complete an interview with members of the counselor education faculty. After submission of the items listed above, schedule an interview by calling the Department of Counselor Education.

Health Promotion and Human Performance*

1. Test scores: submission of satisfactory scores of 388 on the Miller Analogies Test or 800 on the combined Verbal and Quantitative portions of the Graduate Record Examination. Students with less than the recommended grade point average or test score may be admitted based upon a sliding scale which specifies particular grade point averages and corresponding test scores.
2. Scholastic achievement: minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. If a student meets both standards (MAT/GRE score and undergraduate GPA requirements), he/she may be unconditionally admitted.
4. If a student meets only one of the prescribed standards for admission, he/she may be conditionally admitted as outlined in item number 1.
 - a. The student must then successfully complete 12 hours achieving a GPA of 3.0 or above.
5. Preparation: must hold a bachelor's degree from a regionally accredited institution and have completed 64 hours of general studies as an undergraduate, including courses in the humanities, social sciences, science and mathematics. Additional prerequisites may be required if the applicant did not major in the field of study.
6. Must have departmental approval.

ADVISEMENT

Upon admission to programs in education, each student is assigned a major field adviser who will assist the student in planning the program of study, approve the program, and provide continuing supervision and guidance. Students admitted to secondary education programs are also assigned a teaching field adviser who will assist in planning the teaching field program.

CERTIFICATION

The issuance of professional certificates for teachers and other public school personnel is a function of the Alabama State Department of Education under the authority of and according to regulations and procedures approved by the Alabama State Board of Education and contained in the *Administrative Code*. The University of North Alabama cannot assume responsibility for changes in certification requirements due to the changes in the State Board of Education policy. Students successfully completing the approved programs described in this catalog must also meet all Alabama

*A program of study should be planned with the adviser and submitted to the Dean of the College of Education during the first year of enrollment in the program. The Health, Physical Education and Recreation Graduate Committee will determine any prerequisite courses that students must take prior to admittance to the Health Promotion and Human Performance program.

State Department of Education regulations for the appropriate certificate including experience requirements. Application for certification is made through the Office of the Certification Officer and must be accompanied by a cashier's check or money order made payable to the State Department of Education in the amount of \$20.00. Students who intend to use graduate work at the University of North Alabama to apply for certification in another state should apprise themselves in advance of the requirements and procedures of the particular state.

EXAMINATIONS

In addition to other course and program requirements, satisfaction of requirements for a degree or certification program includes the passing of a final examination. The final comprehensive examination normally is scheduled in the term in which the final program requirements are expected to be completed.

DEGREE AND PROGRAM PLANS

Master of Arts in Education Degree

The Master of Art in Education degree is awarded in the following major fields: counseling, educational administration, elementary education K-6, P-12 education, secondary education, and special education: collaborative teacher K-6; 6-12. A minimum of 33 semester hours of credit is required for completion of all programs except counseling, which requires a minimum of 48 semester hours of credit for completion.

1. Elementary Education (K-6) (SBE/NCATE Approved)

Elementary Education

- a. Prerequisite: Class B professional certificate in the field.
- b. Required courses:
 - (1) ECE 603, ECE 604, ED 601, ED 605, ED 655, EED 611, EED 67821
 - (2) EEX 605 (required if not previously completed) or an adviser-approved graduate-level elective0-3
 - (3) Four courses from among EED 608, EED 612, EED 613, EED 615, ES 615, GE 601 or GE 602 or GE 603 or GE 604, MA 60112

Elementary Education (K-6) with Technology

- a. Prerequisite: Class B professional certificate in the field
- b. Required courses:
 - (1) ECE 603, ECE 604, ED 601, ED 605, EDT 601, EDT 602, EDT 603, EED 61124
 - (2) EEX 605 must be taken by students not previously satisfying the special education requirement0-3

- (3) Three courses from EED 608, EED 612, EED 613, EED 615, ES 615, MA 601, GE 601 or GE 602 or GE 6049

2. **Secondary Education (6-12)** (SBE/NCATE Approved)

Secondary Education

- a. Prerequisite: Class B professional certificate in the field of study.
- b. Required courses:
 - (1) ED 601, ED 603, ED 605, ED 634, ED 65515
 - (2) EEX 605 (if requirement has been satisfied, a three-hour elective is required)3
 - (3) CHD 604 or ED 643 or ED 6443
- c. Content for teaching specialty (six hours must be at the 600-level)12

Secondary Education with Technology

- a. Prerequisite: Class B professional certificate in the field of study.
- b. Required courses:
 - (1) ED 601, ED 603, ED 605, EDT 601, EDT 602, EDT 603 ..18
 - (2) EEX 605 (if requirement has been satisfied, a three-hour elective is required)3
 - (3) CHD 604 or ED 643 or ED 6443
- c. Content for teaching specialty12

Biology (SBE/NCATE Approved)

- a. Prerequisite: Class B professional certificate in the field.
- b. Subject area adviser-graduate coursework in biology; six hours must be at the 600-level12

Business and Marketing Education (SBE/NCATE Approved)

- a. Prerequisite: Class B professional certificate in the field.
- b. Required courses (12 hours):
 - (1) CIS 575 or equivalent3
 - (2) Adviser-approved graduate courses from among: BE 611, BE 615, BE 617, BE 698, CIS 545, CIS 585, CIS 592, CIS 595, CIS 601, CIS 602, CIS 625, CIS 6279

Chemistry (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.
- b. Subject area adviser-approved graduate coursework in chemistry from among CH 601-601L, CH 635-635L, CH 644, CH 655, CH 660, CH 665, CH 670, CH 671, CH 690, CH 69612

English/Language Arts (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.

- b. Adviser-approved graduate coursework from any two of the following fields: English, theatre, communications; six hours must be at the 600-level12

General Science (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.
- b. Subject area adviser-approved graduate coursework from among (must include two areas) BI 602, BI 615, BI 617, BI 619, BI 690, CH 601-601L, CH 635-CH 635L, CH 644, CH 655, CH 671, CH 690, CH 696, ES 521, ES 525, ES 528, ES 541, ES 580-581, ES 605, ES 617, ES 680, ES 681, PH 547, PH 601, PH 603, PH 605; six hours must be at the 600-level12

Geography (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.
- b. Required coursework:
 - (1) GE 604 3
 - (2) Subject area adviser-approved graduate coursework from among GE 502, GE 503, GE 510, GE 512, GE 513, GE 524, GE 535, GE 550, GE 560, GE 572, GE 590. GE 599, GE 601, GE 602, GE 603, GE 605; three hours must be at the 600-level .9

History (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.
- b. Subject area adviser-approved graduate coursework in history; six hours must be at the 600-level12

Mathematics (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.
- b. Subject area adviser-approved graduate coursework in mathematics; six hours must be at the 600-level12

Mathematics/Computer Science (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.
- b. Subject area adviser-approved graduate coursework in mathematics and/or computer science; six hours must be at the 600-level; six hours must be in mathematics12

Physics (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.
- b. Subject area adviser-approved graduate coursework in physics; six hours must be at the 600-level12

Social Science (SBE/NCATE Approved)

- a. Prerequisite: Class B Professional Certificate in the field.
- b. Subject area adviser-approved graduate coursework from among any two of the following fields: geography, history, political science, sociology; six hours must be at the 600-level12

Music—Instrumental (P-12) and **Vocal/Choral** (P-12) (SBE/NCATE Approved)

- a. Prerequisites: Class B Professional Certificate in the field and MU 383 or MU 384.
- b. Required courses:
 - (1) ED 601, ED 603, ED 605, ED 634, ED 65515
 - (2) CHD 604 or ED 643 or ED 6443
 - (3) EEX 605 (If requirement has been satisfied, a three-hour elective is required)3
 - (4) MU 641, MU 661, MU 6816
 - (5) Subject area adviser-approved graduate coursework in music6

Physical Education (P-12) (SBE/NCATE Approved)

- a. Prerequisite: Class B professional certificate in the field.
- b. Required professional education courses:
 - (1) ED 601, ED 603, ED 605, ED 655, PE 63415
 - (2) CHD 604 or ED 643 or ED 6443
 - (3) EEX 605 (if requirement has been satisfied, a three-hour elective is required)3
 - (4) Choose 12 hours from among: PE 502, PE 510, PE 521, PE 525, PE 530, PE 541, PE 543, PE 544, PE 550, PE 551, PE 594, PE 595, PE 596, PE 601, PE 603, PE 606, PE 611, PE 621, PE 660, PE 690, PE 705, PE 610, PE 740, PE 77012

3. **Special Education: Collaborative Teacher K-6; 6-12** (SBE/NCATE Approved)

Special Education

- a. Prerequisite: Class B professional certificate or the equivalent in any field or level.
- b. Required professional education courses:
 - (1) ED 605, EEX 610, EEX 615, EEX 617, EEX 620, EEX 630, EEX 635, EEX 640, EEX 642, EEX 654, EEX 67833
 - (2) EEX 605 (required if not previously completed)3
 - (3) Additional courses. Students seeking certification at the 6-12 level must also take the following course: EEX 6533

Special Education with Technology

- a. Prerequisite: Class B professional certificate or the equivalent in any field or level
- b. Required professional education courses:
 - (1) EDT 601, EDT 602, EDT 603, EEX 610, EEX 615, EEX 617, EEX 620, EEX 630, EEX 635, EEX 640, EEX 642, EEX 67836
 - (2) EEX 605 must be taken by students not previously satisfying the special education requirement0-3

- (3) Additional courses. Students seeking certification at the 6-12 level must also take the following course: EEX 6533

4. **Instructional Support Programs (P-12)**

Counseling (P-12) (SBE Approved)

- a. Prerequisite: Class B professional certificate in any teaching field.
- b. Required professional education courses:
 - (1) ED 6013
 - (2) EEX 605 (If requirement has been satisfied, a three-hour elective is required)3
 - (3) CHD 600, CHD 602, CHD 604, CHD 606, CHD 608, CHD 615, CHD 621, CHD 631, CHD 641, CHD 645, CHD 678, CHD 688, CHD 68939
 - (4) Electives3-6

P-12 Instructional Leadership (Master's degree program)

- a. Prerequisites: Class B professional certificate and two years of educational experience which shall include at least one year of classroom teaching.
- b. Required professional education courses:
 - (1) ED 601, 603, 605 (Must be taken first)9
 - (2) EEX 605 (required if not previously completed). If previously completed, ED 655 must be selected.3
 - (3) CHD 604 or ED 643 or ED 6443
 - (4) ED 690, ED 691, ED 692, ED 693, ED 694 (six hours) . . .18
 - (5) 3.25 GPA required for graduation and certification.

Instructional Leadership—Alabama P-12 Administration Certification (Not a degree program)

- a. Prerequisites: Class A Professional Certificate and two years of educational experience which shall include at least one year of classroom teaching.
- b. Required courses: ED 690, ED 691, ED 692, ED 693, ED 694 (six hours)18
- c. 3.25 GPA required for graduation and certification.

**Master of Arts in Education Degree
(Alternative Plan)
(SBE/NCATE Approved)**

The alternative fifth-year program leading to the M.A.Ed. degree and Class A professional certification is offered to individuals who have completed a baccalaureate degree from a regionally accredited institution. Admission requirements are listed below.

1. General Admission Requirements
 - a. A score of 35 on the Miller Analogies Test or a score of 800 on the verbal and quantitative portions of the Graduate Record Examination, prior to conditional admission.
 - b. A grade point average of 3.0 on a 4.0 scale on all college/university courses attempted prior to conditional admission.
 - c. A satisfactory score on the Alabama Prospective Teacher Test (when it is available) prior to unconditional admission.
2. Additional requirements applicable to persons who have completed at least a baccalaureate degree in a subject for which teacher certification exists.
 - a. Completion of a 64-semester hour general studies requirement including humanities, social science, science, and mathematics courses.
 - b. Completion of a single or comprehensive teaching field major required for undergraduate certificate. (Varies depending upon the field of study.)
3. Additional requirements to persons who have completed at least a baccalaureate degree in a field for which Alabama teacher certification does not exist and to persons who wish to earn teacher certification in a field which differs from their baccalaureate degree.
 - a. Completion of a 64-semester hour general studies requirement including humanities, social science, science, and mathematics courses.
 - b. Completion of a minimum number of hours in the teaching field pursued as though certification had been received at the undergraduate level. Since the subject area teaching field minimum requirements vary from 31 to 81 semester hours, students should see their advisers for the minimum number of hours required for each specific major.
4. Application forms for admission to student internship are to be secured from and filed with the Certification Officer in the semester prior to student teaching. A deadline will be posted in August for enrollment in the following spring term and in January for enrollment in the following fall term. Applications filed after the stated deadline must be accompanied by a late application fee of \$25. The intern shall not be enrolled in other courses during the internship.

The degree requirements include a grade point average of 3.0 on a 4.0 scale for all work completed on the degree program and a passing score on the University's written comprehensive examination which includes both basic and subject area sections.

The major areas of study include P-12 instrumental music, P-12 vocal/choral music, and P-12 physical education; and secondary education programs in biology, business and marketing education, chemistry, English/

Language Arts, general science, history, mathematics/computer science, mathematics, and social science.

Program course requirements are as follows:

Secondary Education, P-12 Music and Physical Education. ED 382 and ED 401 (to be taken prior to graduate courses), ED 383 (to be taken prior to the internship semester), ED 578, ED 581, ED 601, ED 603, ED 605, ED 634, ED 655, EEX 605; a minimum of 15 semester hours of major field, adviser-approved graduate courses of which at least six hours must be at the 600-level; 12 semester hours ED 582 (6-12 majors) or ED 584 (P-12 majors).

Master of Arts Degree

Community Counseling and Health Promotion and Human Performance programs leading to the M.A. degree are offered. These programs, which are individually tailored to the needs of the student, provide an opportunity for advanced study for those individuals whose careers or personal interests require additional knowledge or research skills. The Community Counseling major is appropriate for persons who plan to counsel in nonelementary and nonsecondary sites. The Health Promotion and Human Performance major is designed for individuals interested in the Exercise and Health Science professions.

A minimum of 48 semester hours is required in the **Community Counseling Program**. The program requirements are as follows:

- a. Recommended for admission by counselor education faculty.
- b. Required professional education courses:
 - (1) ED 6013
 - (2) CHD 600, CHD 602, CHD 604, CHD 606, CHD 608, CHD 615, CHD 621, CHD 622, CHD 631, CHD 651, CHD 655, CHD 678, CHD 688, CHD 68942
 - (3) Elective3

A minimum of 33 semester hours is required in the **Health Promotion and Human Performance Program**. The program requirements are as follows:

PE 502, PE 510, PE 530, PE 594, PE 600, PE 606, PE 660 and 12 hours of electives prescribed by the adviser.

The written program of study must be approved by the faculty adviser and the Dean of the College of Education.

All academic regulations for the degree and the program general requirements, including the maintenance of appropriate grade point averages and the completion of a comprehensive written examination for the degree, are applicable.

Education Specialist Degree

The Education Specialist degree is awarded in the field of Instructional Leadership. A minimum of 33 semester hours of credit is required for completion of this program.

Instructional Leadership—Class AA (SBE/NCATE Approved)

1. General Admission Requirements
 - a. A grade point average of 3.25 (4.0 scale) on all master's level coursework.
 - b. Satisfactory test scores on the GRE or MAT. (See web site for Sliding Scale.)
 - c. For students with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
 - d. Satisfaction of the requirements for the Alabama Class 'A' certification as superintendent/principal, superintendent, principal, supervisor, vocational administrator, or educational administrator.
2. Required courses: EDL 701, EDL 702, EDL 703, EDL 704, EDL 705, EDL 706, EDL 707, EDL 708, EDL 709, EDL 710, EDL 711, EEX 605 (if not previously completed)33-36

COURSES OF INSTRUCTION

Counseling

Counseling and Human Development

- CHD 600. **Professional Orientation and Ethics.** 3 semester hours.
A study of the history of the counseling profession; ethical and legal issues in counseling; professional counselor roles, standards and functions; professional organizations and credentialing practices. (Fall)
- CHD 602. **Fundamentals of Counseling.** 3 semester hours.
A study of ethical, legal and professional issues applicable to the practice of counseling in schools and community settings. The course will include practice and application of listening and communication skills in one-to-one interactions as well as in small group settings. Characteristics of fully functioning individuals will be emphasized. (Fall, Spring)
- CHD 604. **Human Growth and Development.** 3 semester hours.
An in-depth study of physical, mental, social, and emotional development from conception to death, with emphasis on age-levels generally encountered in school and community settings. (Fall)
- CHD 606. **Theories and Techniques of Counseling.** 3 semester hours.
Ethical and professional practices in counseling. (Fall)

- CHD 608. **Group Counseling.** 3 semester hours.
Introduction to group process and practice; forming and working with groups; group leadership skills; counseling special groups; group dynamics; ethical and professional issues in group counseling; laboratory experience in group techniques. Prerequisites: CHD 602 and 606. (Summer)
- CHD 615. **Multicultural Counseling.** 3 semester hours.
Study of the issues and trends in a multicultural and diverse society and special counseling considerations for groups who differ on factors such as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status and intellectual ability. (Spring)
- CHD 621. **Fundamentals of Appraisal.** 3 semester hours.
Demonstration and practice in evaluating, selecting, administering, and interpreting standardized tests. Study of principles and purposes of assessment and appraisal, origins and development of assessment, statistical concepts basic to appraisal, and responsible use of data. (Spring)
- CHD 622. **Personality Appraisal.** 3 semester hours.
Introduces the student to the various psychodiagnosis methods including the clinical interview, the DSM-IV, the MMPI, and other objective personality inventories. Develops the basic skills for presenting assessment information in a professional setting. Relevant theoretical testing approaches are discussed. Prerequisite: CHD 621. (Summer)
- CHD 631. **Counseling for Career Development.** 3 semester hours.
Career development and adjustment theories; the world of work; organization of career resources and information; counseling for career planning and placement; ethical and professional practices. (Spring)
- CHD 641. **Development and Management of School Counseling Programs.** 3 semester hours.
An examination of the organization and implementation of the counseling and guidance functions of school counselors. This course integrates the role of the school counselor with that of other instructional and administrative personnel in the public and private schools. (Summer)
- CHD 645. **Child and Adolescent Counseling.** 3 semester hours.
A study of individual and group counseling approaches with children and adolescents, including play therapy, activity counseling, and peer helping; developmental issues/problems, (e.g. victims of abuse, ADD, substance abuse, eating disorders) affecting functioning of children and adolescents; and coordination, consultation, and referral practices. Prerequisites: CHD 602 and CHD 606. (Spring)

- CHD 651. **Community Mental Health Counseling.** 3 semester hours.
Seminar and fieldwork designed to acquaint the student with the functions and roles of the counselor in various community and agency settings such as community mental health, human services, and employee assistance, substance abuse and college student affairs. (Summer)
- CHD 655. **Principles and Practices in Community Mental Health Counseling.** 3 semester hours.
A study of client characteristics of individuals served by community agencies; principles of program development and community intervention, consultation, education, and outreach; client advocacy; and principles of conducting intake interviews and mental health histories for planning counseling interventions. Prerequisites: CHD 602 and CHD 606. (Spring)
- CHD 661. **Family Counseling.** 3 semester hours.
A study of family counseling models, including study of family systems and major family theoretical approaches; interactional patterns of the individual and the family through various stages of the life cycle; and contemporary individual and family issues. Prerequisites: CHD 602 and 606. (Fall)
- CHD 678. **Practicum in Counseling.** 3 semester hours.
Supervised laboratory and field experiences for advanced majors. Emphasis placed upon the application of concepts, skills, and principles learned in previous coursework. Enrollment with permission of instructor. Prerequisites: CHD 600 and 608. (Fall, Spring, Summer)
- CHD 688,
689. **Internship in Counseling.** 6 semester hours.
Supervised experience in a school or community setting under the cooperative direction of a qualified counselor and the university instructor. Experiences to include individual and group counseling, consultation, assessment, and other typical counselor duties as practiced in the internship site. Prerequisite: CHD 678. (Enrollment with the approval of instructor only)
- CHD 691. **Special Topics in Counseling.** 3 semester hours.
Extensive research and writing project accomplished with the advanced approval and careful supervision of the faculty.
- CHD 693. **Supervised Individual Study in Counseling.** 3 semester hours.
Provision of a thorough theoretical and practical foundation for the student pursuing an approved project or working in a specialized counseling context. Concurrent study and professional involvement in a position requiring substantial responsibility and innovation. Project individually arranged in conjunction with student, instructor, and on-site supervisor. May involve the writing of a proposal plan, evaluation instrument, and/or needs assessment.

Early Childhood Education

- ECE 603. **Behavior of the Young Child.** 3 semester hours.
Basic presentation of research required to assess the needs, motivations, and capacities of children aged birth through eight. Methods of reading research literature and interpretation of the underlying dynamics of the research studies, as well as reporting summaries of studies in child behavior.
- ECE 604. **Family Involvement in the Education of the Young Children.** 3 semester hours.
Study of the interrelationships which exist in the educational triad of parent-child-school and techniques for analyzing, planning, and otherwise facilitating effective family involvement in the educational process.
- ECE 609. **Early Childhood Programs.** 3 semester hours.
Study of programs in early childhood education focusing on the historical and philosophical background of organization, management, and function of the many varied programs for young children.
- ECE 637. **Current Trends and Issues in Early Childhood Education.** 3 semester hours.
Extensive study of the development of trends and issues in the field of early childhood education. Analysis and evaluation will be utilized in determining possible future trends and in assessing strengths and weaknesses of existing programs.
- ECE 673. **Methods and Materials in Early Childhood Education.** 3 semester hours.
Study of the principles and techniques of teaching the young child with attention given to learning activities and materials suitable for teaching at this level. Practicum experiences will be included.

Education

- ED 578. **Reading Instruction in the Secondary Schools.** 1 semester hour.
The development of knowledge and skills for the improvement of reading skill in the secondary school.
- ED 581. **Educational Technology.** 3 semester hours.
An introduction to the role of technology as a teaching, learning and management tool in today's classroom. The course will develop skills needed to integrate the current technology into the instructional process, with special emphasis on using instructional software in the secondary classrooms. (Fall, Spring, Summer)
- ED 582. **High School Student Internship.** 9 semester hours.
Supervised observation and teaching in Grades 7-12 classes; the study and use of materials of instruction, and the use of teaching methods. Special fee: \$60.00. (Fall, Spring)

- ED 584. **Multilevel Student Internship.** 9 semester hours.
Supervised observation and teaching in learning situations from the nursery school through the twelfth grade; the study and use of materials, and the use of appropriate teaching methods. Special fee: \$60.00. (Fall, Spring)
- ED 601. **Methods of Educational Research.** 3 semester hours.
Study of the methods and techniques of research used in the education and social sciences. Attention is given to the theoretical and practical basis of research along with the fundamentals of problem identification, hypothesis, sampling, instrumentation, and data collection. Data analysis includes descriptive statistics, use of test scores, t-test, and an introduction to ANOVA.
- ED 603. **Psychology of Learning.** 3 semester hours.
This course is a study of the assumptions about learning which underlie various educational practices. It is designed to acquaint students with different theories of learning and to provide students with an opportunity to explore some of the current trends in learning theory and research as they apply to education.
- ED 605. **Curriculum Development.** 3 semester hours.
Curricular practices designed to produce intended outcomes with students enrolled in the various levels of the school organization will be examined. Current research, theory and practice for curriculum design and development will be analyzed and evaluated for application with the exponent of curricula preparation for a specific student population.
- ED 634. **Advanced Methods of Teaching in High School.** 3 semester hours.
Intensive study of current literature and analysis of research applied to classroom teaching.
- ED 643. **History and Philosophy of Education.** 3 semester hours.
Development of education with emphasis on the accompanying political, economic, scientific, psychological, and philosophical movements. The chief principles of modern philosophies of education will be analyzed and evaluated, with particular emphasis on the democratic philosophy.
- ED 644. **Ethics and Education.** 3 semester hours.
Examination of historical and modern ethical systems and the application to current problems and issues in education.
- ED 655. **Evaluation in Modern Education.** 3 semester hours.
Principles and procedures for developing evaluation programs, including evaluation of pupils, programs, curricula, and teaching.

- ED 690. **Educational Leadership.** 3 semester hours.
The responsibilities, duties, and problems of the effective K-12 education leader. Emphasis is placed on methods and systems used by the effective school leader/manager and the implementation, operation, and evaluation of each. Planning, operation and evaluation of student services is also included.
- ED 691. **Organizational Behavior and Personnel Development.** 3 semester hours.
The study of schools as organizations and their social context. Emphasis is placed on organizational development and the development of personnel, including planning, operation and evaluation of development programs. School-community cooperation and public relations are considered.
- ED 692. **Educational Management.** 3 semester hours.
The managerial problems, duties and responsibilities of the N-12 educational administrators including personnel, facilities, fiscal management, transportation and scheduling. The legal bases of school operation are considered including constitutional, contractual, statutory as well as policy applications.
- ED 693. **Supervision of Instruction.** 3 semester hours.
Administrators' role in instructional leadership and management in elementary, middle and secondary school with emphasis on the interrelationship within levels of schooling and supervision of instructional personnel. Planning, implementing and evaluating systems of curricular/instructional programs will be examined as well as the use of research as a means to aid and strengthen the school's educational program.
- ED 694. **Internship in School Administration.** 6 semester hours.
Supervised experiences in administrative tasks at each school level and the central office total at least 300 clock hours under the direction of practicing administrator and university faculty. Prerequisite: 3.25 GPA on all graduate work attempted.

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- EDL 701. **Leadership Development.** 3 semester hours.
A comprehensive analysis of self for identification and assessment of strengths and potential of the emerging leader as a basis for personal leadership development.
- EDL 702. **Advanced Research and Evaluation in Education.** 3 semester hours.
Research and evaluation for decision making and problem solving, including information gathering strategies and instruments, problem solving strategies and decision making strategies for development of school programs and functions,

including organizational development and human resource development. Prerequisite: ED 601 or equivalent.

- EDL 703. **Law, Policy & Governance.** 3 semester hours.
Knowledge and processes utilized in formulating, implementing, managing, maintaining, assessing, evaluating, and revising educational policy and governance.
- EDL 704. **Organizational Behavior.** 3 semester hours.
The development of knowledge and skills in organizational behavior and development focusing on preparing the school leader to explain, predict and influence individual and group behavior for educational improvement in the context of the highly interpersonal, multi-public school institution.
- EDL 705. **Fiscal & Physical Resource Management.** 3 semester hours.
Knowledge, processes and procedures utilized in effective management of financial and physical resources of an educational operation.
- EDL 706. **Social/Cultural Environment of Education.** 3 semester hours.
Strategies and processes to assess perceptions of society, understand diversity, develop networks and create an educational climate embodying high expectations of those involved and served.
- EDL 707. **Mentoring: Strategies for Workplace Learning.** 3 semester hours.
The development of knowledge and skills related to a mentor-protégé relationship as a teaching/learning strategy for school leaders that focuses on the examination of mentor behavior and protégé development through research, observation and practice.
- EDL 708. **Instruction and Learning Environment.** 3 semester hours.
The development of knowledge and skills in instructional leadership focusing on the evaluation of applied research and reflective thought to the practice of upgrading, expanding, and enhancing the quality of teaching and learning environment.
- EDL 709. **Advanced Curriculum Design and Evaluation.** 3 semester hours.
The development of knowledge and skills in curricular leadership that focuses on acquiring and utilizing content knowledge, curriculum knowledge, and processes to support development of programs appropriate to varying school contexts.
- EDL 710. **Problem Analysis in Educational Leadership I.** 3 semester hours.
Problem finding and development of procedures for undertaking a problem analysis project in a school setting. Prerequisite: 27 hours of 600-level Leadership courses.

- EDL 711. **Problem Analysis in Educational Leadership II.** 3 semester hours.

The production of a major problem analysis project relevant to the need(s) of the student's school or school district through integration of theory and practice.

Education Technology

- EDT 601. **Computer-Based Instructional Technologies.** 3 semester hours.

This is the first course, in a series of three, to familiarize classroom teachers with computer-based instructional technologies as they are applied in the educational environment. This course provides opportunities for teachers to become reflective decision makers as they explore ways to enhance their teaching strategies with computer-based technologies. Special fee: \$30.00.

- EDT 602. **Current and Emerging Instructional Technologies.**

3 semester hours.

This is the second course, in a series of three, to familiarize classroom teachers with computer-based instructional technologies as they are applied in the educational environment. This course provides opportunities for teachers to become reflective decision makers as they explore opportunities to incorporate current and emerging technologies in the classroom. Special fee: \$30.00.

- EDT 603. **Curriculum Integration of Technology.** 3 semester hours.

This is the third course, in a series of three, to familiarize classroom teachers with computer-based instructional technologies as they are applied in the educational environment. This course provides opportunities for teachers to become reflective decision makers as they develop the necessary skills to infuse technology into the curriculum. Special fee: \$30.00.

Education for Students with Disabilities

- EEX 605. **Survey of Students with Disabilities.** 3 semester hours.

Introduction to the definitions, causes, characteristics and programs for students with cognitive, behavioral, social and physical disabilities.

- EEX 610. **Introduction to Students with Mild/Moderate Disabilities.**

3 semester hours.

Introduction to literature, etiology, definitions, and characteristics of students with mild/moderate cognitive, learning, and behavioral disabilities.

- EEX 615. **Introduction to Students with Severe Disabilities.**

3 semester hours.

Introduction to the literature, etiology, definitions, and characteristics of students with physical and multiple severe cognitive and behavioral disabilities.

- EEX 617. **Reading Instruction for Students with Disabilities.** 3 semester hours.
Study of methods and techniques useful in the development and implementation of individualized reading programs for students with disabilities.
- EEX 620. **Educational Assessment.** 3 semester hours.
Introduction to norm-referenced and curriculum-based evaluation instruments for assessing teaching and learning. Emphasis on techniques and methods for developing and monitoring individualized programs for students with disabilities.
- EEX 630. **Collaborative Partnerships.** 3 semester hours.
Overview of philosophy and strategies for developing and fostering collaborative partnerships between school personnel and with parents. Emphasis on using a team approach to deliver support and instruction in natural environments.
- EEX 635. **Applied Behavior Analysis.** 3 semester hours.
An overview of theory and practice in establishing and maintaining classroom environments that maximize the learning experience. Exploration of the application of applied behavior analysis techniques in accelerating learning and controlling individual behavior of students. Study of the application of data-based approaches to program design and individualization of instruction.
- EEX 640. **Methods and Materials for Students with Mild/Moderate Disabilities.** 3 semester hours.
Instructional strategies, materials, and curriculum useful in the effective instruction of students with mild/moderate cognitive and behavioral disabilities.
- EEX 642. **Methods and Materials for Students with Severe Disabilities.** 3 semester hours.
Instructional strategies, materials, and curriculum useful in the effective instruction of students with physical and multiple severe cognitive and behavioral disabilities.
- EEX 653. **Transition Methods in Special Education.** 3 semester hours.
Overview of principles and techniques for promoting successful movement to successively more complex environments by students with disabilities. Overview of various curricula designed to promote successful transition of students with varying degrees of severity of disability, with emphasis on life-skills oriented approaches.
- EEX 654. **Readings and Research in Special Education.** 3 semester hours.
Survey of large and small-group research designs, basic statistical treatment of data, and in-depth reading of reports of research studies. Emphasis on study of published research reports relating to students with disabilities, comparing and

contrasting those using large-group designs with those using small-group designs.

EEX 678. **Internship in Area of Specialty.** 3 semester hours.

Supervised observation and teaching of students with cognitive, behavioral, physical, and/or multiple disabilities. Emphasis on assessing levels of student function; planning for instruction; teaching in multiple settings; managing behavior; maintaining records; and interacting with parents, faculty, and administrators.

Elementary Education

EED 608. **Creative Growth Through Literature for Children and Adolescents.** 3 semester hours.

Topics include language experience through literature, creative and aesthetic appeals of literature, sensory responses; visual, auditory, kinesthetic gustatory and olfactory, emotional and intellectual responses to literature; integration of children's literature with the content areas.

EED 611. **Issues in Elementary Education.** 3 semester hours.

Study of selected problems facing elementary school-teachers and administrators as identified through professional literature, interviews with educators, and discussion. Students will select one or more actual problems confronted in their situation and develop a plan for its solution.

EED 612. **Advanced Studies in Social Studies.** 3 semester hours.

Study of the nature and purposes of the social studies curriculum, techniques and strategies for teaching the social studies, materials and resources for teaching elementary school social studies, skill development in elementary school social studies, evaluation of pupil achievement in social studies, and current research in elementary school social studies.

EED 613. **Advanced Studies in Language Arts.** 3 semester hours.

Study of theory and practice relating to reading and other language arts. Present practices in these areas will be evaluated in the light of theory as revealed through research. Emphasis will be given to making learning in these areas more effective by relating the work to meaningful experiences of children. The relationship of the language arts to the total school program will be stressed.

EED 615. **Advanced Studies and Research in Developmental Reading.** 3 semester hours.

The psychological and educational scope and sequence of a developmental reading program for learners from pre-school experiences through the sixth grade, including diagnosis of reading abilities and disabilities of individual pupils; development of programs for small groups and individuals at

different levels of readiness; and evaluation of progress in reading ability based on both psychological and emotional adjustment. Prerequisite: EED 377.

- EED 678. **Practicum in Elementary Education K-6.** 3 semester hours.
Supervised laboratory and field experiences in diverse K-6 public school settings. Emphasis is placed on meeting the technology knowledge and skills and the diversity elements as defined by the State Board of Education and NCATE standards.

Art

- AR 501. **Advanced Photography.** 3 semester hours.
Selected in-depth study projects through independent study. May be repeated for three hours credit per semester. Prerequisite: AR 300. Special fee: \$30.00.
- AR 503. **Commercial Photography.** 3 semester hours.
Print page advertising photographic techniques with emphasis on large format camera work and computer manipulation of imagery. Prerequisite: AR 300. Special fee: \$30.00.
- AR 504. **Photo Journalism.** 3 semester hours.
Assignments covering sports, features, and advertising with emphasis on the feature story with text. Study of electronic imagery on print media. Prerequisite: AR 300. Special fee: \$30.00.
- AR 511. **Advanced Printmaking.** 3 semester hours.
Studies in mixed-media to achieve facility of individual expression. May be repeated for three hours credit per semester. Prerequisite: AR 411. Special fee: \$30.00.
- AR 521. **Advanced Drawing.** 3 semester hours.
Studies to integrate formal issues, technical skills, and content in contemporary drawing. May be repeated for three hours credit per semester. Prerequisite: AR 421.
- AR 542. **Advanced Painting.** 3 semester hours.
A concentrated investigation of contemporary painting leading to the development of a personal style and content. May be repeated for three hours credit per semester. Prerequisite: nine credit hours AR 442 or permission of the instructor.
- AR 545. **Layout and Typography.** 3 semester hours.
Problems in various layout forms for the graphic artist; study of type styles. Prerequisite: AR 445.
- AR 546. **Graphic Design.** 3 semester hours.
Development and application of two and three dimensional work in contemporary graphic design technology. May be repeated for three hours credit per semester. Prerequisites:

nine credit hours AR 446, six credit hours AR 447, or permission of the instructor.

- AR 548. **Packaging and Display.** 3 semester hours.
Concentration in professional design solutions to three dimensional graphic design problems. May be repeated for three hours credit per semester. Prerequisites: nine credit hours AR 446, six credit hours AR 447, or permission of instructor.
- AR 551. **Advanced Ceramics.** 3 semester hours.
Emphasis on perfecting throwing and handbuilding techniques, glaze formulation, and experimental firing. May be repeated for three hours credit per semester. Prerequisite: AR 352. Special fee: \$30.00.
- AR 580. **Modern Art.** 3 semester hours.
An investigation and critical analysis of diverse modes, issues, and problems of 20th century visual art with an emphasis on independent research.
- AR 581. **Modern Architecture.** 3 semester hours.
The theories and monuments of master architects in this century.
- AR 582. **Italian Renaissance Art.** 3 semester hours.
Art and architecture in the 15th and 16th centuries in Italy.
- AR 583. **American Art.** 3 semester hours.
Topics in the development of aesthetics and art in the United States.
- AR 584. **History of Photography.** 3 semester hours.
European and American master photographers since 1839.
- AR 585. **Theory and Criticism.** 3 semester hours.
Classical and current thought in art historical investigations.
- AR 591. **Advanced Sculpture.** 3 semester hours.
Development of coherent sculptural works sustained in one or two mediums. May be repeated for three hours credit per semester. Prerequisite: AR 392. Special fee: \$30.00.
- AR 599. **Independent Study-Practicum.** 3 semester hours.
Approval of the department chair to graduate students after the completion of 18 credit hours in art.

Biology

- BI 521. **Ecology.** 4 semester hours.
Relationships between organisms and their environment, including the structure and function of populations, communities, and ecosystems. A research project and/or paper will be required. Special fee: \$30.00.

- BI 523. **Aquatic Ecology.** 4 semester hours.
Freshwater habitats and their biotas. Qualitative and quantitative techniques for studying lakes, streams, and wetlands will be included. A research project and/or paper will be required. Special fee: \$30.00.
- BI 533. **Embryology.** 4 semester hours.
The development of animals including the molecular and cellular basis for differentiation, with selected vertebrates used to illustrate the development of tissues, organs, organ systems, and body form. A research project and/or paper will be required. Special fee: \$30.00.
- BI 541. **Biochemistry.** 3 semester hours.
Chemical interpretations of biological phenomena; compounds of biological significance as related to metabolism; carbohydrates, lipids proteins, nucleic acids, and enzymes. A research project and/or paper will be required.
- BI 551. **Ornithology.** 3 semester hours.
Biology and classification of birds with emphasis on field identification of local species. A research project and/or paper will be required. Special fee: \$30.00.
- BI 552. **Entomology.** 3 semester hours.
Morphology, physiology, and taxonomy of insects, including collection, preservation, and identification of those occurring in the local area. A research project and/or paper will be required. Special fee: \$30.00.
- BI 560. **Plant Physiology.** 3 semester hours.
Physiological processes in plants and their relationship to structure and environment with emphasis on vascular plants. A research project and/or paper will be required. Special fee: \$30.00.
- BI 571. **Parasitology.** 4 semester hours.
Morphology, taxonomy, life history, and ecology of parasites of humans and other animals. A research project and/or paper will be required. Special fee: \$30.00.
- BI 572. **Histology.** 4 semester hours.
Animal tissues and microscopic structure of the various organs of higher vertebrates. A research project and/or paper will be required. Special fee: \$30.00.
- BI 599. **Special Topics in Biology.** 3 semester hours.
A detailed study of a particular topic of special interest. Topics will vary but will be listed in the Schedule of Classes when offered, and on the students' transcripts. A research project and/or paper will be required. Special fee: \$30.00.

- BI 601. **Problems in Marine Biology.** 1-4 semester hours.
 The University of North Alabama is a member of the Marine Environmental Sciences Consortium. The resident staff of the consortium offers various marine biology courses on the graduate level at the Sea Laboratory at Dauphin Island, Alabama. These graduate courses are available to eligible students under this course number and title which may be repeated for different courses. Special requirements and prerequisites.
- BI 602. **Modern Ideas in Biology.** 3 semester hours.
 Survey of those most significant and unifying ideas in biology today. Recent advances in the study of genes and gene action, cell biology, development, phylogeny, and evolution are considered. The student is expected to make a survey of the literature bearing upon the various fields covered in the lectures. Three class periods per week.
- BI 615. **Developmental Biology for Teachers.** 3 semester hours.
 Designed for elementary and secondary teachers. Covers such topics as genetics, including appropriate hereditary and environmental influences; reproduction and development, including dysgenesis; and current biomedical ethical problems. Special fee: \$30.00.
- BI 617. **Ecology for Teachers.** 3 semester hours.
 The relationships of plants and animals with their environment, with emphasis on ecological principles most suitable for elementary and secondary teachers. Special fee: \$30.00.
- BI 619. **Physiology for Teachers.** 3 semester hours.
 The structure and fundamental physiological processes of animals beginning at the cellular level, with emphasis on human physiology appropriate for elementary and secondary teachers. Special fee: \$30.00.
- BI 690. **Special Topics in Biology.** 2-4 semester hours.
 Courses on a variety of topics are available to eligible graduate students under this course number and title as the need arises. Course number may be repeated as different topics in biology are offered. Special requirements and prerequisites. Special fee: \$30.00.
- BI 696. **Directed Research.** 2 semester hours.
 Research project in the student's area of interest and specialization supervised by the student's adviser. Encompasses the study and development of experimental techniques and methods, collection and evaluation of data, and writing the report. Conferences and laboratories as required. Special fee: \$30.00.

Business

Certain courses from the graduate offerings for the master of business administration degree program may be approved for particular programs in education. For course numbers and descriptions, see the "College of Business."

Business and Marketing Education (secondary education only)

- BE 611. **Seminar in Business and Marketing Education.** 3 semester hours.
Methods and techniques of evaluating significant research studies and literature to guide the practical school use.
- BE 615. **Workshop in Business and Marketing Education.** 3 semester hours.
An in-depth investigation of selected current topics in business and marketing education and related areas. The course may be repeated with a change in content. The student should consult the Schedule of Classes to determine the current topics. (Not more than six hours of workshop courses in business education can be applied toward a master's degree.)
- BI 617. **Issues and Trends in Business and Marketing Education.** 3 semester hours.
Issues and trends in education that pertain to business as well as those issues and trends that are inherent in business education itself.
- BE 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to business education. Prerequisite: approval of the Dean of the College of Business.

Chemistry

- CH 634. **Advanced Inorganic Chemistry.** 3 semester hours.
Selected topics in inorganic chemistry. Three class periods per week. Prerequisites: CH 341, 341L.
- CH 634L. **Advanced Inorganic Laboratory.** 1 semester hour.
Laboratory for CH 601. Selected experiments in inorganic chemistry utilizing modern preparative techniques and modern spectroscopic techniques. One 3-hour laboratory period per week. Must be taken concurrently with CH 601. Prerequisites: CH 341, 341L. Special fee: \$30.00.
- CH 637. **Advanced Organic Chemistry.** 3 semester hours.
Study of the application of spectroscopic methods to the determination of organic structures. Review of selected organic mechanisms emphasizing classical reactive intermediates, stereochemistry, and orbital symmetry. Introduction to natural products chemistry. Three class periods per week. Prerequisites: CH 312, 312L, 341, 341L, or approval of instructor.

- CH 637L. **Advanced Organic Laboratory.** 1 semester hour.
Laboratory for CH 635. Selected experiments in organic chemistry utilizing modern preparative techniques and modern spectroscopic techniques. One 3-hour laboratory period per week. Must be taken concurrently with CH 635. Prerequisites: CH 312, 312L, 341, 341L, or approval of instructor. Special fee: \$30.00.
- CH 644. **Quantum Chemistry.** 3 semester hours.
The wave equation with interpretations, operation, eigenvalues, expectation values, one-dimensional motion, angular momentum, spin and approximate solutions to the wave equation with applications. Prerequisites: CH 381, 381L.
- CH 655. **Studies in Teaching Secondary School Chemistry.** 3 semester hours.
Study of particular problems and teaching practices of the chemistry teacher. Appraisal of laboratory experiences, equipment selection, and utilization of current curriculum developments will be emphasized. The future of chemistry and chemistry teaching is considered. Prerequisite: undergraduate major or minor in chemistry.
- CH 660. **Chemistry of Watersheds.** 3 semester hours.
The chemical composition of the oceans, major fresh water reservoirs, and rivers will be considered with emphasis on trace metals, organic compounds and suspended solids. The chemical contributors to overall water quality will be considered in the context of a model for both an urban and a rural watershed. Prerequisites: CH 305, 305L, or approval of instructor.
- CH 665. **Environmental Regulations for Teachers.** 3 semester hours.
A study of the fundamental environmental laws and regulations of the United States. Primary emphasis will be on the Safe Drinking Water Act, the Clean Water Act, the Clean Air Act and the Resource Conservation and Recovery Act, and how these relate to the teaching of secondary school chemistry. Prerequisites: CH 311, 311L, or approval of instructor.
- CH 670. **Chemistry of the Atmosphere.** 3 semester hours.
The composition and chemical dynamics of the Earth's atmosphere will be considered with emphasis on trace gases, aerosols and particulates and atmospheric modeling. Prerequisites: CH 381, 381L, or approval of instructor.
- CH 671. **Chemical Literature.** 1 semester hour.
- CH 690. **Special Topics in Chemistry.** 3-6 semester hours.
Courses on a variety of topics are available to eligible graduate students under this course number and title. Course number may be repeated as different topics in chemistry are

offered. Departmental approval required. Special fee may be required depending on the topic.

- CH 696. **Directed Research.** 1-3 semester hours.
Research project in the student's area of interest and specialization under the direction of departmental faculty. Conferences and laboratories as required. Departmental approval required. Special fee: \$30.00.

Communications and Theatre

- COM 500. **Communication Law and Regulation.** 3 semester hours.
Advanced study of the laws and regulations affecting media in the United States. Topics include constitutional rights including speech, press, and privacy, relevant court decisions, and current regulation of electronic media. A major project will be required. (Spring)
- COM 502. **Persuasion.** 3 semester hours.
Advanced study in the analysis of the principles and techniques used in all forms of persuasive communication. The course includes both theoretical and applied work concerning the use of communication to produce specific attitudes within receivers. A major project will be required. (Spring, even-numbered years)
- COM 542. **Public Relations Campaigns.** 3 semester hours.
Research, planning, and evaluation of public relations campaigns. Additional major projects will be required. (Fall)
- COM 560. **Advanced Radio-Television-Film Production.** 3 semester hours.
Advanced studies in the theories and practice of the production of programs and films in the tele-communications industry. Additional major projects will be required. (Spring)
- COM 580. **Topics in Communication.** 3 semester hours.
Advanced studies in the examination of a specific topic in the field of communication. Topic will be announced prior to the scheduling of the class. May include a field trip. A major project will be required. (Offered on sufficient demand)
- TH 502. **Dramatic Literature and Criticism I.** 3 semester hours.
Advanced study of the works of major playwrights and critical theorists of western theatre from Greece through the Romantic period. There will be extensive reading of both dramatic and critical literature. A major project will be required. (Fall, odd-numbered years)
- TH 505. **Dramatic Literature and Criticism II.** 3 semester hours.
Advanced study of the works of major playwrights and critical theorists of western theatre from the 19th and 20th centuries. There will be extensive reading of both dramatic

and critical literature. A major project will be required. (Spring, odd-numbered years)

- TH 530. **Theatre History I.** 3 semester hours.
Advanced study and research of specific plays and staging practices of the Greek, Roman, Medieval, and Renaissance periods with an emphasis on the unique methods and problems associated with theatre history research. (Fall, even-numbered years)
- TH 540. **Theatre History II.** 3 semester hours.
Advanced study and research of specific plays and staging practices of the Restoration, Eighteenth Century, Romantic, and Modern Periods; study and research of non-Western theatre practice. (Spring, even-numbered years)
- TH 560. **Arts Management.** 3 semester hours.
Advanced study of the various approaches used in theatre management. Emphasis will include box office management, marketing strategies, funding challenges, promotion, and public relations activities specific to arts organizations. A major project will be required. (Spring, odd-numbered years)
- TH 570. **Directing.** 3 semester hours.
Advanced study of the art and practice of stage direction; study of the work and theories of influential directors; intensive research of the work of a chosen playwright culminating in the production of a one-act play or cutting from a full-length play. Prerequisite: previous production experience or departmental approval. (Spring, even-numbered years)
- TH 580. **Topics in Theatre.** 3 semester hours.
A detailed study of a particular topic of special interest. Topics will vary but will be listed in the schedule of classes offered, and on the students' transcripts. May include a field trip. May be repeated one time. A major project will be required. (Fall, odd-numbered years)

Computer Science

- CS 510. **Programming Languages.** 3 semester hours.
Programming language concepts: syntax; characteristic of grammars such as context-free and ambiguous; Backus-Naur Form; organization of programming languages such as block structure, list processing, etc. Prerequisite: CS 255.
- CS 521. **Automata Theory and Compiler Construction.** 3 semester hours.
Formal grammars, mathematical machines and their relationships. Compiler writing techniques and their application on a simple language. Prerequisite: CS 355.

- CS 561. **Numerical Analysis.** 3 semester hours.
Error analysis for iterative methods; approximation theory; numerical differentiation and quadrature; initial-value problems for ordinary differential equations; iterative techniques in matrix algebra. Also listed as MA 561 but creditable only in the field for which registered. Prerequisites: CS 155 or 210; MA 227.
- CS 587. **Computer Architecture.** 3 semester hours.
Boolean algebra and the elements of logic design. Study of the theory and design of register transfer, arithmetic unit, control unit, and memory. Micro, mini, and mainframe processors. Design options including array processors, stack-based processor, pipelining, and multiprocessing. Prerequisites: CS 310, 386.
- CS 590. **Graduate Seminar.** 3 semester hours.
Computer science topics selected according to the needs of the students. Prerequisites: graduate classification and departmental approval.

Earth Science

- ES 521. **Applied Paleontology.** 4 semester hours.
Taxonomic principles, biostratigraphy, paleoecology. Field trips may be required. Independent project and/or term paper required. Prerequisite: ES 132 or departmental approval. Special fee: \$30.00.
- ES 525. **Introduction to Oceanography.** 4 semester hours.
The physics, chemistry, geology, and biology of the oceans. Prerequisites: BI 112; CH 112; PH 242 or 252.
- ES 528. **Oceanology of the Gulf of Mexico.** 2 semester hours.
A detailed descriptive study of the coastal zone, continental shelf, and deep ocean of the Gulf of Mexico and adjacent waters. Prerequisite: ES 425 or ES 525. (Offered at Dauphin Island)
- ES 531. **Structural Geology.** 3 semester hours.
The nature, classification, origin, and quantification of geologic structures, with emphasis on sedimentary rocks. Field trips may be required. Independent project and/or term paper required. Prerequisites: ES 132.
- ES 531L. **Structural Geology Laboratory.** 1 semester hour.
Laboratory analysis, including computer mapping of folds, faults, and other structural features. Prerequisite: ES 431 or concurrent enrollment in ES 531.
- ES 541. **Stratigraphy and Sedimentology.** 3 semester hours.
Stratified rocks and the processes involved in the formation of sedimentary rocks. Field trips may be required.

Independent project and/or term paper required. Prerequisite: ES 132.

- ES 580-581. **Topics in Earth Science.** 1-4 semester hours.
Field trip and/or term paper required. Departmental approval required. Special fee may be required depending on the topic.
- ES 588. **Hydrogeology.** 3 semester hours.
The interrelationships between water and geologic materials and processes. Independent project and/or term paper required. Prerequisite: ES 131.
- ES 605. **Astronomy for Teachers.** 3 semester hours.
Considers popular topics in astronomy. Emphasis is placed on observational aspects of astronomy including constellations, planets, and celestial motion. Prerequisite: PH 125.
- ES 615. **Problems in Elementary School Science.** 3 semester hours.
Considers the problems of elementary school teachers in the area of science. Problems involving applications of both physical and biological science to the elementary school curriculum are considered. Recent programs and curriculum developments are emphasized. Provision is made for individual investigation in new curriculum programs. Prerequisite: 12 semester hours of science. Special fee: \$30.00.
- ES 616. **Problems in Middle School Science.** 3 semester hours.
Considers the problems of teachers of science in the middle school grades. Emphasis is placed on middle school programs and new curriculum developments in science. Provision is made for investigation of ideas of relevance to middle school programs. Prerequisite: undergraduate major or minor in science. Special fee: \$30.00.
- ES 617. **Problems in Secondary School Science.** 3 semester hours.
Considers the problems of teachers of science in the secondary grades. Emphasis is placed on recent secondary school programs and new curriculum developments in science. Provision is made for investigation in new curriculum programs. Prerequisite: undergraduate major or minor in science. Special fee: \$30.00.
- ES 680-681. **Topics in Earth Science.** 1-3 semester hours.
Topics will be selected for earth science and geology disciplines at the graduate level. Departmental approval required when course is taken at UNA. Departmental and university approval required if course is taken at another institution. Field trip and/or term paper required. Special fees may be required. Prerequisites ES 131 and 132 plus six additional hours in earth science or geology. Must be a science major. Each course may be repeated up to a total of three hours for each course. (Fall, Spring, Summer)

Economics

- EC 528. **History of Economic Thought.** 3 semester hours.
A survey of theories of the principle thinkers in economics. Classical liberalism and conservatism of Smith and Mill; critiques of capitalism by Marx and the socialists; Keynesianism; neo-classical thought; Schumpeter; Galbraith; Freidman.
- EC 635. **Teaching Economic Principles in Elementary and Secondary Schools I.** 3 semester hours.
Analysis of macroeconomic principles and concepts such as employment, inflation, national income, recession, monetary and fiscal policy, and growth; means of employing economic concepts in the classroom; administration of economic education programs in the school curricula. No economics prerequisites.
- EC 636. **Teaching Economic Principles in Elementary and Secondary Schools II.** 3 semester hours.
Analysis of the market price system and the economic variable affecting the firm; means of employing economic concepts in the classroom; administration of economic education programs in the school curricula. No economics prerequisites.
- EC 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to business management. Prerequisite: approval of the Dean of the College of Business.

Finance

- FI 635. **Security and Portfolio Analysis.** 3 semester hours.
A study of basic investment instruments, markets for those instruments, and management of those instruments in a portfolio. Topics include portfolio theory, capital markets, equities, fixed-income securities, derivative assets, and portfolio management. Prerequisite: FI 393.

Geography

- GE 502. **Problems in Political Geography.** 3 semester hours.
The role of geographic factors in influencing the political structure of nations. Also listed as PS 502 but creditable only in the field for which registered.
- GE 503. **Conservation of Natural Resources.** 3 semester hours.
The spatial distribution of natural resources, their use and future prospects. Field work required.
- GE 510. **Integration of Geography and History.** 3 semester hours.
The integration of the spatial concepts of geography with the chronological concepts of history. Also listed as HI 510 but creditable only in the field for which registered.

- GE 513. **Geography of Asia.** 3 semester hours.
An analysis of the distribution of resources and peoples of Asia, relationships to each other and to the rest of the world.
- GE 524. **Geographic Information Systems.** 3 semester hours.
Concepts and technologies of geographic information systems with emphasis on advanced applications including a final project. Prerequisite: GE 225.
- GE 535. **Geomorphology.** 3 semester hours.
The origin and development of land forms and the processes involved. Two class periods, one 2-hour laboratory period per week, and one required field trip per semester. Prerequisite: ES 121 or 131 or GE 111 or 112. Special fee: \$30.00.
- GE 560. **Advanced Cultural Geography.** 3 semester hours.
A conceptual approach to the study of human environment systems, cultural landscape, ecological perspectives, environmental perception and behavior, and environmental stress. Prerequisite: GE 102 or departmental approval.
- GE 572. **Historical Geography of the United States.** 3 semester hours.
The role of geographic conditions in the exploration, settlement, and development of the United States. Also listed as HI 572 but creditable only in the field for which registered.
- GE 599. **Independent Study-Practicum.** 3 semester hours.
Open to graduate students on approval of the department chair. Provides for independent study and research under departmental determination, supervision, and evaluation.
- GE 601. **Physical Geography for Teachers.** 3 semester hours
Considers the spatial aspects of climate, vegetation, soils, and landforms with special emphasis given to map use and map interpretation skills.
- GE 602. **Cultural Geography for Teachers.** 3 semester hours.
Considers the spatial aspects of human culture including location, population, migration, economics, politics, and global interdependence with special emphasis on map and atlas interpretation skills.
- GE 603. **Regional Geography for Teachers.** 3 semester hours.
An examination of the spatial distribution of physical and cultural attributes which give uniqueness and diversity to world regional patterns on the earth's surface.
- GE 604. **Methods and Materials of Geographic Education.**
3 semester hours.
The examination and application of instructional procedures and materials focusing upon current geographic objectives, concepts, and methods of learning appropriate to the needs of teachers of geography.

- GE 605. **Field Experience in Geography.** 3 semester hours.
A field-oriented approach to the study of environmental concepts, including man-earth relationships. Designed to be offered as a Saturday course during the regular school year or as a short summer course to allow for an adequate block of time to engage in field work.

Health Education

- HED 502. **Exercise Prescription and Fitness Appraisal in the Healthy Individual.** 3 semester hours.
Designed to develop competencies and practical skills used by the professional to evaluate health related components of physical fitness. General methodologies and procedures used in exercise testing, exercise prescription, risk factor identification and education for healthy individuals will be studied. Also listed as PE 502 but creditable only in the field for which registered.
- HED 506. **Human Sexuality.** 3 semester hours.
This course is designed for instruction, development, and understanding of the physical, mental, social, emotional, and psychological dimensions of human relations. Special emphasis will be placed on the understanding of human sexuality as a health entity.
- HED 508. **Consumer Health.** 3 semester hours.
Students will examine and analyze consumer behavior and use of various health-related products and services in the market place.
- HED 510. **Health Promotion.** 3 semester hours.
This course will examine the development of health promotion programs in community, corporate and school settings, including assessment of program development, selection of personnel, administrative procedures, evaluation procedures, marketing techniques and legal issues. Also listed as PE 510 but creditable only in the field for which registered.
- HED 520. **Health and Aging.** 3 semester hours.
Interdisciplinary course which focuses on the psychological changes experiences by individuals as they age. Specific attention will be placed on the unique changes that occur among the elderly.
- HED 522. **Public Health.** 3 semester hours.
A critical examination of the American public health care system at all levels of government. The course includes an examination of the role of voluntary and governmental health agencies, epidemiology, environmental health programs and the accessibility of public health services.

- HED 524. **Drugs in American Society.** 3 semester hours.
In-depth study and analysis of the medical, psychological, social, and legal dimensions of drug use and abuse in the United States.
- HED 525. **Nutrition and Human Performance.** 3 semester hours.
Students will examine and evaluate the influence and relationship of the basic nutrients to optimal healthful living and athletic performance. Also listed as PE 525 but creditable only in the field for which registered.
- HED 530. **Behavioral Modification Interventions.** 3 semester hours.
Detailed analysis of an array of behavioral change techniques and their application to relevant health problems in prevention/intervention programs. Special emphasis will be placed on exercise adherence, dietary changes, weight control management, smoking cessation and stress management. Also listed as PE 530 but creditable only in the field for which registered.
- HED 543. **Management of Health, Physical Education, Recreation, and Athletics.** 3 semester hours.
Study and practical application of the organization and administration of health, physical education, recreation, and athletic programs in the schools. Specific topics will include: curricular planning; budgeting; selection, care, and maintenance of equipment and facilities; personnel; and other administrative problems. Also listed as PE 543 but creditable only in the field for which registered.
- HED 551. **Tests and Measurements in Health and Physical Education.** 3 semester hours.
Students will study the methods and techniques of measurement, evaluation, and analysis of specific physical and intellectual behavioral and performance variables. Also listed as PE 551 but creditable only in the field for which registered.
- HED 598. **Internship/Clinical/Field Experiences.** 3 semester hours.
Students will be assigned to an approved health/fitness agency, wellness program, or educational institution for a period of time arranged with the student by the course instructor and approved by the chair of the department.
- HED 600. **Introduction to Research.** 3 semester hours.
Study of the methods and techniques of research used in physical education as well as exercise and health sciences. Special attention will be given to the theoretical and practical basis of research including the fundamentals of problem identification, hypothesis, sampling, instrumentation and data collection. Data analysis will include description statistics, Pearson r correlation, t-tests, ANOVA and ANCOVA. Each student will also prepare and present a research proposal. Also listed as PE 600 but creditable only in the field for which registered.

- HED 606. **Health and Fitness.** 3 semester hours.
This course seeks to collect and study evidence from research studies in medicine, physiology, and physical education which give promise toward solving persistent problems in areas of physical fitness. Also listed as PE 606 but creditable only in field for which registered.
- HED 611. **Curriculum Designs in Health and Physical Education.** 3 semester hours.
Principles, problems, and procedures in the development of a health and physical education curriculum. Special emphasis placed on developing a course of study in physical education for a chosen situation. Also listed as PE 611 but creditable only in field for which registered.
- HED 621. **Current Issues in Health and Physical Education.** 3 semester hours.
This course is designed to enrich the health backgrounds of teachers of health and physical education at all levels. Particular emphasis is placed on controversial topics and new aspects of teaching. Also listed as PE 621 but creditable only in field for which registered.
- HED 634. **Advanced Methods of Teaching in Physical Education or Health Education.** 3 semester hours.
Intensive study of current literature and analysis of research application to classroom teaching, including application in a field setting. Also listed as PE 634 but creditable only in field for which registered.
- HED 660. **Scientific Basis of Health and Human Performance.** 3 semester hours.
Designed to provide an opportunity for teachers and coaches to gain in-depth knowledge of certain aspects of health and human performance through research. Also listed as PE 660 but creditable only in field for which registered.
- HED 690. **Independent Study.** 3 semester hours.
Allows a graduate student, on approval of the department chair, to select a problem of interest and pursue a solution through research, library study, or other methods of investigation with departmental supervision and evaluation. Also listed as PE 690 but creditable only in field for which registered.
- HED 710. **Problems in the Administration and Supervision of Health and Physical Education.** 3 semester hours.
Prepares teachers to deal with the various problems of administration and supervision confronting both administrators and supervisor in the public schools and in universities. Also listed as PE 710 but creditable only in field for which registered.

- HED 740. **Seminar in Health and Physical Education.** 3 semester hours.
Lectures, discussions, and literary analysis of individualized critical issues in health and physical education will be utilized. Also listed as PE 470 but creditable only in field for which registered.

History

- HI 510. **Integration of Geography and History.** 3 semester hours.
The integration of the spatial concepts of geography with the chronological concepts of history. Also listed as GE 510 but creditable only in the field for which registered.
- HI 518. **Medieval Europe I, 476-1099.** 3 semester hours.
A survey of Medieval History from the collapse of Rome to the 1st Crusade. Emphasis on social, cultural and religious movements, including such topics as the barbarian "invasions," Huns, King Arthur, the rise of the papacy, monasticism, St. Augustine, Islam, Vikings, Charlemagne, the Norman Conquest and the early Crusades.
- HI 519. **Medieval Europe II, 1100-1500.** 3 semester hours.
A survey of Medieval History from the 1st Crusade to the end of the Middle Ages. Emphasis on social, cultural and religious movements, including such topics as the Knights, Courtly Love, Becket, the first Universities, Castles, Cathedrals, Church and State, Heresies, Inquisition, Black Death, Peasant Revolts, Hundred Years War, and Joan of Arc.
- HI 521. **Renaissance and Reformation.** 3 semester hours.
Early modern Europe, 1450-1648, with emphasis on the Renaissance and Reformation.
- HI 522. **European Imperialism Since 1500.** 3 semester hours.
The expansion of European dominance in the world after 1500.
- HI 523. **Early Modern Europe, 1648-1789.** 3 semester hours.
The triumph and collapse of absolute monarchy, the evolution of the modern state system, the emergency of modern scientific thought and the Enlightenment, and the onset of an age of Age of Revolution in America, France, and much of the western world. (Fall, even-numbered years)
- HI 524. **European Popular Culture, 1500-1800.** 3 semester hours.
This course explores the lives of common people of the early-modern period (1500-1800) and how they made sense of the world. It seeks to uncover not only what people thought, but how they thought, and how they expressed such thought in behavior. Topics studied include: family and community structure, poverty, criminality and violence, oral traditions, popular religion, rituals, popular protest and rebellion, witchcraft and vampires, the development of manners, as well as

the impact that the political, economic, social, and intellectual changes of the period had on popular culture.

- HI 525. **French Revolution and Napoleonic Period.** 3 semester hours.
The French Revolution and Napoleonic period.
- HI 527. **Nineteenth Century European History (1815 to 1914).**
3 semester hours.
Modern Europe 1815 to 1914.
- HI 529. **Twentieth Century European History (1914 to Present).**
3 semester hours.
Recent and contemporary Europe 1914 to present.
- HI 530. **English Constitutional History.** 3 semester hours.
The English Constitution from the Anglo-Saxon period to the present. Also listed as PS 530 but creditable only in the field for which registered.
- HI 531. **History of England to 1688.** 3 semester hours.
English history from prehistoric times to 1688.
- HI 532. **History of England Since 1688.** 3 semester hours.
English history from 1688 to the present.
- HI 533. **History of the Balkans.** 3 semester hours.
A survey of Balkan history from the middle ages to the present with emphasis on the place of the Balkans in the international systems of the Mediterranean and European regions, the rise of modern national movements, ethnic cultures and cooperation, and the life of the modern Balkan states.
- HI 534. **Russian History to 1801.** 3 semester hours.
The history of Russia to 1801.
- HI 535. **Russian History Since 1801.** 3 semester hours.
The history of Russia since 1801.
- HI 536. **Latin American Colonial History.** 3 semester hours.
Latin American history to 1824.
- HI 537. **Latin American History Since 1824.** 3 semester hours.
The history of the major countries of Latin America since 1824.
- HI 538. **History of the Caribbean.** 3 semester hours.
The histories of the major Caribbean countries and of the Lesser Antillian colonies from the colonial period to the present.
- HI 544. **History of the Middle East.** 3 semester hours.
A study of the history, cultures, and contemporary problems of the Middle East.
- HI 546. **History of Africa.** 3 semester hours.
Traces the history of Africa from earliest times to the present, with emphasis on the period since the midnineteenth. (Offered on sufficient demand)

- HI 547. **History of the Far East.** 3 semester hours.
The development of Far Eastern civilizations with emphasis on China and Japan; the impact of Western culture on the Far East; the position of the Far East in current world affairs. (Offered on sufficient demand)
- HI 548. **The History of World War II.** 3 semester hours.
The origins, course, and consequences of the second world war.
- HI 550. **United States Colonial History.** 3 semester hours.
The colonial background of the United States.
- HI 551. **American Revolution and United States Early Republic, 1763-1800.** 3 semester hours.
A study of the American Revolution and the United States Early Republic, 1763-1800.
- HI 552. **The Middle Period of United States History, 1800-1848.** 3 semester hours.
The history of the United States 1800-1848.
- HI 553. **Civil War and Reconstruction.** 3 semester hours.
The Civil War and Reconstruction.
- HI 554. **United States History, 1877-1919.** 3 semester hours.
A study of United States history from the end of Reconstruction through World War I.
- HI 555. **United States History, 1920-1945.** 3 semester hours.
A study of United States history from 1920 through World War II.
- HI 556. **Recent United States History.** 3 semester hours.
United States history from the end of World War II to the present.
- HI 561. **History of the South.** 3 semester hours.
The political, economic and social developments of the region.
- HI 567. **History of the West.** 3 semester hours.
The relation between the westward movement to the development of the United States.
- HI 572. **Historical Geography of the United States.** 3 semester hours.
The role of geographic conditions in the exploration, settlement, and development of the United States. Also listed as GE 572 but creditable only in the field for which registered.
- HI 573. **United States Economic History.** 3 semester hours.
The economic forces in agriculture, manufacturing, commerce, finance, transportation, and labor.
- HI 574. **United States Military History.** 3 semester hours.
A study of military in the history of the United States and the role of the military institutions and professionals in the society they serve.

- HI 575. **Social and Cultural History of the United States.** 3 semester hours.
Topics in social and cultural history of the United States.
- HI 577. **Constitutional History of the United States.** 3 semester hours.
The principles of the American constitutional system. Also listed as PS 577 but creditable only in the field for which registered.
- HI 578. **The Diplomatic History of the United States.** 3 semester hours.
The United States diplomatic relations with foreign nations since 1778. Also listed as PS 578 but creditable only in the field for which registered.
- HI 579. **History of Religion in the United States.** 3 semester hours.
A nonsectarian study of the role of religion in American history.
- HI 581. **Contemporary United States Foreign Policy.** 3 semester hours.
United States foreign policy from World War II to the present. Also listed as PS 581 but creditable only in the field for which registered.
- HI 582. **History of Science and Technology I, to 1687.** 3 semester hours.
Part one of a survey of the History of Science and Technology, from Neanderthals to Newton. Emphasis on social and cultural factors, including such topics as the Pyramid Building, Stonehenge, Greek Science and Technology, Medieval Science and Technology, the Scientific Revolution, the Trial of Galileo, and the Newtonian World.
- HI 583. **History of Science and Technology II, 1687 to Present.** 3 semester hours.
Part two of a survey of the History of Science and Technology, from Newton to the Nuclear Age. Emphasis on social and cultural factors, including such topics as the Industrial Revolution, the Darwinian Revolution, Germ Theory, Technological Imperialism (Western weaponry), Transportation Relativity, the A-Bomb, and the Human Genome Project.
- HI 584. **Philosophical Borderlands of Science and Religion.** 3 semester hours.
An interdisciplinary course concerning the "Demarcation Question" — where do the borders of science end and religion begin? Both critical reasoning and historical analysis of those areas that have been perceived on the fringes of science, including: Alchemy, Astrology, Atlantis, Galileo and the Church, Mesmerism, Spiritualism, Theosophy, ESP, Near-Death Experience, UFOs and Alien Abductions, Eugenics, the

New Age movements, and the Tao of Physics. A strong philosophical component is included, particularly the application of logical fallacies.

- HI 590. **Special Topics.** 3 semester hours.
One or more carefully selected historical topics.
- HI 599. **Independent Study-Practicum.** 3 semester hours.
Independent study, research, or special field experience under departmental supervision.
- HI 605. **Historiography.** 3 semester hours.
Survey of the major historians from ancient Greece to the present with special attention to their major works, interpretations, and influence in history.
- HI 607. **Directed Research and Study.** 3 semester hours.
Requires a major research and writing project in an appropriate subject matter area. Course may be repeated for credit as different subject matter areas are offered.
- HI 611. **Studies in U.S. History (1607-1865).** 3 semester hours.
Examination of selected historical problems of importance in American history since the Civil War with emphasis upon analysis and interpretation.
- HI 621. **Studies in European History to 1815.** 3 semester hours.
Examination of selected historical problems in European history to 1815 with emphasis on analysis and interpretation.
- HI 622. **Studies in European History Since 1815.** 3 semester hours.
Examination of selected historical problems in European history since 1815 with emphasis upon analysis and interpretation.
- HI 625. **History and Social Studies in the Secondary School.** 3 semester hours.
Study of history and social science programs in secondary school with emphasis on goals, instructional objectives, materials, and techniques.
- HI 690. **Special Topics in History.** 3 semester hours.
A variety of topics will be offered under the course number and title as the need arises. Course may be repeated for credit as different topics in history are offered.

Mathematics

- MA 537. **Modern Algebra I.** 3 semester hours.
Sets, relations, and functions; elementary number theory; group theory including subgroups, cyclic groups, cosets, and Lagrange's theorem. Prerequisite: MA 126.
- MA 538. **Modern Algebra II.** 3 semester hours.
Theory of rings; integral domains; fields, group theory II; Galois theory. Prerequisite: MA 437 or 537.

- MA 545. **Applied Statistics II.** 3 semester hours.
An advanced course in statistical methods and applications including statistical computing utilizing the Statistical Analysis System (SAS). Prerequisite: MA 345.
- MA 547. **Mathematical Statistics I.** 3 semester hours.
Probability and combinatorial methods, discrete probability functions; probability density functions for continuous variates; mathematical expectation; moment generating functions; appropriate applications. Prerequisite: MA 227.
- MA 548. **Mathematical Statistics II.** 3 semester hours.
Sampling distributions; confidence intervals; tests of hypothesis; regression analysis; analysis of variance; appropriate applications. Prerequisite: MA 447 or 547.
- MA 551. **Introduction to Analysis.** 3 semester hours.
Logic and point set theory; real number system; limits; continuity; derivatives. Prerequisite: MA 227.
- MA 552. **Advanced Calculus.** 3 semester hours.
Functions of several variables; mapping; partial derivatives; power series; uniform convergence; line and surface integrals; vector analysis. Prerequisite: MA 451 or 551.
- MA 555. **Complex Analysis.** 3 semester hours.
Algebra and geometry of complex numbers; elementary functions and their mappings; analytic functions; integration in the complex plane; Cauchy's integral theorem; Taylor and Laurent expansions; calculus of residues. Prerequisite: MA 451 or 551.
- MA 561. **Numerical Analysis.** 3 semester hours.
Error analysis for iterative methods, approximation theory; numerical differentiation and quadrature; initial-value problems for ordinary differential equations; iterative techniques in matrix algebra. Also listed as CS 561 but creditable only in the field for which registered. Prerequisites: CS 155 or 210; MA 227.
- MA 571. **Applied Mathematics.** 3 semester hours.
Mathematical model and modeling techniques in the field of engineering, ecology, economics, medicine, chemistry, traffic engineering, and simulation of experiments. Prerequisite: MA 227.
- MA 575. **Introduction to Operations Research.** 3 semester hours.
The nature of operations research; modeling problems using operations research techniques; linear programming; the Simplex Method, theory and practice, special problems; network analysis; dynamic programming; theory of games. Prerequisites: MA 126 and one of CS 110, 155, 210. Corequisite: MA 431.

- MA 591. **Graduate Seminar.** 3 semester hours.
Mathematics topics selected according to the interest and needs of the individual student, with study at the graduate level. Prerequisites: graduate classification and approval of the chair of the department.
- MA 601. **Fundamental Concepts in Mathematics for the Elementary School Teacher.** 3 semester hours.
Mathematics as a language and a tool for thinking. Emphasis is placed on teaching with meaning and on seeing arithmetic as a unified system of correlated ideas, facts, and principles. Includes fundamental notions of number, measure, logic, proof, and function.
- MA 611. **Applied Mathematics for the Secondary School Teacher.** 3 semester hours.
Process approach to problem solving. Emphasis placed on fundamental steps in the solution of problems.
- MA 612. **Selected Topics in Mathematics for the Secondary Teacher.** 3 semester hours.
Selected topics suitable for laboratory mathematics; mathematics modeling; secondary school mathematics from an advanced point of view.
- MA 615. **History and Philosophy of Mathematics.** 3 semester hours.
Development of mathematics in algebra, geometry, and analysis. Impact of science and philosophy made by Euclid, Descartes, Newton, Euler Gauss, Weierstrass, Cantor, Hamilton, Boole, and Galois.
- MA 617. **Symbolic Logic.** 3 semester hours.
Concept of a logistic system and the propositional calculus. Truth tables and their applications to problems. Syllogistic inference and rules. Class membership and inclusion, the algebra of classes.
- MA 621. **Foundations in Algebra for the Secondary Teacher.** 3 semester hours.
Elementary number theory. Groups, fields, systems of linear equations and transformations. Vector algebra.
- MA 623. **Foundations in Analysis for the Secondary Teacher.** 3 semester hours.
Development of the real number system, limits and continuity, and basic point set theory.
- MA 625. **Foundations in Geometry for the Secondary Teacher.** 3 semester hours.
Development of Euclidean geometry in two and three dimensions using the axiomatic methods. Introduction to non-Euclidean geometries.

Music

- MU 504. **Vocal Jazz Ensemble.** 1 semester hour.
Study and performance of vocal jazz music. May be repeated once with departmental approval.
- MU 505. **University Band.** 1 semester hour.
Study and performance of literature for the band. May be repeated once with departmental approval.
- MU 506. **Jazz Band.** 1 semester hour.
Study and performance of popular music. May be repeated once with departmental approval.
- MU 508. **Opera/Musical Theater Workshop.** 1 semester hour.
Study and performance of opera/musical theater literature. May be repeated once with departmental approval.
- MU 510. **Collegiate Singers.** 1 semester hour.
Specialized study and performance of choral music. May be repeated once with departmental approval.
- MU 611. **Choral Literature.** 3 semester hours.
Styles, forms, and performance practices of the choral music from the Baroque, Classic, Romantic, and Modern periods.
- MU 612. **Band Literature.** 3 semester hours.
Styles, forms, and performance practices of instrumental music for wind and percussion instruments from the Baroque, Classic, Romantic, and Modern periods.
- MU 618. **Choral Techniques.** 3 semester hours.
Organization and procedures, choral tone production, and diction.
- MU 631. **Marching Band Techniques.** 2 semester hours.
Methods and procedures of the marching band.
- MU 635. **Care and Repair of Instruments.** 1 semester hour.
Practice in repairs and adjustments normally made by instrumental directors.
- MU 641. **Conducting and Rehearsal Technique.** 2 semester hours.
Study of advanced baton technique and rehearsal procedures. Prerequisite: MU 382.
- MU 642. **Pedagogy of Voice.** 1 semester hour.
Study of vocal problems at all stages of development. Taught in conjunction with Class Voice (MU 121) plus one seminar each week.
- MU 654. **Pedagogy of Brass Instruments.** 1 semester hour.
Course designed to work out specific problems with graduate students in furthering their knowledge of and skill in teaching brass instruments. Taught in conjunction with Class Brass (MU 141) plus one seminar each week.

- MU 657. **Pedagogy of Woodwind Instruments.** 1 semester hour.
 Designed to work out specific problems with graduate students in furthering their knowledge of and skill in teaching woodwind instruments. Taught in conjunction with Class Woodwinds (MU 171) plus one seminar each week.
- MU 661. **Methods and Materials in Music Education.** 3 semester hours.
 Concepts, methods, and materials in music education N-12.
- MU 675. **Master Concert.** 1 semester hour.
 The master concert will be performed by the graduate student's own group in its normal place of performance. Planning, performance, and evaluation of the concert will be under the guidance of the music faculty.
- MU 681-684. **Applied Music (any instrument or voice).** 1-2 semester hours.
 Approval of department chair required. Special fee: \$60.00 per credit hour.

Physical Education

- PE 502. **Exercise Prescription and Fitness Appraisal in the Healthy Individual.** 3 semester hours.
 Designed to develop competencies and practical skills used by the professional to evaluate health related components of physical fitness General methodologies and procedures used in exercise testing, exercise prescription, risk factor identification and education for healthy individuals will be studied. Also listed as HED 502 but creditable only in the field for which registered.
- PE 510. **Health Promotion.** 3 semester hours.
 This course will examine the development of health promotion programs in community, corporate and school settings, including assessment of program development, selection of personnel, administrative procedures, evaluation procedures, marketing techniques and legal issues. Also listed as HED 510 but creditable only in the field for which registered.
- PE 521. **Psychology of Coaching.** 3 semester hours.
 Students will study the application and analysis of psychological principles and theories of coaching in athletics.
- PE 525. **Nutrition and Human Performance.** 3 semester hours.
 Students will examine and evaluate the influence and relationship of the basic nutrients to optimal healthful living and athletic performance. Also listed as HED 525 but creditable only in field for which registered.

- PE 530. **Behavioral Modification Interventions.** 3 semester hours.
Detailed analysis of an array of behavioral change techniques and their application to relevant health problems in prevention/intervention programs. Special emphasis will be placed on exercise adherence, dietary changes, weight control management, smoking cessation and stress management. Also listed as HED 530 but creditable only in the field for which registered.
- PE 541. **Outdoor Education.** 3 semester hours.
This course will discuss the principles of environmental use, group, family, and individual camping and will include outdoor teaching of environmental relationships, sports, crafts, and living skills plus a weekend outdoor living experience. Special fee: \$30.00.
- PE 543. **Management of Health, Physical Education, Recreation, and Athletics.** 3 semester hours.
Study and practical application of the organization and administration of health, physical education, recreation, and athletic programs in the schools. Special topics will include: curricular planning; budgeting; selection, care, and maintenance of equipment and facilities; personnel; and other administrative problems. Also listed as HED 543 but creditable only in the field for which registered.
- PE 544. **Therapeutic Recreation.** 3 semester hours.
Theoretical and philosophical foundations of therapeutic recreation, history of therapeutic recreation, concepts of illness and disability role of the professional recreation therapist, and survey of therapeutic recreation services and settings.
- PE 550. **Motor Learning.** 3 semester hours.
Students will examine and apply practical principles designed to prepare teachers and coaches to teach motor skills in the most efficient and effective manner.
- PE 551. **Tests and Measurements in Health and Physical Education.** 3 semester hours.
Students will study the methods and techniques of measurement, evaluation, and analysis of specific physical and intellectual behavioral and performance variables. Also listed as HED 551 but creditable only in the field for which registered.
- PE 594. **Exercise Prescription for Moderate Risk and Known Disease Individuals.** 3 semester hours.
Competencies and skills for evaluating and prescribing safe and effective therapeutic exercise for individuals with multiple cardiovascular risk factors and/or diagnosed diseases such as heart and lung disease, diabetes and obesity.

- PE 595. **Cardiopulmonary Rehabilitation.** 3 semester hours.
Application of physiological principles for clinical exercise evaluation and therapeutic exercise modalities for the individual with controlled cardiovascular, respiratory or metabolic disease such as diabetes. Emphasis will be placed on following American College of Sports Medicine Exercise Guidelines for determining risk stratification, developing appropriate exercise prescriptions and recommended exercise progressions.
- PE 596. **Exercise Leadership.** 3 semester hours.
Designed to develop competencies, skills, methods and procedures used in exercise and fitness program design. Emphasis will be placed on exercise leadership skills, instructional techniques and oral communication during a variety of exercise settings.
- PE 598. **Internship/Clinical/Field Experiences.** 3 semester hours.
Students will be assigned to an approved recreational agency for a period of time, arranged with the student by the instructor and approved by the chair of the department.
- PE 600. **Introduction to Research.** 3 semester hours.
Study of the methods and techniques of research used in physical education as well as exercise and health sciences. Special attention will be given to the theoretical and practical basis of research including the fundamentals of problem identification, hypothesis, sampling, instrumentation and data collection. Data analysis will include descriptive statistics, Pearson r correlation, t-tests, ANOVA and ANCOVA. Each student will also prepare and present a research proposal. Also listed as HED 600 but creditable only in the field for which registered.
- PE 601. **Advanced Coaching Techniques.** 3 semester hours.
Fundamentals and strategy explained, as well as modern methods of training and scouting, new and/or innovative trends, organizations, and ethics.
- PE 603. **Sport in American Life.** 3 semester hours.
Roles of American sports emphasizing social-cultural values; application of principles from sociology and related fields; discussion of changing patterns, current trends, problems, and issues.
- PE 606. **Health and Fitness.** 3 semester hours.
This course seeks to collect and study evidence from research studies in medicine, physiology, and physical education which give promise toward solving persistent problems in areas of physical fitness. Also listed as HED 606 but creditable only in field for which registered.

- PE 611. **Curriculum Designs in Health and Physical Education.** 3 semester hours.
Principles, problems, and procedures in the development of a health and physical education curriculum. Special emphasis placed upon developing a course of study in physical education for a chosen situation. Also listed as HED 611 but creditable only in field for which registered.
- PE 621. **Current Issues in Health and Physical Education.** 3 semester hours.
This course is designed to enrich the health backgrounds of teachers of health and physical education at all levels. Particular emphasis is placed on controversial topics and new aspects of teaching. Also listed as HED 621 but creditable only in field for which registered.
- PE 634. **Advanced Methods of Teaching in Physical Education or Health Education.** 3 semester hours.
Intensive study of current literature and analysis of research application to classroom teaching, including application in a field setting. Also listed as HED 634 but creditable only in field for which registered.
- PE 660. **Scientific Basis of Health and Human Performance.** 3 semester hours.
Designed to provide an opportunity for teachers and coaches to gain in-depth knowledge of certain aspects of health and human performances through research. Also listed as HED 660 but creditable only in field for which registered.
- PE 690. **Independent Study.** 3 semester hours.
Allows a graduate student, on approval of the department chair, to select a problem of interest and pursue a solution through research, library study, or other methods of investigation and departmental supervision and evaluation. Also listed as HED 690 but creditable only in field for which registered.
- PE 710. **Problems in the Administration and Supervision of Health and Physical Education.** 3 semester hours.
Prepares teachers to deal with the various problems of administration and supervision confronting both administrators and supervisors in the public schools and in universities. Also listed as HED 710 but creditable only in field for which registered.
- PE 740. **Seminar in Health and Physical Education.** 3 semester hours.
Lectures, discussions, and the literary analysis of individualized critical issues in health and physical education will be utilized. Also listed as HED 740 but creditable only in field for which registered.

- PE 770. **Sport and the Law.** 3 semester hours.
Focuses on legal concepts and principles related to the administration, coaching, and teaching of sports. Examines legal issues involving preventative and rehabilitative exercise programs, personnel, facilities, equipment, transportation, medical aspects, liability, and gender. Includes legal terminology of the court system.

Physics

- PH 502. **Biophysics.** 3 semester hours.
Physical processes in biological systems and sub-systems. Independent project and/or term paper required. Prerequisites: BI 111 and two semesters of physics.
- PH 520. **Optics.** 3 semester hours.
Physical and geometric optics. Independent project and/or term paper required. Prerequisite: PH 252.
- PH 547. **Electricity and Magnetism.** 3 semester hours.
Electric and magnetic fields in vacuum and in matter. Computer project, independent project and/or term paper required. Prerequisites: MA 126, PH 252.
- PH 548. **Electromagnetic Fields.** 3 semester hours.
Maxwell's equations, multipole fields, the wave equation with boundary conditions. Computer project, independent project and/or term paper required. Prerequisite: PH 447 or PH 547.
- PH 556. **Statistical Mechanics.** 3 semester hours.
Classical statistical mechanics and thermodynamics, with an introduction to quantum statistical mechanics. Prerequisites: MA 126, PH 252.
- PH 571. **Mechanics I.** 3 semester hours.
Statics and kinematics of particles and rigid bodies including periodic motion. Computer project, independent project, and/or term paper required. Prerequisites: MA 126, PH 252.
- PH 572. **Mechanics II.** 3 semester hours.
Moving coordinate systems, LaGrange's and Hamilton's equations, rotation of rigid bodies, fluid mechanics. Computer project, independent project and/or term paper required. Prerequisite: PH 471 or PH 571.
- PH 580-581. **Topics in Physics.** 3 semester hours.
Topics selected from various branches of physics. Departmental approval required. Special fee may be required depending on the topic.

- PH 595. **Directed Research.** 1-3 semester hours.
Experimental, theoretical, or computational investigation of problems in physics under the direction of departmental faculty. Departmental approval required. Prerequisite: undergraduate physics major or minor, or equivalent experience.
- PH 601. **Teaching Physics in the Secondary School.** 3 semester hours.
Considers the problems of what to teach in physics at the secondary level and how to teach it. Discussions cover the relevance of physics in today's world and how to use this to motivate students to learn. Independent project and/or term paper required. Prerequisite: PH 252. Special fee: \$30.00.
- PH 603. **Modern Physics for Teachers.** 3 semester hours.
Considers physics developed in this century, including relativity, particle-wave nature of matter, uncertainty, and topics from nuclear physics. Independent project and/or term paper required. Prerequisite: PH 343.
- PH 605. **Electronics for Teachers.** 3 semester hours.
Considers the basic components in electronics and the function of each. Complete but simple circuits are analyzed and functions discussed. Modern developments are surveyed. Prerequisite: PH 252. Special fee: \$30.00.
- PH 644. **Quantum Mechanics.** 3 semester hours.
The wave equation with interpretations, operation, eigenvalues, expectation values, one-dimensional motion, angular momentum, spin and approximate solutions to the wave equation with applications. Prerequisites: MA 126, PH 343.

Political Science

- PS 502. **Problems in Political Geography.** 3 semester hours.
The role of geographic factors in influencing the political structure of nations. Also listed as GE 502 but creditable only in the field for which registered.
- PS 530. **English Constitutional History.** 3 semester hours.
The English Constitution from the Anglo-Saxon period to the present. Also listed as HI 530 but creditable only in the field for which registered.
- PS 531. **International Relations.** 3 semester hours.
The nature of international relations.
- PS 533. **Comparative Government and Politics.** 3 semester hours.
The systems of government of major countries of the world.
- PS 535. **International Organization.** 3 semester hours.
The development problems and role of international organizations.

- PS 544. **The Middle East Past and Present.** 3 semester hours.
Multidisciplinary study of the history, cultures, and contemporary politics of the Middle East.
- PS 577. **Constitutional History of the United States.** 3 semester hours.
The principles of the American constitutional system. Also listed as HI 577 but creditable only in the field for which registered.
- PS 578. **The Diplomatic History of the United States.** 3 semester hours.
The United States diplomatic relations with foreign nations since 1778. Also listed as HI 578 but creditable only in the field for which registered.
- PS 581. **Contemporary United States Foreign Policy.** 3 semester hours.
United States foreign policy from World War II to the present. Also listed as HI 581 but creditable only in the field for which registered.
- PS 595. **Government Internship Practicum.** 3 semester hours.
Professional work situations in government under departmental supervision.
- PS 599. **Independent Study-Practicum.** 3 semester hours.
Independent study, research, or special field experience under departmental supervision.

Sociology

- SO 500. **Theories of Deviance.** 3 semester hours.
The major theoretical perspectives, both past and present, in the study of deviance in society.
- SO 503. **Gerontology.** 3 semester hours.
An advanced focus on the biological, psychological, and social aspects of aging in American society.
- SO 510. **Social Change.** 3 semester hours.
Change focusing on related economic, psychological, and sociological variables.
- SO 523. **History of Social Thought.** 3 semester hours.
Theory and methodology in social thought from ancient times to the present.
- SO 524. **Ethnic and Minority Groups.** 3 semester hours.
The factors influencing minority status as well as the various cultural, ethnic, and racial groups in the United States.
- SO 528. **Modern Sociological Theory.** 3 semester hours.
Analysis of the major theoretical perspectives within sociology since the 1920s.

- SO 530. **Social Organization.** 3 semester hours.
The basic principles of social organization focusing on the structure and function of the elements of society.
- SO 535. **Social Stratification.** 3 semester hours.
The processes of differentiation within societies focusing on social class, status and power in American Society.
- SO 542. **Social Psychology.** 3 semester hours.
The psychology of groups and their influences on the individual.
- SO 599. **Independent Study-Practicum.** 3 semester hours.
Independent study, research or practice experiences under departmental determinations, supervision and evaluation. Enrollment by permission of chair of the department.
- SO 601. **Indians of North America.** 3 semester hours.
Study of the aboriginal cultures of North America from the Arctic to Meso America. Special emphasis placed on their origins, on cultures prior to extensive acculturation, and on their contemporary situations.
- SO 603. **Sociology of Education.** 3 semester hours.
Theoretical, conceptual, and descriptive contributions of sociology to education; structural analysis of education as a social system; and education as an instrument of change from sociological perspective.
- SO 605. **Contemporary Social Issues.** 3 semester hours.
Exploration of the full range of contemporary social issues in America in an interdisciplinary setting.
- SO 607. **Urban Sociology.** 3 semester hours.
Historical and contemporary causes, trends, and patterns of urbanization throughout the world. Various approaches to studying the process of urbanization, including ecological, social organization, and political perspective. Current developments and problems in urban planning.
- SO 609. **Principles of Sociological Analysis.** 3 semester hours.
Advanced course in general sociology designed to give a systematic conception of social order, focusing on its structural components and the functions they serve.

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