

2014-2015 GRADUATE CATALOG



THE ONE HUNDRED AND EIGHTY-FOURTH YEAR

*The University of North Alabama is accredited by the
Southern Association of Colleges and Schools Commission on Colleges
to award bachelor's, master's and education specialist degrees.*

*Contact the Commission on Colleges at
1866 Southern Lane, Decatur, Georgia 30033-4097
or call 404-679-4500 for questions about the accreditation of
the University of North Alabama.*

• • • ACCREDITED BY • • •

The Bachelor of Arts and Bachelor of Science in Industrial Hygiene are accredited by the Applied Science Accreditation Commission (ASAC) of ABET <http://www.abet.org>

Accreditation Council for Business Schools and Programs

The Bachelor of Business Administration in Computer Information Systems is accredited by the Computing Accreditation Commission (CAC) of ABET <http://www.abet.org>

The College of Education and Human Sciences at the University of North Alabama is accredited by the National Council for Accreditation of Teacher Education (NCATE), www.ncate.org, 2010 Massachusetts NW, Suite 500, Washington, D.C. 20036; Telephone (202) 466-7496

This accreditation covers initial teacher preparation programs and advanced educator preparation programs. However, the accreditation does not include individual education courses that the institution offers to P-12 educators for professional development, relicensure, or other purposes.

The Council on Social Work Education (Baccalaureate)

The National Association of Schools of Music

The National Association of Schools of Art and Design

Commission on Collegiate Nursing Education
One Dupont Circle NW, Suite 530, Washington, DC 20036; Telephone (202) 463-6930

The Community Counseling (M.A.) and the School Counseling (M.A.Ed.) graduate programs in the Department of Counselor Education are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) under the 2001 Standards, and approved by the International Registry of Counselor Education Programs (IRCEP), an international affiliate of CACREP.

The National Kitchen and Bath Association

• • • CERTIFIED BY • • •

The American Chemical Society

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A Literary Landmark by the Friends of Libraries USA

The University's catalogs are for informational purposes only, and do not constitute a contractual agreement between a student and the University of North Alabama. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the President, or the Board of Trustees, such changes are in the best interest of the students and the University.

Inquiries concerning graduate study and requests for application forms should be addressed to the Office of Graduate Admissions and Services 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 and Human Sciences or

Dean of the College of Nursing

Director of the Office of Professional and Interdisciplinary Studies

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, gender, national origin, race, or religion, 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 nondiscrimination policies for students is Irons Law Firm, 219 N. Court Street, Florence, AL 35630. The coordinator for employees is the Director of the Office of Diversity and Institutional Equity. Contact information is on the web at <http://www.una.edu/diversity/title-ix.html>.

TABLE OF CONTENTS

page

UNIVERSITY ACADEMIC CALENDAR 6

UNIVERSITY ADMINISTRATION..... 7

GENERAL INFORMATION 8

 Mission and Vision 8

 University Values..... 8

 University Goals 8

 History and Location..... 9

 Libraries 9

 Literary Landmark 9

 Organization..... 10

 Courses of Study 11

 Distance Learning Program 13

 Calendar and Course Offerings 13

 Facilities and Services 14

 Students with Disabilities 14

 Academic Freedom and Responsibility..... 15

 Student Right-to-Know 15

 Family Educational Rights and Privacy Act – FERPA 15

 Official UNA Correspondence & Response to
 Administrative Notices 16

 Public Complaints..... 16

 Sexual Harassment..... 17

 Academic Honesty..... 18

 University Expectations for Student Conduct..... 19

 The Student Conduct Process 19

 Jurisdiction Statement..... 19

 Grievance Procedures..... 20

 Student Copyright Notice 20

 Campus Speech 20

 Weapons Policy Statement 21

 Expenses 21

 Residence Hall Application Fee and Apartment Deposit..... 23

 Billing and Payments 24

 Withdrawal Refund Policy..... 24

 University Housing Rent Refund 25

 Residual Procedures..... 26

 Financial Hold 26

 Monthly Payment Options for Students and Families 26

 Student Financial Assistance 26

 Applications and Information 28

GENERAL REGULATIONS AND PROCEDURES	29
Admission.....	29
Appeal of Admission Denial.....	34
Degree and Program General Requirements.....	35
Special Regulations.....	36
Registration and Advisement	41
Graduate Student Procedures.....	42
Retention and Disposal of Admission Files	43
COLLEGE OF ARTS AND SCIENCES	44
Master of Arts.....	44
English.....	44
Admission.....	44
Transfer Admission.....	44
Advisement.....	45
Degree and Program Plans.....	45
History.....	46
Admission.....	46
Transfer Admission.....	46
Advisement.....	47
Degree and Program Plans.....	47
Master of Science in Criminal Justice	48
Admission.....	48
Advisement.....	49
Degree and Program Plans.....	49
Master of Science in Geospatial Science	50
Admission.....	50
Advisement.....	51
Degree and Program Plans.....	51
Special Programs and Activities.....	52
Post Baccalaureate Certificate in Public History	52
Post Baccalaureate Certificate in Security and Emergency Management (SEM).....	53
COLLEGE OF BUSINESS	54
MBA Program Options	55
Admission.....	56
Advisement.....	58
MBA Degree Plans.....	58
Special Programs and Activities.....	60
Graduate Certificate in Project Management.....	60
COLLEGE OF EDUCATION AND HUMAN SCIENCES	62
Admission.....	63
Advisement.....	72
Certification	72
Examinations	73

Degree and Program Plans	73
Master of Arts in Education Degree	73
Master of Arts in Education Degree (Alternative Plan)	77
Master of Arts in Education Degree (International ESOL Plan)	79
Master of Arts in Clinical Mental Health Counseling Degree	80
Master of Science in Health and Human Performance Degree	80
Education Specialist Degree	81
Elementary Education	81
Instructional Leadership	81
Teacher Leader	82
Special Programs and Activities	83
Post-Baccalaureate Certificate in Teaching English To Speakers of Other Languages (TESOL)	83
COLLEGE OF NURSING	84
Program Goals	85
Program Outcomes	85
Assumptions	86
Admission	87
Progression and Retention	88
Unclassified Students	88
Transfer Credit	88
Advisement	89
Clinical Requirements	89
Readmission	89
Degree and Program Plans	89
Nursing in Teaching-Learning Environments	89
Nursing Leadership in Organizational Environments	90
MASTER OF PROFESSIONAL STUDIES	91
Mission	91
Admission	91
Transfer Admission	92
Advisement	92
Degree Requirements	92
COURSES OF INSTRUCTION	93
CAMPUS MAP	(inside back cover)

***UNIVERSITY ACADEMIC CALENDAR**

2014 FALL SEMESTER

August 20	Wednesday—Regular classes begin
September 1	Monday—University closed for Labor Day holiday
October 9	Thursday—Midterm
October 10-12	University closed for Fall Break
November 26-30	University closed for Thanksgiving holidays
December 4	Thursday—Study Day
December 5-10	Semester examinations
December 13	Saturday—Close of term; midyear commencement program, Flowers Hall

2015 SPRING SEMESTER

January 7	Wednesday—Regular classes begin
January 19	Monday—University closed for Dr. Martin Luther King, Jr. Day holiday
February 20-22	University closed for Winter Break
February 27	Friday—Midterm
March 23-29	University closed for spring holidays
April 3	Friday – University closed
April 30	Thursday—Study Day
May 1-6	Semester examinations
May 9	Saturday—Close of term; commencement program, Flowers Hall

MAY INTERSESSION PERIOD

The May intercession period runs from May 11 through May 29, 2015.

May 25	Monday – University closed for Memorial Day holiday
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2015 SUMMER TERM

SESSION ONE

June 2	Tuesday—Regular classes begin
June 25	Thursday—Last day of classes
June 26	Friday – Final examinations and close of session one

SESSION TWO

June 30	Tuesday—Regular classes begin
July 3	Friday—University closed for Independence Day holiday
July 24	Friday—Last day of classes
July 27	Monday—Final examinations and close of session two

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

June 1	Monday—Required assembly for orientation of beginning freshmen and new transfer students
June 2	Tuesday—Regular classes begin
July 3	Friday—University closed for Independence Day holiday
July 24	Friday—Last day of classes
July 27	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 2014-2015

BOARD OF TRUSTEES

The Honorable Robert J. Bentley, Governor of Alabama
President, ex officio

Dr. Thomas R. Bice, State Superintendent of Education
Member, ex officio

	<i>Term Expires</i>
Martin R. Abrams , Florence	2024
Joel R. Anderson , Florence	2024
Lisa Ceci , Huntsville	2015
John B. Cole , Florence	2015
Rodney Howard , Muscle Shoals	2019
Elizabeth Watts Jordan , Florence	2019
Steven F. Pierce , Florence	2024
Simpson Russell , Florence	2015
William A. Trapp , Florence	2019

President, University of North Alabama
Student Government Association
Member, ex officio

OFFICERS OF ADMINISTRATION

William G. Cale, Jr., B.S., Ph.D.	President
John G. Thornell, B.S.Ed., M.Ed., M.Ed., Ph.D.	Vice President for Academic Affairs and Provost
Donna F. Tipps, B.S., M.B.A.	Interim Vice President for Business and Financial Affairs
David P. Shields, Jr., B.S., M.A.	Vice President for Student Affairs
Daniel L. Hendricks, B.A., M.Div., Ph.D.	Vice President for University Advancement
Birdie I. Bailey, B.S.N., M.S.N., Ph.D.	Dean of the College of Nursing
Thomas J. Calhoun, B.S., M.S., M.Div., M.A., Ph.D.	Vice President for Enrollment Management
Gregory A. Carnes, B.S., M.S., 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
Donna P. Lefort, B.S., M.S., Ed.D.	Dean of the College of Education and Human Sciences
Chunsheng Zhang, B.A., M.Ed., Ph.D.	Senior Vice Provost for International Affairs

GENERAL INFORMATION

MISSION AND VISION

As a regional, state-assisted institution of higher education, the University of North Alabama pursues its Mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community.

The Vision of the University of North Alabama builds upon nearly two centuries of academic excellence. We commit ourselves to design and offer a rich undergraduate experience; to respond to the many educational and outreach needs of our region, including the provision of high quality graduate programs in selected disciplines; to provide an extracurricular environment that supports and enhances learning; to provide a global education and participate in global outreach through distance learning programs; and to foster a diverse and inclusive academic community. We promote global awareness by offering a curriculum that advances understanding of global interdependence, by encouraging international travel, and by building a multinational student population. We pledge to support and encourage intellectual growth by offering primarily small, interactive classes taught by highly educated professionals, and through mentoring, internships, and other out-of-class educational opportunities.

UNIVERSITY VALUES

The members of the University of North Alabama community maintain a culture that:

- Adheres to personal academic and intellectual integrity;
- Embraces the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community;
- Values an environment for the free expression of ideas, opinions, thoughts, and differences in people; and
- Respects the rights, dignity, and property of all.

UNIVERSITY GOALS

The University of North Alabama has identified five broad university goals that guide planning and resource allocation throughout the University. These goals are intended to be aspirations in that they are assumed to inspire, to guide, and to be on-going. Each university goal should result in a number of long-term and annual initiatives that support progress toward accomplishing the broader aspiration. The five university goals are:

- To offer high quality programs;
- To build and maintain a student-centered university;
- To promote and celebrate diversity;

- To foster a strong university community; and
- To enhance and support regional development and outreach.

HISTORY AND LOCATION

The University of North Alabama traces its origin to LaGrange College, which was established in 1830 at LaGrange, Alabama, by the Methodist Church, and then 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 a series of name changes: Florence State Teachers College (1929), Florence State College (1957), Florence State University (1968), and the University of North Alabama (1974).

The University occupies over 200 acres in Florence, Alabama, which is located just north of the Tennessee River and is the largest of four cities that make up an area referred to as the “Shoals”. According to the Shoals Area Chamber of Commerce website, the entire metropolitan area has a population of approximately 142,950 people.

The University is a state-assisted, coeducational institution offering undergraduate and graduate degree programs. It is organized into four academic colleges: arts and sciences, business, education and human sciences, and nursing.

LIBRARIES

The university libraries include Collier Library (the main library), the Learning Resources Center located in Stevens Hall, the Music Library located in the Music Building and the Kilby School Library. With combined holdings of one million items, the libraries provide users with access to literature from a wide range of disciplines. Materials not found in the libraries are available through interlibrary loan. Library instruction sessions tailored to meet the needs of individual classes may be scheduled through the library. Common topics include locating books and articles, searching the Internet, and evaluating information sources.

The library website provides access to the online catalog and to many electronic resources. The address of the UNA website for library resources is <http://www.una.edu/library>.

LITERARY LANDMARK

The University was designated as a Literary Landmark by Friends of Libraries U.S.A. in 2006. UNA is the first site in the State of Alabama to receive this honor. The designation is based upon the role of the University in the life and writing of Pulitzer Prize winning author T.S. Stribling. Stribling, a 1903 graduate of the institution, was awarded the Pulitzer for Literature in 1933 for *THE STORE*. *THE STORE* was the second work in his epic trilogy portraying the lives of a fictional family in Lauderdale County, Alabama, as they dealt with the Civil War, Reconstruction, and the boom period of the 1920s. The University library houses an extensive collection of Stribling writings, research materials, and memorabilia.

ORGANIZATION

The programs of graduate studies are offered by the University through its colleges of arts and sciences, business, education and human sciences, and nursing 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 Human Sciences, two graduate faculty from the College of Nursing; and four graduate student representatives, one each from the College of Arts and Sciences, Business, Education and Human Sciences, and Nursing. The Vice President for Academic Affairs and Provost, the Coordinator of Graduate Studies, all deans, the Registrar, and the Director of Library Services will serve as ex-officio members of the Council.

The Graduate Council reviews graduate issues, graduate faculty applications, etc., on a continuous basis; recommends policies, procedures, regulations, programs, and courses for graduate studies; serves as a board of appeal on graduate matters; annually nominates and selects representatives from the Graduate Faculty to the Graduate Council; 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 Library Director, the deans of colleges offering courses for graduate credit, the chairs of departments offering graduate 500-700 level courses, and other graduate teaching faculty appointed annually by the President on the recommendation of 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 criteria for selection but should show sufficient evidence in one or more of the areas to qualify them for the graduate faculty designation. College of Education and Human Sciences intern/practicum supervisors are exempt from this

regulation provided they have a terminal degree and meet all requirements set forth by the appropriate accreditation agency and/or the Alabama State Department of Education.

3. Faculty who are designated as graduate faculty should be involved in the regular 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 (M.A.) Degree in English. 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 Arts (M.A.) Degree in History. This program is intended to meet the educational needs of those aspiring to professional advancement in the study and/or teaching of history or in other professions requiring an advanced degree.

Master of Arts (M.A.) Degree in History, concentration in Public History. The concentration in Public History prepares students for careers in the fields of archival and museum management, historic preservation and cultural resource management. Fieldwork projects and internships give students valuable experience working with historical organizations and agencies.

Master of Science in Criminal Justice (M.S.C.J.) 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.

Master of Science (M.S.) Degree in Geospatial Science. The program focuses on the multidisciplinary application of geography, the spatial paradigm, and methods of geospatial technologies to prepare students to solve complex environmental, urban, economic, and business problems; conduct independent research; expand skills in critical thinking and writing; and enter professions requiring knowledge of geospatial methods, analysis, and techniques.

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.

Education and Human Sciences

Master of Arts Degree in Clinical Mental Health Counseling. Program of study is designed for individuals who wish to counsel in mental health and agency settings and who may wish to become Licensed Professional Counselors.

Master of Arts in Education Degree with majors in school counseling, elementary education K-6, secondary education, including P-12 education (selected teaching fields), instructional leadership, and special education: collaborative teacher K-6 and/or 6-12. For persons who hold the appropriate valid Alabama Class B professional certificate and who have completed the teaching experience as specified, or who qualify under the School Counseling Track 2 CACREP Approach, program completion may qualify them for recommendation for the Alabama Class A professional certificate.

Master of Arts in Education Degree for alternative Class A programs in P-12 education and secondary education.

Master of Science Degree in Health and Human Performance is designed for students interested in the exercise and health sciences professions. This program provides opportunities for advanced study for those individuals whose careers or personal interests require additional knowl-

edge or research skills. The Health and Human Performance degree offers five concentrations; exercise science, kinesiology, integrative health, sport management, and wellness and health promotion.

Education Specialist Degree for persons seeking a Class AA professional certificate in elementary education, instructional leadership, and teacher leader must hold a valid Class A level certificate in an approved Alabama State Department of Education teaching field or instructional support area. Refer to College of Education and Human Sciences section of the Graduate Catalog.

Nursing

Master of Science in Nursing (MSN) degree has two curricular options for registered nurses holding the Bachelor of Science in Nursing (BSN). The “Nursing in Teaching-Learning Environment” option prepares graduates to be educators in both academic and non-academic environments. The “Nursing Leadership in Organizational Environments” prepares the graduates to be managers, administrators, and executives in health care organizations. Both options are available online and require no campus attendance.

Professional Studies

Master of Professional Studies (MPS) degree is an applied interdisciplinary professional program with workforce and personal development at the core of its mission. The degree is designed to build upon skills expected of professionals working within formal organizations while affording students opportunities to develop specialized skills specific to their career path.

DISTANCE LEARNING PROGRAM

The University offers an ever-expanding array of credit-bearing courses via the Distance Learning Program. Classes are taught primarily online, with supplemental video available for selected classes. Distance Learning makes higher education available to students who experience scheduling conflicts caused by geographic distances, employment, family responsibilities, and other variables. For additional information, please contact the Coordinator of Distance Learning in the Department of Educational Technology Services. Questions concerning distance learning in nursing should be directed to the Coordinator for Nursing Online Enrollment. Questions concerning online courses in business should be directed to the College of Business.

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, and the College of Education and Human Sciences schedules day 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. All graduate program courses in the College of Nursing are offered online. Courses in the MBA are available online and/or in the classroom on UNA's main campus and on the Athens State University campus. MBA courses are available each semester on projected schedule basis so that students can plan their course of study around when and where a specific course will be offered.

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 Graduate Admissions and Services. Upon admission to graduate studies, the student is assigned an advisor for continued guidance. University Health Services, located in Bennett Infirmary, is an outpatient clinic designed to meet acute health care needs of students and employees. Visit the website for more detailed information at <http://www.una.edu/healthservices>. Student Counseling Services offers a confidential setting at 555 Oakview Circle where students may seek help with issues and problems that impact personal well-being, growth, or academic performance. See how counseling can help at <http://www.una.edu/counseling>. Services and resources of Career Planning and Development are extended to graduate students. Career advising is available to assist students in making educational and career decisions. Services are also offered to aid students in job search efforts through a variety of programs and services including on-campus interview opportunities, résumé reviews, mock interviews, online employment registration (full and part-time job listings) and career events. A variety of related resources and a list of events can be found at <http://www.una.edu/career/>.

STUDENTS WITH DISABILITIES

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical

and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services.

ACADEMIC FREEDOM AND RESPONSIBILITY

The University is firmly committed to the principle of freedom of thought, inquiry, and expression. No member of the university community may, in the exercise of academic freedom, deny the corresponding right of any other member of the university community, or interfere with the legal and proper functions of the University.

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 University Police web page at <http://www.una.edu/police> under Clery Act Information.

STUDENT RIGHTS AND RESPONSIBILITIES FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a Federal law that regulates how students' educational records are maintained and under what provisions certain student records can/should be released. Throughout primary and secondary education, rights related to students' educational records belong to parents or legal guardians of the student. When a student becomes 18 years of age or enters postsecondary education, these rights transfer to the student.

In accordance with the Family Educational Rights and Privacy Act (FERPA), students of the University of North Alabama are hereby informed of their right to access their official records as described in the Act. A student may examine his/her official academic record during working hours in the registrar's office upon presentation of appropriate PICTURE identification.

The following is a list of directory information that may be made available regarding students of the University without their prior consent and is considered part of the public record of their attendance:

1. Name,
2. Permanent and local addresses,
3. Telephone listing,
4. Major fields of study,
5. Dates of attendance,
6. Degrees and awards received,
7. High school and other colleges and universities attended,
8. Participation in officially recognized organizations, activities, and sports,
9. Weight and height of members of athletic teams,
10. Photographs, and
11. Email addresses.

Students who wish to withhold DIRECTORY INFORMATION should file such a request in the Office of the Registrar prior to the end of the registration period for any given term.

FERPA also provides exceptions for release of information under certain circumstances. As provided for under FERPA, UNA notifies parents/guardians when certain violations of the Student Code of Conduct occur (see UNA Parental Notification Policy, pg. 22 of the Student Handbook). A more complete statement of student rights under FERPA is available on the Department of Education website at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

OFFICIAL UNA CORRESPONDENCE & RESPONSE TO ADMINISTRATIVE NOTICES

The University of North Alabama's official communication vehicle is UNA Portal (accessed through the homepage <http://www.una.edu>). This communication includes email, student billing, financial aid notification, viewing grades, campus-wide notifications including emergencies, and administrative notices. Notices or requests for students to report to an administrative office must be responded to immediately. Such notices are sent only when matters of urgent business or necessary information are involved. A delay in contacting the office concerned may result in a student Code of Conduct violation for Failure to Comply.

PUBLIC COMPLAINTS

The University of North Alabama is committed to making a positive impact on its community locally, regionally, and globally. However, it is expected that there may be occasions upon which members of the public feel it necessary to make the University aware of a complaint about a matter related to the University. Members of the public who make a complaint should be assured that the University will earnestly and promptly seek resolution of complaints.

Informal complaints should first be made with the University office or department that is most relevant to the complaint. Any office or department receiving a complaint should seek resolution of the complaint in

a timely manner. If, after seeking remedy on an informal basis, the complaining party feels the complaint has not been satisfactorily addressed, he/she may make a formal complaint through the Office of the Vice President for Academic Affairs and Provost using the following guidelines:

A written or electronic complaint should be prepared providing 1) the nature of the complaint, 2) all relevant background information, 3) the informal attempts the complaining party has made and to whom they were made, 4) why the outcome of the informal complaint process was considered unsatisfactory, and 5) the desired outcome of the formal complaint, if any.

Upon receipt of a formal complaint, the Vice President for Academic Affairs and Provost will 1) respond directly when possible, 2) forward the matter to the proper university office for a response, or 3) initiate an investigation as outlined in the following paragraph.

If the complaint can be resolved with a direct response from the Vice President for Academic Affairs and Provost or by another administrative office, the complaining party will receive a written response within 10 days of the University's receipt of the written complaint. If the University feels an investigation is warranted, the complaining party will be informed of the initiation of an investigation and of the date he/she should receive a report of its outcome. The investigation should be carried out by the senior administrator of the office/department from which the complaint arose and should conclude within 30 days of the formal complaint. It is the responsibility of the office/department investigating the complaint to report the final resolution to the Office of the Vice President for Academic Affairs and Provost once the review process has been completed.

Following the investigation process outlined above, the Vice President for Academic Affairs and Provost will provide a written response to the complaining party that will address the appropriate action(s) taken by the University. Once this response has been sent to the complaining party, the matter will be considered closed.

A complaining party may withdraw his/her complaint at any time during the above outlined process by contacting the Office of the Vice President for Academic Affairs and Provost in writing or electronically.

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. To see the full policy, as well as the University's policy on consensual relationships, visit <http://www.una.edu/humanresources>. For student policies on sexual misconduct, see the Student Handbook at <http://www.una.edu/student-handbook/>.

ACADEMIC HONESTY

Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty, and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

Incidents of possible student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academic dishonesty that occurs under the instructor's purview.
2. If the instructor finds the allegation of academic dishonesty to have merit, then the instructor, after a documented conference with the student, will develop a plan for disciplinary action. If the student agrees to this plan, then both instructor and student will sign the agreement. The faculty member will forward a copy of the signed agreement to the Office of Student Conduct for record-keeping purposes.
3. If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, he/she is responsible for scheduling a meeting with the chair of the department where the course is housed to appeal the proposed disciplinary plan. The department chair shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the departmental level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the dean of the college where the course is housed to appeal the proposed disciplinary plan. The college dean shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the college level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the Vice President for Academic Affairs and Provost (VPAA/P) to appeal the proposed disciplinary plan. The VPAA/P shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. After reviewing all documentation, the VPAA/P may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct

for further review, or to dismiss the matter depending on the merits of the case. The final disposition of the case will be disseminated to appropriate parties, including the Office of Student Conduct.

4. If a student is allowed academic progression but demonstrates a repeated pattern of academic dishonesty, the VPAA/P may, after consultation with the Office of Student Conduct, assign additional penalties to the student, including removal from the University.

UNIVERSITY EXPECTATIONS FOR STUDENT CONDUCT

The University of North Alabama is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives. It is important that each student become aware of and abide by the Code of Conduct and other university regulations. Students are obligated at all times to assume responsibility for their actions, to respect established authority, to be truthful, to respect the rights of others, and to respect private and public property.

It is also important that members of the university community be willing to confront violations and the infringement of another's rights - personally or by filing complaints with the University Police Department, Residence Life, or the Office of Student Conduct. The Director of Student Conduct and/or designee(s) determines the policy violations as they relate to overall campus violations and on-campus residence hall violations, as well as violations off-campus (see Jurisdiction Statement below).

THE STUDENT CONDUCT PROCESS

Possible violations of University policy and/or the Student Code of Conduct may be reported by any member of the University community. Reports should be submitted, in writing, on the University Student Conduct Referral form available online at <http://www.una.edu/student-conduct/forms.html> or via an e-mail that provides the information requested on the form. Forms are also available in the Office of Student Conduct, Room 209, Guillot University Center. Additional information about the student conduct process and the rights available to students can be obtained by contacting the Office of Student Conduct or by accessing their policies and procedures at <http://www.una.edu/student-conduct/>. The University's policy on sexual misconduct is also available at this website.

JURISDICTION STATEMENT

The University reserves the right to initiate conduct proceedings for any student, group of students, or student organization that has allegedly violated a university regulation. Jurisdiction extends not only to violations that occur on university property, but also to off-campus violations when the behavior would constitute a violation of local, state, or federal law and/or when such behavior has an adverse effect upon the university community. Such parties will be afforded all aspects of fairness and due pro-

cess in all such matters. The student conduct system strives to maintain an educational environment, protecting the rights of others while holding individual students accountable for their actions, in a positive educational manner. Members of the university community may initiate student conduct procedures if they have reason to believe that there has been a violation of university policy or the Student Code of Conduct (<http://www.una.edu/student-conduct/code-of-conduct.html>).

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 Student Conduct Process. 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 Conduct and Student Affairs Assessment. Additionally, the University Ombudsman provides an avenue for grievances and complaints.

STUDENT COPYRIGHT NOTICE

UNA courses may incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws may require the written permission of the copyright owners.

CAMPUS SPEECH

The University of North Alabama is committed to fostering a learning environment where free inquiry and expression are encouraged. The University is a diverse community based on free exchange of ideas and devoted to the use of reason and thought in the resolution of differences. In exercising its responsibility to provide and maintain an atmosphere of free inquiry and expression, the University may establish reasonable time, place, and manner restrictions for the purpose of avoiding disruption to, or substantial interference with, its regular and essential operations, and activities. The University will not base decisions regarding time, place, and manner upon the content of the message, except as permitted in those narrow areas of expression devoid of federal or state constitutional protection.

Enforcement and interpretation of the policy shall be the responsibility of the Vice President for Student Affairs through the Office of University Events. Requests for use of university space for the purpose of free inquiry and expression should be directed to the Director of University of Events, Guillot University Center, Room 202. For more information, visit <http://www.una.edu/studentaffairs/campus-speech-policy.html>.

WEAPONS POLICY STATEMENT

No firearms, ammunition, or dangerous weapons are allowed in buildings or other facilities of the University of North Alabama at any time. A gun permit does not authorize a staff member, faculty member, student, or visitor to bring firearms into UNA buildings or into other UNA facilities under any circumstances.

UNA prohibits the possession and use of firearms, ammunition, and other dangerous weapons on University property. This policy applies to all employees (faculty and staff), contractors, students, and visitors. Exception is made for UNA Police officers, civil law enforcement officers, private security in the employ of the University or members of an officially recognized team or course who are acting strictly within the scope of sanctioned activities. Law enforcement officers who are attending classes as students, and who are not in uniform, must keep weapons concealed. Please refer to the complete Weapons Policy at <http://www.una.edu/police/docs/policy/0016.pdf>.

Definition of Dangerous Weapons:

- Fixed blade knives on the person or in a vehicle, or any folding knife with an overall length greater than eleven inches
- Shotgun, rifle, or other shoulder gun
- Pistol, revolver or handgun
- Air gun or spring compression gun
- Bow, Crossbows and arrows
- Slingshots or other throwing weapons
- Spears/swords
- Brass knuckles
- Fireworks, explosives or explosive devices
- Tasers or stun guns

EXPENSES

A summary of estimated expenses for students who are Alabama residents for fee purposes, as determined by the University, may be found on the University's website (<http://www.una.edu/bursar>) under the Pay **Tuition link** or in the current semester *Schedule of Classes*. Residents of Alcorn, Itawamba, Lee, Prentiss, and Tishomingo counties in Mississippi and residents of Decatur, Giles, Hardin, Henderson, Lawrence, Lewis, Lincoln, Maury, McNairy, Perry, and Wayne counties in Tennessee will be allowed to attend the University at the same tuition rate assessed to in-state residents. To appeal a non-resident status, please contact the Office of the Registrar.

Estimated tuition and fees are subject to adjustment without notice and should be used only as a guide for planning. These expenses must be paid in full at the time the student registers for class each term or, in the case of preregistration, as directed on the invoice. Any check dishonored or returned by the bank is not considered payment.

Students are expected to meet all financial obligations when they fall 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 the official UNA website, Schedule of Classes, catalog, UNA e-mail account, or information that is disseminated by other means from time to time. Delinquent accounts are subject to a late charge and disenrollment from the University. If disenrollment occurs, the student is still responsible for the entire amount of tuition and fees. If a student wishes to be reinstated after disenrollment, a \$75 reinstatement fee will apply in addition to the outstanding balance. Students owing charges for prior terms will not be allowed to register, receive a transcript, or receive any other services from the University until all prior charges are paid.

Collection costs up to 33.33%, along with all attorney cost necessary for collection of any debt to the University, will be charged to and paid by the debtor.

Any Federal Title IV financial aid recipients who withdraw on or after the official class begin date 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.

Course Fees

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

College of Arts and Sciences

AR: 501, 503, 511, 551, 591.
BI: 615, 617, 619, 690, 696.
ES: 680, 681.
GE: 520, 535, 554, 584.
PH: 580-589, 601, 605.

College of Education and Human Sciences

CHD: 621, 678.
HPE: 663, 685.
SRM: 541.

A course fee may be required for HPE 651 according to topic and course content.

2. A course fee of \$50.00 is charged for each of the following courses:

College of Arts and Sciences

BI: 521, 523, 533, 551, 552, 560, 571, 572, 599.
CH: 634L, 637L, 696.
COM: 553W.
ES: 521, 607, 615, 616, 617.
GE: 624, 625, 684.
SCED: 580.

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

College of Arts and Sciences

MU: 680, 681, 682, 683, 684.

4. A course fee of \$60.00 is charged for each of the following courses:

College of Education and Human Sciences

ED: 582, 584, 662, 664.

EEX: 678.

IL: 696.

5. A course fee is charged for each of the following courses as designated:

College of Nursing

NU 501	\$225
NU 503	\$225
NU 504	\$225
NU 505	\$225
NU 506	\$225
NU 600	\$225
NU 601	\$225
NU 603	\$225
NU 604	\$225
NU 610	\$365
NU 611	\$365
NU 612	\$365
NU 613	\$365
NU 698	\$100 (1), \$175 (2), \$225 (3)
NU 699	\$225

**RESIDENCE HALL APPLICATION FEE AND
APARTMENT DEPOSIT**

Residence Hall: Residence hall applications will be processed online upon receipt of a contract and \$100 nonrefundable application fee which must be a debit or credit card authorization. The residence hall application fee is considered a continuing fee for subsequent assignments as long as the student remains in campus residence halls. Admission to the University of North Alabama is required before any assignment is made.

Apartment: An application for an apartment rental must be accompanied by a deposit. The apartment deposit is \$200.00 for all units per single adult tenant or married couple. Only two adult tenants are allowed per apartment. The deposit is refundable with written notice requesting to be removed from the waiting list. 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

deposits are added to the student account and must be paid immediately before a student can register or receive any services from the University. If the tenant does not properly check out with the housing staff, the deposit is forfeited and will not be refunded or cannot be used as a credit against any additional charges, such as damages or cleaning costs. The deposit is refundable if the tenant has met conditions in the lease. The Department of Facilities Administration and Planning and the Department of Housing 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.

BILLING AND PAYMENTS

Electronic billing (e-bill) is the official means of providing student account statements to all UNA students. A notification of statement availability will be sent to the student UNA Portal e-mail account and to the e-mail address of each of the authorized users the student has identified. Students and authorized users can access the student account by going to the UNA homepage and selecting UNA Portal or by selecting Pay Tuition. It is each student's responsibility to be informed of all payment deadlines.

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, UNA website, or that are disseminated by other means from time to time. Delinquent accounts are subject to a late charge and disenrollment from the University. If disenrollment occurs, the student is still responsible for the entire amount of tuition and fees. If a student wishes to be reinstated after disenrollment, a \$75 reinstatement fee will apply in addition to the outstanding balance. Students owing charges for prior terms will not be allowed to register for future terms or receive a transcript until all charges are paid.

Collection costs up to 33.33%, along with all attorney cost necessary for the collection of any debt to the University will be charged to and paid by the debtor.

WITHDRAWAL REFUND POLICY

Fall and Spring Semesters

- The 100% refund period is effective through the close of business on the 8th calendar day from the date classes begin.
- No tuition refunds will be granted beginning on the 9th calendar day from the date classes begin, except in certain cases with medical, military, or other extenuating circumstances.

Summer Term

- The 100% refund is effective only on the day classes begin.
- A 50% refund period is effective only on the 2nd day from the date classes begin.

- No tuition refunds are granted beginning on the 3rd day from the date classes begin, except in certain cases with medical, military, or other extenuating circumstances.

Intersession Term

- No tuition refunds are granted due to the shortened schedule of the course (two weeks), except in certain cases with medical, military, or other extenuating circumstances.

If a student has received a residual check and will (or has) withdrawn from any course(s), a portion or the entire residual amount may be owed back to the University. Residual check amounts paid to a student in excess of the amount due the student must be repaid to the University BEFORE a complete withdrawal will be processed. Students should consult with the Office of Student Financial Services to determine the effect(s) of withdrawing from any course(s) if financial aid has been applied to the student’s account. Refer to the *Schedule of Classes* for more information regarding withdrawals.

UNIVERSITY HOUSING RENT REFUND

Residence Halls and University Apartments

Rent for all university housing (residence halls and apartments) is billed to the student’s account and payable with tuition and other expenses according to the University’s payment dates.

If a student officially withdraws from the University while residing in university housing, the student may qualify for a prorated refund of rent. This is determined by the date of the student’s official check-out from the residence hall or University Apartments.

Per academic semester	During the first week	80% refund
	During the second week	60% refund
	During the third week	40% refund
	During the fourth week	20% refund
	After the fourth week	No refund

Requests for a refund following the fourth week of class for extenuating circumstance will be reviewed on a case-by-case basis. These requests must be submitted in writing with accompanying documentation to the Director of Housing for the University Apartments, and the Director of Residence Life for all University Residence Halls.

Students do not qualify for a refund if they move out of the residence hall or University Apartments but remain enrolled at the University, nor if a student is suspended from the residence hall, University Apartments, or University for disciplinary reasons.

Apartments

Apartment tenants are billed for apartment rent on the student account. Six months' rent is billed with fall tuition and another six months' rent is billed with spring tuition. If a lease is signed in the spring semester, seven months of apartment rent is added to the student account. Rent is prorated beginning with the date the apartment lease is signed. If a tenant moves out at the official end of the lease period, a refund of any excess paid rent is contingent on how the tenant has met conditions of the lease.

RESIDUAL PROCEDURES

The UNA Business Office will process and distribute residual checks to those students who have received more financial aid than is needed to pay their total charges. Students should allow five (5) business days from the date classes begin for the first mailing of residual checks. Thereafter, residual checks will be disbursed approximately five (5) business days from the date the funds are posted to the student's account.

All residual checks will be mailed to the student's campus mailbox, if the student has a campus mailbox, or to the student's home address if the student has no campus mailbox. The Business Office does not hold checks for pickup.

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. Additional information about the monthly payment plan is available by calling Tuition Management Services at 1-800-722-4867 or by viewing <http://www.afford.com/UNA>.

STUDENT FINANCIAL ASSISTANCE

Graduate students at the University of North Alabama may be considered for student loans, student employment, assistantships, and scholarships. Graduate students are not eligible to receive the Federal Pell Grant. More information is available on the UNA Student Financial Services website at <http://www.una.edu/financial-aid/>.

The Office of Student Financial Services communicates with individual students via the student's official UNA email account, which is the official means of communication for the University. General announcements may be communicated through other channels such as the Student Financial Services web page or the UNA Portal homepage.

Loans. Graduate students may apply for Federal Unsubsidized Stafford Loans only by filing the Free Application for Federal Student Aid. Students should apply online at <http://www.fafsa.gov> at least eight weeks prior to the beginning of the term during which the graduate student plans to enroll. Students must be registered for a minimum of six hours per semester to be eligible for federal loans.

Students may also apply for alternative or private student loans. Alternative student loans are private loans made through lending institutions based upon the student's level of creditworthiness as determined by the lender. The student's level of creditworthiness affects the loan terms and determines if a co-signer is required. The student must also be registered for a minimum of six credit hours per semester. Private student loans may be more expensive than federal government loans and cannot be part of a federal consolidation loan in repayment. Generally speaking, students should consider private education loans only if Federal Stafford Loans **have been exhausted**. Students can compare multiple loans using the Fin Aid Loan Comparison Calculator at <http://www.finaid.org/calculators/loancomp.phtml>.

Residual Aid Checks. All financial aid funds, except work study, are credited to the student's individual account. If the payments and financial aid credits exceed the student's charges, the residual amount will be issued to the student in the form of a paper check. Residual aid checks are written on a regular, timely schedule by the UNA Business Office. Checks will be mailed to the student's permanent mailing address, unless the student is living in a residence hall on campus. If the student lives in a residence hall on campus, the residual aid check will be mailed to the student's campus mailbox.

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 online at <http://www.fafsa.gov>.

It is the responsibility of the student to find an available position, make application, and take the necessary actions to get hired by the respective UNA office or department. The student employment program is managed from the UNA Office of Human Resources. More details on the University's student employment program may be found at <http://www.una.edu/financial-aid>.

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 his or her 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, registered for a minimum of six graduate hours at the University of North Alabama, and 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. These positions are posted through Lion Jobs at <http://www.una.edu/career>; applicants may also contact the sponsoring department program chair for graduate assistantship opportunities. For more information regarding graduate assistantships, please contact the Office of Student Employment located in Human Resources.

Endowed Scholarships. A limited number of privately endowed scholarships may be available to graduate students. Endowed scholarship applications are available in late November and must be submitted by **February 1**. Applications will be available at <http://www.una.edu/financial-aid>. More information about scholarship opportunities for graduate students is available at UNA Student Financial Services or online at <http://www.finaid.org>.

Withdrawal. If a student drops classes, withdraws, or makes other academic changes, the financial aid awards may be adjusted and repayment may be required.

If a student receives Federal Student Aid (except Federal Work Study) and subsequently withdraws from all course hours during the semester, the student is subject to federal regulations regarding complete withdrawal. If the student has not completed at least 60% of the academic semester, he or she may have to return a portion of the Federal Student Aid to the University.

If the student stops attending classes without officially withdrawing, his or her financial aid awards may be adjusted and repayment may be required.

Satisfactory Academic Progress. To be eligible for federal student aid, the student must show academic progress toward a stated degree goal. The student's academic progress is checked at the end of each semester. The student must pass **75 percent** of all graduate work attempted at UNA and other institutions. Also, the student is allowed **45 hours** to complete graduate degree program requirements. Finally, the student must maintain the cumulative UNA GPA specified by the degree program. Notification of the student's current Satisfactory Academic Progress status will be available in UNA Portal Self-Service each semester.

APPLICATIONS AND INFORMATION

Applications for admission to graduate studies, catalogs, and additional information may be obtained from the Office of Graduate Admissions and Services or <http://www.una.edu/graduate>. The application for the Master of Science in Nursing Program is also available online at <http://www.applyweb.com/apply/unan/>.

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 Graduate Admissions and Services **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 must contact the Office of Graduate Admissions and Services to update their application.

Admission

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

1. Possession of a bachelor's degree or equivalent in an appropriate field of study from an institution that is accredited by one of the six U.S. regional accrediting associations, by one of the agencies recognized as an accrediting agency by the U.S. Department of Education, or by an appropriate governmental agency in the country in which the institution is located. Teacher education majors should contact the college dean concerning restrictions that may apply. Any exceptions to this policy require the approval of the dean of the college in which the graduate major is housed.
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. The acceptance of official transcripts and other documents submitted for admission to any graduate program may be subject to verification and authentication.
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," "College of Education and Human Sciences," "College of Nursing," or "Master of Professional Studies").

4. All programs leading to teacher certification at the Master's and Education Specialist levels have specific admissions criteria including background clearance. Please refer to the "College of Education and Human Sciences" section for all requirements.

Admission to the Alternative A (Fifth-Year) Program

1. A score of 388 or better on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test prior to graduate admission.
2. A bachelor's or higher degree from a regionally accredited university with a minimum grade point average overall of 2.50 (4.0) documented on the official transcript from the degree-granting institution.
3. ABI/FBI background clearance.
4. Unconditional admission to the Graduate Teacher Education Program. Candidates should consult with their education advisor regarding specific GTEP requirements.

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 advisor's approval. Acceptance of graduate credit by transfer is normally limited to six semester hours of **B** or higher grades in graduate work appropriate to the degree program at UNA. Exceptions must be approved by the appropriate graduate program coordinator/director, department chair, and college dean. Individual graduate programs may specify predetermined limits in their section of this catalog. Acceptance of credit by transfer does not affect the quality point status required on work attempted at the University of North Alabama. Residence requirements are not applicable to 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.

Acceptance of Seniors to Take Graduate Courses

A senior student at the University of North Alabama who is within one semester of graduation with a 3.0 cumulative GPA may request approval to take up to six semester hours of graduate classes. Requests should be

submitted to the dean of the college in which the graduate major is housed. Graduate credit earned prior to the completion of the bachelor's degree may **not** be applied to any graduate program leading to teacher certification without written approval from the Dean of the College of Education and Human Sciences. The acceptability of graduate credit earned in this manner is conditional upon:

1. satisfactory completion of undergraduate requirements;
2. satisfactory work on the graduate course(s) for which enrolled; and
3. a student's total load cannot exceed 18 semester hours.

Any exceptions to this policy require the approval of the dean of the college in which the graduate major is housed. Enrollment in graduate courses does not constitute acceptance into a graduate major:

NOTE: Undergraduate students meeting all of the conditions specified above who have been admitted to the MBA program can take up to seven hours of graduate courses.

International Admissions

The University of North Alabama welcomes motivated and qualified international students to pursue graduate studies offered at the four colleges of UNA: College of Arts and Sciences, College of Business, College of Education and Human Sciences, and College of Nursing. **For program specific admission requirements, see information listed under College/Department in this Graduate Catalog.** International students, defined as individuals who are not U.S. citizens, permanent residents or refugees, may apply for admission under the following categories:

1. **GRADUATE:** International students with a BA or BS degree who have met the English proficiency requirement may apply for regular admission. *Application deadline:* 30 days prior to first day of semester. Graduate students admitted to the College of Nursing must have a bachelor's degree in nursing from an accredited program in the United States and an unencumbered license to practice professional nursing in the States in addition to all other admissions criteria.

Admission Requirements:

- Official Application
- \$50 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English
- Official TOEFL/IELTS score or UNA ESL certificate (TOEFL PBT 550 or IBT 79 or CBT 213, IELTS 6.0)
- Official GMAT/GRE or Master's Degree from accredited university (GMAT 400 or equivalent GRE for MBA; satisfactory GRE or MAT score as defined by program in the departmental section of this catalog, Arts and Sciences)

2. **TRANSFER GRADUATE:** International students with earned graduate course credits from another college or university in U.S. or abroad may apply to UNA as a transfer graduate student. See **Transfer Admission** for additional regulations outlining acceptance of transfer credit. *Application deadline:* 45 days prior to first day of semester.

Admission Requirements:

- Official Application
 - \$50 Application Fee
 - Official Degree Sheet in English
 - Complete Official Transcript in English
(If a transcript does not list the credit hours and grade for each course taken, a course-by-course evaluation of the transcript is required by an approved international credentials evaluator such as WES, ECE, etc.)
 - Official TOEFL/IELTS score or UNA ESL certificate (TOEFL PBT 550 or IBT 79 or CBT 213, IELTS 6.0)
 - Official GMAT/GRE or Master's Degree from accredited university (GMAT 400-450 or equivalent for MBA, MAT 388, or combined Verbal/Quantitative 286, Arts and Sciences)
3. **CONDITIONAL GRADUATE:** International students who do not meet the English language proficiency requirement at the time of submitting the application can be admitted as conditional graduate students. They are permitted to apply for graduate status upon successful completion of all Level 5 ESL courses at UNA. *Application deadline:* 30 days prior to first day of semester.

Admission Requirements:

- Official Application
 - \$50 Application Fee
 - Official Degree Sheet in English
 - Complete Official Transcript in English
4. **ON-LINE GRADUATE:** International students who meet all program admission requirements may enroll in on-line degree or certificate programs offered by UNA. Additional admission criteria are required for the online nursing programs.

Admission Requirements:

- Official Application
- \$50 Application Fee
- Official Degree Sheet in English
- Complete Official Transcript in English

Application Requirements

In compliance with accreditation standards, all admission documents such as high school, college diploma, and university degree sheet must be official. UNA does not require the original diploma or degree sheet, but a

copy of the original documents must be notarized or attested. The notary or attester must be provided by the school or university attended, by a government official, or by a government-approved notary firm. Copies of non-notarized documents, scanned, or faxed documents will not be accepted.

In addition to the admission requirements listed above under each category, international students must meet all established University admission requirements and submit the following:

- **Proof of Financial Support:** All international students must furnish official evidence (e.g., bank statements) of sufficient funds (US\$18,000 or equivalent currency) to cover educational and living expenses. If a student is sponsored by someone other than his/her parents, the following two letters are required: an official bank letter from the sponsor's bank showing sufficient funds that meet the sponsorship requirement and a letter from the student's sponsor stating that s/he is willing to sponsor the student. Private sponsored applicants should have their sponsor(s) (if the sponsor is in the U.S.) execute and send an Affidavit of Support (USCIS Form I-134) which is legally binding. Government sponsored applicants should submit a government scholarship letter.
- **Insurance:** To be in compliance with U.S. Federal Regulations regarding international students, all UNA international students must have UNA approved health insurance coverage while enrolled at UNA.
- **Evaluation of International Transcripts:** International students who have attended a college or a university outside the United States must have their transcripts evaluated by a university-approved international credentials evaluator such as World Education Services (WES), Educational Credential Evaluators (ECE), etc.

All Colleges at UNA, except the College of Business, require a WES or ECE evaluation of the student's transcript before the student can be admitted to graduate programs. Students applying for the MBA program do not have to provide a WES evaluation if they have a verifiable bachelor's degree from a recognized university.

- **Application Fee:** It is the policy of UNA that a non-refundable \$50 international application fee must be paid before an application is processed. Students completing ESL and going into undergraduate or graduate degree programs are not required to pay the \$50 application fee again. Students moving from undergraduate to graduate are required to pay the \$50 application fee again.
- **Tests: UNA's Education Testing Service Code is 1735**
For graduate admission, one of the following score reports is required:
 - Paper-based TOEFL: 550
 - Computer-Based TOEFL: 213
 - Internet-Based TOEFL: 79
 - IELTS: 6

In addition to the above English language proficiency requirement, graduate applicants must also provide one of the following test score reports:

- GRE score equivalent to GMAT 400-450
- GMAT: 400-450
- MAT: 388 or combined Verbal/Quantitative 286 (Arts and Sciences)

Academic Dismissal:

For students who have been dismissed from a graduate program for academic or other reasons, reinstatement in the program requires the approval of the respective College Readmissions Committee on the basis of extenuating circumstances. A written appeal must be directed through the Dean of the College for which the student wishes reinstatement. If approved, reinstatement may be based on special conditions and is subject to the regulations and standards in effect at the time of re-enrollment. Following reinstatement, a new application for admission must be filed in the Office of Graduate Admissions and Services along with a current bank letter.

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 and are limited to enrollment in a maximum of 12 semester hours. Any exceptions to this policy require the approval of the dean of the college in which the graduate major is housed.

APPEAL OF ADMISSION DENIAL

Applicants who have been denied admission to a UNA graduate program may appeal this decision by submitting a written letter of appeal to the dean of college to which they applied. This letter of appeal should state the reasons for reconsideration of the decision. The dean will review the appeal, make a judgment regarding the request, and inform the applicant and the academic department. Should applicants wish to appeal the decision of the dean, they may request a hearing with the Faculty Appeals Committee of the college. Upon hearing the case, the Faculty Appeals Committee will, within 10 calendar days, uphold the decision or refer it back to the college dean for further review. In either case, the college dean is responsible for notifying the student of the final disposition of the case. Appeals must be submitted within 60 calendar days of notification of denial of admission.

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 or the College of Nursing.

Program

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

Residence

The majority of credits applicable to a graduate degree must be earned at UNA. The MBA program requires a minimum of 28 residence hours.

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 the education specialist program is 3.25.

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.** There is no candidacy requirement for nursing students or MBA students.

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

See ***Transfer Admission*** for additional regulations outlining acceptance of transfer credit. 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.

A student who wishes to enroll at another institution in temporary transient status and transfer credits back to UNA should secure advance approval from the dean of the college in which the major is housed. Students on academic probation or suspension are not permitted to transfer credits earned at other institutions back to UNA. 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. See ***Transient Admission*** for additional regulations outlining transient approval. Enrollment in another institution without prior approval constitutes withdrawal from the program and requires reapplication for admission as a transfer student.

Students should be aware that UNA cannot award credit for any course taken at another institution until the official transcript has been received from the other institution and the course has been approved by UNA. If a student enrolls in another institution during the term that the student anticipates graduating from UNA, the student must be diligent to assure that the other institution submits the official transcript to UNA early enough for the credit to be evaluated and recorded on the student's transcript and in time for the course(s) and grade(s) to be recorded and the official degree audit conducted by the Registrar's Office before clearing the student for graduation.

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 31 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, and 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 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, IP, S, SP, U,** and **UP**. 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) immediately following will automatically be changed to a grade of **F**. Students who receive a grade of **I** at the end of the spring semester will have until the end of the following fall semester to remove it. 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 (fall, spring). Students who receive a grade of **IP** at the end of the spring semester will have until the end of the following fall semester to remove it. 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 approval of the respective College Readmissions Committee on the basis of extenuating circumstances. Reinstatement may be considered by the respective College Readmissions Committee 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 Graduate Admissions and Services. A student dismissed from one graduate program who desires admission to another graduate program must meet the admission standards of that program and be admitted to that program.

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. Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal from class. Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities. For all other types of group or individual absences, including illness, authorization or excuse is the province of individual professors. Students should expect their instructors to monitor attendance as required by the Federal Student Aid Handbook, (Volume 5, Chapter 2).

Schedule of Courses

Students wishing to add a course after the close of registration must secure approval from the appropriate instructor, department chair, and dean.

Withdrawal from a Course. A student may withdraw from a course with a grade of **W** up to and including the Friday that falls one week after the designated midterm date by bringing a completed withdrawal slip (signed by the instructor) to the Registrar's Office. After the deadline and up to the Wednesday that falls two weeks prior to the last day of class, a student may withdraw from a course with a grade of **WP** (withdraw passing) or **WF** (withdraw failing) assigned by the instructor. During the final two weeks of class, withdrawal is not permitted except in extraordinary circumstances. Permission of both the instructor and department chair is required, and the grade of **WP** or **WF** will be assigned by the instructor.

Any student wishing to drop a class during the automatic grade of **W** period may log on to his/her secure UNA Portal e-mail account and send an e-mail to the Registrar's Office (registrar@una.edu). This policy is valid for online courses as well as regular courses. The e-mail **MUST** come from the UNA Portal e-mail account. Upon receipt of the e-mail the Registrar's Office will drop the class as requested and send a notification to the student and instructor. The instructor may contact the Registrar's Office up to 30 working days after the date of the e-mail notification if they have an objection or concern or want to request a change in the withdrawal grade. The Registrar's Office will notify the Office of International Student Services for any international student wishing to drop a class.

Any student wishing to drop a class during the **WP** (withdraw passing) or **WF** (withdraw failing) period may logon to his/her secure UNA Portal e-mail account and send an e-mail to the instructor of record and copy the Registrar's Office (registrar@una.edu). This policy is valid for online courses as well as regular courses. The e-mail MUST come from the UNA Portal e-mail account. The Registrar's Office will drop the class as requested upon receipt of an e-mail notification from the instructor approving the drop request with a grade of **WP** or **WF**. The Registrar's Office will send a notification to the student and instructor. The Office of International Student Services will also be notified for any international student wishing to drop a class during the **WP/WF** grade period. (*See notes and exceptions below.*)

Withdrawal during Summer Sessions. During any summer session, a student may withdraw from individual courses with a grade of W through the Friday preceding the last class day. After that deadline, withdrawal requires permission of the instructor and department chair attached to any course from which withdrawal is contemplated, and a grade of **WP** or **WF** will be assigned by the instructor(s). (*See notes and exceptions below.*)

Withdrawal from the University. Students who wish to withdraw from the University up to and including the Friday that falls one week after the designated midterm date must first notify the Office of the Registrar and follow official procedures. The grade of W will be recorded for each registered course.

Withdrawal from the University after the Friday that falls one week after the designated midterm date requires consultation with the Office of the Registrar. In cases where withdrawal from the University is unavoidable, such as a medical emergency, the grade of **W** will be uniformly recorded. In cases where withdrawal from the University is optional, the student will receive grades of **WP** (withdraw passing) or **WF** (withdraw failing) assigned by the instructor(s).

Retroactive Withdrawals. In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition the University for retroactive withdrawal from the University. The request must be submitted to the Registrar normally within one year of the end of the semester of most recent enrollment. The instructor(s) of record and the dean(s) of the college where the courses are housed must be notified of the request. If the instructor(s) of record and/or the college dean(s) have an objection to the retroactive withdrawal, they must contact the Registrar's Office up to 30 calendar days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, **all** grades awarded during the withdrawal semester must be changed to a grade of W. If the instructor(s) are no longer employed with the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously prejudices the student's academic standing as well as future readmission. (*See note and exceptions below*).

Notes and Exceptions:

1. In determining the scholastic standing of a student who has officially withdrawn from the University or from one or more courses, grades of **W**, **WP**, or **WF** are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up in the following semester (fall, spring). An **I** which is not removed within the period prescribed automatically becomes an **F**.
2. Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to financial aid, scholarship award, health insurance, and athletic eligibility.
3. The policy does not apply to clinical courses taken in the College of Nursing. Students who are failing clinical in the College of Nursing at the time they withdraw from the class will receive an **F** for that class.
4. The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which he or she has committed academic dishonesty; he or she will not be allowed to withdraw from the course while the case is pending.
5. A student may not withdraw from a class if he or she has exceeded the allowed number of absences for a particular course without consent from the instructor. A faculty member's attendance policy supersedes the Withdrawal from a Course policy.
6. Students who are called to active military service during an academic term may choose one of the following options:
 - a) The student may request retroactive withdrawal to the beginning of the semester with a full refund of tuition and fees.
 - b) If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, but the final grading decision is left to the faculty member.
 - c) A student may be assigned a grade of **I** and will be subject to university policies regarding the disposition of the incomplete.

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 advisor, according to the advisement system of the particular college in which the program is offered. Advisors 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 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 Graduate Admissions and Services. 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 Graduate Admissions and Services 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 Graduate Admissions and Services. 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 a copy of each teacher's certificate currently held and, 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. Applicants seeking admission to programs in the College of Education and Human Sciences should see admission procedures in the College of Education and Human Sciences section. MBA students see **Table 2** (Admission Status Requirements) in the College of Business section.

2. After acceptance for admission and at registration:

Confer each term with the assigned educational advisor 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 advisor, and, where appropriate, the teaching field advisor.

4. **Application for graduation:**

Complete an application for graduation online at <http://www.una.edu/registrar/graduation.html>, and pay the graduation fee at the Business Office or online via Ebill. 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 and Human Sciences 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 Graduate Admissions and Services 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, the Master of Arts degree in History through the Department of History and Political Science, the Master of Science degree in Geospatial Science through the Department of Geography, and the Master of Science in Criminal Justice degree through the Department of Criminal Justice.

MASTER OF ARTS DEGREE 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 degree program in English 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 Graduate Admissions Committee will review each application; consequently, **all applications and supporting documents must be submitted to the Office of Graduate Admissions and Services 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 388 on the MAT or a minimum score of 286 on the combined Verbal and Quantitative portions of the GRE.
4. Three letters of recommendation to be sent to the Director of Graduate Studies in English, Department of English, University of North Alabama.

Conditional Admission

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.

TRANSFER ADMISSION

In addition to the general requirements for Transfer Admission to Graduate Studies (See *General Regulations and Procedures*), up to 12

semester hours of graduate credit by transfer will be accepted with the approval of the graduate program director. Exceptions must be approved by the graduate program director, department chair, and college dean.

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 Degree in English 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)	

Students should take the core courses as early as possible in their program, but must complete them by the time they have taken 18 hours of coursework.

Literature Requirement	18
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Students must take a minimum of 18 semester hours of literature courses, not including the core classes. At least 15 of those hours must be in the student's area of concentration, e.g., British or American literature.

Elective Courses of Study	12
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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 approval from the Dean of the College of Arts and Sciences and must register for the thesis and pay the appropriate fee.

THESIS: Students choosing the Thesis Option must complete six (6) semester hours of EN 690 Thesis in addition to the core and 24 additional semester hours of graduate courses in English for a total of 36 hours.

Thesis Proposal: Students choosing this option must submit a thesis proposal no later than mid-term of the semester prior to enrolling in EN 690 Thesis.

Thesis Defense: Students choosing the Thesis Option must enroll in EN 695 Thesis Defense during the term in which they complete the thesis.

NON-THESIS OPTION: Students choosing the Non-Thesis Option must complete 30 hours of graduate courses in English in addition to the core, excluding EN 690.

Comprehensive Examination: 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.

MASTER OF ARTS DEGREE IN HISTORY ADMISSION

In addition to the general requirements for Admission to Graduate Studies (*See General Regulations and Procedures*), admission to the Master of Arts degree program in History requires the following:

Unconditional Admission

1. Preparation: Applicants must hold a bachelor's degree from an accredited institution and have at least 24 hours in history, including up to twelve hours below the 300 level or have completed a major and/or minor in history. A Graduate Admissions Committee will review each application; consequently, **all applications and supporting documents must be submitted to the Office of Graduate Admissions and Services 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 the GRADUATE RECORD EXAM (GRE), which shall consist of the attainment of at least two of the three following scores: Verbal, 146; Quantitative, 140; Analytical Writing, 3.5.
4. Three letters of recommendation to be sent to the Director of Graduate Studies Program, Department of History and Political Science, University of North Alabama.
5. Application Essay: A type written essay of 250-350 words which describes career goals and areas of historical interest for study in the graduate program to be sent to the Director of Graduate Studies, Department of History and Political Science, University of North Alabama.
6. Writing Sample: Minimum of four pages, preferably a research or scholarly essay or paper from previous classes. It may also be a sample of professional or creative writing to be sent to the Director of Graduate Studies, Department of History and Political Science, University of North Alabama.

TRANSFER ADMISSION

In addition to the general requirements for Transfer Admission to Graduate Studies (*See General Regulations and Procedures*), up to 12 semester hours of graduate credit by transfer will be accepted with the approval of the graduate program director. Exceptions must be approved by the graduate program director, department chair, and college dean.

ADVISEMENT

Prior to completion of their first semester credit in the program, students shall be assigned an academic advisor.

DEGREE AND PROGRAM PLANS

Master of Arts Degree in History requires a minimum of 33 semester hours of credit and includes the following core and options:

	Hours
Core Courses of Study	15
HI 605, Historiography and Methodology	
HI 611, Seminar in U.S. History to 1877	
HI 612, Seminar in U.S. History Since 1877	
HI 621, Seminar in World History to 1815	
HI 622, Seminar in World History Since 1815	
Elective Courses of Study	18

Foreign Language Requirement: The M.A. in history requires demonstration of reading proficiency in a foreign language. Students satisfy the foreign language requirement by successfully completing graduate coursework in foreign language reading proficiency or by the successful completion of a reading proficiency examination administered through the Department of Foreign Languages.

THESIS OPTION: students choosing the Thesis Option must complete a minimum of six semester hours of HI 695, Thesis, in addition to the core and 12 additional semester hours of 500-600 level history electives. Thesis Defense: students choosing the thesis option must enroll in and satisfactorily complete HI 699, Thesis Defense.

NON-THESIS OPTION: students choosing the Non-Thesis Option must complete six hours of HI 640, Directed Research and Study in addition to the core and 12 additional semester hours of 500-600 level history electives. Comprehensive Examination: students choosing the non-thesis option must enroll in and satisfactorily complete HI 698, Comprehensive Exam.

Master of Arts Degree in History with a concentration in Public History requires a minimum of 33 semester hours of credit and includes the following core and options:

	Hours
Core Courses of Study	15
HI 605, Historiography and Methodology	
HI 611, Seminar in U.S. History to 1877	
HI 612, Seminar in U.S. History Since 1877	
HI 621, Seminar in World History to 1815	
HI 622, Seminar in World History Since 1815	

Elective Courses of Study (including at least 12 hours from the following Public History electives)	18
HI 571, Public History	
HI 576, Oral History	
HI 580, Digital History	
HI 670, Historic Preservation and Cultural Resource Management	
HI 671, Museum and Archival Management	
HI 679, Public History Internship	

Foreign Language Requirement: The M.A. in history requires demonstration of reading proficiency in a foreign language. Students satisfy the foreign language requirement by successfully completing graduate coursework in foreign language reading proficiency or by the successful completion of a reading proficiency examination administered through the Department of Foreign Languages.

THESIS OPTION: students choosing the Thesis Option must complete a minimum of six semester hours of HI 695, Thesis in addition to the core and 12 additional semester hours of 500-600 level history electives. Thesis Defense: students choosing the thesis option must enroll in and satisfactorily complete HI 699, Thesis Defense.

NON-THESIS OPTION: students choosing the Non-Thesis Option must complete six hours of HI 640, Directed Research and Study in addition to the core and 12 additional semester hours of 500-600 level history electives. Comprehensive Examination: students choosing the non-thesis option must enroll in and satisfactorily complete HI 698, Comprehensive Exam.

Public History Center. The Public History Center serves as the consulting branch of the Public History Program. Additionally, the Public History Center staff participates in community outreach projects.

MASTER OF SCIENCE IN CRIMINAL JUSTICE DEGREE 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:

Unconditional Admission

1. Hold a master's or higher degree from a regionally accredited university. Official transcript must reflect that degree was awarded. No test scores are required.
OR
2. Hold a bachelor's degree and possess a minimum GPA of 2.5 on all attempted undergraduate coursework.
AND
3. Receive a minimum score of 286 [Verbal plus Quantitative] on the GRADUATE RECORD EXAM (GRE) or a minimum score of 380 on the MILLER ANALOGIES TEST (MAT).

Conditional Admission

Any applicant failing to meet the requirements for unconditional admission to the MSCJ program may be conditionally admitted with recommendations of the graduate faculty in the Department of Criminal Justice and approval of the Dean of the College of Arts and Sciences. Applicants granted conditional admittance must achieve a minimum GPA of 3.0 in the first nine hours (three courses) of completed graduate coursework. Failure to make this GPA requirement will result in the student being eliminated from the program.

Application Deadlines

Fall Semester: July 1.

Spring Semester: November 1.

ADVISEMENT

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

DEGREE AND PROGRAM PLANS

Master of Science in Criminal Justice Degree: a minimum of 30 semester hours of credit, to include the following:

	Hours
Required Core	9
CJ 618, Crime in America (3)	
CJ 640, Methods of Research in Criminal Justice (3)	
CJ 650, Criminological Theory (3)	
CJ 698, Comprehensive Exam (0)	
	Hours
Electives	21
(A maximum of 15 hours can be taken at the 500 level. Students are not permitted to receive credit for a 500-level course if they received credit for the comparable senior-level undergraduate course. Up to six hours of electives may be taken outside the Department of Criminal Justice with prior approval from the Department of Criminal Justice.)	
CJ 505, Criminal Investigation (3)	
CJ 506, Forensic Investigation (3)	
CJ 530, Criminal Evidence (3)	
CJ 534, Criminal Procedure (3)	
CJ 550, Theory and Control of Crime (3)	
CJ 580, Psychological Dimensions of Criminal Justice Practice (3)	
CJ 591, Special Topics (3)	
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 622, Contemporary Issues in Corrections (3)	
CJ 630, Victimology (3)	
CJ 634, Advanced Criminal Procedure (3)	
CJ 645, Advanced Statistical Procedure (3)	

CJ 660, Comparative Criminal Justice (3)	
CJ 690, Contemporary Issues in Law Enforcement (3)	
CJ 699, Independent Study/Research (3)	_____
Total	30

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.

**MASTER OF SCIENCE DEGREE IN GEOSPATIAL SCIENCE
ADMISSION**

In addition to the general requirements for admission to graduate studies (See General Regulations and Procedures), admission to the Master of Science degree program in Geospatial Science requires the following:

Unconditional Admission

1. Preparation: Applicants must hold a bachelor's or higher degree in an appropriate field of study from an accredited institution or complete coursework that will meet this requirement as determined by the Graduate Admissions Committee.
2. Scholastic Achievement: Applicants must possess a minimum of a 3.0 grade point average on a 4.0 scale in the last two years of undergraduate work and in all previous graduate work (if any).
3. Test Scores: Applicants must have a combined score of at least 300 on the Verbal and Quantitative sections of the Graduate Record Exam (GRE).
4. Letters of Recommendation: Applicants must submit three letters of recommendation from academic or professional sources. At least one letter of recommendation must be provided by a faculty member from the applicant's prior undergraduate or graduate program.
5. Personal Statement: Applicants should describe themselves academically and professionally and include a narrative of their intellectual and academic history and heritage. Applicants should describe their interests in graduate school, desire for entrance into the UNA Department of Geography, and their long term plans.
6. Letter of Intent: Applicants should describe their desired area of study and why that is of interest to them, what they hope to learn, and what they plan to do with what is learned and the experience that is gained.

A departmental Graduate Admissions Committee will review each application and make all admission decisions. Applications, transcripts, and test scores must be submitted to the Office of Graduate Admissions and Services in accordance with submission deadlines established by that office. Letters of Recommendation, Personal Statement, and Letter of Intent will be submitted directly to the Department of Geography in care of the Graduate Program Coordinator.

Conditional Admission

A student may be conditionally admitted to the M.S. program in Geospatial Science if his/her GRE scores have not yet been obtained, if the Graduate Admissions Committee deems the undergraduate coursework insufficient, or if the applicant's letters of recommendation have not been received by the Department of Geography. A student without sufficient prior coursework in geography may be required to enroll in undergraduate courses to meet prerequisites for graduate level work. The student must submit satisfactory test scores or complete remedial coursework prior to completing 12 credit hours in the program. Applicants not meeting requirements #2 and #3 above may still be considered if other evidence of potential academic achievement is presented.

ADVISEMENT

Initially, students will be advised by the Graduate Program Coordinator for the Department of Geography until students have been assigned or have selected an academic advisor.

DEGREE AND PROGRAM PLANS

Master of Science Degree in Geospatial Science requires a minimum of 33 semester hours and includes the following core and options:

	Hours
Core Courses	6
GE 600, Geographic Thought (3)	
GE 609, Geographic Methods and Design (3)	
Elective Courses	27

THESIS OPTION: Students choosing the Thesis Option must complete a minimum of six hours of GE 695, Thesis in addition to the core and 21 additional hours from the 500-600 level electives.

NON-THESIS OPTION: Students choosing the Non-Thesis Option must complete a minimum of three hours of structured and supervised research GE 692, Research in addition to the core and 24 additional hours from the 500-600 level electives.

No more than 6 hours of field courses may count towards credit for the MS in Geospatial Science degree.

No more than 12 hours of courses taken at the 500 level may count towards credit for the MS in Geospatial Science degree.

Courses taken at the undergraduate level in the department which are cross-listed as 400/500, may not be retaken for credit towards the MS in Geospatial Science degree. Courses with blanket course numbers (e.g., GE 497/597) that have different titles are exempt from this limitation.

SPECIAL PROGRAMS AND ACTIVITIES

Public History Center. The Public History Center serves as the consulting branch of the Public History Program. Additionally, the Public History Center staff participates in community outreach projects.

POST-BACCALAUREATE CERTIFICATE IN PUBLIC HISTORY

The Public History Certificate is a post-baccalaureate program designed to give students who already hold a B.A. or a B.S. the opportunity to enroll in Public History courses to earn a graduate certificate. The certificate will aid those already working with historical agencies in a professional or volunteer capacity in acquiring additional skills to better serve their organization. Courses are designed to give students first-hand field experience through course projects in a variety of areas of Public History, including digital history, historic preservation and cultural resource management, oral history, and museum and archival management. Students can also gain experience working on larger projects with historical organizations, locally and statewide, through completing a 140 hour internship.

This certificate program requires 12 hours of graduate credit in Public History. Admission to the certificate program requires a formal application through the Office of Graduate Admissions.

Requirements for a Post Baccalaureate Certificate in Public History

Course	Credit
HI 571, Public History.....	3
Elective Courses (select 9 hours from the following):.....	9
HI 576, Oral History (3)	
HI 580, Digital History (3)	
HI 670, Historic Preservation and Cultural Resource Management (3)	
HI 671, Museum and Archival Management (3)	
HI 679, Public History Internship (3)	
Total.....	12

Application Process

Students are required to submit an application to enroll in the certificate program. Applications are available through the Office of Graduate Admissions.

Additional required materials:

1. Application Essay: A typewritten essay of 250-350 words which describes career goals in the field of Public History.
2. Writing Sample: Minimum of four pages, preferably a research or scholarly essay or paper from previous classes. It may also be a sample of professional or creative writing.
3. Three (3) Letters of Recommendation.
4. Transcripts from all colleges/universities attended during completion of B.A. or B.S. degree, as well as all graduate transcripts.

POST BACCALAUREATE CERTIFICATE IN SECURITY AND EMERGENCY MANAGEMENT (SEM)

The Department of Criminal Justice offers an 18 hour Post Baccalaureate Certificate in Security and Emergency Management for individuals desiring expertise in the fields of homeland security and emergency management but who do not wish to pursue the Master of Professional Studies or other graduate programs. The certificate is also open to graduate students enrolled in other programs who desire a certification in Security and Emergency Management and who elect to take the additional courses.

Admission Requirements: candidates must hold a bachelor's degree in any field from an approved institution, and meet all University graduate admission requirements. Existing graduate program students must have approval from their graduate program advisor.

Requirements for a Post Baccalaureate Certificate in Security and Emergency Management (SEM)

Course	Credit
SEM 500, Foundations of Homeland Security and Emergency Management	3
Select 15 hours from the following:	
SEM 505, Terrorism and Terrorist Operations*	3
SEM 506, Disaster Response and Recovery*	3
SEM 560, Homeland Security & Emergency Management Seminar/Exercise*	3
SEM 595, Internship/Practicum in Security and Emergency Management*	3
SEM 597, Special Topics in Security and Emergency Management (Multiple topics may be selected)	<u>3</u>
Total.....	<u>18</u>

*SEM courses completed at the undergraduate level may not be completed at the graduate level for credit in the SEM Graduate Certificate program.

COLLEGE OF BUSINESS

The College of Business offers a master of business administration (MBA) degree with several concentrations and degree delivery options. 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 34 semester hours. A concentration is not required, but may be selected. The following three-course concentrations are available: accounting, finance, health care management, information systems, international business, project management, and ERP Systems Using SAP. Students not selecting a concentration will select three business electives based on their interests and career goals. An executive MBA (EMBA) is also available for individuals with substantive business experience. All courses in the EMBA are prescribed. The EMBA substitutes business experience for the admission test.

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, management, and marketing. These prerequisites may be satisfied by taking the appropriate undergraduate classes, or by successfully completing the appropriate non-credit competency based courses, or by passing “challenge” examinations 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 Division of Professional, Interdisciplinary, and Continuing Education. The fee for each independent study module is \$300, which includes online learning materials. 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 Division of Professional, Interdisciplinary, and Continuing Education 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 exam must satisfy the prerequisite by successfully completing a course or non-credit module.

TABLE 1: Options for meeting the prerequisite competencies

Required Competency Areas: UNA Credit Courses	Typical Undergraduate Course Titles Used by Other institutions	Challenge Exam Available?	Competency-based Non-Credit Course
ACCOUNTING			
Principles of Financial Accounting [AC 291] Principles of Managerial Accounting [AC 292]	Principles of Accounting I Principles of Accounting II	Yes	Financial Accounting: A Management Perspective
ECONOMICS			
Principles of Macroeconomics [EC 251] Principles of Microeconomics [EC 252]	Principles of Economics I Principles of Economics II	Yes	Economics: Fundamentals of Economics
MANAGERIAL FINANCE			
Financial Management [FI 393]	Financial Management	Yes	Finance: Understanding Corporate Finance
STATISTICS			
Statistical Process Control [QM 291]	Statistics I or Elementary Statistics	Yes	Statistics: Business Math & Statistics
MANAGEMENT			
Principles of Management [MG 330]	Principles of Management	Yes	Principles of Management: The Critical Essentials
MARKETING			
Principles of Marketing [MK 360]	Principles of Marketing	Yes	Marketing: Principles of Marketing

MBA PROGRAM 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. **MBA Program.** Students may start this program in the fall, spring, or summer semester. Concentrations are available in accounting, finance, health care management, information systems, international business, project management, and ERP Systems Using SAP.

The University offers all of the core MBA requirements on the campus at Athens State University and on the main campus in Florence using a delivery format where some classes are face-to-face and others are delivered online. The courses required for the accounting concentration are also delivered in this format at Athens State and on the Florence campus. The elective courses for the other concentrations are offered online.

2. **Executive MBA. The EMBA** targets rising managers and mid-career professionals. Admission requires a minimum of six years of business experience in lieu of admission test requirements. The curriculum focuses on topics relevant to mid-management success. The EMBA is delivered online and at our campus locations in Florence and Athens.

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 unconditionally or conditionally for graduate study. Any MBA student who falls below a 3.0 cumulative GPA in their graduate work will be automatically dismissed from the MBA program. Note: Official admission test score should typically be no more than five years old.

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

A student can enroll in courses in the MBA Program as an “unclassified” student. Unclassified students are limited to enrolling in no more than four graduate credit hours (MG 601 plus one three-credit hour graduate course). Unclassified students must meet all of the requirements for Unconditional or Conditional Admission except for an acceptable GMAT score. To continue in the program after the completion of four graduate credit hours, the student must have an acceptable GMAT score and have at least a 3.0 GPA for the four graduate credit hours completed.

Admission to MBA Program

Unconditional Admission:

- Hold another advanced or professional degree (example—J.D., M.D., etc.) approved by MBA Admissions Committee; or
- All three of the following:
 - Bachelor’s degree or equivalent and

- A grade point average of at least 2.5 on a 4.0 scale and
- GMAT score of 450 or higher
Acceptable (equivalent) GRE score may be substituted for GMAT with approval of the MBA Admissions Committee.

Conditional Admission:

- Bachelor's degree or equivalent and
- a grade point average of at least 2.75 on a 4.0 scale and
- GMAT score of at least 400
Acceptable (equivalent) GRE score may be substituted for GMAT with approval of the MBA Admissions Committee.

NOTE: International students must also submit a sufficient TOEFL or IELTS score.

Admission to Executive MBA Program

Unconditional Admission:

- Bachelor's degree or equivalent (3 year diploma + 1 year bridge program possible) and
- Grade point average of at least 3.0 on a 4.0 scale and
- Current resumé reflecting executive potential and eight or more years of increasing responsibility in professional management, or entrepreneurial positions. Currently employed in supervisory, middle or upper management and
- Written professional statement discussing career objectives and rationale for advanced management study and
- Approval by the College of Business MBA Admissions Committee.

Conditional Admission:

- Bachelor's degree or equivalent (3 year diploma + 1 year bridge program possible) and
- Grade point average of at least 2.5 on a 4.0 scale (GPA requirement is waived for students admitted to Asia MBA degree programs.) and
- Current resumé reflecting executive potential and six or more years of steady career progression and
- Current employment in supervisory, middle or upper management and
- An optional GMAT score of at least 600 may be substituted for up to two years of the experience requirement and
- Written professional statement discussing career objectives and rationale for advanced management study and
- Letter of recommendation that addresses the applicant's ability and motivation for graduate management study and
- The MBA Admissions Committee or faculty representative may request a personal or telephone interview before making a final determination of conditional admission

NOTE: Applicants to the MBA degree program delivered in Asia who hold a three-year diploma and otherwise meet admission standards may (with the approval of the MBA Admissions Committee) be admitted conditionally. These students will be required to complete concurrently a 30 semester hour Pre-MBA Bridge program. The MBA degree will not be conferred until the bridge program is successfully completed.

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.

MBA DEGREE PLANS

MBA Core Courses and Concentrations

The MBA program is 34 semester hours, consisting of a 25 semester hour core and 9 semester hours of electives (see *MBA–Accounting Concentration for specific requirements for the MBA–Accounting Concentration*).

MBA Core and Electives:

AC 626, Cost for Management Decision Analysis (3 hours)

CIS 625, Enterprise Systems Analysis and Design (3 hours)

EC 650, Managerial Economics (3 hours)

FI 630, Managerial Finance (3 hours)

MG 601, MBA Skills and Outcomes (1 hour)

MG 624, Organizational Behavior (3 hours)

MG 640, Management Policy (3 hours)

MK 660, Marketing Strategy (3 hours)

QM 670, Decision Theory (3 hours)

Electives (9 hours—These courses may be selected to complete one of the concentrations below or other combinations of courses may be selected to meet the student's career objectives)

Concentration Electives:

*Accounting – See “MBA–Accounting Concentration” in next section.

*Finance – Select three electives from among: AC 581, CIS 688, FI 563, FI 631, FI 635, or FI 698.

*Health Care Management – MG/MK 665, MG 695, MK 671.

*Information Systems – Select three electives from among: CIS 556, CIS 615, CIS 627, CIS 636, CIS 645, CIS 660, CIS 685 or CIS 688.

*International Business – EC/FI 563, MG 610 or MG 680 or MG 698, MG/MK 691.

*Project Management – MG 585, and select two electives from among: BL 655, CIS 615, or CIS 636.

*ERP Systems Using SAP – CIS 636, CIS 644 and one of the following three courses: CIS 615, CIS 645, CIS 660.

*No more than one 500-level course may be applied toward the MBA degree.

MBA – Accounting Concentration

The Accounting MBA is a 34 semester hour program designed to provide individuals with the professional skills and business knowledge essential for success in contemporary professional accounting and business careers. In addition to meeting the admission requirements for graduate study in the College of Business, one should have the equivalent of a bachelor's degree in accounting or successfully complete undergraduate accounting prerequisites as prescribed by an Accounting-MBA Coordinator. In most states, including Alabama, one must complete 150 semester hours of education in order to be eligible to sit for the CPA exam. The UNA Accounting MBA Program provides the remaining courses required for the CPA exam for students who have the equivalent of a bachelor's degree in accounting.

Accounting Concentration Curriculum

- AC 630, Research in Accounting (3 hours)
- AC 674, Advanced Accounting Theory (3 hours)
- AC 675, Advanced Tax Accounting (3 hours)
- AC 697, Advanced Auditing (3 hours)
- CIS 625, Enterprise Systems Analysis and Design (3 hours)
- EC 650, Managerial Economics (3 hours)
- FI 630, Managerial Finance (3 hours)
- MG 601, MBA Skills and Outcomes (1 hour)
- MG 640, Management Policy (3 hours)
- MK 660, Marketing Strategy (3 hours)

Select Two (6 hours) from among:

- AC 581, Financial Statement Analysis (3 hours). *Cannot earn credit if completed equivalent undergraduate course.*
- AC 628, Seminar in Accounting (3 hours)
- AC 682, Valuation Tools for Professional Accounting (3 hours)
- AC 686, Controllership (3 hours)
- AC 694, Business Combinations (3 hours)
- QM 670, Decision Theory (3 hours)

Undergraduate Accounting Prerequisites for the MBA – Accounting Concentration

An Accounting MBA Coordinator will evaluate a student's academic record and determine which, if any, of the following undergraduate accounting courses are required for admission to the Accounting MBA Program:

- AC 390, Accounting Information Systems
- AC 391, Intermediate Accounting I
- AC 392, Intermediate Accounting II. *Prerequisite: AC 391.*
- AC 471, Cost Accounting. *Prerequisite: AC 390.*
- AC 472, Tax Accounting. *Prerequisite: AC 391.*
- AC 473, Auditing. *Prerequisite: AC 392.*

Information for Alabama CPA Exam Candidates –

<http://www.asbpa.alabama.gov>

- Course in Governmental Accounting Required – AC 395
- Business Law Course on Uniform Commercial Code Required - recommend BL 480
- U.S. Citizenship Required

Executive MBA

The Executive MBA is 34 semester hours.

MBA Executive Curriculum:

- AC 626, Cost for Management Decision Analysis (3 hours)
- CIS 625, Enterprise Systems Analysis and Design (3 hours)
- EMB 601, MBA Skills and Outcomes (1 hour)
- EMB 602, Management Mentoring (1 hour)
- EMB 603, Corporate Governance (1 hour)
- EMB 604, Legal, Social, Ethical Environment of Global Business (3 hours)
- EMB 605, International Business Dynamics (3 hours)
- EMB 606, Special Topics in Business (3 hours)
- EMB 680, Career Management and Professional Development (1 hour)
- EMB 698, MBA Capstone Project (3 hours)
- FI 630, Managerial Finance (3 hours)
- MG 624, Organizational Behavior (3 hours)
- MG 640, Management Policy (3 hours)
- MK 660, Marketing Strategy (3 hours)

SPECIAL PROGRAMS AND ACTIVITIES

Graduate Certificate in Project Management

The College of Business offers a Graduate Certificate in Project Management. This graduate certificate is designed for professionals wishing to increase their job skills through the knowledge of formal project management methodology as demonstrated through a mastery of the Project Management Institute's Project Management Body of Knowledge (PMBOK®), MBA students wishing to broaden their skills or to have their skills recognized through a certificate program, and students from other disciplines interested in broadening their knowledge of the use of project management within organizations. Courses focus on the application of project management methodology to the business disciplines of management and computer information systems within public and private sector organizations. This certificate program requires 12 hours of graduate credit, plus non-credit coursework including software tools, and a non-credit assessment course or activity. Current enrollment in the MBA program at UNA or admission to the certificate program is required. Admitted MBA students may apply for the certificate program through

the Division of Professional, Interdisciplinary, and Continuing Education. Applicants seeking admission to the graduate certificate program will be required to meet the admission criteria of the MBA Executive Concentration at UNA. Admission requires formal application through the standard University procedures. This program is offered in conjunction with the Division of Professional, Interdisciplinary, and Continuing Education, and all courses are available online. The non-credit Microsoft Project® Basics and Advanced coursework may be taken prior to admission to the MBA. Successful completion of advanced certification in Microsoft Project® or a similar commercial project management software product will also satisfy this requirement.

Requirements for a Graduate Certificate in Project Management

Academic Credit Courses

MG 585, Project Management (3 hours)

Elective Courses (select three):

BL 655, Intellectual Property Law, Development, and Management
(3 hours)

CIS 615, Software Engineering for the Enterprise (3 hours)

CIS 625, Enterprise Systems Analysis and Design (3 hours)

CIS 636, Information Systems Management (3 hours)

Non-Academic Credit Courses

- Microsoft Office Project® software Basics through Advanced—offered by UNA's Division of Professional, Interdisciplinary, and Continuing Education. Successful completion of advanced certification in Microsoft Project® or a similar commercial project management software product will also satisfy this requirement.
- Project Management Certificate Capstone Course – offered by UNA's Division of Professional, Interdisciplinary, and Continuing Education.

COLLEGE OF EDUCATION AND HUMAN SCIENCES

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

Master of Arts in Education degree in elementary education K-6, secondary education (including P-12 education), instructional leadership, and special education collaborative teacher K-6 and/or 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 Class A candidates in P-12 education and secondary education.

Master of Arts in Education degree in School Counseling P-12 accredited by CACREP. For persons who hold the appropriate Alabama Class B professional certificate, or who qualify under the Track 2 CACREP Approach, program completion may qualify them for recommendation for the Alabama Class A professional certificate.

Master of Arts degree in Clinical Mental Health Counseling is appropriate for persons who plan to counsel in mental health and agency settings and who may wish to become Licensed Professional Counselors..

Master of Science degree in Health and Human Performance is designed for students interested in the exercise and health sciences professions. This program provides opportunities for advanced study for those individuals whose careers or personal interests require additional knowledge or research skills. The Health and Human Performance degree offers five concentrations; exercise science, kinesiology, integrative health, sport management, and wellness and health promotion.

Education Specialist degree for persons seeking Class AA professional certificate in elementary education, instructional leadership, and teacher leader must hold a valid Class A level certificate in an appropriate, approved Alabama State Department of Education teaching field or instructional support area.

Post Baccalaureate Certificate in Teaching English to Speakers of Other Languages (TESOL) consists of 18 semester hours of graduate coursework for individuals who wish to have training in working with English language learners but who do not wish to pursue the Master of Arts in Education degree or Alabama professional educator certification. Please refer to the College of Education and Human Sciences section on **SPECIAL PROGRAMS AND ACTIVITIES** for requirements.

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 professional educator certification, accreditation standards, or licensure requirements. Candidates should consult their advisor in education to obtain a description of the most current offerings.

Candidates will not be permitted to receive credit for a 500-level course if they have received credit for the comparable senior-level undergraduate course.

Candidates interested in using PRAXIS II test results for program admission should refer to the Alabama State Department of Education for appropriate codes and minimum score requirements (<http://www.alsde.edu>).

All teacher certification programs are approved by the Alabama State Board of Education. The Conceptual Framework is designed to reflect current research-based knowledge and effective practices through professionalism, assessment, collaboration, technology, diversity, and reflection. The UNA College of Education and Human Sciences prepares knowledgeable practicing professionals by “engaging learners, inspiring leaders, and transforming lives”. The College of Education and Human Sciences at the University of North Alabama is accredited by the National Council for Accreditation of Teacher Education (NCATE), <http://www.ncate.org>. This accreditation covers initial teacher preparation programs and advanced educator preparation programs at the University of North Alabama. However, the accreditation does not include individual education courses that the institution offers to P-12 educators for professional development, relicensure or other purposes. ***Degree requirements are subject to change in order to comply with state and/or federal guidelines.*** Students/candidates should consult with their academic advisor throughout their program to ensure all requirements are met.

The College of Education and Human Sciences has the responsibility to ensure all candidates are formally admitted to the Graduate Teacher Education Program (TEP) and remain in good standing throughout their program. Teacher education candidates may be placed on probation, suspended, or removed from TEP by the college for issues including but not limited to grade point average deficiencies, dispositions, academic dishonesty, or institutional sanctions. Teacher education candidates must be in good standing in TEP to enroll in restricted courses including the internship.

Students pursuing non-teacher education degrees in the College of Education and Human Sciences may be placed on probation, suspended, or removed from a program by the departmental faculty for issues including but not limited to grade point average deficiencies, dispositions, academic dishonesty, or institutional sanctions.

ADMISSION

In addition to the general requirements for admission to graduate studies (see General Regulations and Procedures), each program within the College of Education and Human Sciences has specific requirements for admission. Please refer to each program for a listing of specific admission requirements.

International Transcripts

All graduate students who attended a college or university outside the United States must have their transcripts evaluated by a university-approved international credentials evaluator. Students applying for admission to any program that leads to certification as a teacher, school leader or school counselor must have their international transcripts evaluated by one of the foreign-credential evaluation services recognized by the Alabama State Department of Education. Certification program applicants should contact the UNA Certification Officer for a current listing of approved evaluators. Candidates for admission to non-certification programs should contact the appropriate department chair for approved transcript evaluation options and procedures.

Master of Arts in Education

Elementary Education (K-6)

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test.
2. Scholastic achievement: a bachelor's or higher degree from a regionally accredited institution with a minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. For candidates with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
4. Preparation: hold baccalaureate-level professional certification in elementary education and satisfy the requirements for the Alabama Class B professional certificate.
5. ABI/FBI background clearance.
6. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission to the program. Any coursework exceeding the five-course rule may **not** be used for certification purposes.
7. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Special Education: Collaborative Teacher K-6 and/or 6-12

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test.
2. Scholastic achievement: a bachelor's or higher degree from a regionally accredited institution with a minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. For candidates with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.

4. Preparation: hold valid baccalaureate-level professional educator certification in an appropriate teaching field and satisfy the requirements for the Alabama Class B professional certificate.
5. ABI/FBI background clearance.
6. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission to the program. Any coursework exceeding the five-course rule may **not** be used for certification purposes.
7. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Secondary Education, including P-12 education

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test.
2. Scholastic achievement: a bachelor's or higher degree from a regionally accredited institution with a minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. For candidates with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
4. Preparation: hold valid baccalaureate-level professional educator certification in the appropriate teaching field and satisfy the requirements for the Alabama Class B professional certificate.
5. ABI/FBI background clearance.
6. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission to the program. Any coursework exceeding the five-course rule may **not** be used for certification purposes.
7. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

School Counseling (P-12)

1. Test scores: submission of satisfactory scores prior to admission on either the Miller Analogies Test (MAT) or on the Graduate Record Examination (GRE); recommended minimum of 388 on the MAT or a minimum GRE score of 146 on the Verbal and 140 on the Quantitative portions of the exam. (See web site for sliding scale of acceptable test scores and grades.)
2. Scholastic preparation: a bachelor's or higher degree from a regionally accredited institution with a 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. International Credentials: candidates holding a bachelor's degree, a graduate degree or the equivalent from an institution outside the United States of America must submit a WES, ECE, or other ALSDE-approved credential evaluation.
4. Prerequisite: hold valid Class B or Class A professional educator certification in a teaching field and complete two full years of full-time, satisfactory education experience at the P-12 level. Candidates without teacher certification and/or teaching experience may be admitted to the School Counseling major under the Track 2 CACREP Approach by meeting the following additional requirements: minimum 2.75 cumulative undergraduate grade point average, passing score on the Work Keys Basic Skills Assessment Test of the Alabama Educator Certification Testing Program, successful completion of the course EEX 605, Survey of Students with Disabilities, or an equivalent course with a grade of "A" or "B," successful completion of the ABI/FBI background clearance required of school personnel in Alabama.
5. References: submit three (3) Recommendation for Admission forms that have been completed by the candidate's supervisors or instructors. Recommendation forms are available at pbhailey@una.edu or by calling the Department of Counselor Education at 256.765.4763.
6. Employment and volunteer activities: submit a personal resumé that includes a record of employment and volunteer activities.
7. Interview: successfully complete an interview with members of the Counselor Education faculty. When all required application documents have been received, the applicant will be contacted to schedule an interview.
8. Candidates must be unconditionally admitted to the School Counseling program prior to enrolling in any coursework in the program.
9. For program certification and graduation, all School Counseling candidates must achieve a passing score on the PRAXIS II Professional School Counselor Examination (0421). In addition, Track 2 CACREP Approach candidates must pass the National Counselor Examination (NCE) for Licensure and Certification.

Instructional Leadership (P-12) Degree Program

1. Test Scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test.
2. Scholastic achievement: a bachelor's or higher degree from a regionally accredited institution with a minimum overall grade point average of 3.0 (4.0 scale) is recommended on undergraduate work.
3. Preparation: hold valid Class B or Class A professional educator certification in a teaching field or instructional support area.
4. Preparation: have a minimum of three years of full-time, satisfactory educational experience in a P-12 setting which must include P-12 teaching experience.

5. ABI/FBI background clearance.
6. Portfolio: submit an admission portfolio for committee review. (See web site for portfolio requirements)
7. Interview: successfully complete an individual interview with University faculty and partner school districts.
8. Graduate coursework: candidates must be unconditionally admitted to a Class A instructional-leadership program prior to enrolling in any instructional-leadership coursework in the program.
9. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Alternative Class A Program (Secondary Education Majors only)

1. Entrance exam requirement: a passing score on the appropriate Praxis II exam is required for unconditional admission; therefore it is recommended that the Praxis II be used for conditional admission purposes. Candidates without the appropriate Praxis II test score must submit a score of 388 on the Miller Analogies Test or a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination for conditional admission.
2. Degree and grade point average (GPA) requirement: a bachelor's or higher degree from a regionally accredited university with a minimum GPA overall of 2.5 (4.0) documented on the official transcript from the degree granting institution and must be the GPA that was used as the basis for granting the degree. If a graduate degree is used as the basis for admission to the Alternative A program, no graduate credit from that degree may be applied to the Alternative A program for certification purposes.
3. ABI/FBI background clearance.
4. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission. Any coursework exceeding the five-course rule may **not** be used for certification purposes.
5. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Master of Arts Degree

Clinical Mental Health Counseling

1. Test scores: submission of satisfactory scores prior to admission on either the Miller Analogies Test (MAT) or on the Graduate Record Examination (GRE); recommended minimum score of 388 on the MAT or a minimum GRE score of 146 on the Verbal and 140 on the Quantitative portions of the exam. (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 or higher from an institution that meets the general admission requirements for graduate study at UNA.
4. International Credentials: candidates holding a bachelor's degree, a graduate degree, or the equivalent from an institution outside the United States of America must submit a WES, ECE, or other approved international credential evaluation.
5. References: submit three (3) Recommendation for Admission forms that have been completed by the candidate's supervisors or instructors. Recommendation forms are available at pbhailey@una.edu or by calling the Department of Counselor Education at 256.765.4763.
6. Employment and volunteer activities: submit a personal resumé that includes a record of employment and volunteer activities.
7. Interview: successfully complete an interview with members of the Counselor Education faculty. When all required application documents have been received the applicant will be contacted to schedule an interview.
8. Candidate must be unconditionally admitted before taking coursework toward the Clinical Mental Health Counseling degree.
9. For graduation, Clinical Mental Health Counseling candidates must achieve a passing score on the Counselor Preparation Comprehensive Examination (CPCE)

Master of Science Degree

Health and Human Performance*

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test. ***International students MUST submit satisfactory scores of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination AND scores of either 550 (paper-based), 213 (computer-based) or 79 (internet-based) on the TOEFL examination.*** Candidates 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

*A program of study should be planned with the academic advisor and submitted to the Dean of the College of Education and Human Sciences prior to the beginning of the second term of enrollment in the graduate program. The Health, Physical Education and Recreation Graduate Committee will determine any prerequisite course(s) that students must complete prior to admittance to the Health and Human Performance graduate program.

3. If candidate meets both standards (MAT/GRE score and undergraduate grade point average requirements), he/she may be unconditionally admitted.
4. If a candidate meets only one of the prescribed standards for admission he/she may be conditionally admitted as outlined in item number one. The candidate must then successfully complete 12 hours of graduate credit achieving a grade point average of 3.0 or above in order to be moved to unconditional status.
5. Preparation: possession of bachelor's degree or equivalent in an appropriate field of study from an institution that is accredited by one of the six U.S. regional accrediting associations, by one of the agencies recognized as an accrediting agency by the U.S. Department of Education, or by an appropriate governmental agency in the country in which the institution is located. Any exceptions to this policy require the approval of the Dean of the College of Education and Human Sciences. **NOTE: International students MUST submit either a WES or ECE evaluation to determine if any additional prerequisite courses are needed.**
6. Recommendations: three letters of recommendation to be sent to the Chair, Department of Health, Physical Education and Recreation from professionals that can attest to the candidate's academic ability and potential for success as a graduate student.
7. Essay: type written, maximum two pages, to be sent to the Chair, Department of Health, Physical Education and Recreation addressing these three questions:
 - a) Why the candidate wishes to be considered for admission to the graduate program;
 - b) How completion of a graduate degree supports the candidate's career goals; and
 - c) What the candidate can bring to this graduate program.
8. Must have departmental approval.

Education Specialist Degree

Elementary Education

1. Test scores: Candidates must meet all testing requirements set forth by the Alabama State Department of Education. Contact the UNA certification officer for details.
2. Scholastic Achievement: a master's or higher degree from a regionally accredited institution with a minimum grade point average of 3.0 (4.0 scale) on all master's level coursework.
3. Preparation: candidates must be unconditionally admitted to the Education Specialist Program in Elementary Education. Requirements for admission shall include a master's-level professional educator certificate in the same teaching field(s) in which the Class AA Professional Educator Certificate is sought, except as prescribed below:

- a. A teacher with a bachelor's-level professional educator certificate in elementary education and a master's-level professional educator certificate in reading may be admitted to a Class AA program in elementary education.
 - b. A teacher with a bachelor's-level professional educator certificate in any teaching field and a master's-level professional educator certificate in English for speakers of other languages may be admitted to a Class AA program in the same teaching field for which the teacher holds a bachelor's-level professional educator certificate.
4. ABI/FBI background clearance.
 5. Interview: successfully complete an individual interview with university faculty.
 6. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission to the program. Any coursework exceeding the five-course rule may **not** be used for certification purposes.
 7. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.
 8. If an individual is admitted to an Alabama Class AA program based on a master's-level professional educator certificate in another state, completes a Class AA program, and subsequently applies for Alabama certification at the Class AA level, then the individual must earn at least a Class A Professional Educator Certificate before applying for Class AA certification.

Instructional Leadership

1. Test scores: candidates must meet all testing requirements set forth by the Alabama State Department of Education. Contact the UNA certification officer for details.
2. Scholastic Achievement: a master's or higher degree from a regionally accredited institution with a minimum grade point average of 3.0 (4.0 scale) on all master's level coursework.
3. Meet one of the following criteria:
 - a. Hold a Class A Instructional Leadership certificate earned after completing a redesigned program at an Alabama university.
 - b. Be currently serving as a superintendent, assistant or associate superintendent, assistant to the superintendent, principal, assistant principal, supervisor (any subject and/or grade level), administrator of career and technical education, coordinator, or evaluator.
 - c. Document three years of employment in an instructional leadership position for which one of the certificates is proper certification according to the current edition of the *Subject and Personnel Codes* of the Alabama State Department of Education.

- d. Demonstrate each of the abilities in the Class A Instructional Leadership standards prior to admission to the Class AA Instructional Leadership program or prior to completion of the Class AA Instructional Leadership program.
4. ABI/FBI background clearance.
5. Applicants who completed a Class A program other than one approved by the State Board of Education on or after September 8, 2005, must submit a portfolio which includes:
 - a. Three letters of recommendation
 - b. Most recent performance appraisals
 - c. Evidence of ability to lead student achievement
 - d. Evidence of leadership and management potential
 - e. Reasons for pursuing the Class AA certificate in Instructional Leadership.

The contents of the portfolio will be reviewed and scored by faculty members of the Instructional Leadership Department.

6. Interview: applicants who completed a Class A program other than one approved by the State Department of Education on or after September 8, 2005, must pass an interview conducted by a program admission committee that includes both P-12 instructional leaders and instructional leadership faculty.
7. Graduate coursework: candidates must be unconditionally admitted to the Class AA instructional leadership program or the Class AA teacher leader program prior to enrolling in any leadership courses in the program.
8. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Teacher Leader

1. Test scores: candidates must meet all testing requirements set forth by the Alabama State Department of Education. Contact the UNA certification officer for details.
2. Scholastic Achievement: a master's or higher degree from a regionally accredited institution with a minimum grade point average of 3.0 (4.0 scale) on all master's level coursework.
3. ABI/FBI background clearance.
4. A minimum of three full years of full-time teaching experience in a P-12 setting.
5. Applicants must submit a portfolio containing:
 - a. Three letters of recommendation
 - b. Evidence of ability to positively affect student achievement
 - c. Evidence of collaborative leadership potential.

The contents of the portfolio will be reviewed and scored by faculty members in Elementary Education, Secondary Education, and instructional leadership.

6. Interview: successfully complete an individual interview with university faculty and partner school district representatives.
7. Graduate coursework: candidates who have not met requirements for unconditional admission to a Class AA teacher leader program prior to August 1, 2012, may not complete more than five courses in the Class AA teacher leader program prior to unconditional admission. Any coursework exceeding the five-course rule may **not** be used for certification purposes.
8. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.
9. NOTE: If an individual is admitted to an Alabama Class AA teacher leader program based on a master's level professional educator certificate in a teaching field or area of instructional support from another state, completes the Class AA teacher leader program, and subsequently applies for Class AA teacher leader certification, then the individual must earn at least a Class A Professional Educator Certificate in a teaching field or area of instructional support before applying for Class AA certification.

ADVISEMENT

Upon admission to programs in education, each candidate is assigned a major field advisor who will assist the candidate in planning the program of study, approve the program, and provide continuing supervision and guidance. Candidates admitted to secondary education programs are also assigned a teaching field advisor 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 State Department of Education regulations for the appropriate certificate including experience, background clearance and testing requirements.

Graduates are encouraged to apply for certification upon program completion. If graduates apply for certification at a later date, all certification requirements in place AT THE TIME THE APPLICATION IS FILED must be met, even if they are different from those in place at the time of program completion.

Application for certification is made through the Office of Teacher Certification and must be accompanied by the required application fee. 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.

If an individual admitted to a Class A program based on a bachelor's level professional educator certification from another state completes a Class A program and subsequently applies for Alabama certification at the Class A level, then the individual must earn Alabama Class B certification before applying for Class A certification.

If an individual is admitted to an Alabama Class AA program based on a master's-level professional educator certificate in another state, completes a Class AA program, and subsequently applies for Alabama certification at the Class AA level, then the individual must earn at least a Class A Professional Educator Certificate before applying for Class AA certification.

EXAMINATIONS

In addition to other course and program requirements, satisfaction of requirements for a degree or certification program includes the passing of a final comprehensive College of Education and Human Sciences assessment completed during the final term of the program. Secondary and P-12 candidates must also earn a passing score on a comprehensive assessment in the specific teaching field(s). Candidates should see the department chair in the teaching field to schedule the comprehensive assessment.

DEGREE AND PROGRAM PLANS

Master of Arts in Education Degree

The Master of Arts in Education degree is awarded in the following major fields: school counseling, instructional leadership, elementary education K-6, P-12 education, secondary education, and special education: collaborative teacher K-6 and/or 6-12. Programs range from 33-48 semester hours. See specific program requirements below.

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

Elementary Education

- a. Prerequisite: valid Class B professional certificate in the elementary field.
- b. Required courses:
 - (1) EED 000, ECE 603, ECE 604, ED 601, ED 605, ED 655, EED 611, EED 678.....21
 - (2) EEX 605 (required if not previously completed).....0-3
 - (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

NOTE: Elementary education candidates may select a technology option. See academic advisor for specific requirements.

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

Secondary Education

- a. Prerequisite: valid Class B professional educator certificate in the field of study.
- b. Required courses:
 - (1) ED 000, ED 601, ED 603, ED 605, ED 634, ED 655..... 15
 - (2) EEX 605 (if requirement has been satisfied, a three-hour education or teaching field elective is required) 3
 - (3) CHD 604 or ED 644 3
- c. **Teaching field requirements listed according to each major below.**
NOTE: Secondary education candidates may select a technology option. See academic advisor for specific requirements.

Biology (SBE/NCATE Approved)

- a. Prerequisite: valid Class B professional educator certificate in the field.
- b. Subject area advisor-approved graduate coursework in biology; six hours must be at the 600-level..... 12

Business/Marketing Education (SBE/NCATE Approved)

- a. Prerequisite: valid Class B professional educator certificate in the field.
- b. Required courses (12 hours):
 - (1) CIS 575 or equivalent..... 3
 - (2) Advisor-approved graduate courses in business and marketing education; six hours must be at the 600-level 9

Chemistry (SBE/NCATE Approved)

- a. Prerequisite: valid Class B professional educator certificate in the field.
- b. Subject area advisor-approved graduate coursework in chemistry; six hours must be at the 600-level..... 12

English/Language Arts (SBE/NCATE Approved)

- a. Prerequisite: valid Class B professional educator certificate in the field.
- b. Advisor-approved graduate coursework from any two of the following fields: English, theatre, communications; six hours must be at the 600 level..... 12

General Science (SBE/NCATE Approved)

- a. Prerequisite: Class B professional certificate in the field.
- b. Subject area advisor-approved graduate coursework in general science; must select at least one course from two of the following areas: biology, chemistry, earth science, physics; six hours must be at the 600-level 12

Geography (SBE/NCATE Approved)

- a. Prerequisite: Class B professional certificate in the field.
- b. Required coursework:
 - (1) GE 604..... 3

(2) Subject area advisor-approved graduate coursework in geography; 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 advisor-approved graduate coursework in history; six hours must be at the 600-level	12
Mathematics (SBE/NCATE Approved)	
a. Prerequisite: Class B professional certificate in the field.	
b. Subject area advisor-approved graduate coursework in mathematics; six hours must be at the 600-level;	12
Physics (SBE/NCATE Approved)	
a. Prerequisite: Class B professional certificate in the field.	
b. Subject area advisor-approved graduate coursework in physics; six hours must be at the 600-level	12
Social Science (SBE/NCATE Approved)	
a. Prerequisites: Class B professional certificate in the field.	
b. Subject area advisor-approved graduate coursework from among any two of the following fields: geography, history, political science, sociology; six hours must be at the 600- level	12
English for Speakers of Other Languages (ESOL) (P-12) (SBE/NCATE Approved)	
a. Prerequisite: Class B professional certificate in any teaching field.	
b. Required courses:	
(1) ED 000, ED 601, ED 603, ED 605, ED 634, ED 655.....	15
(2) CHD 604 or ED 644	3
(3) EEX 605 (If requirement not previously met at undergraduate level)	0-3
(4) ED 515, ED 608, ED 610, ED 621, EN 641	15
(5) Three hours of advisor-approved graduate coursework related to ESOL	3
c. ESOL candidates must have a passing score on the appropriate Praxis II exams. See Certification Officer for exam requirements.	
Music—Instrumental (P-12) and Choral (P-12) (SBE/NCATE Approved)	
a. Prerequisites: valid Class B professional educator certificate in the field and MU 383 or MU 384.	
b. Required courses:	
(1) ED 000, ED 601, ED 603, ED 605, ED 634, ED 655.....	15
(2) CHD 604 or ED 643 or ED 644.....	3
(3) EEX 605 (If requirement has been satisfied, a three-hour elective is required).....	3
(4) MU 641, MU 661, MU 681	6
(5) Subject area advisor-approved graduate coursework in music	6

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

- a. Prerequisite: valid Class B professional educator certificate in the field.
- b. Required professional education courses:
 - (1) ED 000, ED 601, ED 603, ED 605, ED 655, HPE 634..... 15
 - (2) CHD 604 or ED 643 or ED 644..... 3
 - (3) EEX 605 (if requirement has been satisfied, a three-hour elective is required)..... 3
 - (4) Advisor-approved graduate coursework related to physical education (HPE or SRM); six hours must be at the 600-level..... 12

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

Special Education

- a. Prerequisite: valid Class B professional educator certificate in any field or level.
- b. Required professional education courses for K-6 and/or 6-12:
 - (1) EED 000, EEX 610, EEX 615, EEX 617, EEX 620, EEX 630, EEX 635, EEX 637, EEX 640, EEX 642, EEX 654, EEX 678 ... 33
 - (2) EEX 605 (required if not previously completed) 0-3
 - (3) Additional course for students seeking certification at the 6-12 level must also take EEX 653 3
 - (4) Special education majors may enroll in EDT 601, EDT 602 and/or EDT 603 to improve their technology skills. These courses may not replace required courses.
 - (5) Collaborative Teacher candidates must have a passing score on the appropriate Praxis II exams. See Certification Officer for exam requirements.

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

School Counseling (P-12) (SBE Approved)

- a. Preparation: hold a bachelor's degree or higher from a regionally accredited institution.
- b. Prerequisite: hold valid Class B professional educator certificate in any teaching field and two full years of full-time satisfactory educational experience at the P-12 level or qualify for the Track 2 CACREP Approach.
- c. Recommended for admission by the Counselor Education faculty based upon GPA, MAT or GRE scores, recommendations, resumé and interview.
- d. Required courses:
 - (1) EEX 605, Survey of Students with Disabilities, is required if not previously completed at the undergraduate level 0-3
 - (2) CHD 000, CHD 001, CHD 601, CHD 602, CHD 604, CHD 606, CHD 608, CHD 615, CHD 621, CHD 631, CHD 641, CHD 642, CHD 645, CHD 678, CHD 688, CHD 689 42

- (3) Counseling (CHD) electives 6
- (4) A passing score on the PRAXIS II Professional School Counselor Examination (0421). In addition, Track 2 CACREP Approach candidates must pass the National Counselor Examination (NCE) for Licensure and Certification.

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

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

- a. Prerequisite: valid Class B or Class A professional educator certification in teaching field or instructional support area.
- b. Required professional education courses:
 - (1) IL 690, IL 691, IL 692, IL 693, IL 694, IL 695, IL 696.....21
 - (2) EEX 605 (if not previously completed).....0-3
 - (3) Advisor-approved electives..... 12
 - (4) Instructional Leadership candidates must have a passing score on the appropriate Praxis II exam. See Certification Officer for exam requirements.

Master of Arts in Education Degree

(Alternative Plan)

(SBE/NCATE Approved)

The alternative Class A 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. Conditional Admission: All Alternative A candidates are conditionally admitted to the program and must complete a formal application for unconditional admission through the Office of Teacher Certification.
 - a. Entrance Exam Requirement: a passing score on the appropriate Praxis II exam is required for unconditional admission; therefore it is recommended that the Praxis II be used for admission purposes. Candidates without the appropriate Praxis II test score may submit a score of 388 on the Miller Analogies Test or a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination for conditional admission.
 - b. Degree and Grade Point Average (GPA) Requirement: a bachelor’s or higher degree from a regionally accredited university with a minimum GPA overall of 2.50 (4.0) documented on the official transcript from the degree granting institution and must be the GPA that was used as the basis for granting the degree. If a graduate degree is used as the basis for admission to the Alternative A program, no graduate credit from that degree may be applied to the Alternative A program for certification purposes.
 - c. Background Clearance: ABI/FBI clearance secured during the first semester of enrollment prior to any school-based observations or field experiences.

2. Unconditional Admission: candidates are limited to a total of five graduate courses prior to unconditional admission. Any coursework exceeding the five-course rule may not be used for certification purposes.
 - a. Application: a formal application for unconditional admission to the Alternative A program processed through the Office of Teacher Certification.
 - b. Orientation: successful completion of ED 000 with a grade of P or S.
 - c. Teacher Education Program (TEP) Interview: successful completion of the TEP Interview. Candidates are limited to two attempts to successfully complete the TEP interview.
 - d. Alabama Educator Certification Testing Program (AECTP) Requirements: a passing score on the Basic Skills Examination and the appropriate Praxis II subject assessment.
 - e. Undergraduate Prerequisite Coursework: successful completion of ED 382, ED 401, and ED 480W with a grade of "C" or better. Content prerequisite coursework may be recommended based on the admission audit.
3. Internship: Application forms for admission to student internship are to be secured from and filed with the Office of Teacher Certification according to the following deadlines: Fall candidates should apply between January 1 and April 30; Spring candidates should apply between May 1 and August 31. Late applications will not be accepted.
 - a. The intern shall not be enrolled in other courses during the internship.
 - b. All required coursework must be completed before enrollment in the internship is permitted.
 - c. A passing score on the PRAXIS II Subject Assessment is required before enrollment in internship is permitted.
 - d. A grade point average of 3.0 or better on all graduate work is required to enroll in 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 successful completion of a comprehensive assessment.

The major areas of study include P-12 English for speakers of other languages (ESOL), instrumental music, P-12 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, and social science.

Additional Program Requirements for All Alternative A Candidates:

Alternative A candidates are required to submit documentation of a completed multicultural experience that may include a foreign language taken at the high school or college level, a continuing studies course, or other experiences as approved by the College.

Program course requirements are as follows:

Secondary Education, P-12 English for speakers of other languages (ESOL), Music and Physical Education: ED 382, ED 401 and ED 480W (to be taken concurrently with graduate coursework), ED 000, ED 575, ED 601, ED 603, ED 605, ED 634, ED 655, EEX 605; a content-specific methods course, a minimum of 15 semester hours of major field, advisor-approved graduate courses of which at least six hours must be at the 600-level; 9 semester hours ED 582 (6-12 majors) or 6-9 semester hours ED 584 (P-12 majors).

Additional Requirements for Comprehensive Fields: English Language Arts, General Science, and General Social Science programs shall require at least one course in two areas within the broader field.

Master of Arts in Education Degree (International ESOL Plan)

(The International ESOL Plan does not meet the requirements for Class A Professional Educator Certification in Alabama)

The English for Speakers of Other Languages (ESOL) International ESOL Plan is designed for individuals who are from a country other than the United States who wish to earn a master's degree in ESOL and return to their native country to teach English or for individuals from the United States who wish to earn a master's degree in ESOL to teach abroad or teach in an intensive English program in the United States. The International ESOL Plan does not meet the requirements for Class A Professional Educator Certification in Alabama. A Master of Arts in Education Degree in ESOL with traditional and alternative routes is available for individuals who wish to be certified to teach Preschool-12th grade students in Alabama. A minimum of 30-36 hours is required in the International ESOL Plan. The program requires a minimum of 30 hours from the following:

ED 515, ED 603, ED 608, ED 610, ED 620, ED 661, ED 662, ED 663, ED 664, EN 541, EN 542, and EN 641.

International ESOL Plan Prerequisites

1. Test scores: submission of satisfactory scores of 388 on the Miller Analogies Test or a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination. International candidates **MUST** submit satisfactory scores of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination **AND** scores of either 550 (paper-based), 213 (computer-based) or 79 (internet-based) on the TOEFL examination. Candidates 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 2.5 (4.0 scale) on undergraduate work.

3. If a candidate meets both standards (MAT/GRE score and undergraduate GPA requirements), he/she may be unconditionally admitted.
4. If a candidate meets only one of the prescribed standards for admission he/she may be conditionally admitted as outlined in item number one. The candidate must then successfully complete 12 hours achieving a GPA of 3.0 or above.
5. Preparation: must hold a bachelor's degree or equivalent in an appropriate field of study from an institution that meets the general admission requirements for graduate study at UNA.
6. Candidates must submit a WES, ECE, or an approved internal credential evaluation to determine if any additional prerequisite courses are needed.

Master of Arts Degree

The Master of Arts degree in Clinical Mental Health Counseling is appropriate for persons who plan to counsel in mental health and agency settings and who may wish to become Licensed Professional Counselors.

A minimum of 60 semester hours is required in the Clinical Mental Health Counseling Program. The program requirements are as follows:

- a. Recommended for admission by counselor education faculty.
- b. Required courses:
 CHD 000, CHD 001, CHD 600, CHD 601, CHD 602,
 CHD 604, CHD 606, CHD 608, CHD 615, CHD 621,
 CHD 625, CHD 631, CHD 634, CHD 638, CHD 645,
 CHD 655, CHD 656, CHD 661, CHD 678, CHD 688,
 CHD 689, CHD 690.....60

Master of Science Degree

The Master of Science in Health and Human Performance is designed for students interested in the exercise and health sciences professions. It is a 30 semester hour program with five concentrations: exercise science, kinesiology, integrative health, sport management, and wellness and health promotion. The program of study is comprised of a 12 semester hour core, a 12 semester hour concentration, and 6 semester hours of electives which allow for thesis and non-thesis options. The program core consists of the following courses:

- HPE 600, Research Methods
- HPE 665, Critical Analysis of Research and Professional Literature
- HPE 675, Administration of Health and Physical Education Related Programs
- HPE 670, Legal Issues and the Health and Physical Education Professional
- OR
- HPE 645, Ethical Practice in Integrative Health

The written program of study must be approved by the graduate faculty advisor and the Dean of the College of Education and Human Sciences. All academic regulations are applicable for the degree and for the program general requirements, including the maintenance of appropriate grade point average and the completion of a comprehensive written examination or thesis.

Education Specialist Degree

The Education Specialist degree is awarded in the fields of instructional leadership, elementary education, and teacher leader. Course requirements range from 30-36 semester hours of credit. 700-level courses are restricted to candidates admitted to the Education Specialist Program through the Office of Graduate Admissions and Services. See specific program requirements.

Elementary Education — Class AA (SBE/NCATE Approved)

1. General Admission Requirements
 - a. Valid master’s-level professional educator certificate in elementary education; or valid bachelor’s-level certificate in reading; or valid bachelor’s-level certificate in elementary education and a master’s-level certificate in ESOL.
 - b. Satisfactory completion of all testing requirements set forth by Alabama State Department of Education. Contact UNA certification officer for details.
 - c. Minimum GPA of 3.0 (4.0 scale) on all courses in ASBE approved teacher education master’s program.
 - d. ABI/FBI background clearance.
2. Required courses: EDS 701, EDS 702, EDS 704, EDT/EDS 703
 EDS/EED 709 15 hours
 EEX 605 (if not previously completed) 0-3 hours
 Hold a National Board of Professional Teaching Standards
 Certificate (in Elementary Education) or EED 705 0-3 hours
 Hours of advisor approved graduate coursework appropriate
 for elementary education 15 hours

Instructional Leadership — Class AA (SBE/NCATE Approved)

1. General Admission Requirements
 - a. Candidates must meet all testing requirements set forth by the Alabama State Department of Education. Contact the UNA certification officer for details.
 - b. Minimum grade point average of 3.0 (4.0 scale) on all master’s level coursework.
 - c. All candidates must hold a Class A Professional Educator Certificate in Instructional Leadership or one of the other Class A leadership certificate designations [Instructional Leader, Principal, Superintendent, Superintendent-Principal, Educational Administrator, Supervisor (any subject and/or grade level), Administrator of Career and Technical Education].

- d. ABI/FBI background clearance.
- e. Candidates must also meet *one* of the following criteria:
 - (1) Hold a Class A Instructional Leadership certificate earned after completing a redesigned program at an Alabama university.
 - (2) Be currently serving as a superintendent, assistant or associate superintendent, assistant to the superintendent, principal, assistant principal, supervisor (any subject and/or grade level), administrator of career and technical education, coordinator, or evaluator.
 - (3) Document three years of employment in an instructional leadership position for which one of the certificates is proper certification according to the current edition of the Subject and Personnel Codes of the Alabama State Department of Education.
 - (4) Demonstrate each of the abilities in the Class A Instructional Leadership standards prior to admission to the Class AA Instructional Leadership program
- f. Applicants who completed a Class A program other than one approved by the State Board of Education on or after September 8, 2005, must submit a portfolio which includes:
 - (1) Three letters of recommendation
 - (2) Most recent performance appraisals
 - (3) Evidence of ability to lead student achievement
 - (4) Evidence of leadership and management potential
 - (5) Reasons for pursuing the Class AA certificate in Instructional Leadership.

The contents of the portfolio will be reviewed and scored by faculty members of the Instructional Leadership Department.
- g. Applicants who completed a Class A program other than one approved by the State Department of Education on or after September 8, 2005, must pass an interview conducted by a program admission committee that includes both P-12 instructional leaders and instructional leadership faculty.
- 2. Required courses: EDS 701; EDS 702; EDT/EDS 703; EDS 704; EDS 708; EEX 605 (if not previously completed); IL 705; IL 706; IL 707; IL 709; IL 710 or ED 640; IL 711.

Teacher Leader — Class AA (SBE/NCATE Approved)

- 1. General Admission Requirements
 - a. Valid master's-level professional educator certificate in any teaching field or area of instructional support.
 - b. Minimum GPA of 3.0 (4.0 scale) on all master's-level coursework.
 - c. Satisfactory completion of all testing requirements set forth by Alabama State Department of Education. Contact UNA certification officer for details.
 - d. ABI/FBI background clearance.
 - e. Minimum of three full years of full-time teaching experience in a P-12 setting.

- f. Applicants who completed a Class A program other than one approved by the State Department of Education on or after September 8, 2005, must pass an interview conducted by a program admissions committee that includes both P-12 instructional leaders and instructional leadership faculty.
2. Required courses:
- EDS 701, EDS 702, EDS 704, EDT/EDS 703, EDS 709,
TL 710, TL 712. 21 hours
 - TL 715 or EDS 708. 3 hours
 - EEX 605 (if not previously taken) 0-3 hours
 - Hold a National Board of Professional Teaching Standards
Certification or EDS 705 0-3 hours
 - Advisor approved graduate coursework 6 hours

SPECIAL PROGRAMS AND ACTIVITIES

Post Baccalaureate Certificate in Teaching English to Speakers of Other Languages (TESOL)

The College of Education and Human Sciences offers an 18 semester hour Post Baccalaureate Certificate in TESOL for individuals who wish to have training in working with English language learners but who do not wish to pursue the Master of Arts in Education degree or Alabama professional educator certification. Individuals who are interested in becoming certified to teach ESOL in a public school in Alabama or other US states should refer to the Master of Arts in Education ESOL program for master’s degree and certification requirements. Admission requirements: candidates must hold a bachelor’s degree in any field from an approved institution, and meet all University graduate admission requirements.

**REQUIREMENTS FOR THE POST BACCALAUREATE
CERTIFICATE IN TESOL**

Course	Credit
Select 18 semester hours from the following:	
ED 515 Methodology and Assessment of Teaching English as a Second Language	3
ED 608 Advanced Topics in ESOL	3
ED 610 Multicultural and Diversity Issues of Teaching English Language Learners	3
ED 620 Practicum in ESOL (in an adult ELL or advisor-approved P-12 setting)	3
EN 541 History of the English Language	3
EN 542 Survey of Grammar	3
EN 641 English Linguistics	3
	12-18

COLLEGE OF NURSING

The College of Nursing (CON) **vision** is to improve health in the community by effecting change in systems and policies, and to promote research and scholarly activities that advance nursing knowledge. The CON **mission** is to graduate professional nurses who are prepared to competently assume nursing leadership roles in diverse health care environments.

The College of Nursing (CON) offers a Master of Science in Nursing (MSN) degree with two options for registered nurses:

1. Students in the Nursing in Teaching-Learning Environments option will receive preparation in advanced teaching methodologies that provide graduates with tools necessary to facilitate the education of nursing students, health care clients, and health care colleagues.
2. Students in the Nursing Leadership in Organizational Environments option receive educational preparation that will enable them to function at an advanced level in the health care environment concerning politics and legislation, budgeting and economics, leadership and management, such that these nurses may positively influence the management aspects of nursing and health care in society.

Both options are available online via the Internet and each course is asynchronous in nature. All MSN courses are subject to online fees. (See *Expenses* section) There is no mandatory campus-based component to either curriculum.

The MSN program has two overarching objectives. The fulfillment of these objectives will provide a positive impact on the well-being and health of the society:

1. education of nurses in advanced teaching methodologies to provide the tools necessary to facilitate the education of nursing students, health care clients, and health care colleagues;
2. preparation of nurses who will function at an advanced level in the health care environment with regards to politics and legislation, budgeting and economics, leadership and management, such that they may positively impact the management aspects of nursing and health care in society.

The College of Nursing retains the right to make modifications in its program/policies based on recommendations and mandates from the Alabama Board of Nursing and the Commission of Collegiate Nursing Education. Students currently enrolled in the nursing program will be required to adhere to any modifications made during their enrollment as a nursing major.

PROGRAM GOALS FOR COLLEGE OF NURSING (CON) TRADITIONAL (TD) AND ONLINE (OD) DEPARTMENTS

1. CON Provide high quality, innovative education nursing programs
TD Offer a high quality traditional baccalaureate nursing degree program
OD Offer high quality online BSN and MSN nursing degree programs
2. CON To build and maintain a student-centered nursing program
TD/OD Graduate nurses who are prepared to practice nursing in global healthcare environments.
3. CON Provide a culturally diverse environment for students, faculty, and staff
TD/OD Promote a culturally diverse learning environment designed to eliminate barriers to learning
4. CON Develop partnerships with community agencies to expand healthcare to the community
TD/OD Develop and nurture a strong relationship with community health facilities and health professionals
5. CON Promote research and scholarly activities that advance nursing knowledge
TD/OD Foster scholarly activities, research, teaching, service, and practice that advance the knowledge base of nursing

PROGRAM OUTCOMES

Nursing in Teaching-Learning Environments

At the end of the Nursing in Teaching-Learning Environments course of study, the graduate will be able to:

1. Assess the learning needs of students, health care clients, health care colleagues, and others in need of health education.
2. Design and implement teaching-learning experiences for individuals, families, groups, and communities based on assessed learning needs.
3. Design and implement teaching-learning experiences that are culturally relevant.
4. Distinguish between pedagogy and andragogy and the related teaching methodologies.
5. Evaluate the effectiveness of various teaching approaches.
6. Compare and contrast specific teaching-learning theories.
7. Incorporate teaching-learning theories into plans of instruction.
8. Serve as an advocate for improved education for students and clients.
9. Participate in interdisciplinary collaboration to meet the health care educational needs of individuals, families, groups, and communities.
10. Develop, participate in, or utilize nursing and related research to add to the bodies of knowledge of both nursing and education.

11. Incorporate technological advances into educational programs and curricula.
12. Participate in the development of curricula for undergraduate nurses.
13. Identify and analyze legal, cultural, and ethical issues that affect the health care environment.

Nursing Leadership in Organizational Environments

At the end of the Nursing Leadership in Organizational Environments course of study, the graduate will be able to:

1. Identify the knowledge base necessary for functioning as a nursing manager/executive in the health care environment.
2. Analyze the roles and characteristics of effective leaders, managers, and role models.
3. Discuss the role of the nurse in health care economics.
4. Apply economic principles to the health care environment.
5. Identify various political and legislative forces affecting health care.
6. Develop a health care budget based on sound economic principles.
7. Demonstrate effective leadership and managerial styles.
8. Develop and implement effective problem-solving methods based on theory and research in an evolving health care delivery system.
9. Create leadership/management strategies based on theory and research that are culturally appropriate.
10. Communicate effectively with a diverse audience.
11. Identify and analyze legal, cultural, and ethical issues that affect the health care environment.

ASSUMPTIONS

The UNA College of Nursing Master of Science in Nursing degree builds on the preparation of students at the BSN level with the following assumptions:

- students have experience in professional nursing practice
- students have background knowledge of nursing theory and research
- students understand and use the nursing process
- students are able to communicate effectively
- students are involved in professional activities
- students have leadership abilities
- students can use technology effectively

The concept of communication is expanded to include participation in the leadership/instructor/researcher role. The concept of functioning as a “professional” is expanded to functioning in management/leadership/executive roles. The concept of research is expanded from the knowledge level to the performance level. The concept of collaboration with members of the health team is expanded to the role of collaboration with academic, legislative, and economic officials, as well as leaders in other disciplines.

ADMISSION

All students admitted to the MSN program must meet all UNA graduate admission requirements (*see General Regulations and Procedures*). All required admission material must be submitted by the deadline date. Additional requirements for admission to the MSN program are:

1. A completed application to the CON graduate program (available online at <https://www.applyweb.com/apply/unan>)
2. A cumulative undergraduate grade point average (GPA) of at least 3.0.
3. A Bachelor of Science in Nursing degree from a professionally accredited nursing program in the United States.
4. A written statement of professional goals and the role of graduate education in achieving those goals.
5. A current unencumbered license to practice as a registered nurse in the United States.
6. Three references from professional sources.
7. An applicant to the Teaching-Learning alternative must have one year of clinical practice as a registered nurse. There is no experience requirement for Leadership applicants.

Conditional admission is considered for applicants who meet the admission criteria in part. A student admitted conditionally must have the following:

- three years of full time clinical experience as a registered nurse
- must take the Graduate Record Examination (GRE) or Miller Analogies Test (MAT).

Conditionally admitted students must earn a grade point average of 3.0 or greater after the first nine hours of study. Conditionally admitted students who fall below 3.0 after nine hours of study may not continue in the program.

Students presenting with any of the following criteria may qualify for unconditional admission, regardless of GPA:

- a score of 410 or greater on the MAT
- a cumulative score of 1000 or greater on the verbal and quantitative sections of the GRE
- a minimum score of 150 on the Verbal and 150 on the Quantitative sections and a 3.0 on the analytical section of the revised version of the GRE.

International students must meet all University and CON graduate admission requirements and must have a minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL) or a minimum score of 213 on the computer-based TOEFL.

All applications for admission undergo review by the graduate nursing faculty. Admission decisions will be made by the CON graduate administration and faculty.

PROGRESSION AND RETENTION

All students must maintain an overall GPA of 3.0 on all valid work attempted in the MSN program with not more than six semester hours at C or below. Students who fall below a 3.0 will be placed on academic probation. Students on academic probation must earn a GPA of 3.0 or above upon the subsequent completion of nine additional hours. Students who do not earn a 3.0 after this time will not be able to continue in the program. A student whose final GPA is less than 3.0 is not qualified for graduation.

If a student earns a grade below C in any required MSN course, the student must repeat that course. If the subsequent grade is below C, the student may not continue in the program. If the subsequent grade is C or above, continuance in the program is contingent upon cumulative grade point average in accordance with the MSN Progression and Retention policy above. A student may repeat a maximum of two courses. Repeating a course does not delete the previous grade.

A student whose GPA is below 3.0 after completing all courses in his/her program of study is ineligible for graduation. A student may enroll in a maximum of six additional hours in order to reach the required GPA. Students may enroll in MSN courses not previously taken, or may retake courses in which they earned a grade of C or less. No other courses will be accepted. Students must complete the six additional hours within two semesters of completing the program of study. Repeating a course does not delete the previous grade.

A student must complete all coursework within seven years from the date of initial enrollment. Exceptions may be made for extenuating circumstances. A written request for extension should be sent to the director of the MSN program explaining the reason for the extension. If granted, the extension will be for one calendar year.

UNCLASSIFIED STUDENTS

Students who wish to take courses without enrolling in the MSN program of study may take a maximum of six hours as an unclassified (non-degree seeking) student with permission from the Director of the MSN Program. Students must complete the MSN application form and have transcripts sent to UNA. Permission will be granted only if space is available in the requested course(s). Students must be enrolled in the MSN program in order to take more than six hours.

No assurance is given that credit earned while in unclassified status may subsequently be applied to the MSN degree program or be transferable to another institution. Satisfactory completion of MSN courses while in unclassified status does not assure the student of admission to the MSN program.

TRANSFER CREDIT

See *Special Regulations* in the General Regulations and Procedures section of the catalog. Any course submitted for transfer credit will undergo evaluation by the graduate nursing faculty who will determine the granting of transfer credit. The maximum number of transfer hours is six and only grades of B or above will receive transfer credit.

ADVISEMENT

All students will receive advisement from graduate nursing faculty or the Coordinator of Online Nursing Enrollment. Students must seek to confer with a CON advisor prior to preregistration each semester.

CLINICAL REQUIREMENTS

All students are to have a physical examination, proof of required immunizations or titres, current tuberculosis screening, proof of BLS for Healthcare Providers, health insurance, a notarized Felony Affidavit, OSHA/HIPAA training, and proof of liability insurance with student coverage prior to beginning clinical courses. Students must also hold current licensure (unencumbered) in the state(s) in which they complete clinical experiences. The submission of the appropriate forms with these items documented must meet the specified deadline date.

READMISSION

Students who desire reinstatement to the graduate nursing program must write a letter of petition to the College of Nursing. The letter is to be sent to the Chair of the Online Nursing Program and must include any extenuating circumstances that may have contributed to the failure to be successful in the previous attempt in the MSN program. The letter must also include a plan for successfully completing the program, including specific strategies to ensure success.

After the graduate faculty reviews requests for readmission, recommendations are made to the Chair of the Online Nursing Department who will notify students of decision. Readmitted students must follow any recommendations or stipulations proposed by the dean and faculty as conditions for readmission.

DEGREE AND PROGRAM PLANS

The Master of Science in nursing degree requires a minimum of 42 hours of credit for completion. The curriculum consists of 18 hours of core courses and a three-hour Capstone Project for students in both options. There are 21 additional hours of discipline specific courses to each option.

Students may transfer a maximum of six hours from another university (See *“Transfer Admission”*).

1. Nursing in Teaching-Learning Environments

Core Courses: NU 501, NU 503, NU 507, NU 601, NU 603, NU 604	18
Discipline Specific Courses: NU 600, NU 605, NU 606, NU 610, NU 611	21
Capstone Project: NU 699	3
Total	42

2. **Nursing Leadership in Organizational Environments**

Core Courses: NU 501, NU 503, NU 507, NU 601, NU 603, NU 604	18
Discipline Specific Courses: NU 504, NU 505, NU 506, NU 612, NU 613	21
Capstone Project: NU 699	3
Total	42

All courses are online.

MASTER OF PROFESSIONAL STUDIES

MISSION

The Master of Professional Studies (MPS) degree is a fully accredited interdisciplinary professional program with workforce development and personal development at the core of its mission. The degree program, which can be completed online, will provide working adults an opportunity to pursue their graduate education and to further develop their professional expertise with minimal disruption to their family and current job obligations.

ADMISSION

In addition to the general requirements for admission to graduate studies (see General Regulations and Procedures), admission to the Master of Professional Studies degree program also requires the following:

1. The applicant must possess a baccalaureate degree or equivalent from an institution accredited by one of the six U.S. regional accrediting associations, by one of the agencies recognized as an accrediting agency by the U.S. Department of Education, or by an appropriate governmental agency in the country in which the institution is located.
2. The applicant must have a graduating cumulative GPA of at least 2.5 on a 4.0 scale or a 3.0 GPA in the last 60 hours of undergraduate study. As this degree program aims to enhance skill sets related to the professional work environment, applicants who do not meet the cumulative GPA standard but who demonstrate a minimum of three years of successful full-time work experience in a professional field may be admitted conditionally. Conditionally admitted students will take no more than nine graduate level credits their first semester and must earn a minimum cumulative GPA of 3.0 in the first completed nine hours of graduate coursework in the MPS degree program. Conditionally admitted students must resolve outstanding admission obligations before registering for subsequent semesters.
3. The applicant will submit a personal statement addressing the reasons for applying, the choice of concentration, and how this degree program will affect his/her future career plans. Conditionally admitted students will also send a resume' and a job verification notice from prior employers allowing the Office of Professional and Interdisciplinary Studies to contact the employers and verify the applicant's work history. Employment verification must be received before a student enrolls in a graduate course.
4. The applicant must submit the ETS® Personal Potential Index (PPI). The ETS® PPI is a web-based, multi-rater system for evaluating the personal qualities of graduate applicants. The PPI Evaluation Report provides qualitative information as well as quantitative measures of personal attributes across six areas: Knowledge and Creativity, Communication Skills, Teamwork, Resilience, Planning and Organization, and Ethics and Integrity (<http://www.ets.org/ppi>).

TRANSFER ADMISSION

In addition to the general requirements for Transfer Admission to Graduate Studies (see *General Regulations and Procedures*), up to 12 semester hours of graduate credit by transfer will be accepted with the approval of the Director of Professional and Interdisciplinary Studies. Exceptions must be approved by the Director of Professional and Interdisciplinary Studies and the Associate Vice President for Academic Affairs.

ADVISEMENT

Upon admission to the program, students will be assigned to an academic advisor in the Office of Professional and Interdisciplinary Studies. The advisor, in consultation with the student, will plan the student's program of study and provide continued supervision and guidance.

DEGREE REQUIREMENTS

The MPS is a 33 semester hour program built around a core of 18 semester hours of professional skill-building courses and an area of concentration comprised of 12 semester hours. This option includes a three credit hour capstone experience within the area of concentration. Students may elect a 36 semester hour program by pursuing a thesis option. Existing concentrations include community development; security and safety leadership; and information technology.

	Hours
Core Courses of Study	18
Area of Specialization.....	12

NON-THESIS OPTION (3 credit hours): Students choosing the Non-Thesis Option must complete a three-hour capstone project (PRS 695) related to their area of specialization. The capstone project will provide the student with an opportunity to engage in professional experiences in the workplace under the supervision of a practicing professional and to prepare a written record of those experiences.

THESIS OPTION AND DEFENSE (3-6 credit hours): Students choosing the Thesis Option must enroll in PRS 695 each semester while preparing or defending the thesis.

Students are encouraged to meet with their academic advisor to discuss scheduling of core courses, area courses, and capstone/thesis hours.

COURSES OF INSTRUCTION

Accounting

- 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 581. **Financial Statement Analysis.** 3 semester hours.
The study of the analysis of financial statement information, focusing on financial decisions including loan decisions, equity investments, mergers and acquisitions, and other valuation related issues. Also listed as FI 581 but creditable only in field for which registered. Prerequisites: AC 392 or FI 394 and approval of department chair.
- 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. Prerequisites: AC 292; CIS 330.
- 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 626. **Cost 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 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 630. **Research in Accounting.** 3 semester hours.
Study of the research process related to the accounting field including searching authoritative databases, developing and communicating effective solutions, and data analysis and application. Prerequisite: AC 392.
- 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 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. Also listed as CIS 680, EC 680, FI 680, MG 680, and MK 680 but creditable only in field for which registered. Prerequisite: approval of the department chair and internship coordinator.
- AC 682. **Valuation Tools for Professional Accounting.** 3 semester hours.
Study of theory and practice of valuation issues as they apply to the accounting profession, including the application of valuation tools to compliance and consulting engagements in the accounting, auditing, and tax fields. Specific topics include valuation for estate and gift taxes, asset impairment, and forensic accounting. Prerequisites: AC 392 and FI 630, or approval of department chair.
- 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 for 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 accounting. Prerequisite: approval of the department chair.

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. Course 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. Course 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. Course 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 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. Course 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. Course 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.

Business and Marketing Education (secondary education only)

- BE 500. **Coordination of Career-Technical Cooperative Education Programs.** 3 semester hours.
Coordination, placement, and supervision of students in career-technical work experience programs are covered in this graduate course. Procedures are studied for conducting job opportunity surveys. An analysis of coordinators' duties is included as well as a study of federal and state laws pertaining to students' employment.
- 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.)
- BE 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 CSIS department chair.

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. Prerequisite: BI 200W or similar course. Course fee: \$50.00.
- 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. Prerequisite: BI 200W or similar course. Course fee: \$50.00.
- 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. Course fee: \$50.00.
- 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. Course fee: \$50.00.
- 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. Course fee: \$50.00.
- 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. Course fee: \$50.00.
- 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. Course fee: \$50.00.
- 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. Course fee: \$50.00.

- 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. Course fee: \$50.00.
- 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. Course 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. Course 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. Course 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. Course 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 advisor. Encompasses the study and development of experimental techniques and

methods, collection and evaluation of data, and writing the report. Conferences and laboratories as required. Course fee: \$30.00.

Business Law

- BL 655. **Intellectual Property Law, Development, and Management.** 3 semester hours.

This course is a study of the business and legal framework for intellectual property creation, development, management, and commercialization. Emphasis is placed on public and private sector contract management and project management. Technology, media, branding, international business, and practical application are included.

- 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.

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 634. 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 634. Prerequisites: CH 341, 341L. Course fee: \$50.00.

- 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 637. 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 637. Prerequisites: CH 312, 312L, 341, 341L, or approval of instructor. Course fee: \$50.00.

- 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 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 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. Course fee: \$50.00.

Counseling and Human Development

- CHD 000. **Counselor Education Orientation.** 0 semester hours.
All Counselor Education students are required to take this orientation as soon as possible following admission to the Counseling Program. The purpose of CHD 000 is to provide orientation to the library, the American Counseling Association Code of Ethics, and policies and procedures of the Counselor Education Program. A grade of S (satisfactory) is given to students who complete the orientation. No credit hours are given for the course. (Fall, Spring, Summer)

- CHD 001. **Counseling Comprehensive Examination.** 0 semester hours.
Counseling Comprehensive Examination is a non-credit course that is required of both Clinical Mental Health Counseling and School Counseling majors. A comprehensive examination is required for graduation in each major, but School and Clinical Mental Health majors take different standardized comprehensive examinations. In most cases, students should enroll in CHD 001 and take the comprehensive examination during their next to last semester/term of enrollment in the program. (Fall, Spring, Summer)
- CHD 600. **Professional Identity and Ethics for Clinical Mental Health Counselors.** 3 semester hours.
A study of the history and current trends in Clinical Mental Health Counseling; ethical and legal issues; professional counselor roles, standards and functions; professional organizations and credentialing practices. (Fall)
- CHD 601. **Research Methods & Program Evaluation in Counseling.** 3 semester hours.
A study of the methods and techniques generally used in counseling research and program evaluation. Emphasis is placed on understanding the research literature in the counseling profession. Students will become informed consumers of counseling and related research by studying research design, statistical methods, and critically analyzing published research. (Summer)
- CHD 602. **Fundamentals of Counseling.** 3 semester hours.
Counselor and consultant characteristics and behaviors that influence helping processes; practice and application of essential interviewing and counseling skills; facilitation of self-awareness; ethical and legal considerations. 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. (Summer)
- CHD 606. **Theories and Techniques of Counseling.** 3 semester hours.
A study of major counseling theories and related techniques and procedures; basic skills for individual counseling, developmental issues, values, and behavior for various population segments; counseling materials and resources; consultation; 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 spe-

cial groups; group dynamics; ethical and professional issues in group counseling; laboratory experience in group techniques. Prerequisites: CHD 602 and 606. (Spring, Summer)

- CHD 615. **Social and Cultural Diversity in Counseling.** 3 semester hours.
Study of the issues and trends in a socially and culturally 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. (Summer)
- CHD 621. **Assessment in Counseling.** 3 semester hours.
Demonstration and practice in evaluating, selecting, administering, and interpreting standardized tests; introduction to various psychodiagnosis methods including the clinical interview, and objective personality inventories. Study of principles and purposes of assessment, origins and development of assessment, statistical concepts basic to assessment, and responsible use of data. Develops the basic skills for presenting assessment information in a professional setting. Relevant theoretical testing approaches are discussed. Course fee: \$30.00. (Spring)
- CHD 625. **Addictions Counseling.** 3 semester hours.
An overview of substance and behavioral addictions; models, theories, assessment, and treatment of addictive behaviors are explored. Interviewing skills that assess the severity of addiction and the receptiveness to treatment will be reviewed and practiced. Effective recovery and relapse prevention programs will be considered. Prerequisite: CHD 602. (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 634. **Wellness Counseling.** 3 semester hours.
A study of theoretical models and practices for wellness counseling and their application in counselor self-care and clinical mental health practices. Emphasis on cognitive, emotional, physical, social, and spiritual dimensions of wellness, and promotion of optimal human development and wellness through prevention, education, advocacy, and behavioral healthcare intervention. (Summer)
- CHD 638. **Crisis Intervention in Counseling.** 3 semester hours.
A study of crisis intervention strategies based on current theory and practice, including triage assessment, skill-building, cultural implications, and practical applications.

Approaches that assist individuals, groups, organizations and communities to manage crises will be explored and practiced. Understanding of the short-term nature of crisis intervention, and how counselors work with first responders and others will be explored. Prerequisite: CHD 602. (Fall)

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. (Fall)

CHD 642. **Professional Identity and Ethics for School Counselors.** 3 semester hours.

A study of the history of the school counseling profession; ethical and legal issues in school counseling; professional school counselor roles, standards and functions; professional organizations and credentialing practices. (Spring)

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. (Fall, Spring)

CHD 652. **Special Topics in Counseling.** 3 semester hours.

Detailed examination of a specific topic in the field of counseling. Topic will be announced prior to the scheduling of the course.

CHD 655. **Diagnosis and Treatment Planning in Counseling.** 3 semester hours.

A study and application of the principles of diagnostic approaches, emphasizing the multiaxial system of the current Diagnostic and Statistical Manual. Emphasis on diagnostic criteria, biopsychosocial assessment, case conceptualization, comprehensive treatment planning, diagnostic interviewing, developmental crises, and cultural considerations. Prerequisites: CHD 602 and 606. (Spring)

CHD 656. **Contemporary Practices in Clinical Mental Health Counseling.** 3 semester hours.

Seminar designed to provide in-depth study of topics and modalities relevant to clientele served by mental health agencies and other human services organizations. Emphasis on serving individuals, couples, families, groups, and other systems with crisis, belief, intermediate, or long-term

approaches. Assessment of community needs and agency resources to facilitate the development, implementation, and assessment of program development and service delivery. (Summer)

- 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. Prerequisite: CHD 602. (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 or CHD 642 and CHD 608. Course fee: \$30.00. (Fall, Spring)
- CHD 688. **Internship in Counseling.** 3 semester hours.
Supervised experience in a school or mental health 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. (Fall, Spring, Summer)
- CHD 689. **Internship in Counseling.** 3 semester hours.
Supervised experience in a school or mental health 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. (Fall, Spring, Summer)
- CHD 690. **Advanced Applications in Clinical Mental Health Counseling.** 3 semester hours.
Application of knowledge, skills, and practices within a clinical mental health counseling setting. Experiences to include the following: conducting intake interviews, mental status evaluations, and biopsychosocial and mental health histories; comprehensive case conceptualization and treatment planning that integrates counseling and developmental theories, differential diagnosis and assessment, evidence-based practices, outcome measures, cultural context, wellness models, and scope of services; client and systems advocacy; and clinical supervision with peers. Prerequisite: CHD 678. (Fall, Spring)

- 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.

Computer Information Systems

- 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 615. **Software Engineering for the Enterprise.** 3 semester hours.
This course investigates current software engineering practices in the context of enterprise system development. The student will learn how to leverage tools and management techniques in order to minimize risk and increase the probability of success of projects using SAP, Java EE and .NET. Recommended: CIS 625 or equivalent or programming experience or coursework.
- CIS 625. **Enterprise Systems Analysis and Design.** 3 semester hours.
This course focuses on the study of analysis and design of mission critical business information systems. Course topics include the systems development life cycle with an emphasis on the analysis phase, feasibility studies, development of logical system models, and the roles of project management and Enterprise Resources Planning (ERP) systems such as SAP in systems development. 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 EC 627, FI 627, MG 627, and MK 627 but creditable only in field for which registered.
- CIS 636. **Information Systems Management.** 3 semester hours.
This course addresses issues related to information systems (IS) management for current and future IS managers and corporate executives. It focuses on management's role in planning, designing, implementing, and controlling IS. Topics include the role and organization of the IS function in the firm, recent technological advances in hardware and software, the implementation of ERP systems such as SAP, end-user computing, telecommunications, management of systems projects, strategic planning for IS, the use of information for competitive advantage, and the challenges facing today's managers in aligning IS with business strategy and infrastructure. The role of social, environmental, ethical, and global issues in IS strategy, planning, management, and success will also be addressed.
- CIS 644. **Business Process Integration with ERP Systems.** 3 semester hours.
This course covers business process integration theory and practice, and introduces enterprise resource planning (ERP) systems such as SAP ERP. Through hands-on exercises and case studies, this course explains and illustrates how fundamental business processes interact with SAP ERP in all the major functional areas of the organization.
- CIS 645. **Database Management Systems.** 3 semester hours.
This course addresses the design, implementation, and management of business database systems using Oracle. Topics include logical and physical database design, relational database systems, structured query language (SQL), transaction management, database administration, web database applications, and the role of databases in ERP systems such as SAP. Student may not receive credit toward the IS concentration for both CIS 545 and 645. Prerequisite: CIS 625 or equivalent.
- CIS 660. **Electronic Commerce.** 3 semester hours.
This course aims to equip students with the necessary knowledge to explore electronic commerce opportunities or develop and manage electronic commerce applications in a global environment. Topics include Internet technolo-

gies, the World Wide Web, ERP, e-commerce models, and related business issues, and the various challenges faced by e-businesses, including information security and privacy. Prerequisite: CIS 625 or equivalent.

CIS 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. Also listed as AC 680, EC 680, FI 680, MG 680, and MK 680 but creditable only in field for which registered. Prerequisite: approval of the department chair and internship coordinator.

CIS 685. **Data Communications Systems in the Global Economy.** 3 semester hours.
A survey of modern telecommunication 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 688. **Computational Finance.** 3 semester hours.
Learn to perform financial data analysis and financial modeling using Microsoft Excel and VBA. Through lectures, discussions, and examples, students learn to build analytical models to transform financial data into bottom-line results. Permission required.

CIS 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to computer information systems. Prerequisite: approval of the department chair.

Criminal Justice

CJ 505. **Criminal Investigation.** 3 semester hours.
Investigation, methodology, relations of the detective with other police divisions, modus operandi, evidence development, source of information, interview, interrogation, surveillance, and courtroom testimony. (Fall)

CJ 506. **Forensic Investigation.** 3 semester hours.
An examination of modern forensic science principles and techniques as applied to the detection, collection, preservation, and analysis of crime scene evidence. Course topics will include but are not limited to fingerprints, serological evidence, trace evidence, and other evidentiary items. (Spring, Summer)

- CJ 530. **Criminal Evidence.** 3 semester hours.
An examination of the basic principles of evidence including but not limited to testimonial and physical evidence used in the prosecution of criminal cases. (Fall)
- CJ 534. **Criminal Procedure.** 3 semester hours.
Examines the procedural requirements for judicial processing of criminal offenders. Topics include the concepts of evidence sufficiency, standards of proof, due process, and constitutional safeguards. (Spring)
- CJ 550. **Theory and Control of Crime.** 3 semester hours.
An examination of the major theories of criminal behavior and their implications for crime control policies. (Fall)
- CJ 580. **Psychological Dimensions of Criminal Justice Practice.** 3 semester hours.
Examines the psychological dimensions of criminal justice practice. Topics include the psychology of criminal conduct, the science of forensic profiling, the interviewing and interrogation of suspects, witnesses, and victims, the interpersonal relationships among criminal justice professionals and members of the public, and other timely selected topics. (Spring)
- CJ 591. **Special Topics.** 3 semester hours.
This course surveys a contemporary justice issue. Topics will be treated by developing a theoretical understanding of the issue, and will foster both writing and critical inquiry skills. Course may be substituted for one upper-level elective in criminal justice. (Offered on sufficient demand)
- 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.

Communications

- COM 500. **Communication Law and Ethics.** 3 semester hours.
Advanced study of the legal and ethical responsibilities related to communication in the United States. This course distinguishes between forms of communication that have constitutional protection and those which have limits (libel, privacy, copyright, intellectual property, censorship, commercial speech, broadcast licensing, access to information) on freedom of expression. (Fall, 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 540. **Organizational Communication.** 3 semester hours.
An analysis of communication within complex organizations. Areas covered include communication auditing, organizational socialization, decision-making, leadership, functionalist, interpretive, and cultural perspectives, systems and information processing approaches, communication networks, structure and environment, and other classic and contemporary issues. Students will be required to complete an International Communication Association (ICA) style audit and act as a Communication Consultant to an organization. (Spring, odd-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 553W. **Screenwriting Artistry.** 3 semester hours.
In a symposium atmosphere, students will practice core processes in developing and refining screenplays. This methodical process requires diligence, but leads to successful stories. Additional major projects will be required. Prerequisite: permission needed from instructor. Course fee: \$50.00. (Offered on sufficient demand)
- COM 555. **Mass Media History.** 3 semester hours.
A survey of the media and their influence from colonial times to the present, with attention to the personalities who shaped journalism and mass communication. Includes an introduction to historiography and historical research methods. Additional major projects will be required. (Fall, odd-numbered years)
- 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 telecommunications industry. Additional major projects will be required. (Spring)
- COM 565. **Global Media Systems.** 3 semester hours.
Advanced study of world mass media: history, development, economic and social influence, theories of control, international news agencies, and new technologies. (Spring)
- COM 572W. **Rhetoric: Argument and Style.** 3 semester hours.
Examination of the ideas in writing and speech from classical Greek origins to modern times, with focus on composition and on analysis of essays and speeches. Also listed as EN 572W but creditable only in the field for which registered.
- 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)

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.

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 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 CIS 627, FI 627, MG 627, and MK 627 but creditable only in field for which registered.

- 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 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 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. Also listed as AC 680, CIS 680, FI 680, MG 680, and MK 680 but creditable only in field for which registered. Prerequisite: approval of the department chair and internship coordinator.
- EC 698. **Independent Study/Research.** 3 semester hours.
 Guided independent study and/or research in an area related to economics. Prerequisite: approval of the department chair.

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 000. **Graduate Orientation.** 0 semester hours.
All Graduate Education candidates are required to attend this orientation for admission to graduate programs in Education. Candidates should take ED 000 the first semester after admission to Graduate School. The purpose of ED 000 is to provide candidates with information concerning the College of Education and Human Sciences Conceptual Framework and the use of technology. Policies and procedures for graduate programs will also be reviewed. A grade of **S** (satisfactory) is given to the candidates who complete the orientation. No academic credit is given for this course.

- ED 515. **Methodology and Assessment of Teaching English as a Second Language.** 3 semester hours.
 This course examines the best practices of teaching and assessing ESL/LEP candidates and allows opportunities to apply this knowledge. This course will also review and evaluate current ESL instructional materials, then examine and apply ways to modify and adapt content materials to better serve candidates who have limited English proficiency.
- ED 540. **Methods and Materials for Teaching English/Language Arts.** 3 semester hours.
 Practical aspects of teaching English/Language Arts in the secondary classroom. Topics will include grammar, composition, literature, speech, and drama.
- ED 575. **Content Literacy.** 3 semester hours.
 The course will focus on the identification, evaluation, and application of content area literacy skills including reading, writing, listening, speaking, mathematics, technology, logic, and reasoning with an emphasis on constructing activities and exercises to build content area literacy using the content materials and standards of secondary school subjects.
- ED 578. **Teaching Reading in the Content Areas.** 1 semester hour.
 The identification and evaluation of reading skills with an emphasis on developing competencies and constructing reading exercises to improve skills using the content materials of secondary school subjects. (Fall, Spring, Summer)
- 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. **Internship Grades 6-12.** 9 semester hours.
 Supervised observation and teaching in Grades 6-12 classes; the study and use of materials of instruction, and the use of teaching methods. Course fee: \$60.00. (Fall, Spring)
- ED 584. **Internship Grades P-12.** 6-9 semester hours.
 Supervised observation and teaching in learning situations from the pre-school through the twelfth grade; the study and use of materials, and the use of appropriate teaching methods. Course 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 fun-

damentals 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. NOTE: Recommended the first semester of graduate studies; required before the completion of nine semester hours.

- ED 603. **Trends, Issues, and Diversity in Learning.** 3 semester hours.
This course examines philosophical, social, cultural, historical, political, and legal issues in schools. 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 608. **Advanced Topics in ESOL.** 3 semester hours.
This course will introduce and provide analysis of the main issues and theories in second language acquisition and analyze the instructional implication of the issues and theories of second language acquisition.
- ED 610. **Multicultural Issues of Teaching ESOL.** 3 semester hours.
This course, Multicultural Issues of Teaching English Language Learners, is designed to provide the candidate who seeks Class A certification in English for Speakers of Other Languages with the knowledge and understanding of language acquisition and development, the nature and role of culture and cultural groups to construct learning environments that support the cultural identities, language and literacy development, and content-area achievement of English language learners. Candidates will also gain knowledge of how cultural identities, both group and individual, affect language learning and school achievement, resulting in improved achievement for all candidates.
- ED 620. **Practicum in ESOL-(Adult or Advisor Approved P-12 Setting).** 3 semester hours.
Supervised observation and teaching of English language learners. Within the internship, candidates will demonstrate the ability to apply methods of working with adult English language learners in the classroom.

- ED 621. **Internship in ESOL (P-12).** 3 semester hours.
Supervised observation and teaching of English language learners. Within the internship, candidates will demonstrate the ability to apply methods of working with English language learners in the classroom. Candidates will be placed in a P-12 setting.
- ED 634. **Advanced Methods of Teaching in Grades 6-12.** 3 semester hours.
Intensive study of current literature and analysis of research applied to classroom teaching.
- ED 640. **Statistical Methods in Education.** 3 semester hours.
Educational Statistics is an introductory graduate statistics course using quantitative methods for inquiry in the educational, social and behavioral sciences. Candidates will be exposed to the fundamental concepts and procedures of descriptive and inferential statistics. Candidates will develop competence in reading and understanding statistics topics from sources such as texts, dissertations, journals, or technical reports. The course includes an introduction to the use and interpretation of SPSS®, and a statistics lab component will be required. Descriptive and basic inferential statistics, including graphs, frequency distribution, central tendency, dispersion, correlation, and hypothesis testing.
- 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 661. **ESOL Applied Studies Block #1.** 3 semester hours.
Completed in the second year of the One Plus One Applied Block Comprehensive (ABC) ESOL Program, this course provides an applied studies approach to educational research, curriculum, educational psychology, disabilities, and technology. Concepts learned through this course will be applied and demonstrated in an ESOL internship setting.

- ED 662. **ESOL Internship Block # 1.** 3 semester hours.
Completed in the second year of the One Plus One Applied Block Comprehensive (ABC) ESOL Program. Supervised observation and teaching in an ESOL classroom; the study and use of materials of instruction; and the use of teaching methods. Application of concepts from ED 663. Internship may be conducted in the United States or abroad. Course fee: \$60.00.
- ED 663. **ESOL Applied Studies Block #2.** 3 semester hours.
Completed in the second year of the One Plus One Applied Block Comprehensive (ABC) ESOL Program, this course provides an applied studies approach to educational research, curriculum, educational psychology, disabilities, and technology. Concepts learned through this course will be applied and demonstrated in an ESOL internship setting.
- ED 664. **ESOL Internship Block # 2.** 3 semester hours.
Completed in the second year of the One Plus One Applied Block Comprehensive (ABC) ESOL Program. Supervised observations and teaching in an ESOL classroom; the study and use of materials of instruction; and the use of teaching methods. Application of concepts from ED 663. Internship may be conducted in the United States or abroad. Course fee: \$60.00.

Education Specialist Class AA

- EDS 701. **Professionalism and Ethics in the School Culture.** 3 semester hours.
Candidates will demonstrate a deep understanding of the Alabama Educator Code of Ethics, as well as model ethical conduct. Candidates will facilitate dialogue among colleagues on relevant ethical issues and federal, state, and local regulations, requirements, and legislation facing educators. The candidate will lead colleagues in examining, interpreting, and applying behavioral research that promotes respect and responsibility by and for all members of the district, school, and classroom communities. Candidates will initiate and facilitate a community of learners by distributing leadership among teachers and school staff.
- EDS 702. **Applied Research I.** 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. A proposal will be developed for a problem analysis project in a school setting.

EDS 703. **Digital-Age Leadership to Enhance Student Learning.** 3 semester hours.

Educational leaders have significant and timely issues to deal with in the school environment related to technology and its impact on student learning. This course examines the role of leadership as it relates to the implementation of educational technology in schools. Candidates will gain knowledge and ability to use, evaluate, plan, and implement technologies to effectively enhance the school environment.

EDS 704. **Culturally Proficient Leadership.** 3 semester hours.

The development of knowledge and skills needed to be a leader in educational settings with diverse populations. The course will focus on alternative ways of thinking about educational settings, planning, scheduling, and approaches to teaching to accomplish learning goals for student populations with ever changing needs including special education, and English language learners.

EDS 705. **NBPTS: Issues and Trends.** 3 semester hours.

Teacher leaders are critical to advancing the nation's agenda for school reform. This course examines how school-based leadership impacts student learning by exposing candidates to the National Board of Professional Teaching Standards (NBPTS). The candidate will gain the knowledge and the ability to plan, implement, and evaluate leadership practices based on national standards and core propositions.

EDS 708. **Advanced Curriculum Development.** 3 semester hours.

The course expands students' knowledge and skills in curricular instructional leadership and focuses on the teaching and learning processes that support the success of all students in the learning environment. Teacher leader and instructional leader students will focus on the collaborative leadership process of aligning curriculum, instruction, assessment, and professional development to ensure effective, focused teaching, and continuous student learning and achievement that is both data driven and needs-based.

EDS 709. **Applied Research II.** 3 semester hours.

Candidates will complete a major problem analysis project approved and initiated in EDS 702. This culminating experience is to address a problem that is useful to the school or school district as determined through data and verified by host school officials. Candidates will design a comprehensive plan of action and implementation. The document will be written in the third person, using the APA Style Manual, 6th Edition, as the guide.

- EDS 720 **Special Topics in Education.** 3 semester hours.
A variety of topics of study are available to eligible graduate students under this course number and title. Course number may be repeated to address different topics in Education. Department approval is required.

Educational Technology Class A

- 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.

- 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.

- 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.

Educational Technology Class AA

- EDT 703. **Digital-Age Leadership to Enhance Student Learning.** 3 semester hours.

Educational leaders have significant and timely issues to deal with in the school environment related to technology and its impact on student learning. This course examines the role of leadership as it relates to the implementation of educational technology in schools. Candidates will gain knowledge and ability to use, evaluate, plan, and implement technologies to effectively enhance the school environment.

Elementary Education Class A

- EED 000. **Elementary Education Graduate Program Orientation.** 0 semester hours.
Required course for all graduate programs in the Department of Elementary Education. The purpose of EED 000 is to provide candidates with information concerning the College of Education and Human Sciences Conceptual Framework and the use of technology. Policies and procedures for graduate programs will also be reviewed. A grade of **S** (satisfactory) is given to the candidates who complete the orientation. No credit is given for this course.
- 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.

- 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.

Elementary Education Class AA

- EED 705. **NBPTS: Issues and Trends.** 3 semester hours.

Teacher leaders are critical to advancing the nation's agenda for school reform. This course examines how school-based leadership impacts student learning by exposing candidates to the National Board of Professional Teaching Standards (NBPTS). The candidate will gain the knowledge and the ability to plan, implement, and evaluate leadership practices based on national standards and core propositions.

- EED 709. **Applied Research II.** 3 semester hours.

Candidates will complete a major problem analysis project approved and initiated in EDS 702. This culminating experience is to address a problem that is useful to the school or school district as determined through data and verified by host school officials. Candidates will design a comprehensive plan of action and implementation. The document will be written in the third person, using the APA Style Manual, 6th Edition, as the guide.

- EED 715. **Curriculum Development by Teacher Leaders.** 3 semester hours.

This course is designed to develop skills for collaborating and leading colleagues in the planning, implementation, and evaluation of programs and curriculum. Emphasis will be placed on methods of determining curriculum priorities, recent developments in curriculum, learning research, and alternative modes of presentation.

- EED 720. **Exploring Issues in Elementary Education Impacting Student Learning.** 3 semester hours.

Educational leaders have significant and timely issues to deal with in the elementary school environment that have an impact on student learning. This course examines the role of leadership as it relates to these issues. Candidates will gain knowledge and ability to use, evaluate, plan, and implement action related to relevant issues in order to effectively enhance the school learning environment.

- EED 725. **Using Assessment to Make Instructional Decisions.** 3 semester hours.

This course emphasizes formative assessment strategies to use with K-6 students in the areas of reading, mathematics, writing, and behavior. Emphasis will be placed on choosing, administering, scoring, and interpreting these assessments to make instructional decisions involving differentiated instruction, goal setting, and services.

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 637. **Collaborative Curriculum and Methods for Students with Disabilities.** 3 semester hours.

Curriculum and methods from a strong collaborative point of view are investigated and examined for use in an effective universal design for learning in general education settings that are functioning within standards based reform and research based parameters. (required for students seeking Collaborative Special Education certification or may be used as a substitution or elective for graduate students majoring in secondary education)

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. **Practicum 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. Must preregister and have advisor approval. Prerequisites: completion of all coursework and minimum PRAXIS score. Course fee: \$60.00. (Fall, Spring)

Executive MBA

- EMB 601. **MBA Skills and Outcomes.** 1 semester hour.
This course will be completed during the first two months of enrollment in the MBA program. The course addresses three objectives: (1) an orientation for the MBA Executive Concentration; (2) a skills refresher for students who have been out of school for a period of time; and (3) to introduce and have students focus on the learning outcomes that will be covered in the MBA Executive concentration.
- EMB 602. **Management Mentoring.** 1 semester hour.
Mentoring and coaching are tools that individuals and organizations can use to nurture and grow. It can be an informal practice or a formal program. Protégés observe, question, and explore. Mentors demonstrate, explain, and model. This course will build a platform from which one can both benefit from mentoring and coaching as well as serve as a mentor and coach. As a requirement in the Executive concentration, students are expected to begin the mentoring process in the academic program as well as in one's workplace.
- EMB 603. **Corporate Governance.** 1 semester hour.
Corporate governance is the set of processes, customs, policies, laws, and institutions affecting the way a company is directed, administered, or controlled. Corporate governance also includes the relationships among the many stakeholders involved and the goals for which the corporation is governed. The principal stakeholders are the shareholders, the board of directors, employees, customers, creditors, suppliers, and the community at large. Students will learn the role and responsibility of boards of directors and top management.
- EMB 604. **Legal, Social, Ethical Environment of Global Business.** 3 semester hours.
A graduate student/practitioner overview of the legal, ethical, and regulatory environments in which global businesses must function. The course focuses on the role of business in society and will include a review of the legal system to include employment law, the court system, contract law, intellectual property, and international law. Integrated throughout the course are issues related not only to law but to ethics and social responsibility of organizations to society.
- EMB 605. **International Business Dynamics.** 3 semester hours.
This course involves a study of the differences in legal systems, political systems, economic policy, language, accounting standards, labor standards, living standards, environmental standards, local culture, corporate culture, foreign exchange market, tariffs, import and export regulations, trade agreements, climate, education and other topics that may impact global trade. The course is built on the premise that the con-

duct of international operations depends on companies' objectives and strategy. The operations affect and are affected by the physical and societal factors and the competitive environment.

EMB 606. **Special Topics in Business.** 3 semester hours.

A detailed study of a particular topic of special interest appropriate for business professionals who are preparing for executive positions. Topic will be announced prior to the scheduling and registration of the course.

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 680. **Career Management and Professional Development.** 1-3 semester hours.

This course provides early and mid-career students an opportunity to explore their personal strengths and weaknesses, to develop strategies for managing their careers and for creating a professional development plan that encourages continuous professional development. Course strategies may involve research of specific career fields, analysis of personality profiles, pursuing internships and/or career shadowing opportunities, interviewing successful professionals, participating in 360-degree performance appraisals, and participating in other career enhancement opportunities. A faculty member in the discipline in which the student wishes to concentrate will supervise this independent study course. Students are encouraged to register for this course in the early stages of the MBA program.

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.

English

EN 501. **Chaucer.** 3 semester hours.

The major and minor works of Chaucer, including *The Canterbury Tales* and *Troilus and Criseyde*. (Fall, Summer, odd-numbered years)

- 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*. (Fall, odd-numbered years)
- 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. (Fall, odd-numbered years)
- EN 506. **Studies in Literature I.** 3 semester hours.
Studies 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. This course carries a Satisfactory (S) or Unsatisfactory (U) grade and does not count toward the required content hours for the master's degree in English or Secondary Education. Prerequisite: permission of the Director of Graduate Studies. Available only to international students in the Master of Arts Bridge Program. (Fall, Spring, Summer)
- EN 507. **Studies in Literature II.** 3 semester hours.
Studies 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. This course carries a Satisfactory (S) or Unsatisfactory (U) grade and does not count toward the required content hours for the master's degree in English or Secondary Education. Prerequisite: permission of the Director of Graduate Studies. Available only to international students in the Master of Arts Bridge Program. (Fall, Spring, Summer)
- EN 508. **Studies in Literature III.** 3 semester hours.
Studies 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. This course carries a Satisfactory (S) or Unsatisfactory (U) grade and does not count toward the required content hours for the master's degree in English or Secondary Education. Prerequisite: permission of the Director of Graduate Studies. Available only to international students in the Master of Arts Bridge Program. (Fall, Spring, Summer)
- EN 509. **Studies in Literature IV.** 3 semester hours.
Studies 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. This course carries a Satisfactory (S) or Unsatisfactory (U) grade and does not count toward the required content hours for

the master's degree in English or Secondary Education. Prerequisite: permission of the Director of Graduate Studies. Available only to international students in the Master of Arts Bridge Program. (Fall, Spring, Summer)

- EN 535W. **Writing Protest and Dissent.** 3 semester hours.
Explores some of the 400 years of rich writings and accounts of America's tradition of protest and dissent and uses these as examples to guide and inspire the student writing of protest literature. (Offered on sufficient demand)
- EN 541. **History of the English Language.** 3 semester hours.
Development of the English Language and of modern English usage. (Fall; Summer, odd-numbered years)
- EN 542. **Survey of Grammar.** 3 semester hours.
A survey of approaches to English grammar based on approaches now used in most school texts. Prerequisite: EN 441 or written permission of department chair. (Spring, odd-numbered years; Summer, even-numbered years)
- EN 543. **Instruction of Composition.** 3 semester hours.
Approaches to and practice in the instruction of English composition. (Fall, odd-numbered years; Spring)
- EN 550. **Studies in American Folklore.** 3 semester hours.
Sources, backgrounds, and morphology of American folklore. Emphasis is given to research methods and to field-work. (Spring, even-numbered years.)
- 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. (Offered on sufficient demand.)
- EN 553. **The English Novel.** 3 semester hours.
Representative works in the development of the English novel. (Spring, even-numbered years.)
- EN 554. **The English Novel.** 3 semester hours.
Intensive study of selected English authors. (Offered on sufficient demand)
- EN 555W. **Advanced Creative Writing: Fiction and Drama.** 3 semester hours.
A workshop approach to writing and editing fiction and drama for publication, with special emphasis on structure, theme, and characterization. (Fall)

- EN 556W. **Advanced Creative Writing: Poetry and Creative Non-fiction.** 3 semester hours.
A workshop approach to writing and editing poetry and creative nonfiction for publication, with emphasis on structure, theme, and craft.
- EN 560. **Literature of the American Frontier.** 3 semester hours.
An examination of the literature of the American frontier, beginning with authors such as James Fenimore Cooper and moving forward to modern writers such as Cormack McCarthy. Emphasis is on the changing perspective of the frontier as it progressed from the East coast to the West.
- EN 564. **The Contemporary American Novel.** 3 semester hours.
A study of the changing forms and emerging themes of the American Novel since 1950.
- 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. (Spring, even-numbered years)
- EN 566. **Sociolinguistics.** 3 semester hours.
This course serves the student as an exploration of the theories and applications of socially constituted approaches to language and its uses, with a focus on American language varieties. (Offered on sufficient demand)
- EN 572W. **Rhetoric: Argument and Style.** 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. Also listed as COM 572W but creditable only in the field for which registered. (Spring, odd-numbered years.)
- EN 594. **Special Topics in Film Studies.** 3 semester hours.
A study of a selected period or subject in film. Topics might include censorship in cinema; women in film; avant-garde cinema; national cinema; film movements; spirituality in film; race and cinema; film rhetoric, or adaptation. (Spring, odd-numbered years or on sufficient demand)
- EN 595. **Selected Topics in Writing.** 3 semester hours.
Concentrated study in specific areas of written composition. (Offered on sufficient demand)
- EN 596. **Selected Topics in English Literature.** 3 semester hours.
Concentrated study in specific narrow areas of English literature. (Spring, odd-numbered years, if sufficient demand)
- EN 597. **Selected Topics in American Literature.** 3 semester hours.
Concentrated study in narrow areas of American literature. (Fall, even-numbered years, if sufficient demand)

- EN 598. **Selected Topics in Literature.** 3 semester hours.
Concentrated study in specific narrow areas of world literature. (Spring, even-numbered years, if sufficient demand)
- 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. Open only to those students in the Master of Arts in English program. (Fall)
- 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. (Spring, even-numbered years; Summer, odd-numbered years)
- 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. (Fall, odd-numbered years)
- 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. (Fall, even-numbered years)
- EN 614. **Studies in American Literature 1950 to Present.** 3 semester hours.
Selected major authors in American literature from 1950 through the contemporary period.
- 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. (Fall, even-numbered years)
- 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. (Fall, odd-numbered years)
- EN 622. **Early Modern Drama Excluding Shakespeare.** 3 semester hours.
Selected major authors in Early Modern drama, excluding Shakespeare, from 1540 to 1800. (Spring, even-numbered years)

- EN 623. **Shakespeare.** 3 semester hours.
Intensive study of selected poetry and plays of William Shakespeare approached from a variety of perspectives, including but not limited to historical, theoretical, critical, or generic. (Spring, odd-numbered years; Summer, even-numbered years)
- EN 630. **Jane Austen and the Romantic Novel.** 3 semester hours.
A study of the novels of Jane Austen and her contemporaries. (Fall, even-numbered years)
- 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. (Spring, even-numbered years; Summer, odd-numbered years)
- 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. (Fall, even-numbered years).
- EN 633. **Modern and Contemporary English Literature.** 3 semester hours.
Intensive study of major English writers since World War I. (Fall, even-numbered years)
- 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. (Offered on sufficient demand)
- EN 642. **Cross-Linguistic Pragmatics.** 3 semester hours.
A study in the analysis of the similarities and differences in linguistic forms and patterns across diverse global cultures.
- EN 653. **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. (Spring, even-numbered years)
- 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. (Spring)

- 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. (Fall, Spring, Summer)
- EN 695. **Thesis Defense.** 0 semester hours.
 Orientation to and administration of a thesis defense for the MA in English program. A non-credit course required of all candidates for the thesis option. The course is to be taken in 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 performance 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 for program completion.
- 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)
- 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. (Fall, Spring, Summer)
- 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. (Offered on sufficient demand)
- 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. (Fall, Spring)

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. Course fee: \$50.00. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- 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) (Offered on sufficient demand)
- 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. Prerequisite: ES 132. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- ES 607. **Astronomy for Teachers.** 3 semester hours.
The course considers popular topics in astronomy. Content includes observational aspects of astronomy including constellations, planets, the Sun, celestial moons, and Earth's seasons with an emphasis on understanding those topics

which are known to have common misconceptions. A paper or major project will be completed in partial fulfillment of course requirements. Also listed as PH 607 but creditable only in field for which registered. Prerequisite: PH 125 or permission of the department chair. Course fee: \$50.00. (Spring)

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. Course fee: \$50.00. (Spring)

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. Course fee: \$50.00. (Spring)

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. Course fee: \$50.00. (Spring)

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. Course fee: \$30.00. (Fall, Spring, Summer) (Offered on sufficient demand)

Finance

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 581. **Financial Statement Analysis.** 3 semester hours.
The study of the analysis of financial statement information, focusing on financial decisions including loan decisions, equity investments, mergers and acquisitions, and other valuation related issues. Also listed as AC 581 but creditable only in field for which registered. Prerequisites: AC 392 or FI 394 and approval of department chair.
- 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, and general business forms, statements, and reports applicable to business research. Also listed as 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. The use of case analysis will be primary focus. The objectives include financial analysis, scenario analysis, and written communication commensurate with a graduate-level business finance course. Prerequisite: FI 394.
- 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 394.
- FI 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. Also listed as AC 680, CIS 680, EC 680, MG 680, and MK 680 but creditable only in field for which registered. Prerequisite: approval of the department chair and internship coordinator.

- FI 681. **Business Valuation.** 3 semester hours.
Study of the theory and practice of business valuation. Course coverage includes valuation of closely held businesses in the context of estate and gift taxes, mergers and acquisitions, fairness opinions, and other legal disputes. Prerequisite: AC 392 or FI 394 or approval of department chair.
- 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 and tax environment, strategy, financial engineering, and takeover defenses.
- FI 688. **Quantitative Finance.** 3 semester hours.
This course introduces the fundamental mathematical tools and financial concepts needed to understand quantitative finance, portfolio management, and derivatives. Key topics include the random behavior of asset prices, the Black-Scholes model, the Black-Scholes formulae and the Greeks, early exercise and American options, how to delta hedge, fixed-income products and analysis: yield, duration and convexity, swaps, the binomial model and financial modeling in Excel VBA. It is expected that students will have significant experience using Excel spreadsheets. Also listed as CIS 688 and QM 688 but creditable only in field for which registered.
- FI 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to finance. Prerequisite: approval of the department chair.

Foreign Languages

- FL 590. **Special Topics in International Studies: Abroad.** 3 semester hours.
A detailed study of a particular international studies topic of special interest. Topics will vary and will be listed in the Schedule of Classes and on the student's transcript. This course must be completed in conjunction with a faculty-led study abroad program of sufficient duration to allow student to complete a significant research project of publishable quality. Also cross-listed as FL 490 but only creditable in field for which registered

French

- FR 501. **French for Reading and Research.** 3 semester hours.
Intensive examination of the grammatical structures and high-frequency vocabulary of French to equip students to read relevant scholarship in their area of specialization, and, as applicable, to prepare students for a graduate school language examination in French. Open to all graduate students. Offered on sufficient demand.

Geography

- GE 502. **Problems in Political Geography.** 3 semester hours.
The role of geographic factors in influencing the political structure of nations.
- GE 503. **Nature and Society Interactions.** 3 semester hours.
This course involves a global analysis of human-environmental issues including human's impact on the environment and the environment's impact on humans. Topics addressed may include, but are not limited to, global warming, over-population, environmental degradation, environmental hazards and disasters, and effective natural resources use. Field work required.
- GE 504. **Environmental Hazards.** 3 semester hours.
Natural and technological events continue to impact people and places across the globe. This course draws upon hazard and disaster experiences to address the nature, impact, and social responses to environmental hazards. Course focus is on the relationship between nature, society, and technology and analyzes how people and places experience, cope with, and recover from environmental hazards.
- GE 510. **Integration of Geography and History.** 3 semester hours.
The integration of the spatial concepts of geography with the chronological concepts of history.
- GE 513. **Geography of Asia.** 3 semester hours.
An analysis of the distribution of resources and people of Asia, relationships to each other and to the rest of the world.
- GE 520. **Principles of Urban and Regional Planning.** 3 semester hours.
This course introduces planning both as a profession and also as an important element of city, county, and regional government. Focusing on American planning experience, GE 520 covers the fundamentals of spatial decision-making at various levels of government. Substantive areas covered in the course include, the legal basis of planning, organizational structure of planning agencies in the U S, comprehensive planning, social issues in planning, tools of land use regulation, growth management techniques, smart growth, transportation planning, environmental planning and urban design. Cross-listed as GE 420 but creditable only in field in which enrolled. (Fall)

- GE 535. **Geomorphology.** 3 semester hours.
This course is designed to provide a deeper study of the regional landscapes of North America and other world regions and to provide an increased understanding of the geomorphic and tectonic processes that shape the landscape. Understanding the differences in landscape features and processes will be enhanced by direct contact and observation with the features and processes. Field trips are required. Prerequisite: GE 112 or ES 121. Course fee: \$30.00.
- GE 554. **Remote Sensing.** 4 semester hours.
This course expands upon concepts and methods of remote sensing through the digital interpretation of satellite imagery. The interpreted information (data and findings) will support the understanding of the processes involved in land use and land cover analysis, change detection, and the map update process. The course includes lecture and discussion related to remote sensing and image processing theory with associated practical laboratory exercises and applications for satellite image analysis and digital image processing. Three class periods; one 2-hour laboratory period per week. Course 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.
- GE 584. **Applied Geospatial Analysis.** 3 semester hours.
The course encompasses advanced reading and discussion of state-of-the-art projects and techniques in Geographic Information Systems, remote sensing, computer cartography, and image processing. Projects required for this class include but are not limited to urban, environmental, and human geography problems. Students will conduct a detailed data-base development project including data-base design, data-base population, data management, and the application of spatial modeling techniques. Course fee: \$30.00.
- GE 595. **Geography Internship.** 1-3 semester hours.
Open to graduate students in the Department of Geography. A work-related experience with a public or private organization in which the graduate student gains experience in the professional geography field.

- GE 597. **Special Topics.** 1-4 semester hours.
A study of one or more selected topics in applied or theoretical geography. Topics vary according to the needs of the students and the current professional environment. May be repeated for credit if the topic is different.
- 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 600. **Geographic Thought.** 3 semester hours.
A study of the history and development of geographic thought, the evolution of the discipline of geography, and contemporary geographic philosophies, paradigms, and debates.
- 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.
- GE 609. **Geographic Methods and Design.** 3 semester hours.
This course presents the core competencies required to perform professional level research in geography. The course will review methods of research design and methodology, with a focus on appropriate geographic and statistical techniques required.

- GE 610. **Seminar in Geospatial Science.** 3 semester hours.
Geospatial science delves into determining the correct data and technology to address today's issues related to humans and their environment. An understanding of geospatial science provides a distinct perspective on the world, a unique lens through which to examine and interpret events, patterns, and processes that operate on or near the surface of Earth. The Seminar in Geospatial Science builds upon students' progression through a series of techniques courses in Geographic Information Science, remote sensing, and applications in urban, environment, and nature and society interaction.
- GE 620. **Planning Theory and Process.** 3 semester hours.
This course is designed to provide an overview of the development of planning theory as it applies to the field of Urban and Regional Planning in the United States. The course will critically evaluate trends in planning theory with a focus on the evolution of main ideas and people who have influenced the field of planning in the U.S. To accomplish this goal, emphasis will be placed on normative conceptual, methodical issues and various roles planners play, and also the ethical dilemmas they face in practice.
- GE 624. **Advanced Remote Sensing.** 3 semester hours.
This course provides students with advanced topics in remote sensing and image processing including change detection, image fusion, principle components analysis, spectral signatures, fuzzy classification, and pattern recognition. This course includes classroom instruction, videos, laboratory exercises, fieldwork, and state-of-the-art digital image processing techniques, all to support the interpretation of satellite imagery for extraction of land use and land cover information. One field trip is required. Prerequisite: GE 554 or graduate image processing course. Course fee: \$50.00.
- GE 625. **Cartographic Design and Visualization.** 3 semester hours.
This course is concerned with advanced map communication concepts; cartographic visualization; designing graphic solutions to geographic situations and needs; illustrating spatial patterns; and considering cartographic representations in terms of aesthetics. Prerequisite: cartography or equivalent undergraduate cartography class. Course fee: \$50.00.
- GE 684. **Spatial Modeling and Analysis in Geographic Information Science.** 3 semester hours.
This course focuses on advanced problem solving in the spatial environment including GIS system planning, and design, error handling and quality control, decision support techniques, exploratory data analysis, and spatial statistics

and geostatistical analysis. Course labs and projects will focus on current issues, events, and opportunities in GIScience. Prerequisites: GE 554 and GE 584. Course fee: \$50.00.

GE 692. **Research.** 3 semester hours.

This course involves the selection of a research topic, collection and analysis of primary and secondary sources, field work, and composition of research paper under faculty supervision. May be taken more than once. A grade of "SP" indicating satisfactory progress or a grade of "UP" for unsatisfactory progress will be recorded on the transcript. This course may be used to maintain continuous enrollment. Permission of supervising faculty and graduate director required.

GE 695. **Thesis.** 3-6 semester hours.

This course involves the selection of a thesis topic, collection and analysis of primary and secondary sources, field work, and composition of thesis and thesis defense under faculty supervision. May be taken more than once. A grade of "SP" indicating satisfactory progress or a grade of "UP" for unsatisfactory progress will be recorded on the transcript. This course may be used to maintain continuous enrollment. Permission of supervising faculty and graduate director required.

GE 697. **Advanced Topics.** 3 semester hours.

Selected topics in geospatial science offered by faculty. May be repeated for credit if the topic is different. Prerequisite: permission of instructor required in order to enroll.

GE 699. **Thesis and Research Defense.** 0 semester hours.

This course serves as an orientation to and administration of an oral examination for the M.S. in Geospatial Science program. A non-credit course required of all candidates for the thesis and non-thesis options. The course is to be taken during 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 performance 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 for program completion.

German

GR 501. **German for Reading and Research.** 3 semester hours.

Intensive examination of the grammatical structures and high-frequency vocabulary of German to equip students to read relevant scholarship in their area of specialization, and, as applicable, to prepare students for a graduate school language examination in German. Open to all graduate students. Offered on sufficient demand.

History

- HI 517. **History of Rome.** 3 semester hours.
This course introduces students to the history of ancient Rome from Romulus to Constantine (8th c. BC - early 4th c. AD). The course examines the rise of Roman rule in Italy and the ancient Mediterranean, the development of republican government, the rise of autocracy under the Caesars, and the collapse of the Western Roman Empire due to the rise of Christianity and outside by hostile invaders. Special attention will be given to modern interpretations of Roman history and the intersection of ancient history and modern culture.
- HI 521. **Renaissance and Reformation.** 3 semester hours.
A balanced survey of Early Modern Europe, 1450-1648, with emphasis on the Italian and Northern Renaissances, the Protestant and Catholic Reformations, overseas expansion, rise of royal absolutism, and the Scientific Revolution.
- HI 522. **European Imperialism Since 1500.** 3 semester hours.
A study of the expansion of European dominance in the world after 1500 and the impact of the West on non-western civilizations.
- HI 523. **Early Modern European, 1648-1789.** 3 semester hours.
The triumph and collapse of absolute monarchy, the evolution of the modern state system, the emergence of modern scientific thought and the Enlightenment, and the onset of an 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, witch-craft 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 origin and course of the French Revolution, the European reaction, the Napoleonic period in Europe and the Western Hemisphere, the rise of Industrialism and Romanticism.
- HI 527. **Nineteenth Century European History (1815 to 1914).** 3 semester hours.
The rise of modern Europe 1815 to 1914. The spread of liberalism, nationalism, and democratic forces; the industrial revolution and the resulting imperialistic and democratic rivalries among the great powers.

- HI 529. **Twentieth Century European History (1914 to Present).** 3 semester hours
Recent and contemporary Europe 1914 to present. The two world wars, decline of colonialism, the rise of new great powers, and conflicting ideologies.
- HI 530. **English Constitutional History.** 3 semester hours.
A study of the development of 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 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 538. **History of the Caribbean.** 3 semester hours.
An in-depth study of the major Caribbean countries and or the Lesser Antillean colonies from the colonial period to the present, with special emphasis on the institution of slavery, cultural differentials, dictatorship, the role of the United States, nationalism, and communism.
- HI 542. **History of Samurai.** 3 semester hours.
This course examines the history of Japan's feudalism and samurai culture from the 6th century to the mid-19th century. It analyzes Japan's unique political and social system ruled by the warrior class, and the impact of samurai culture in Japanese religions and art.
- HI 543. **History of Geisha and Asian Women Through Film.** 3 semester hours.
This course will examine how Confucian ideology in East Asia restricted women's status in the traditional East Asian society, how modernization liberated women, how women participated in the militarism in Asia, how A-bomb and Occupation changed women's lives in post war Asia, and how revolution in China changed women's lives from the 1930s to contemporary. The course will also explore the several themes of Asian women's position in the 21st century by focusing on the contemporary family life in Asia, Asian women immigrants to the United States, and life of Geisha today.
- 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 mid-nineteenth century.

- 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.
A study of the political, economic, social, and religious development of the American colonies, with particular attention paid to the British mainland colonies.
- HI 551. **American Revolution and United States Early Republic, 1763-1800.** 3 semester hours.
A study of the origins, nature, and consequences of the American Revolution from the middle of the 18th century to the ratification of the federal Constitution.
- HI 552. **The Middle Period of United States History, 1800-1848.** 3 semester hours.
A study of the beginnings of the American Republic, its formative years, and its development up to the beginnings of the nation's sectional crisis.
- HI 553. **Civil War and Reconstruction.** 3 semester hours.
An intensive study of the development of sectionalism and of the period of 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. **History of the United States Since World War II.** 3 semester hours.
The United States since World War II, with emphasis on the origins and development of the Cold War, including Korea and Vietnam, domestic social, cultural, and political movements in the 1950s and 1960s, the Age of Reagan, and the influence of the "Baby Boomer" generation in the 20th and 21st centuries.
- HI 560. **Cold War (1945-1991).** 3 semester hours.
An examination of the causes, conduct, and consequences of the Cold War in a global context.
- HI 561. **History of the South.** 3 semester hours.
An advanced survey of political, economic, and social developments in Southern history from the 17th century "pre-South" to the Sunbelt of the 21st, with emphasis on regional and cultural identity, and the interaction of the South in the broader history of the United States.

- HI 562. **History of Mexico.** 3 semester hours.
An examination of native society, conquest, colonial Mexico, the wars for independence, the revolution, and Mexico since the revolution.
- HI 567. **History of the West.** 3 semester hours.
Relation of westward movement to the development of the United States; factors responsible for and composition of various segments of the general movements; problems of frontier and the influence of the frontier on American institutions.
- HI 570. **History of Asian Religions.** 3 semester hours.
This course examines both the historical development and current content of the religious and philosophical traditions of Asia with special emphasis on Confucianism, Daoism, Shintoism, Buddhism, Sikhism, and Hinduism. The course covers Japan, China, India, Tibet, and other parts of Southeast Asia and East Asia. For each of these traditions, we will consider its history and mythology, the great themes and ideas which has shaped the worlds of meaning for the followers, and the ways of worshiping and achieving the good life, individually and socially. Also listed as RE 570 but creditable only in field for which registered. (Summer)
- HI 571. **Public History.** 3 semester hours.
The professional nature of public history, the interpretation of history for diverse audiences, and the application of historical methods in the wider world. Combines reading and discussion, interaction with practicing professionals, and possible experiential learning component.
- HI 576. **Oral History.** 3 semester hours.
Exposes students to the use of oral history as a research technique and provides experience in conducting professionally acceptable oral history interviews.
- HI 579. **History of Religion in the United States.** 3 semester hours.
A nonsectarian study of religion in United States history from the 17th century to the 21st, including, but not limited to, origins, revivalism, Catholicism, the rise of denominationalism in American Protestantism, civil religion, and the emergence of the holiness and charismatic movements.
- HI 580. **Digital History.** 3 semester hours.
The current and potential impact of digital media on the theory and practice of history. Explores a range of production of new media history resources, including both practical work on project management and design.

- 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 585. **U.S. History Through Film.** 3 semester hours.
The course will examine the uses of film for exploring the past, critique history as it is depicted in movies, and explore how cinematic depictions of the past have been shaped by the era in which they were made.
- HI 590. **Special Topics.** 3 semester hours.
One or more carefully selected historical topics.
- HI 591. **Internship Practicum.** 3 semester hours.
Open to graduate students in the Department of History and Political Science on approval of the department chair. Professional work situations in which the skills and knowledge appropriate to the historical profession can be practiced under departmental supervision and evaluation.
- HI 599. **Independent Study-Practicum.** 3 semester hours.
Independent study, research, or special field experience under departmental supervision.

- HI 603. **Teaching Methodology.** 3 semester hours.
Introduction to the theory and practice of teaching history. Selected readings on pedagogical theory and current research on teaching and learning; emphasis on classroom application. Hands-on exercises in course design, assignment and test preparation, grading and assessment, lecturing, leading discussion, and the use of technology to enhance learning. Normally limited to graduate students in history; other graduate students with departmental approval.
- HI 605. **Historiography and Methodology.** 3 semester hours.
A study of the writing and philosophy of history, investigative techniques, and the mechanics of historical research and documentation. (Fall)
- HI 611. **Seminar in U.S. History to 1877.** 3 semester hours.
Research and writing based seminar on topics in American history through the end of reconstruction with emphasis upon analysis and interpretation. May be repeated for credit as course topics will vary. (Fall)
- HI 612. **Seminar in U.S. History Since 1877.** 3 semester hours.
Research and writing based seminar on topics in American history since the end of reconstruction with emphasis upon analysis and interpretation. May be repeated for credit as course topics will vary. (Spring)
- HI 621. **Seminar in World History to 1815.** 3 semester hours.
Research and writing based seminar on topics in World history to 1815 with emphasis on analysis and interpretation. May be repeated for credit as topics will vary. (Fall)
- HI 622. **Seminar in World History Since 1815.** 3 semester hours.
Research and writing based seminar on topics in World history since 1815 with emphasis upon analysis and interpretation. May be repeated for credit as topics will vary. (Spring)
- HI 640. **Directed Research and Study.** 3 semester hours.
Requires a major research and writing project in an appropriate subject matter area. May be repeated for credit as course topics will vary.
- HI 670. **Historic Preservation and Cultural Resource Management.** 3 semester hours.
The identification, preservation, and maintenance of historic sites and artifacts. Explores regulatory policies and procedures employed by federal, state, and local agencies in the work of identifying, evaluating, recording, preserving, and managing the historical, architectural, and cultural resources of the United States.

- HI 671. **Museum and Archival Management.** 3 semester hours.
History and philosophy of museums, especially historical museums; organization and operation; planning exhibits; educational activities; and public relations. The nature of archives; various types of records; arranging and processing archives; restoring and protecting records; archival institutions, policies, and procedures.
- HI 679. **Public History Internship.** 3 semester hours.
Internship with a public or private historical agency or institution of regional or national significance. Enrollment limited to students in the Master of Arts in History program with a concentration in Public History.
- 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.
- HI 695. **Thesis.** 3-6 semester hours.
Selection of a research topic, collection and analysis of primary and secondary historical sources, composition of and public defense of a thesis. A grade of "SP" indicating satisfactory progress or a grade of "UP" for unsatisfactory progress will be recorded on the transcript. May be repeated for credit.
- HI 698. **Comprehensive Examination.** 0 semester hours.
Orientation to and administration of a written comprehensive examination for the MA in History program. A non-credit course required of all candidates for the non-thesis option. The course is to be taken in 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; the course may be repeated once. Prerequisite: student must have completed all other program requirements or be enrolled in the last course for program completion
- HI 699. **Thesis Defense.** 0 semester hours.
Orientation to and administration of a defense for the MA in History program. A noncredit course required of all candidates for the thesis option. The course is to be taken in 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 performance 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 for program completion.

Health and Physical Education

- HPE 503. **Essentials of Prescribing Resistance Training.** 3 semester hours.
A professional preparation course addressing the theory and practical skills necessary to design and implement a variety of resistance training programs across the age spectrum. The use of different resistance modalities typically used to improve muscular endurance or muscular strength will be considered as well as the physiological, biomechanical, and safety aspects of resistance training.
- HPE 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.
- HPE 596. **Cardiopulmonary Rehabilitation and ECG Interpretation.** 3 semester hours.
Application of physiological principles for clinical exercise evaluation and therapeutic modalities for individuals with controlled cardiovascular, respiratory, or metabolic disease including basic principles and interpretation of the electrocardiogram (ECG) as it relates to fitness programs for clients qualifying for cardiac or pulmonary rehabilitation. Emphasis will be placed on application of American College of Sports Medicine (ACSM) Guidelines for risk stratification, appropriate exercise prescription, and exercise progression.
- HPE 600. **Research Methods.** 3 semester hours.
Study of the methods and techniques of research used in health and physical education related disciplines. Special attention will be given to the theoretical and practical basis of research including the fundamentals of problem identification and study design, hypothesis testing, sampling, instrumentation, and data collection. Data analysis will include descriptive statistics, Pearson r correlation, t-tests, and ANOVA. Each student will also prepare and present a research proposal.
- HPE 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.
- HPE 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.

- HPE 620. **Statistical Methods in Education.** 3 semester hours.
Educational statistics is an introductory graduate statistics course using quantitative methods for inquiry in the educational, social and behavioral sciences. Candidates will be exposed to the fundamental concepts and procedures of descriptive and inferential statistics. Candidates will develop competence in reading and understanding statistics topics from sources such as texts, dissertations, journals, or technical reports. The course includes an introduction to the use and interpretation of SPSS®, and a statistics lab component will be required. Descriptive and basic inferential statistics, including graphs, frequency distribution, central tendency, dispersion, correlation, and hypothesis testing.
- HPE 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.
- HPE 638. **Stress Management.** 3 semester hours.
A holistic examination of stress in today's society including the physical and mental aspects of stress, short and long term effects of stress on the body, identifying stressors, coping strategies, and stress management planning and implementation.
- HPE 640. **Epidemiology and Prevention of Chronic Diseases – A Global Perspective.** 3 semester hours.
An in-depth study of chronic diseases through a global perspective, examining incidence, prevalence, distribution, and control. This course will focus on global approaches to disease prevention and control through primary, secondary, and tertiary health promotion efforts.
- HPE 641. **Integrative Health.** 3 semester hours.
Emphasis on the principles and theories of integrative health and how a holistic integrative health approach can be integrated into allopathic medicine to promote health and healing.
- HPE 642. **Mind-Body Connection.** 3 semester hours.
Emphasis on fundamental principles of the mind-body connection and their association with health and healing. Students will learn intervention strategies that promote health and healing such as relaxation, meditation, and biofeedback. Eastern and Western health theories and practices will also be introduced.

- HPE 643. **Bio-psychosocial Aspects of Nutrition.** 3 semester hours.
Building on basic nutritional concepts, this course will address nutritional needs at various phases of life and the bio-psychosocial aspects which impact health from a nutritional standpoint. The relationship between people, food, and health around the globe will be examined including the impact of food choices on the health of the planet, the community, and the individual's mind, body and spirit. Knowledge, skills, and behaviors will be examined that impact nutrition across cultures and comparisons will be made between cultures, behaviors, and health in order to understand individuals and how they are affected by the ecosystem which impacts health.
- HPE 644. **Integrative Health Coaching.** 3 semester hours.
Emphasis on development of professional skills and knowledge necessary for effective individual and group integrative health coaching. Specific attention will be given to development of essential skills for motivating others to adapt behaviors necessary to achieve optimal health and wellness.
- HPE 645. **Ethical Practice in Integrative Health.** 3 semester hours.
Emphasis on current ethical and legal issues impacting the integrative health industry including legal and regulatory issues, credentialing and licensure, and establishing an integrative health operation.
- HPE 646. **Spirituality, Health and Healing.** 3 semester hours.
Emphasis on the theoretical foundations and principles of spiritual based healing therapies within the context of integrative health.
- HPE 648. **Integrative Health Practicum.** 3 semester hours.
Practical experience for a minimum of 100 hours under the supervision and mentorship of a healthcare provider. In addition, each student will be required to attend scheduled meetings with the healthcare provider for the purpose of discussing assigned readings relative to the practicum and completion of a research assignment selected by the student in consultation with the supervising healthcare provider.
- HPE 651. **Special Topics.** 3 semester hours.
Detailed examination of a specific topic in the field of health and physical education or related disciplines. Topic will be announced prior to the scheduling of the course. May include field trips. A special fee may be required according to topic and course content.
- HPE 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.

- HPE 663. **Laboratory Techniques in Health and Human Performance.** 3 semester hours.
Theoretical and practical understanding of physiological instrumentation, equipment and measurement in physical education, including development of practical laboratory skills and experiences, as preparation for fitness or other assessment as well as research and evaluation in health and human performance paradigms. Course fee: \$30.00.
- HPE 665. **Critical Analysis of Research and Professional Literature.** 3 semester hours.
Analysis and critical evaluation of current research and professional literature in health, physical education, recreation, exercise science, sport management, and other related fields. Candidates will be directly involved in the thorough review, presentation, discussion, and critical evaluation of the most recent published, peer-reviewed literature.
- HPE 670. **Legal Issues and the Health and Physical Education Profession.** 3 semester hours.
Emphasis on legal issues and concepts related to areas of the health and physical education industry. Areas covered will include negligence, intentional torts, contracts, constitutional law, personnel issues, and risk management from a legal perspective.
- HPE 675. **Administration of Health and Physical Education Related Programs.** 3 semester hours.
Emphasis on administrative procedures applicable to operation of health and physical education related programs. Areas covered will include development of mission statements and organizational goals, personnel and budgeting issues, facilities and equipment management, programming and event management, and liability and risk management.
- HPE 680. **Trends and Issues in HPE and Related Disciplines.** 3 semester hours.
Examination, discussion, and evaluation of current trends and issues in HPE and related disciplines. Intended to enhance the diverse background and professional development of students.
- HPE 685. **Internship.** 3 semester hours.
Candidates will be assigned to an appropriate professional agency or organization for a minimum of 200 hours for the purpose of experiencing practical application of professional theory. Placement will be arranged with the candidate by the course instructor and approved by the department chair. Course fee: \$30.00.

- HPE 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.
- HPE 693. **Comprehensive Examination.** 0 semester hours.
A non-credit course required of all candidates enrolled in the non-thesis program of study. Administration of a written comprehensive examination covering courses required as part of the graduate program of study in the core and concentration areas. This course may be taken during the term in which the candidate expects to complete all remaining program of study requirements or during the term immediately following completion of all program of study requirements. The grade for this course will be "S" indicating satisfactory completion of all comprehensive exams or "U" indicating unsatisfactory performance on all or part of the comprehensive exam. Candidates receiving a grade of "U" may repeat the course once; a grade of "S" is required for completion of a candidate's program of study.
- HPE 695. **Thesis.** 3-6 semester hours.
Selection of a research problem, review of pertinent literature, collection and analysis of data, and composition and public defense of thesis. May be repeated for a total of six semester hours.

Instructional Leadership Class A

- IL 690. **Development of Educational Human Resources.** 3 semester hours.
This course emphasizes the development of school personnel into learning communities designed to improve student achievement. Professional development is an integral tool for induction, mentoring and creating a culture for learning.
- IL 691. **Financial and Material Resources for School Improvement.** 3 semester hours.
This course is designed to provide knowledge and understanding of the economic factors relative to public schools and how the effective leader must manage resources for school improvement.
- IL 692. **Planning and Management for School Improvement.** 3 semester hours.
This course is designed to provide instructional leaders who will engage the school community in the following actions: developing and maintaining a shared vision; planning effectively; using critical thinking and problem-solving techniques; collecting, analyzing, and interpreting data; allocating resources; and evaluating results for the purpose of continuous school improvement.

- IL 693. **The Effective Instructional Leader.** 3 semester hours.
This course focuses on teaching and learning with regard to effective instruction and supervisory techniques in the school environment for enhancing student learning achievement, growth and development.
- IL 694. **Differentiated Instruction for Diverse Student Learning.** 3 semester hours.
This course focuses on the role of schools in supporting improved social and educational opportunities for all children. Effective leaders must understand technology as an information management tool as well as the potential for teaching and learning for all students.
- IL 695. **Legal and Ethical Responsibilities.** 3 semester hours.
This course is designed to provide knowledge and understanding of the legal framework and ethical considerations for leading and managing schools.
- IL 696. **Internship and Residency for Instructional Leadership.** 3 semester hours.
This course is the culminating activity for successful completion of all standards required for the Alabama Class A certification in Instructional Leadership. Course fee: \$60.00.

Instructional Leadership Class AA

- IL 700 **Special Topics in Education.** 3 semester hours.
A variety of topics of study are available to eligible graduate students under this course number and title. Course number may be repeated to address different topics in education. Department approval is required.
- IL 705. **Professional Development and Mentoring.** 3 semester hours.
The course engages in the examination of mentor behavior and skills focused on mentee development through research and field experience practice. The mentor is guided towards improving teacher performance using EDUCATE Alabama.
- IL 706. **Management of the Learning Organization.** 3 semester hours.
The course focuses on the daily operations of the school environment. Candidates will learn to develop and administer policies that provide a safe school environment where teachers can teach and students can learn. Candidates will identify and analyze major sources of fiscal and non-fiscal resources.
- IL 707. **Law, Policy and Governance.** 3 semester hours.
Course will review processes in educational policy and governance for P-12 schools. The Alabama Code will be utilized along with current legal issues and court cases.

- IL 709. **Applied Research II.** 3 semester hours.
Candidates will complete a major problem analysis project approved and initiated in EDS 702. This culminating experience is to address a problem that is useful to the school or school district as determined through data and verified by host school officials. Candidates will design a comprehensive plan of action and implementation. The document will be written in the third person, using the APA Style Manual, 6th Edition, as the guide.
- IL 710. **Community and Stakeholder Relationships.** 3 semester hours.
The course prepares aspiring administrators to respond proactively to their stakeholders and media to function as an ongoing professional community and as partners in public education.
- IL 711. **Professional Standards for Instructional Leadership.** 3 semester hours.
The course will focus on current national and professional standards including, but not limited to, SREB, NCATE, NASSP, ISLLC, and NAESP. National Board Certification for Administrators will be added as soon as they are released.

Mathematics

- MA 525. **Methods and Materials for Teaching Secondary Mathematics.** 3 semester hours.
Practical aspects of teaching and learning mathematics at the secondary level. Topics covered include secondary mathematics curricula, preparation and presentation of lesson material, classroom management, and professional behaviors. Does not satisfy requirements for major field courses in mathematics. Prerequisite/corequisite: MA 421, College Geometry, or equivalent.
- 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 with 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.

Management

MG 500. **MBA Prerequisite Review and Orientation.** 3 semester hours.

This prerequisite course will review analytical and quantitative skills, financial modeling, accounting statements, economic models, and marketing strategy. The objectives include: review of skills and content necessary for further graduate study; identification of student deficiencies prior to pursuing further graduate study; and to serve as an orientation for students prior to beginning the Asian MBA program. *This course may not be used as elective credit in the MBA program.*

- MG 585. **Project Management.** 3 semester hours.
The course is an in-depth study of the planning, organizing, leading, and controlling of projects. Students will learn how to manage both small and large projects using project management techniques. This course will also include the use of the student version of a Microsoft Project software. Prerequisite or corequisite: Microsoft Office Project Basics course offered by UNA Office of Continuing Studies and Outreach.
- MG 601. **MBA Skills and Outcomes.** 1 semester hour.
This course will be completed during the first two months of enrollment in the MBA program. The course addresses two objectives: (1) skills refresher for students who have been out of school for a period of time; and (2) to introduce and have students focus on the five learning outcomes that will be covered in the MBA program. These outcomes are to be able to identify, analyze, and solve business related problems and to make effective decisions; to be able to communicate effectively; to be able to demonstrate qualities of leadership and teamwork; to be able to act professionally and ethically; and to be able to function ethically in a diverse, dynamic global economic environment. Lack of success in this course may serve as a predictor of lack of success in the remaining MBA program.
- 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.
- 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.
- 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.
- 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 624. **Organizational Behavior.** 3 semester hours.
Organizational behavior is the study of human behavior in organizations. The course is devoted to understanding individual and group behavior, interpersonal processes and organizational dynamics with the goal of improving the performance of organizations and the people in them. Key topics will include applied motivation, team performance, leadership, decision-making, managerial communications, change and conflict management, managing organizational culture, and the underlying importance of ethics in all organizational activities.
- 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 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 objectives are accomplished through relevant case studies. Prerequisite: must have completed 15 hours of graduate work prior to this course, including AC 626 or FI 630.
- 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.

- 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.
- MG 665. **Issues in Health Care Management.** 3 semester hours.
A forum to increase understanding of contemporary issues related to health care management. The course surveys selected current issues in health care management and policy at the regional, national, and international levels. The course will also focus on current thinking and debate regarding health care reform in the U.S., using the course text and other readings as resource material. Also listed as MK 665 but creditable only in field for which registered.
- MG 675. **Seminar in Negotiation and Conflict Resolution Strategies.** 3 semester hours.
This course will explore the concept of negotiation in numerous business environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of conflict resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined. Also listed as MK 675 but creditable only in field for which registered.
- 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. Also listed as AC 680, CIS 680, EC 680, FI 680, and MK 680, but creditable only in field for which registered. Prerequisite: approval of the department chair and internship coordinator.
- 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 695. **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 strate-

gic planning in the health care industry will be emphasized. Course objectives will be accomplished through lecture, reading, simulation, case analysis, and case presentation.

- MG 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to management. Prerequisite: approval of the department chair.

Marketing

- MK 615. **Marketing Seminar.** 3 semester hours.
A study of marketing theory and the contributions of various behavioral sciences to the area of marketing.
- 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.
- MK 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, and MG 627 but creditable only in field for which registered.
- MK 630. **Social Media Marketing.** 3 semester hours.
The course provides a thorough understanding of social media channels including social networking sites, online communities, forums, blogs, video-sharing sites, etc. Emphasis will be placed on the use of these channels as part of an overall marketing communication strategy. Specific topics addressed include targeting online customers through social media channels, effectiveness of social media marketing, and evaluation methods.
- 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.
- 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.

- MK 660. **Marketing Strategy.** 3 semester hours.
Study of the entrepreneurial role and the development and management of new marketing firms and products.
- 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 665. **Issues in Health Care Management.** 3 semester hours.
A forum to increase understanding of contemporary issues related to health care management. The course surveys selected current issues in health care management and policy at the regional, national, and international levels. The course will also focus on current thinking and debate regarding health care reform in the U.S., using the course text and other readings as resource material. Also listed as MG 665 but creditable only in field for which registered.
- 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.
- MK 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 accomplished through lecture, reading, discussion, case analysis, and marketing plan development.
- MK 675. **Seminar in Negotiation and Conflict Resolution Strategies.** 3 semester hours.
This course will explore the concept of negotiation in numerous business environments. Attention will be paid to topics such as strategies and tactics, nonverbal communication, and ethical and cultural aspects. Other forms of conflict resolution used in business, such as mediation and arbitration will also be addressed, and the design of conflict management programs will be examined. Also listed as MG 675 but creditable only in field for which registered.
- MK 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. Also listed as AC 680, CIS 680,

EC 680, FI 680, and MG 680, but creditable only in field for which registered. Prerequisite: approval of the department chair and internship coordinator.

MK 687. **E-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 customer relations, electronic customer interface, Internet pricing, distribution challenges, Internet branding, customer information systems and framing the marketing opportunity.

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 marketing. Prerequisite: approval of the department chair.

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 622. **Music in the Baroque.** 3 semester hours.
 Examination of composers and major works of instrumental, vocal, and choral music of the Baroque era, c. 1600-1750.
- 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. May be repeated one time for a total of 2 hours credit.
- MU 680. **Secondary Applied Music.** 1-2 semester hours.
 A course designed to provide individual academic and artistic instruction in the development of skills, techniques and materials of performance, and study of music in an

applied area of musical performance other than the student's primary area of performance. Prerequisites: advanced knowledge of music as an artistic idiom and a basic knowledge of performance in the applied area studied; departmental approval required. Course fee \$60.00 per credit hour.

MU 681-684. **Applied Music (any instrument or voice).** 1-2 semester hours.
Approval of department chair required. Course fee: \$60.00 per credit hour.

MU 690. **Special Topics in Music.** 1-3 semester hours.
A variety of topics of study are available to eligible graduate students under this course number and title. Course number may be repeated to address different topics in music. Departmental approval is required.

Nursing

NU 501. **Advanced Nursing Research.** 3 semester hours.
A concentrated study of the examination and utilization of the research process in furthering the body of knowledge in nursing to improve health outcomes for patients. The course focuses on problem identification and the use of appropriate research methodology to solve problems in the health care system. Evaluation and critique of various types of research are done and research findings are applied to nursing practice. The steps of a theoretically-based research proposal are examined. Prerequisite: admission to College of Nursing Graduate Studies.

NU 503. **Advanced Nursing Theory.** 3 semester hours.
The exploration of the nature of knowledge and theory through the study of selected nursing theories, as well as the study of theories in other disciplines. The focus of this course is to apply and utilize theory to promote the understanding of information for improving health. Theoretical foundations of advanced nursing practice are examined including the evolution of nursing knowledge by examining theoretical structures from other disciplines. Students will critique selected theories for their applicability to nursing practice and nursing knowledge development. Prerequisite: admission to College of Nursing Graduate Studies.

NU 504. **Business Concepts for Nurses.** 3 semester hours.
The course is designed for nurse leaders and focuses on economics and finance of health care systems. Using real-world examples drawn from hospitals, home care agencies, and long term care facilities, the student will study forecasting, budgeting, and everyday financial management responsibilities. The analysis of health care economics will be explored in the context of describing the economic dimensions of health care while explaining and evaluating a number of health care issues.

NU 505. **Strategic Planning and Communication in Health Care Environments.** 3 semester hours.

This course integrates theoretical, technological, communication and leadership concepts to apply a holistic approach to interactions of the internal and external health care agency environment and to explore and define agency missions, objectives, and goals. Students will identify an agency's mission and vision and use SWOT analysis to evaluate the internal and external environment. The course also emphasizes the importance of effective and professional communication in today's global environment.

NU 506. **Statistical Concepts for Nurses.** 3 semester hours.

This course addresses quantitative methods and statistics with applications to nursing and health care. Topics include descriptive statistics, measures of central tendency, sampling, hypothesis testing, probability distributions, correlation analysis, and analysis of variance.

NU 507 **Advanced Clinical Pathophysiology.** 3 semester hours.

This course is focused on pathological conditions that are frequently encountered in primary care conditions across the life span, as well as in special populations. The focus is on principles, theories, and research related to physiological and pathophysiological system alterations. In this online course, students are expected to have a sound foundational knowledge regarding physical assessment, anatomy, physiology, and basic pathophysiology as obtained through undergraduate coursework and hands-on experience. Prerequisite: admission to the College of Nursing Graduate Studies.

NU 600. **Psychology of Learning in Nursing.** 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 learning theories and to provide students with opportunities to explore current trends in theory and research as they apply to education and nursing.

NU 601. **Health Policy and Social Issues.** 3 semester hours.

The analysis of the development of health care policy and the political, ethical, and financial factors that influence the challenges and opportunities in current nursing practice. One of the course's major foci is on assessment of community health care systems and the impact that various legal, governmental, and fiscal factors have on these systems. Students will examine current social issues and their effect on the health care arena. Prerequisite: admission to College of Nursing Graduate Studies.

- NU 603. **Health Promotion Across the Lifespan.** 3 semester hours.
A synthesis of selected theories and principles that permit individuals and groups of various ages to function at high levels of well-being. The focus of this course is on cost effective health promotion, prevention of illness, and maintenance of high-level functioning in an evolving health care delivery system. Prerequisite: admission to College of Nursing Graduate Studies.
- NU 604. **Patient Centered Care: Human Diversity and Ethics.** 3 semester hours.
Students will identify and analyze how diverse sociocultural beliefs and value systems impact the health practices of various human groups. An assessment and analysis of selected sociocultural groups and the practice of patient-centered care will be performed. The student will explore how knowledge of cultural practices and values impact patient-centered care. Students will examine ethics and ethical decision making and their influence on patient-centered care. Prerequisite: admission to College of Nursing Graduate Studies.
- NU 605. **Curriculum Development in Collegiate Nursing Programs.** 3 semester hours.
This course explores the nature of curriculum development in nursing instructional programs based on education theories and principles. It focuses on the relationships among philosophy, goals, and outcomes for implementation and evaluation. Factors influencing curriculum student, faculty, and administrator roles are explored. Prerequisite: admission to the College of Nursing Graduate Studies.
- NU 606. **Evaluation in Collegiate Nursing Programs.** 3 semester hours.
This course focuses on assessment, testing, measurement, and evaluation of nursing in the classroom, clinical and online education settings. Students will examine ways to construct text blueprints, develop higher level test items and then perform test analysis. Evaluation of clinical concepts, social ethical, and legal issues, written assignments, and program assessments are additional focuses of this course. Prerequisite: admission to the College of Nursing Graduate Studies.
- NU 610. **Teaching the Health Care Consumer.** 6 semester hours.
A clinical course that assesses the learning needs of selected health care populations. Students will use these assessed learning needs to plan, implement, and evaluate a culturally, age-appropriate teaching project. The focus of this course is to prepare the nurse to expand the knowledge base of health care consumers—individuals, groups, or communities—in areas of health. The clinical portion of this course will consist of a 90-hour internship with an educator in a

health care facility. The student is to select a clinical area of concentration (e.g. Adult Health, Pediatrics, etc.). Prerequisite or corequisite: NU 600.

NU 611. **Teaching the Health Care Provider.** 6 semester hours.

A clinical course in which the learning needs of health care providers are assessed in higher education. Students design, implement, and evaluate courses of study and curricula based on assessed learning needs. These activities will enhance the teaching and learning activities of health care providers. Teaching-learning theories guide the performance of health care providers in the educator role. The clinical portion of this course will consist of a 90-hour internship with a nurse educator preceptor in a higher education institution. The student is to select a clinical area of concentration (e.g. Adult Health, Pediatrics, etc.). This clinical area must be the same as in NU 610. Prerequisite or corequisite: NU 605, NU 600.

NU 612. **The Nurse Manager.** 6 semester hours.

A clinical course that focuses on the identification of management problems in an organizational environment and the development, implementation, and evaluation of outcomes based on scientific evidence. Emphasis is on advanced nursing leadership and influences including political, legal, social, cultural, ethical, and economic forces within the health care system. Students will analyze various types of organizational and management styles. A clinical internship provides the student with opportunities to integrate management/leadership theories, operations, and research in a variety of health care settings in order to positively influence patient health outcomes. Prerequisite or corequisite: NU 504, NU 505.

NU 613. **The Nurse Executive.** 6 semester hours.

A clinical course that builds on concepts in NU 612. Students participate in an executive-level internship with a nursing administrator/executive preceptor using a theory-based management/leadership style (90-hours). Problem-solving methods are demonstrated using actions that are legally, ethically, and culturally appropriate and that exhibit advanced management/leadership competencies. Prerequisite: NU 612.

NU 698. **Independent Study.** 1-3 semester hours.

Guided independent study or research in an area related to nursing education or leadership. Prerequisite: approval of program director.

NU 699. **Capstone Project.** 3 semester hours.

A clinically-based synthesis of knowledge and skills acquired in the program. Projects emphasize problem solving, critical thinking, communication skills, management skills, and strategic planning. Students making satisfactory

progress but who do not complete the project in one semester will receive an S grade but will receive no credit hours. Students must reregister for the course in the following semester in order to complete the project. Upon successful completion of the project, students will earn the P grade and receive three credit hours. Students may reregister for the course one time only. For those in the Teaching-Learning option, the clinical focus will be in a specific area of nursing practice. This clinical area must be the same as in NU 610 and NU 611. Grading is **P** (Pass) or **F** (Fail). Prerequisite: satisfactory completion of 30 hours in the MSN program.

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. (Offered on sufficient demand)
- PH 520. **Optics.** 3 semester hours.
Physical and geometric optics. Independent project and/or term paper required. Prerequisite: PH 252. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- PH 556. **Statistical Mechanics.** 3 semester hours.
Classical statistical mechanics and thermodynamics, with an introduction to quantum statistical mechanics. Prerequisites: MA 126, PH 252. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)

- PH 580-589. **Topics in Physics.** 1-6 semester hours.
 Topics may be selected from electronic instrumentation, optics, spectroscopy, nuclear physics, solid state physics, statistical mechanics, and mathematical physics. May be taken for a total of 12 credit hours. Departmental approval required. Course fee \$30.00. (Offered on sufficient demand)
- 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. (Offered on sufficient demand)
- 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. Course fee: \$30.00. (Spring)
- 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. (Offered on sufficient demand)
- 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. Course fee: \$30.00. (Offered on sufficient demand)
- PH 607. **Astronomy for Teachers.** 3 semester hours.
 This course considers popular topics in astronomy. Content includes observational aspects of astronomy including constellations, planets, the Sun, celestial moons, and Earth's seasons with an emphasis on understanding those topics which are known to have common misconceptions. A paper or major project will be completed in partial fulfillment of course requirements. Also listed as ES 607 but creditable only in field for which registered. Prerequisite: PH 125 or permission of department chair. (Spring)
- 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. (Offered on sufficient demand)

Professional Studies

- PRS 540. **Grant Writing and Management.** 3 semester hours.
This course provides students with knowledge necessary to identify grant opportunities, prepare conceptual program- and research-based proposals, develop and assess budgetary issues including capital support, and actually administer and execute a compliant grant program. Special focus is placed on non-profit organizations. Also listed as EN 440W and IDS 440W, but creditable only in field for which registered. (Fall semester, alternating in class and on-line)
- PRS 601. **Applied Research for Professionals.** 3 semester hours.
This course offers students an examination of research methods suitable for data collection involving human subjects, organizational units, and geographic areas extending to discussions and applications of data analysis tools and techniques. Students will develop and conduct research projects to demonstrate mastery of course content. These projects must relate to the student's area of specialization within the MPS degree.
- PRS 603. **Professional Communications.** 3 semester hours.
An examination of communications literature and practice, including theory and application of communication approaches. Students will evaluate communication effectiveness to diverse audiences and seek to improve their individual communication effectiveness. MPS students will complete a Personal Report on Communication Apprehension (PRCA) and meet appropriate steps to lower their communication apprehension.
- PRS 605. **Professional Ethics in a Multicultural World.** 3 semester hours.
This course represents an exploration of the nature of ethics related to organizational practices in such areas as business, engineering and health care. Focus is also placed on individual interactions within organizational settings. Topics, including ethical theory and applied ethics, are discussed in a multicultural context.
- PRS 607. **Leadership, Negotiation, and Conflict Resolution.** 3 semester hours.
This course provides early and mid-career professionals an opportunity to explore their personal strengths and weaknesses related to current leadership skills. Strategies applicable to resolving conflict internal and external to an organization through negotiation, including mediation and arbitration, will be addressed.

- PRS 609. **Organizations, Institutions, and Change.** 3 semester hours.
This course represents a multi-disciplinary study of the impact of social change on individuals, organizations, and the social institutions of society where many professionals work in an administrative and leadership capacity. The course focuses on developing the student's ability to understand, plan for, cope with, and manage personal and organization change in the context of a dynamic society.
- PRS 611. **Globalization and Society.** 3 semester hours.
This course explores historical and contemporary aspects of globalization, defined as the increased interconnectivity and internationalization of economic, political, social, and cultural systems. The course examines the historical development trajectory of globalization, focusing on its causes and effects, including positive and negative impacts of globalization on modern societies and the debates surrounding these impacts.
- PRS 695. **Capstone/Thesis.** 3 semester hours.
Students completing a Capstone project will research a problem or issue specific to their immediate work environment or projected roles as a rising professional. Projects will be approved in advance by the program Director or the immediate supervising faculty member. Students completing a thesis project will develop a research problem or question, review relevant literature, collect and analyze data, and compose and defend their research. PRS 695 will be taken twice for three semester hours each time. Upon completion of the second PRS 695 course, students will, with the assistance of their Thesis Advisor, organize an oral defense of the thesis.

Political Science

- PS 530. **English Constitutional History.** 3 semester hours.
A study of the development of 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 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 590. **Special Topics.** 3 semester hours.
A study of one or more major political science topics.
- 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.

Quantitative Methods

- 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 instrumental 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 688. **Quantitative Finance.** 3 semester hours.
This course introduces the fundamental mathematical tools and financial concepts needed to understand quantitative finance, portfolio management, and derivatives. Key topics include the random behavior of asset prices, the Black-Scholes model, the Black-Scholes formulae and the Greeks, early exercise and American options, how to delta hedge,

fixed-income products and analysis: yield, duration and convexity, swaps, the binomial model and financial modeling in Excel VBA. It is expected that students will have significant experience using Excel spreadsheets. Also listed as CIS 688 and FI 688 but creditable only in field for which registered.

- QM 698. **Independent Study/Research.** 3 semester hours.
Guided independent study and/or research in an area related to quantitative methods. Prerequisite: approval of the department chair.

Religion

- RE 570. **History of Asian Religions.** 3 semester hours.
This course examines both the historical development and current content of the religious and philosophical traditions of Asia with special emphasis on Confucianism, Daoism, Shintoism, Buddhism, Sikhism, and Hinduism. The course covers Japan, China, India, Tibet, and other parts of Southeast Asia and East Asia. For each of these traditions, we will consider its history and mythology, the great themes and ideas which has shaped the worlds of meaning for the followers, and the ways of worshipping and achieving the good life, individually and socially. Also listed as HI 570 but creditable only in field for which registered. (Summer)

Study Abroad

- SA 597. **Introduction to China.** 1 semester hour.
Introduction to the history, language and culture of China, designed specifically to provide students participating in study abroad in China with a useful orientation and framework for evaluating their experience abroad. Open to all graduate students. Required of all graduate students taking part in study abroad in China programs. (Offered on sufficient demand)

Science Education

- SCED 580. **Teaching Science in the Secondary School.** 3 semester hours.
Examines the problems of teachers in secondary science in integrating laboratory activities into the science curriculum as a basis for inquiry learning. The course provides experience in effective planning, preparing, and teaching in a context of inquiry learning as well as assessing student achievement. This course centers on active engagement of teaching candidates as they incorporate safety concerns, technology, resources, science education reform concepts, the Alabama Course of Study and National Science Education Standards in their science major. Two class periods; one two-hour laboratory period per week. Field trip(s) and a paper are required. Credit is awarded only in science major – BI, CH, ES, or PH. Prerequisite: ABI/FBI background clearance. Course fee \$50.00. (Fall)

Security and Emergency Management

- SEM 500. **Foundations of Homeland Security and Emergency Management.** 3 semester hours.
A study of the history of the fields of Homeland Security and Emergency Management; contemporary homeland security and emergency management concepts, functions, and practices for the civilian government sector, military, law enforcement, nonprofit organizations, and the private sector.
- SEM 505. **Terrorism and Terrorist Operations.** 3 semester hours.
The history, methods, and philosophy of terrorism are reviewed. Emphasis is placed on extremism as a foundation for terrorist behavior, types of terrorism, and how governments and law enforcement agencies respond to terrorism. Case studies of terrorist activities and implications for emergency response are highlighted. Prerequisite: SEM 500.
- SEM 506. **Disaster Response and Recovery.** 3 semester hours.
How people, groups, organizations, communities, and governments manage disasters in the immediate aftermath and recover from their effects, including social, physical, business, and infrastructure problems, as well as intra- and inter-organizational issues. Prerequisite: SEM 500.
- SEM 560. **Homeland Security & Emergency Management Seminar/Exercise.** 3 semester hours.
A two-day (onsite) seminar/exercise with online preparatory readings, discussions, and assignments during the course. The exercise serves as the capstone event for the SEM program and should be taken at the conclusion of all other coursework. Prerequisite: SEM 500.
- SEM 595. **Internship/Practicum in Security and Emergency Management.** 3 semester hours.
Open to program participants who have completed all other coursework in the Security Studies and Emergency Management program (minor, certificate or area of concentration). Provides for independent study, research, or practical experiences under departmental determination, supervision, and evaluation. Prerequisites: SEM 500.
- SEM 597. **Special Topics In Security and Emergency Management.** 3 semester hours.
Topical courses exploring contemporary topics in the field of security studies and emergency management. Topics will be treated by developing a theoretical and practical understanding of the issues focused on in the course and will foster both writing and critical inquiry skills. Prerequisite: SEM 500.

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 501. **Family Life Education.** 3 semester hours.
The purpose of the course is to increase students' understanding of the unique issues that children, youth, and families face and to help them to identify and apply appropriate research-based curricula that will help improve the quality of life of the families they serve. Students will become familiar with how to identify quality research-based programs, establish program goals, implement quality family life education programs, and evaluate programs for effectiveness. Also listed as FS 501, but creditable only in field for which registered.
- SO 503. **Gerontology.** 3 semester hours.
An advanced focus on the biological, psychological, and social aspects of aging in American society.
- SO 510. **Family Diversity and Social Change.** 3 semester hours.
The purpose of this course is to familiarize students with the varying types of families they may encounter in research, policy, and human service careers and to help students become attuned to issues faced by families in a continually changing society. Also listed as FS 510, but creditable only in field for which registered.
- SO 521. **Divided Cultures: A Study of Minority Groups.** 3 semester hours.
An advanced examination of race, ethnic, and gender differences and their intersection with the distribution of and access to opportunity structures in society.
- SO 523. **History of Social Thought.** 3 semester hours.
Theory and methodology in social thought from ancient times to the present.
- SO 528. **Modern Sociological Theory.** 3 semester hours.
Analysis of the major theoretical perspectives within sociology since the 1920s.
- SO 530. **Law and Society.** 3 semester hours.
Analysis of the creation and functioning of law as an element of culture and how law, in its many cultural forms, affects the structure of social institutions and human behavior.
- SO 542. **Social Psychology.** 3 semester hours.
The psychology of groups and their influences on the individual.
- SO 543. **Social Psychology of Intimate Relations.** 3 semester hours.
Social psychological analysis of the development, maintenance, and dissolution of intimate relationships such as

friendship, courtship, and marriage. Emphasis is placed on the theoretical and empirical basis of understanding intimate relationships. Also listed as FS 543 but creditable only in field for which registered.

- 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. Also listed as FS 599, but creditable only in field for which registered.
- 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 Topics in Family Studies.** 3-6 semester hours.
This course surveys contemporary issues in family studies. Topics will be examined by developing a theoretical understanding of the issue and will foster both writing and critical inquiry skills related to the issue. Also listed as FS 605 but creditable only in field for which registered. May be repeated for up to six credit hours.
- 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.

Spanish

- SP 501. **Spanish for Reading and Research.** 3 semester hours.
Intensive examination of the grammatical structures and high-frequency vocabulary of Spanish to equip students to read relevant scholarship in their area of specialization, and, as applicable, to prepare students for a graduate school language examination in Spanish. Open to all graduate students. Offered on sufficient demand.

- SP 505. **Survey of Spanish Literature I.** 3 semester hours.
This course studies Spanish literature from its origins in the 9th Century with the jarchas through the Siglo de Oro and into Romanticism. It will acquaint students with the major literary, intellectual and historical trends through the study of representative works from each period. In addition, this course focuses on literary analysis and critical study of Spanish literature through focused research of primary and secondary sources. This course is conducted entirely in Spanish. Also cross-listed as SP 405 but creditable only in field for which registered.
- SP 506. **Survey of Spanish Literature II.** 3 semester hours.
This course studies Spanish literature from Romanticism to present-day, emphasizing the Generación del '98 and literature of the Spanish Civil War. It will acquaint students with the major literary, intellectual and historical trends through the study of representative works from each period. In addition, this course focuses on literary analysis and critical study of Spanish literature through focused research of primary and secondary sources. This course is conducted entirely in Spanish. Also cross-listed as SP 406 but creditable only in field for which registered.
- SP 510. **Survey of Latin American Literature I.** 3 semester hours.
This course studies Latin American literature from its pre-Columbian origins to Modernismo. It will acquaint students with the major literary, intellectual and historical trends through the study of representative works from each period. In addition, this course focuses on literary analysis and critical study of Spanish literature through focused research of primary and secondary sources. This course is conducted entirely in Spanish. Also cross-listed as SP 410 but creditable only in field for which registered.
- SP 511. **Survey of Latin American Literature II.** 3 semester hours.
This course studies Latin American literature from Modernismo to present-day, with special focus on the Vanguardia and the Boom. It will acquaint students with the major literary, intellectual and historical trends through the study of representative works from each period. In addition, this course focuses on literary analysis and critical study of Spanish literature through focused research of primary and secondary sources. This course is conducted entirely in Spanish. Also cross-listed as SP 411 but creditable only in field for which registered.

Sport and Recreation Management

- SRM 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. Course fee: \$30.00.
- SRM 544. **Recreation for Special Populations.** 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.
- SRM 600. **Sport Marketing and Finance.** 3 semester hours.
Emphasis on application of the principles of marketing and finance in the sport and fitness industries including the areas of professional, intercollegiate and interscholastic athletics, corporate fitness, and resorts.
- SRM 605. **Sport Communication and Media Relations.** 3 semester hours.
This course provides a framework for understanding the connection between the informational and commercial aspects of sport information management. Emphasis will be placed on acquisition and refinement of effective internal and external communication with all constituencies.
- SRM 610. **Sport Facility Planning and Management.** 3 semester hours.
Emphasis on planning sport facilities to accommodate sport events and fitness activities. Procedures for risk mitigation associated with sport events will also be covered.
- SRM 615. **Intercollegiate Athletics in Higher Education.** 3 semester hours.
An examination of the role of athletics in higher education including the administration process. Emphasis will be given to the history of athletics in higher education, the emergence of the student-athlete, the development of athletic conferences and other control agencies for intercollegiate athletics, policies and administrative procedures of the NCAA, the responsibility of higher education administrators in enforcing policies for the control of intercollegiate athletics, intercollegiate expenditures and revenue, and current reform strategies in intercollegiate athletics.

Theatre

- 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. (Offered on sufficient demand)

Teacher Leader Class AA

- TL 710. **The Teacher Leader.** 3 semester hours.
This course provides an overview of the attributes and behaviors of teacher leaders, explores the roles teacher leaders engage in, and examines how the teacher leader is a powerful force for school improvement. Emphasis will be placed on the influences that affect students, teachers, and schools.

TL 712. **Coaching and Mentoring for Teacher Leaders.** 3 semester hours.

This course will focus on development of knowledge and skills to mentor new teachers and to assist veteran teachers in improving instruction. Students will examine their own practice as part of a reflective cycle of professional growth.

TL 715. **Curriculum Development for Teacher Leaders.** 3 semester hours.

This course is designed to develop skills for collaborating and leading colleagues in the planning, implementation, and evaluation of programs and curriculum. Emphasis will be placed on methods of determining curriculum priorities, recent developments in curriculum, learning research, and alternative modes of presentation.

