**2017-2018 GRADUATE CATALOG**



THE ONE HUNDRED AND EIGHTY-SEVENTH 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 degrees in Industrial Hygiene are accredited by the Applied Science Accreditation Commission of ABET [http://www.abet.org](http://www.abet.org/)

The Bachelor of Arts and Bachelor of Science degrees in Mass Communications are accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) at 1435 Jayhawk Blvd., Lawrence Kansas 66045-7515. Telephone: (785) 864-3973.

The Bachelor of Business Administration is accredited by AACSB International (<http://www.aacsb.edu>)

The Master of Business Administration is accredited by AACSB International (<http://www.aacsb.edu>)

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

The Bachelor of Science in Computer Science is accredited by the Computing Accreditation Commission of ABET [http://www.abet.org](http://www.abet.org/)

The Bachelor of Science in Human Environmental Sciences, with a concentration in Interior Design, is accredited by the Council for Interior Design Accreditation. <http://accredit-id.org/>

The Educator Preparation Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE), now the Council for the Accreditation of Educator Preparation (CAEP) http://www.caepnet.org.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 Art and Design The National Association of Schools of Music

The baccalaureate and master’s degree programs in Nursing are accredited by the Commission on Collegiate Nursing Education

One Dupont Circle NW, Suite 530, Washington, DC 20036; Telephone (202) 887-6791

The Clinical Mental Health 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)

The Bachelor of Science in Human Environmental Sciences, with a concentration in Interior Design, is accredited by The National Kitchen and Bath Association

* + **• • APPROVED BY • • •**

The American Chemical Society

* **• • DESIGNATED AS • • •**

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 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

Dean of the Anderson College of Nursing

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, religion, or sex in accordance with all laws, including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1991, and Executive Order 11246. The coordinator for nondiscrimination policies for students is the Title IX coordinator, Guillot University Center, 256-765- 4223. The coordinator for employees is the Assistant Vice President for Human Resources. Contact information is on the web at <http://www.una.edu/titleix>.

**Table of Contents**

[UNIVERSITY ACADEMIC CALENDAR 8](#_Toc495484044)

[UNIVERSITY ADMINISTRATION 2017-2018 10](#_Toc495484045)

[GENERAL INFORMATION 11](#_Toc495484046)

[MISSION AND VISION 11](#_Toc495484047)

[UNIVERSITY VALUES 11](#_Toc495484048)

[UNIVERSITY GOALS 11](#_Toc495484049)

[HISTORY AND LOCATION 11](#_Toc495484050)

[LIBRARIES 12](#_Toc495484051)

[LITERARY LANDMARK 12](#_Toc495484052)

[ORGANIZATION 12](#_Toc495484053)

[GRADUATE ADVISORY COUNCIL 13](#_Toc495484054)

[COURSES OF STUDY 13](#_Toc495484055)

[DISTANCE LEARNING PROGRAM 15](#_Toc495484056)

[CALENDAR AND COURSE OFFERINGS 15](#_Toc495484057)

[FACILITIES AND SERVICES 16](#_Toc495484058)

[STUDENTS WITH DISABILITIES 16](#_Toc495484059)

[ACADEMIC FREEDOM AND RESPONSIBILITY 16](#_Toc495484060)

[STUDENT RIGHT-TO-KNOW 16](#_Toc495484061)

[STUDENT RIGHTS AND RESPONSIBILITIES 17](#_Toc495484062)

[TITLE IX 17](#_Toc495484063)

[OFFICIAL UNA CORRESPONDENCE & RESPONSE TO ADMINISTRATIVE NOTICES 18](#_Toc495484064)

[PUBLIC COMPLAINTS 18](#_Toc495484065)

[SEXUAL HARASSMENT 19](#_Toc495484066)

[ACADEMIC HONESTY 19](#_Toc495484067)

[CORE VALUES OF STUDENT CONDUCT 20](#_Toc495484068)

[STUDENT CONDUCT PHILOSOPHY AND PROCESS 20](#_Toc495484069)

[JURISDICTION 21](#_Toc495484070)

[GRIEVANCE PROCEDURES 22](#_Toc495484071)

[STUDENT COPYRIGHT NOTICE 22](#_Toc495484072)

[CAMPUS SPEAKERS POLICY 22](#_Toc495484073)

[WEAPONS POLICY STATEMENT 23](#_Toc495484074)

[NO SMOKING POLICY 23](#_Toc495484075)

[EXPENSES 24](#_Toc495484076)

[WITHDRAWAL REFUND POLICY 26](#_Toc495484077)

[BILLING INFORMATION 26](#_Toc495484078)

[FINANCIAL HOLD 26](#_Toc495484079)

[MONTHLY PAYMENT OPTIONS FOR STUDENTS AND FAMILIES 26](#_Toc495484080)

[RESIDUAL PROCEDURES 26](#_Toc495484081)

[RESIDENCE HALL APPLICATION FEE AND APARTMENT DEPOSIT 27](#_Toc495484082)

[UNIVERSITY HOUSING RENT REFUND 27](#_Toc495484083)

[STUDENT FINANCIAL ASSISTANCE 28](#_Toc495484084)

[APPLICATIONS AND INFORMATION 29](#_Toc495484085)

[GENERAL REGULATIONS AND PROCEDURES 30](#_Toc495484086)

[ADMISSION 30](#_Toc495484087)

[ADMISSION TO THE ALTERNATIVE A (FIFTH-YEAR) PROGRAM 30](#_Toc495484088)

[TRANSFER ADMISSION 31](#_Toc495484089)

[TRANSIENT ADMISSION 31](#_Toc495484090)

[ACCEPTANCE OF SENIORS TO TAKE GRADUATE COURSES 31](#_Toc495484091)

[INTERNATIONAL ADMISSIONS 31](#_Toc495484092)

[APPLICATION REQUIREMENTS 32](#_Toc495484093)

[REPEAT/RECOMPUTE POLICY 33](#_Toc495484094)

[ACADEMIC DISMISSAL 34](#_Toc495484095)

[UNCLASSIFIED STUDENTS 34](#_Toc495484096)

[APPEAL OF ADMISSION DENIAL 34](#_Toc495484097)

[DEGREE AND PROGRAM GENERAL REQUIREMENTS 34](#_Toc495484098)

[APPLICATION FOR GRADUATION 35](#_Toc495484099)

[COMMENCEMENT 35](#_Toc495484100)

[SPECIAL REGULATIONS 35](#_Toc495484101)

[HOUR LOADS 36](#_Toc495484102)

[GRADUATE COURSES 36](#_Toc495484103)

[GRADES AND RETENTION 36](#_Toc495484104)

[REINSTATEMENT 36](#_Toc495484105)

[AUDIT 37](#_Toc495484106)

[ATTENDANCE 37](#_Toc495484107)

[WITHDRAWAL FROM A COURSE. 37](#_Toc495484109)

[REGISTRATION AND ADVISEMENT 39](#_Toc495484111)

[GRADUATE STUDENT PROCEDURES 39](#_Toc495484112)

[RETENTION AND DISPOSAL OF ADMISSION FILES 40](#_Toc495484113)

[COLLEGE OF ARTS AND SCIENCES 41](#_Toc495484114)

[MASTER OF ARTS DEGREE IN ENGLISH 41](#_Toc495484115)

[MASTER OF ARTS DEGREE IN WRITING 42](#_Toc495484116)

[MASTER OF ARTS DEGREE IN HISTORY ADMISSION 44](#_Toc495484117)

[MASTER OF ARTS DEGREE IN PUBLIC HISTORY ADMISSION 45](#_Toc495484118)

[MASTER OF PROFESSIONAL STUDIES MISSION 46](#_Toc495484119)

[MASTER OF SCIENCE IN CRIMINAL JUSTICE DEGREE ADMISSION 48](#_Toc495484120)

[MASTER OF SCIENCE DEGREE IN FAMILY STUDIES 49](#_Toc495484121)

[MASTER OF SCIENCE DEGREE IN GEOSPATIAL SCIENCE ADMISSION 51](#_Toc495484122)

[SPECIAL PROGRAMS AND ACTIVITIES 52](#_Toc495484123)

[COLLEGE OF BUSINESS 54](#_Toc495484124)

[MBA PROGRAM OPTIONS 54](#_Toc495484125)

[ADMISSION 54](#_Toc495484126)

[ADVISEMENT 56](#_Toc495484129)

[MBA DEGREE PLANS 57](#_Toc495484130)

[MBA CORE AND ELECTIVES 57](#_Toc495484131)

[ACCOUNTING CONCENTRATION CURRICULUM 58](#_Toc495484133)

[SPECIAL PROGRAMS AND ACTIVITIES 59](#_Toc495484134)

[GRADUATE CERTIFICATE IN PROJECT MANAGEMENT 59](#_Toc495484135)

[NON-ACADEMIC CREDIT COURSES 59](#_Toc495484136)

[COLLEGE OF EDUCATION AND HUMAN SCIENCES 60](#_Toc495484137)

[ADMISSION 61](#_Toc495484138)

[INTERNATIONAL TRANSCRIPTS 61](#_Toc495484139)

[MASTER OF ARTS IN EDUCATION 62](#_Toc495484140)

[SPECIAL EDUCATION: COLLABORATIVE TEACHER K-6 AND/OR 6-12 62](#_Toc495484141), 71

[SECONDARY EDUCATION, INCLUDING P-12 EDUCATION 62](#_Toc495484142), 69

[SCHOOL COUNSELING (P-12) 63](#_Toc495484143), 71

[INSTRUCTIONAL LEADERSHIP (P-12) DEGREE PROGRAM 63](#_Toc495484144)

[ALTERNATIVE CLASS A PROGRAM 64](#_Toc495484145)

[MASTER OF ARTS DEGREE 64](#_Toc495484146)

[MASTER OF SCIENCE DEGREE 65](#_Toc495484147)

[EDUCATIONAL SPECIALIST DEGREE 66](#_Toc495484148)

[INSTRUCTIONAL LEADERSHIP 66](#_Toc495484149)

[TEACHER LEADER 67](#_Toc495484150)

[ADVISEMENT 68](#_Toc495484151)

[CERTIFICATION 68](#_Toc495484152)

[EXAMINATIONS 68](#_Toc495484153)

[DEGREE AND PROGRAM PLANS 69](#_Toc495484154)

[ELEMENTARY EDUCATION 69](#_Toc495484155)

[SECONDARY EDUCATION 69](#_Toc495484156)

[MASTER OF ARTS IN EDUCATION 72](#_Toc495484162)

[INTERNATIONAL ESOL PLAN 73](#_Toc495484165)

[EDUCATION SPECIALIST DEGREE 75](#_Toc495484169)

[SPECIAL PROGRAMS AND ACTIVITIES 77](#_Toc495484170)

[REQUIREMENTS FOR THE POST BACCALAUREATE CERTIFICATE IN TESOL 77](#_Toc495484171)

[ANDERSON COLLEGE OF NURSING 78](#_Toc495484172)

[PROGRAM GOALS FOR ANDERSON COLLEGE OF NURSING (ACON) 78](#_Toc495484173)

[TRADITIONAL (TD) AND ONLINE (OD) DEPARTMENTS 78](#_Toc495484174)

[PROGRAM OUTCOMES 79](#_Toc495484175)

[NURSING LEADERSHIP IN ORGANIZATIONAL ENVIRONMENTS 79](#_Toc495484176)

[ASSUMPTIONS 80](#_Toc495484177)

[ADMISSION 80](#_Toc495484178)

[UNCLASSIFIED STUDENTS 81](#_Toc495484179)

[TRANSFER CREDIT 81](#_Toc495484180)

[ADVISEMENT 81](#_Toc495484181)

[CLINICAL REQUIREMENTS 81](#_Toc495484182)

[READMISSION 81](#_Toc495484183)

[DEGREE AND PROGRAM PLANS 82](#_Toc495484184)

[COURSES OF INSTRUCTION 83](#_Toc495484185)

# **[[1]](#footnote-1)University Academic Calendar**

**2018 Fall Semester**

August 22 Wednesday—Regular classes begin

September 3 Monday—University closed for Labor Day holiday

October 12 Friday—Midterm

October 19-21 University closed for Fall Break

November 21-25 University closed for Thanksgiving holidays

December 6 Thursday—Study Day

December 7-12 Semester examinations

December 15 Saturday—Close of term; midyear commencement program, Flowers Hall

**2019 SPRING SEMESTER**

January 9 Wednesday—Regular classes begin

January 21 Monday—University closed for Dr. Martin Luther King, Jr. Day holiday

February 15-17 University closed for Winter Break

March 1 Friday—Midterm

March 25-31 University closed for spring holidays

April 19 Friday – University closed

May 2 Thursday—Study Day

May 3-8 Semester examinations

May 11 Saturday—Close of term; commencement program, Flowers Hall

**MAY INTERSESSION PERIOD**

The May intersession period runs from May 13 through May 31, 2019.

May 27 Monday – University closed for Memorial Day holiday

**2019 SUMMER TERM**

**SESSION ONE**

June 3 Monday—Regular classes begin

June 26 Wednesday—Last day of classes

June 27 Thursday – Final examinations and close of session one

**SESSION TWO**

June 27 Thursday—Registration for Session II

July 1 Monday—Regular classes begin

July 4 Thursday—University closed for Independence Day holiday

July 25 Thursday—Last day of classes

July 29 Monday—Final examinations and close of session two

**SESSION ONE & TWO COMBINED**

June 3 Monday—Regular classes begin

July 4 Thursday—University closed for Independence Day holiday

July 25 Thursday—Last day of classes

July 29 Monday—Final examinations and close of summer term

# **UNIVERSITY ADMINISTRATION 2017-2018**

**BOARD OF TRUSTEES**

**The Honorable Kay Ivey,** Governor of Alabama

President, ex officio

**Mr. Michael J. Sentance,** State Superintendent of Education

Member, ex officio

*Term Expires*

**Martin R. Abroms,** Florence 2020

**Joel R. Anderson,** Florence 2018

**Rodney Howard,** Muscle Shoals 2018

**Elizabeth Watts Jordan,** Florence 2020

**Marcus M. Maples,** Birmingham 2022

**Todd Ouellette,** Muscle Shoals 2020

**Steven F. Pierce,** Florence 2022

**Simpson Russell,** Florence 2018

**William A. Trapp,** Florence 2022

President, University of North Alabama

Student Government Association

Member, ex officio

**OFFICERS OF ADMINISTRATION**

**Kenneth D. Kitts** President

**Ross C. Alexander** Vice President for Academic Affairs and Provost

**Evan Thornton** Vice President for Business and Financial Affairs

**David P. Shields** President for Student Affairs

**Deborah L. Shaw** Vice President for University Advancement

**Joy S. Borah** Associate Vice President for Academic Affairs

**Carmen L. Burkhalter** Dean of the College of Arts and Sciences

**Gregory A. Carnes** Dean of the College of Business

**To be appointed** Dean of Library and Educational Technology Services

**Donna P. Lefort** Dean of the College of Education and Human Sciences

**Vicki G. Pierce** Dean of the Anderson College of Nursing

**Chunsheng Zhang** 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:

* Values students and the student learning experience both inside and outside the classroom.
* Adheres to personal academic and intellectual integrity.
* Embraces and promotes an inclusive environment that welcomes all 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.
* 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:

* Build and Maintain a Student-Centered University
* Build an Enriched Academic Experience
* Enhance Programs that Distinguish the University
* Promote an Inclusive Campus Environment
* 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 under- graduate 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: 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 Anderson 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 or designee, the Director of Graduate Studies, all deans, the Registrar, the Dean of Library and Educational Technology Services, the Chair of the Department of Interdisciplinary and Professional Studies, and the SACSCOC Accreditation Liaison 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 and associate deans of colleges offering courses for graduate credit, the chairs of departments offering graduate 500-700 level courses, and other graduate teaching faculty appointed by the Vice President for Academic Affairs and Provost 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.
2. Persons not holding the terminal degree but having special expertise may be considered for graduate faculty status with proper justification for a five-year period. Graduate faculty standing in this category will be reviewed at the end of the spring semester of the fifth year.
3. 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.
4. Faculty who are designated as graduate faculty should be involved in the regular teaching of graduate classes.
5. Graduate faculty standing 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 Vice President for Academic Affairs and Provost for designation as Graduate Faculty.
6. New full-time faculty who possess the terminal degree in the field of teaching and who have been assigned to teach one or more graduate courses will be awarded graduate faculty status for a one-year probationary period. To continue graduate faculty status, the faculty member must submit an application and be approved for continued graduate faculty standing.

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.

## Graduate Advisory Council

The Graduate Advisory Council (GAC) is charged with monitoring the graduate education needs of the University and making recommendations to the Graduate Council. The GAC will review policies and procedures to ensure that current graduate education policies and procedures are equitable and fair. They will also examine the need for new policies and procedures that will strengthen the quality of graduate education at UNA. The GAC will examine market trends to identify new areas of graduate education growth and work with departments to market current programs.

The GAC will be comprised of the following: Chair of the Graduate Council, University Director of Graduate Studies/ACHE Liaison, one representative from each graduate program appointed by the dean of the respective program, faculty representative from the library to be appointed by the library dean, and the associate deans from each college. An associate dean, rotated annually, will chair the GAC and be responsible for calling meetings. The coordinator for graduate admissions will be responsible for maintaining minutes and assisting the chair with GAC activities.

The GAC is advisory to the Graduate Council. The GAC will provide a report at each Graduate Council meeting and all action items recommended by the GAC will be reviewed and considered by the Graduate Council prior to adoption.

## 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 Writing.** This program is designed to meet the educational needs of persons aspiring to advancement in professional and creative writing fields as well as those wishing to advance in the area of rhetoric and composition. The MA in Writing will also prepare students for advance study at the Ph.D. or MFA levels. Students will receive hands on experience, including professional internships and portfolio preparation.

**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 Public History.** This program prepares students for careers in the fields of archival and museum administration, curation, historic preservation and cultural resource management. Fieldwork projects and internships give students valuable experience working with historical organizations and agencies.

**Master of Professional Studies (M.Pr.S.)** 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.

**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 in Family Studies (M.S.) Degree.** This program is intended to meet the educational needs of professionals who wish to serve children and families in family and social service agencies. The Family Studies graduate program seeks to train students to be effective leaders in these organizations by providing students with a strong background in research, application, and family studies content.

**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 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 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.

## 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 Interim Coordinator 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 Anderson 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. Upon admission to graduate studies, the student is assigned an advisor for continued guidance.

University Health Services, located in the Bennett Infirmary, is an outpatient clinic on campus, designed to meet the basic 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 enrolled 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>.

The University Case Manager works to meet the needs of the campus community and struggling students, while promoting student success. The University Case Manager oversees the CARE Team. For more information, visit <https://www.una.edu/studentaffairs/care-team/index.html>.

Services and resources of Career Center 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 career 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>.

Information about the Military and Veterans Services Center is available at <https://www.una.edu/veterans/>.

## 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/crimelog.html> 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 Code of Student Conduct occur (see Parental Notification policy in the Student Handbook at https://www.una.edu/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>.

## TITLE IX

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Both the Equal Employment Opportunity Commission and the State of Alabama regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

**Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above.** Retaliation against any person who reports discrimination or harassment is also prohibited. UNA’s policies and regulations covering discrimination and harassment may be accessed at [www.una.edu/titleix](http://www.una.edu/titleix). If you have experienced or observed discrimination or harassment, below are some resources to contact.

**Confidential Resources:**

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

Student Counseling Services 256-765-5215

University Health Services 256-765-4328

Women’s Center

256-765-4380

**Formal Reporting:**

If a reporting party would like the University to investigate an incident, the reporting party may speak with:

UNA Police 256-765-4357

Title IX Coordinator 256-765-4223

Deputy Coordinator, Student Conduct 256-765-5012

Deputy Coordinator, Human Resources 256-765-4291

Deputy Coordinator, Athletics 256-765-4788

University Ombudsman 256-765-5224

**Online Reporting:**

<https://www.una.edu/titleix>

**Local Reporting Resource:**

One Place of the Shoals 256-284-7600

Shoals Crisis Center/Rape Response 256-767-1100 (hotline)

256-765-0025 (office)

Safeplace (domestic violence) 256-767-6210 (hotline)

256-767-3076 (office)

## 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 violation of the Code of Student Conduct 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, 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 Title IX Coordinator 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 the Title IX website at <http://www.una.edu/titleix.> Formal reports of sexual misconduct may be made to the Title IX Coordinator at 256-765-4223.

## 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.

## CORE VALUES OF STUDENT CONDUCT

* ***Integrity:*** UNA students adhere to personal, academic, and intellectual integrity.
* ***Community:*** UNA students embrace the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community.
* ***Social Justice:*** UNA students value an environment for the free expression of ideas, opinions, thoughts, and differences in people. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.
* ***Respect:*** UNA students respect the rights, dignity and property of all.
* ***Responsibility:*** UNA students are given and accept a high level of responsibility to self, to others, and to the community.

UNA students are responsible for knowing the information, policies and procedures related to student conduct. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at <http://www.una.edu/student-conduct/> for the updated versions of all policies and procedures.

## STUDENT CONDUCT PHILOSOPHY AND PROCESS

The University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life, and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.

A community exists on the basis of shared values and principles. At UNA, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct*.* These standards are embodied within a set of core values that include integrity, community, social justice, and respect.

Each member of the University community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these values by engaging in violation of the rules, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at the University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of UNA policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The entire Code of Student Conduct and additional information about the Student Conduct process is available on the website at <http://www.una.edu/student-conduct/>.

## JURISDICTION

Students at the University are provided a copy of the Code of Student Conductannually in the form of a link on the University website. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conductand the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including all UNA-affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student’s ability to re-enroll [**and/or obtain official transcripts and/or graduate**] and all sanctions must be satisfied prior to re-enrollment eligibility.

The Code of Student Conductapplies to behaviors that take place on the campus, at UNA-sponsored events and may also apply off-campus when the Director of Student Conduct or designee determines that the off-campus conduct affects a substantial UNA interest[[2]](#footnote-2). A substantial UNA interest is defined to include:

* Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself or others; and/or
* Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/ or causes social disorder; and/or
* Any situation that is detrimental to the educational mission and/or interests of the University;

The Code of Student Conductmay be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of UNA officials. [**However, most online speech by students not involving University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:**

* **A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;**
* **Speech posted online about the University or its community members that causes a significant on-campus disruption**].

The Code of Student Conductapplies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of UNA may seek resolution of violations of the Code of Student Conductcommitted against them by members of UNA community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for UNA officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to University Police.

UNA email is the University’s primary means of communication with students. Students are responsible for all communication delivered to their UNA email address.

## 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 system. 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. 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. Copyright use as outlined in the TEACH Act is not yet valid at the University of North Alabama.

## CAMPUS SPEAKERS POLICY

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 the 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 by law.

Lawful and peaceful demonstration as an expression is permitted and protected. On the other hand, the University will not tolerate substantial disruption to its educational mission. Substantial disruption is defined to include any activity which, contrary to law:

* Denies the rights of other students, the faculty or the staff of the University.
* Substantially disrupts or obstructs educational and other essential activities and operations of the University.
* Substantially interferes with the right of peaceful dissent of others.
* Obstructs or restricts free movement of persons on any part of the University campus, including the free entry to or exit from University facilities.
* Denies or interferes with the use of offices or other facilities to the students, faculty, officers, staff or guests of the University.
* Threatens or endangers the safety of any person on the University campus. This includes, but is not limited to, signs on any forms of stakes.
* Results in damage to or destruction of property.
* Constitutes “hate violence,” meaning any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group, or the property of any person or group because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. (Acts shall not be considered “hate violence” based on speech alone, except upon a showing that the speech itself threatens violence against a specific person or group, that the person or group against whom the threat is directed reasonably fears that the violence will be committed because of the speech, and that the person threatening violence had the apparent ability to carry out the threat.)
* Makes sustained or repeated noise in a manner that substantially interferes with a speaker’s ability to communicate his/her message or the rights of others to listen.

It should be understood that the application of this policy also takes situational factors and context into consideration. For example, conduct appropriate at a political rally might constitute a violation of this policy if it occurred within a classroom.

Any substantial disruption initiated by a visitor or a member of the University community or occurring during any University-sanctioned activity or function may be met by the action of the University that is necessary to restore the order and communication required for the rational solution of problems and free debate. In addition, any substantial disruption by a visitor or a member of the University community may be subject to disciplinary action and/or legal action through local, state or federal courts. Individuals who damage or destroy University property, including but not limited to campus lawns, shrubs, and trees, shall be held responsible for such damage or destruction.

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 the use of University space for the purpose of free inquiry and expression should be directed to the Director of University Events, Guillot University Center.

Note: The language in this policy is extracted and/or revised from the University of Southern California Public Speech Policy. Approved by University Executive Council 8/25/14.

## 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 <https://www.una.edu/police/docs/policy/University%20Weapons%20Policy.pdf>.

## NO SMOKING POLICY

The University of North Alabama is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors. The University of North Alabama recognizes that smoking any substance presents a public health hazard. As such, it shall be the policy of the University of North Alabama that smoking shall be prohibited on all university­owned and operated property both indoors and outdoors.

*"Smoking,"* as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use. *"Smoking products"* include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). *"University-owned and operated property"* includes, but is not limited to: all outdoor common and educational areas; all university buildings; university-owned/operated housing facilities; campus sidewalks; recreational areas; outdoor stadiums; and university-owned and leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting university-owned space on university-owned and operated property campus grounds.

Education will be the preferred enforcement method to ensure individuals adhere to the new policy. Individuals that violate this policy will be provided educational information on the new policy and offered a referral for smoking cessation. However, disciplinary action may also be used for repeat violations as indicated below.

* Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
* Employees will be referred to their supervisor and/or appointing authority for appropriate action.
* Contractors will be referred to their respective employers for appropriate action.
* Visitors may be required to leave the campus if they fail to conform to the policy when advised.

**ADDITIONAL RESOURCES AND SUPPORT**

The University recognizes that quitting smoking can be a significant personal challenge. As such, the University will provide ongoing information, education, and support to faculty, staff, and students on a variety of wellness initiatives including cessation aids and programs.

*[Approved by the Board of Trustees on June 6, 2017.)*

## EXPENSES

A summary of estimated expenses for students may be found on the University’s website (www.una.edu/bursar). Residency determination and the application of out-of-state fees and tuition will be made in accordance with the laws of the State Of Alabama. 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 in-state residents. Active duty service members, their spouses, their dependents, and veterans that meet the requirements of Act 2013-423, as passed by the Alabama Legislature on May 20, 2013, may be eligible to receive a waiver of the non-resident tuition. To appeal a non-resident status, please contact the Registrar’s Office.

Tuition and fees are subject to adjustment without notice. Any check dishonored or returned by the payee’s 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 Schedule of Classes, catalog, UNA email 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 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 fees 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.

**EEX:** 620

**ES:** 680, 681.

**HI:** 571, 670, 671.

**GE:** 520, 530, 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 $40.00 is charged for the following course:

**HI:** 665.

3. 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.

**HI:** 514.

**PH:**  607.

**SCED:** 580.

4. 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.

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

**College of Education and Human Sciences**

**ECE:** 572

**ED:** 582, 584, 662, 664.

**EEX:** 678.

**IL:** 696.

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

**Anderson College of Nursing**

**NU 502** $225

**NU 503** $225

**NU 508** $225

**NU 509** $225

**NU 605** $225

**NU 606** $225

**NU 607** $225

**NU 608** $225

**NU 609** $225

**NU 610** $365

**NU 611** $365

**NU 612** $365

**NU 613** $365

**NU 614** $225

**NU 615** $225

**NU 698** $100 (1), $175 (2), $225 (3)

**NU 699** $225

1. A one-time-only College of Education and Human Sciences (COEHS) assessment fee of $125 is charged for the first enrollment in courses with the following prefixes: **ECE, EED, ED** and **EEX**. This fee is also charged to designated content methods courses for secondary and P-12 educator preparation majors and other select courses in the COEHS (i.e. **CNH**, **HPE** or **HES** courses).

## 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 are granted beginning on the 9th calendar day from the date classes begin.

Summer Term

* Refer to the refund schedule published on the UNA website ([www.una.edu/bursar](http://www.una.edu/bursar)).

If a student has received a residual check and will (or has) withdrawn from any course(s), a portion or all of the 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 University website or Schedule of Classes for more information regarding withdrawals.

## BILLING INFORMATION

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 student UNA Portal e-mail accounts 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 Tuition Payment. It is each student’s responsibility to be informed of all payment deadlines.

## 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 re-enroll or receive transcripts or any other service from the University.

## MONTHLY PAYMENT OPTIONS FOR STUDENTS AND FAMILIES

The University of North Alabama provides through a commercial payment plan a 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.

**Interest-Free Monthly Payment Option** is designed for students and families who do not want or need a loan to pay for tuition and other educational expenses, but who are interested in spreading payments out prior to and during each semester. This Interest-Free Monthly Payment Option is available to all students and families for a small annual upfront service fee.

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

## RESIDUAL PROCEDURES

The UNA Business Office will process and distribute residual checks unless original payment was made by credit card. Students should allow ten (10) to fifteen (15) business days from the date classes begin for the first mailing of residual refunds. Thereafter, residual refunds will be disbursed approximately five (5) to ten (10) business days from the date the funds are posted to the student’s account.

First-time, beginning FRESHMAN students should note that there is a 30-day delay on the delivery of student loan funds for their first semester due to federal regulations. Any residual amount due will be distributed approximately five (5) to ten (10) 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 permanent mailing address (if the student has no campus mailbox) unless original payment method was by credit card. Each student is responsible for updating his/her permanent mailing address by sending an email to [registrar@una.edu f](mailto:registrar@una.edu%20f)rom the student’s UNA Portal email account. The Business Office does not hold checks for pickup.

## RESIDENCE HALL APPLICATION FEE AND APARTMENT DEPOSIT

**Residence Hall:** Residence hall applications will be processed online upon receipt of an application and $150 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 and applies during the posted reclaim process. Failure to reapply during the reclaim process in the spring voids the continuing fee and the student must re-pay the application fee. 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 and Residence Life 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 Housing and Residence Life will assess the apartment for damages at the time the apartment is vacated by the tenant. Any refund of the deposit is subject to other charges that the tenant may owe the University.

## 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 Department of Housing and Residence Life.

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.

## 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 five hours per semester to be eligible for federal loans.

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 five credit hours per semester.

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 five 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 five 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**.**](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.](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 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 **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 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. Educator preparation 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 or graduate—from degree granting institution that qualifies the student for admission to graduate studies. Additional transcript requirements may vary by college in which the program is offered (see “College of Arts and Sciences”, “College of Business”, “College of Education and Human Sciences”, or “Anderson College of Nursing.”) Students receiving financial aid may be required to submit official transcripts from each college previously attended, whether or not a degree was granted from that institution. For more information contact Student Financial Services. Students who have earned all credits at The University of North Alabama or students seeking admission as transient students do not need to 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,’’ or “Anderson College of Nursing,”).
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 2.75 (4.0) documented on the official transcript from the degree-granting institution.
3. ASBI/FBI background clearance.
4. Unconditional admission to the Graduate Educator Preparation Program.
5. Candidates should consult with their education advisor regarding specific EPP 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. (Additional requirements may vary by college in which the program is offered: see “Anderson College of Nursing”, “College of Arts and Sciences”, College of Business”, or “College of Education and Human Sciences.”) To better promote UNA 3+1+1, 3.5+1 bachelor to master and 1+1 master to master double degree programs, international studies from UNA Global Partner Universities may request approval to take 6-9 hours of graduate classes. Requests should be submitted to the dean of the college in which the graduate program is housed. Graduate coursework used to complete a teacher certification program may not be applied to a certification program at a higher level. 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 program is housed. Enrollment in graduate courses does not constitute acceptance into a graduate program.

## 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 Anderson 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 Anderson 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
  + $100 Application Fee
  + Official Degree Sheet in English
  + Complete Official Transcript in English
  + Official TOEFL/IELTS/TOEIC/PTE 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 GRE for MBA; satisfactory GRE or MAT score as defined by program in the departmental section of this catalog, Arts and Sciences)

1. **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
  + $100 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, TOEIC 670, PTE 54)
  + 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)

1. **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
  + $100 Application Fee
  + Official Degree Sheet in English
  + Complete Official Transcript in English

1. **ONLINE GRADUATE:** International students who meet all program admission requirements may enroll in online degree or certificate programs offered by UNA. Additional admission criteria are required for the online nursing programs.

**Admission Requirements:**

* + Official Application
  + $100 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 nonnotarized 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 $24,000 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 $100 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 $100 application fee again. Students moving from undergraduate to graduate are required to pay the $100 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
  + TOEIC 670
  + PTE 54

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)

## Repeat/Recompute Policy:

A student who has repeated graduate courses in which a grade of C, D or F was received may identify up to three credit hours for the purpose of recomputing the GPA. For each course identified, only the most recent grade will be used in determining progress and in recomputing the GPA; however, the previous grade will remain on the transcript. Credit in each course may be used only one time toward meeting the credit hour graduation requirement. A student will request the recomputing by completing a form which lists the courses (https://[www.una.edu/](http://www.una.edu/)registrar/student-information/important-foms.html) with the Office of the Registrar at any time prior to or on the last day of drop/add of the semester of anticipated graduation. This policy applies only to courses taken and repeated at UNA. Each student should seek help from his or her departmental academic advisor, or from the appropriate dean’s office and the Office of the Registrar, to determine if this policy is allowable in his/her degree program. In the Anderson College of Nursing, no student will be permitted to use the Repeat/Recompute Policy for any nursing course (NU designation). Students should be aware that utilizing the Repeat/Recompute Policy may not be looked upon favorably by some employers, by professional schools and by honor societies. The Repeat/Recompute Policy may not be applied after the degree has been conferred. Also, all courses attempted at UNA will be counted in determining a student’s eligibility for Federal Student Aid. (See Student Financial Services for more details.)

\*For College of Business Students, MG 600 (a 4 hour course) will be allowed to be subject to the repeat/recompute policy.

## 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 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

**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 minimum completion grade point average requirement for teacher certification is 3.25 in the traditional master of arts in education (M.A.Ed.) program and 3.50 in the education specialist (Ed.S.) program.

## 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. 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 via UNA Portal registration. 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 withdraw from a class during the automatic grade of **W** period may login to his/her secure UNA Portal and follow the same steps as when he/she initially registered, selecting ‘web withdraw’ beside the desired course(s) and submit. . This policy is valid for online courses as well as regular courses. The class will be withdrawn as requested and a notification e-mail sent to the student and instructor. The instructor may contact the Registrar’s Office up to ten 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 Affairs for any international student wishing to withdraw from a class.

Any student wishing to withdraw from a class during the **WP** (withdraw passing) or **WF** (withdraw failing) period may login to his/her secure UNA Portal and follow the same steps as when he/she initially registered, selecting ‘request to withdraw’ beside the desired course(s) and submit.  This policy is valid for online courses as well as regular courses. The Registrar’s Office will withdraw the class as requested upon receipt of an e-mail notification from the instructor designating a grade of **WP** or **WF**. The Registrar’s Office will send a notification to the student and instructor once the withdrawal is complete. The Office of International Affairs will also be notified for any international student wishing to withdraw from a class during the **WP/WF** grade period. *(See notes and exceptions below.)*

**Withdrawal during Summer Sessions.** During any summer session, a student may login to his/her secure UNA Portal account to 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 Anderson College of Nursing. Students who are failing clinical in the Anderson 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:
   1. The student may request retroactive withdrawal to the beginning of the semester with a full refund of tuition and fees.
   2. 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.
   3. 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:**
2. Secure, complete, and return applications for admission along with the application fee to the Office of Graduate Admissions. Registration must be in accordance with the level of study.
3. Submit official transcripts of credit—undergraduate or graduate—from degree granting institution that qualifies the student for admission to graduate studies. Additional transcript requirements may vary by college in which the program is offered (see “College of Arts and Sciences”, “College of Business”, “College of Education and Human Sciences”, or “Anderson College of Nursing”). Students receiving financial aid may be required to submit official transcripts from each college previously attended, whether or not a degree was granted from that institution. For more information contact Student Financial Services. Students who have earned all credits at The University of North Alabama or students seeking admission as transient students do not need to 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.
4. Submit supplemental items specific to graduate program, if applicable. Items may include test score, resume, application essay, recommendations, writing sample, and other program specific forms or licensures. See admission requirements by graduate program.
5. **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.

1. **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 E-bill. 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. There is no candidacy requirement for nursing students or MBA students.

1. **During the last term:**
   1. Arrange with the University Bookstore for proper academic regalia for graduation: cap, gown, hood.
   2. 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.
   3. 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 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 and the Master of Arts degree in Writing through the Department of English, the Master of Arts degree in History and the Master of Arts degree in Public History through the Department of History, 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 Politics, Justice, and Law.

## MASTER OF ARTS DEGREE IN ENGLISH

**and MASTER OF ARTS DEGREE IN WRITING ADMISSION**

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

**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 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, and University of North Alabama.

1. Writing Sample: Minimum of eight pages, preferably a research or scholarly essay or paper from previous classes, to be sent to the Director of Graduate Studies, Department of English, University of North Alabama. For MA in Writing, a sample portfolio is required.

**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 coordinator. Exceptions must be approved by the graduate program coordinator, 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.

**DEGREES 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

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

Foreign Language Requirement: The M.A. in English requires demonstration of reading proficiency in a foreign language. Students satisfy the foreign language requirement in one of the following ways:

* + by completing a second-year course sequence in a language with a 3.0 or higher, or
  + 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, or
  + by a comparable alternative approved by the Director of Graduate Studies.

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. Student 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 Writing**:** a minimum of 36 semester hours of credit, to include the following core and options.

Core Courses of Study 6

EN 602 Introduction to Graduate Studies: Seminar in Writing (3)

EN 615W Technical Writing (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. At least 50 percent of the coursework required to complete the selected option must be earned at the 600 level.

**Track I: Technical Writing**

Core Courses of Study 6

Required Component 15 – 18

EN 534W Language and Gender (3)

EN 545W Multimodal Writing (3)

EN 625W Document Design (3)

EN 635W Publishing Practicum (3)

EN 694W Directed Project (3 – 6 hrs)

Elective Component 12 - 15

EN 539 Technical Editing (3)

EN 540W Grant Writing (3)

EN 542 Survey of Grammar (3)

EN 572W Rhetoric: Argument and Style (3)

EN 575W Literacy, Culture and Writing (3)

EN 595W Selected Topics in Writing (3)

EN 609W Rhetorical Theory and Culture (3)

EN 641 English Linguistics (3)

EN 660W Writing Internship (3)

EN 691W Selected Seminar in Writing (3)

EN 697 Independent Study (3)­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_

36

**Track II: Rhetoric and Composition**

Core Courses of Study 6

Required Component 15 – 18

EN 534W Language and Gender (3)

EN 545W Multimodal Writing (3)

EN 609W Rhetorical Theory and Culture (3)

EN 610W Composition Theory (3)

EN 694W Directed Project (3 – 6 hrs)

Elective Component 12 - 15

EN 535W Writing Protest and Dissent (3)

EN 539 Technical Editing (3)

EN 540W Grant Writing (3)

EN 541 History of the English Language (3)

EN 542 Survey of Grammar (3)

EN 566 Sociolinguistics (3)

EN 572W Rhetoric: Argument and Style (3)

EN 575W Literacy, Culture and Writing (3)

EN 595W Selected Topics in Writing (3)

EN 625W Document Design (3)

EN 635W Publishing Practicum (3)

EN 641 English Linguistics (3)

EN 645W Creative Writing Seminar (3)

EN 660W Writing Internship (3)

EN 691W Selected Seminar in Writing (3)

EN 697 Independent Study (3)­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_

36

**Track III: Creative Writing**

Core Courses of Study 6

Required Component 15 - 18

EN 615W Technical Editing (3)

EN 645W Creative Writing Seminar (3)

EN 646W Literary Editing and Publishing (3)

EN 555W Adv Cr Writing, Fiction & Drama OR EN 556W Adv Cr Writing, Poetry & CNF (3)

EN 690 Thesis (3-6 hrs) and EN 695 Thesis Defense (O hrs)

Elective Component 12 - 15

EN 534W Language and Gender (3)

EN 535W Writing Protest and Dissent (3)

EN 542 Survey of Grammar (3)

EN 544W Grant Writing for the Creative Writer (3)

EN 564 The Contemporary American Novel (3)

EN 565 Contemporary Poetry (3)

EN 555W Adv Cr Writing, Fiction & Drama (if not taken for Section II) (3)

EN 556W Adv Cr Writing, Poetry & CNF (if not taken for Section II) (3)

EN 595W Selected Topics in Writing (3)

EN 625W Document Design (3)

EN 660W Writing Internship (3)

EN 691W Selected Seminar in Writing (3)

EN 694W Directed Project in Writing (3)

EN 697 Independent Study (3) \_\_\_­­­­­­

36

## 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 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 completed recommendation forms.
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.
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.

**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 may be accepted with the approval of the graduate program coordinator. Exceptions must be approved by the graduate program coordinator, 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

Research Skill Requirement**:** The M.A. in history requires demonstration of a research skill. Students satisfy the research skill 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. A student may also satisfy the research skill requirement through successful completion of upper-division coursework as approved by the graduate committee of the Department of History.

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 PUBLIC HISTORY ADMISSION

In addition to the general requirements for admission to graduate studies (See

General Regulations and Procedures), admission to the Master of Arts in Public History degree program requires the following:

1. Preparation: Applicants must hold a bachelor’s degree from an accredited institution and have at least 24 hours in history or public history, including up to twelve hours below the 300 level or have completed a major and/or minor in history or public history.
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 Examination (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 recommendation forms.
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.
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.

**TRANSFER ADMISSION**

In addition to the general requirements for Transfer Admission to Graduate Studies, 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.

A Graduate Admissions Committee will review each application and make all admissions decisions; consequently, all applications and supporting documents must be submitted to the Offices of Admissions of the University in accordance with submission deadlines established by that office.

**ADVISEMENT**

Prior to the 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 Public History with a concentration in Historical Administration requires a minimum of 33 semester hours of credit and includes the following core and options:

**Hours**

Core Courses of Study 21

HI 515, Digital Collections Management

HI 611, Seminar in U.S. History to 1877

**or** HI 621, Seminar in World History to 1815

HI 612, Seminar in U.S. History Since 1877

**or** HI 622 Seminar in World History Since 1815

HI 665, Public History

HI 671, Museum and Archival Administration

HI 679, Internship

HI 697, Portfolio

MG 585, Project Management, MG 662,

**or** Non-profit Marketing,

**or** MG 624, Organizational Behavior

Elective Course of Study 12

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

**Hours**

Core Courses of Study 21

HI 514, Historic Preservation: Fieldwork Methods

HI 611, Seminar in U.S. History to 1877

**or** HI 621, Seminar in World History to 1815

HI 612, Seminar in U.S. History Since 1877

**or** HI 622, Seminar in World History Since 1815

HI 665, Public History

HI 670, Historic Preservation and Cultural Resource Management

HI 679, Internship

HI 697, Portfolio

MG 585, Project Management,

**or** MG 662, Non-profit Marketing,

**or** MG 624, Organizational Behavior

Elective Course of Study 12

Research Skill Requirement**:** The M.A. in public history requires demonstration of a research skill. Students satisfy the research skill requirement by successfully completing graduate coursework in a foreign language reading proficiency or by the successful completion of a reading proficiency examination administered through the Department of Foreign Languages. A student may also satisfy the research skill requirement through successful completion of upper-division coursework as approved by the graduate committee of the Department of History.

THESIS OPTION: students choosing the Thesis Option must complete a minimum of six hours of HI 695, Thesis, in addition to the core and 6 additional hours of 500-600 level public 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 six 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 PROFESSIONAL STUDIES MISSION

The Master of Professional Studies (M.Pr.S.) 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 and organizational leadership 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 2.70 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 considered for conditional admission. 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 M.Pr.S. 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 specialization, and how this degree program will affect his/her future career plans. To verify three years of professional work experience, conditionally admitted students must also have a job verification form submitted by current or former employers. Employment verification must be received before a student enrolls in a graduate course.
4. M.Pr.S. applicants, as part of the online application process, will provide email addresses for three professional references

**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 and chair of the Department of Interdisciplinary and Professional Studies. Exceptions must be approved by the Director and chair of the Department of Interdisciplinary and Professional Studies and Dean of the College of Arts and Sciences.

**ADVISEMENT**

Upon admission to the program, students will be assigned to an academic advisor in the Department of Interdisciplinary and Professional Studies. The advisor, in consultation with the student, will plan the student’s program of study and provide continued supervision and guidance. All M.Pr.S. students are required to develop a program of study in consultation with their academic advisor prior to completing 12 hours of graduate credit applied to their degree program.

**DEGREE REQUIREMENTS**

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

**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.

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.

## 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

1. Hold a bachelor’s degree and possess a minimum GPA of 2.75 on all attempted undergraduate coursework;
2. 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);
3. Submit three letters of recommendation for entry into program;

AND

1. Submit a statement of purpose for entry into program.

**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 Politics, Justice, and Law. 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)

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 Politics, Justice, and Law with prior approval from the Department Politics, Justice, and Law.)

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 691, Special Topics (3)

CJ 695, Thesis (3-6)

CJ 698, Comprehensive Exam (0)

CJ 699, Independent Study/Research (3)

Total 30

THESIS OPTION: Students choosing the Thesis Option must complete a minimum of 6 semester hours of CJ 695, Thesis, in addition to 9 semester hours of core and 15 additional semester hours of 500-600 level criminal justice electives.

NON-THESIS OPTION: Students choosing the Non-Thesis Option must, in the last semester in which all other course requirements are expected to be completed, 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 FAMILY STUDIES

The Master of Science in Family Studies Degree is an online program intended to meet the educational needs of professionals who wish to serve children and families in family and social service agencies. The Family Studies graduate program seeks to train students to be effective leaders in these organizations by providing students with a strong background in research, application, and family studies content.

Non-majors may enroll in a total of six credit hours within the discipline with department approval. Students wishing to take additional courses must seek department approval from the graduate program coordinator prior to registration.

**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 Family Studies requires the following:

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: three professional references must complete our Recommendation for Admission form using the online admissions system. At least one recommendation form must be completed by a current or former faculty member who can attest to the student’s academic abilities
6. Resume: candidates must submit a record of employment and volunteer activities.
7. Application essay: candidates must submit a letter of intent that outlines the reasons they are interested in the program and how it aligns with their professional goals.
8. Professional writing sample: candidates must submit a paper that best reflects their writing and critical thinking skills, typically chosen from undergraduate work.

The Department of Sociology and Family Studies recommends a minimum GPA of 3.0 and a minimum test score (388/MAT or GRE 146/ verbal and 140/quantitative) for admission to the graduate program. Applicants with less than the recommended GPA or the recommended test score may be admitted based on the sliding scale below.

**GPA MAT GRE after 05/15/12 GRE before 05/15/12**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Verbal** | **Quantitative** | **Verbal** | **Quantitative** |
| 3.91 – 4.00 | 378 | 138 | 136 | 300 | 300 |
| 3.81 – 3.90 | 379 | 139 | 136 | 310 | 310 |
| 3.71 – 3.80 | 380 | 140 | 136 | 320 | 320 |
| 3.61 – 3.70 | 381 | 141 | 137 | 330 | 330 |
| 3.51 – 3.60 | 382 | 142 | 137 | 340 | 340 |
| 3.41 – 3.50 | 383 | 143 | 138 | 350 | 350 |
| 3.31 – 3.40 | 384 | 143 | 138 | 360 | 360 |

**GPA MAT GRE after 05/15/12 GRE before 05/15/12**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Verbal** | **Quantitative** | **Verbal** | **Quantitative** |
| 3.21 – 3.30 | 385 | 144 | 138 | 370 | 370 |
| 3.11 – 3.20 | 386 | 145 | 139 | 380 | 380 |
| 3.01 – 3.10 | 387 | 146 | 139 | 390 | 390 |
| 3.0 | 388 | 146 | 140 | 400 | 400 |
| 2.90 – 2.99 | 390 | 148 | 140 | 420 | 420 |
| 2.80 – 2.89 | 392 | 149 | 141 | 440 | 440 |
| 2.70 – 2.79 | 394 | 151 | 142 | 460 | 460 |
| 2.60 – 2.69 | 396 | 152 | 143 | 480 | 480 |
| 2.50 – 2.59 | 398 | 153 | 144 | 500 | 500 |

**ADVISEMENT**

Students will complete a plan of study in FS 500 (Family Studies Graduate Orientation) with the assistance of the Family Studies Graduate Program Coordinator.

**NON-MAJORS**

Non-majors will be limited to a total of six hours within the discipline and all courses selected require departmental approval.

**DEGREE AND PROGRAM PLANS**

**Master of Science Degree in Family Studies:** a minimum of 31 semester hours of credit, to include the following:

**Orientation** 1

FS 500 – Family Studies Graduate Orientation (1)

**Research Component** 9

FS 600 – Research Methods in Family Studies (3)

FS 601 – Applied Statistics in Family Studies (3)

FS 602 – Family Theories (3)

FS 698- Comprehensive Exam (0)

**Application Component** 12

FS 501 – Family Life Education (3)

FS 604 – Families and Social Policy (3)

FS 606 – Family Problems and Methods of Intervention (3)

FS 599 – Practicum (3)

**Family Studies Content Component** 9

FS 510 – Family Diversity and Social Change (3)

FS 543 – Social Psychology of Intimate Relationships (3)

FS 605 – Contemporary Topics in Family Studies (3-6)

**Total** 31

NON-THESIS OPTION: Students completing the Non-Thesis Option must, in the last semester in which all other course requirements are expected to be completed, register for FS 698 (Comprehensive Examination) in order to take a written comprehensive examination prior to graduation in order to complete the program.

THESIS OPTION: In addition to the courses above, students who request and receive permission to complete the Thesis Option must complete a minimum of 6 semester hours of FS 695 (Thesis) and register for FS 699 (Thesis Defense) during the last semester in which all other course requirements are expected to be completed. Thesis students will not be required to take FS 698 (Comprehensive Exam).

## 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 290 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 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 9

GE 600, Geographic Thought (3)

GE 609, Geographic Methods and Design (3)

GE 615, Advanced Quantitative Methods in Geography (3)

Elective Courses 24

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 directed research GE 692, Research in addition to the core and 24 additional hours from the 500-600 level electives. Students selecting this option will be required to complete two independent projects. Each project will be supervised by a separate faculty member within the Department of Geography and must include a second reader on each project. The projects will be publicly presented and submitted as papers.

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.

**POSTBACCALAUREATE 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 Politics, Justice, and Law 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:

[[3]](#footnote-3)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) 3

––––

Total 18

# **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 nonbusiness disciplines are equally encouraged to apply. The MBA is accredited by AACSB International and 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.

The MBA program consists of 34 semester credit hours. A concentration is not required, but may be selected. The following three-course concentrations are available: accounting, finance, health care management, human resource management, information systems, global business, project management, ERP Systems Using SAP and sales and new business development. \*Students not selecting a concentration will select three business electives (9 credit hours) 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.

## 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 start their MBA in the fall, spring, or summer semester. All students will take Foundations of Business, a four-credit hour graduate course sequence covering material designed to prepare all students to succeed in the more discipline specific graduate courses regardless of their undergraduate major or the age of their undergraduate degree. The University offers all of the core MBA requirements 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. The elective courses for the other concentrations are offered online.

1. **MBA Program.** Concentrations are available in accounting, finance, health care management, human resources management, information systems, global business, project management, ERP Systems Using SAP, and sales and new business development.
2. **Executive MBA.** The EMBAis designed for rising managers, entrepreneurs, and mid-career professionals. Admission requires a minimum of five 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.

## 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. Any MBA student whose cumulative GPA in their MBA curriculum falls below a 3.0 will be placed on probation for one semester. Students not satisfying the minimum 3.0 GPA requirement after one semester on probation will be automatically dismissed from the MBA program.

All students applying for admission to any MBA program at UNA must submit an official transcript showing the conferral of a degree at the baccalaureate or higher level. Grade point averages on these transcripts are used to determine eligibility for admission. No other transcripts are needed unless subsequent coursework grades are intended to be counted toward the admission decision. In those cases, official transcripts will be required before consideration of those additional grades. Students may be admitted unconditionally or conditionally for graduate study. Conditionally admitted students must earn unconditional admission status by the time they have completed their fourth graduate course. The student must maintain a 3.0 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 official admission letter or summary sheet.

A student can enroll in MBA courses as an “unclassified” student. Unclassified students can earn no more than seven graduate credit hours (typically including MG 600). Unclassified students must meet all of the requirements for Unconditional or Conditional Admission except for an acceptable GMAT or GRE score or acceptable professional experience. To continue in the program after the completion of seven graduate credit hours, the student must have an acceptable GMAT score or acceptable professional experience and have at least a 3.0 GPA for the four graduate credit hours completed.

A student can enroll in a Graduate Certificate Program in the College of Business as an “unclassified” certificate program student but is limited to enrolling only in those courses leading to the certificate. Unclassified certificate students must meet all of the requirements for Unconditional or Conditional Admission except for an acceptable GMAT score or acceptable professional experience. To continue in the MBA program after the partial completion of the certificate program, the student must have an acceptable GMAT score or acceptable professional experience and have at least a 3.0 GPA for the graduate certificate credit hours completed. After the successful completion of all requirements for the certificate program with a 3.0 GPA in the certificate courses, students will, upon application, be accepted into the MBA Program.

## Admission to MBA Program

Unconditional Admission:

* Hold a graduate or professional degree from a regionally accredited US based institution or an institution recognized by the government of another country (example—J.D., M.D., etc.) or appropriate professional certification approved by MBA Admissions Committee; or
* All three of the following:
* Bachelor’s degree or equivalent from a regionally-accredited US based institution or an institution recognized by the government of another country

and

* An overall undergraduate grade point average of at least 2.5 on a 4.0 scale, as reported on the transcript of the qualifying degree granting institution,

and

* At least 4 years of demonstrated responsibility in professional or entrepreneurial positions, or GMAT score of 450 or higher.
* Acceptable (equivalent) GRE or MAT score may be substituted for GMAT with approval of the MBA Admissions Committee.

Conditional Admission:

All three of the following:

* + Bachelor’s degree or equivalent from a regionally-accredited US based institution or an institution recognized by the government of another country

and

* + An overall undergraduate grade point average of at least 2.5 on a 4.0 scale or a grade point average of 3.0 on a 4.0 scale in the last 30 hours of undergraduate course work.
  + At least 3 years of demonstrated responsibility in professional or entrepreneurial positions, or GMAT score of 400 or higher
  + Acceptable (equivalent) GRE or MAT 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:

* Hold a graduate or professional degree from a regionally-accredited US based institution or an institution recognized by the government of another country (example – J.D., M.D., etc.) or appropriate professional certification approved by MBA Admissions Committee; or
* All three of the following:
  + Bachelor’s degree or equivalent\* from a regionally-accredited US based institution or an institution recognized by the government of another country and
  + An overall undergraduate grade point average of at least 3.0 on a 4.0 scale, as reported on the transcript of the qualifying degree granting institution, and
  + At least 5-year work history demonstrating increasing responsibility in professional or entrepreneurial positions.

Conditional Admission:

All three of the following:

* + Bachelor’s degree or equivalent\* from a regionally-accredited US based institution or an institution recognized by the government of another country and
  + An overall 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
  + At least 5-year work history demonstrating increasing responsibility in professional or entrepreneurial positions. [[4]](#footnote-4)

Candidates with exceptional business experience including position and length of service may be considered for conditional admission if the above GPA requirement is not satisfied. Approval by the College of Business MBA Admissions Committee is required.

*NOTE:* The MBA EMBA Admissions Committee or designated faculty representative may request a personal or telephone interview and/or a written statement of professional goals before making a final determination of conditional admission

*NOTE:* All grade point average requirements are based on the GPA reported on the official transcript from the qualifying institution as the basis for the awarding of the qualifying degree. *Students whose degrees are from non-regionally-accredited US based institutions AND whose grade point average exceeds the requirements listed above may be considered for admission based on exceptional executive level experience or a GMAT score of at least 450.*

*\*For students applying to the Asia MBA program, 3 year diploma + 1 year bridge program is equivalent to a bachelor’s degree. Note that 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. Additionally, the GPA requirement is waived for these applicants.*

## 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.

The College of Business participates in UNA’s graduate Repeat/Recompute policy. Any MBA student earning a grade of C, D, or F in a graduate level course(s) may choose up to 3 credit hours to retake for the purpose of recomputing their GPA. For each credit hour/course identified and repeated, only the most recent grade will be used in recomputing the overall graduate GPA. However, all grades earned will remain on the official transcript. Credit hours earned per course may be used only one time toward meeting the number of credit hours required from graduation. The Repeat/Recompute policy is available only prior to the degree being conferred. Students must request their GPA be recomputed by completing the form at the following website: https://www.una.edu/registrar/forms\_and\_instructions.html.

For College of Business Students, MG 600 (a 4 hour course) will be allowed to be subject to the repeat/recompute policy.

## MBA DEGREE PLANS

**MBA Core Courses and Concentrations**

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

Only one concentration can be earned in 34 graduate hours. To earn an additional concentration, at least six additional credit hours must be taken in the second concentration before MBA degree is conferred.

## MBA Core and Electives:

AC 642, Accounting Information for Strategic Decision Making (2 hours)

CIS 622, Information Systems Design and Project Management (2 hours)

EC 692, Strategic Microeconomic Analysis for Managers (2 hours)

EMB 612, Business Ethics and Responsibility in a Global Economy (2 hours)

EMB 682, Global Business (2 hours)

FI 632, Corporate Financial Strategy (2 hours)

MG 600, Foundations of Business (4 hours) OR BOTH OF THE FOLLOWING:

MBA 600, Foundations of Business Part 1 (2 hours) AND

MBA 601, Foundations of Business Part 2 (2 hours)

MG 602, Leadership and MBA Essentials (2 hours)

MG 640, Management Policy (3 hours)

MK 672, Strategic Marketing Analysis and Concepts (2 hours)

QM 662, Analytical Tools for Strategic Decision Making (2 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:**

[[5]](#footnote-5)Accounting – See “MBA–Accounting Concentration” in next section.

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

CIS 645, CIS 660.

\*Finance – FI 593 and select two electives from among: FI 631, FI 635, or FI 698.

\*Global Business – MG 632 and select two electives from among: MG 662 BL, 642, or MG 680.

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

\*Human Resource Management – MG 648, MG 658, MG 668.

\*Information Systems – Select three electives from among: CIS 615, CIS 627, CIS 636, CIS

645, CIS 660 or CIS 685.

\*Project Management – MG 585, MG 670, MG 685.

\*Sales and New Business Development – MK 620, MK 625, and select one elective from

among: MK 633, MK 643, MK 653, or MK 663

## 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 (2 hours)

AC 674, Advanced Accounting Theory (3 hours)

AC 675, Advanced Tax Accounting (3 hours)

AC 697, Advanced Auditing (3 hours)

CIS 622, Information Systems Design and Project Management (2 hours)

EMB 612, Business Ethics and Responsibility in a Global Economy (2 hours)

MG 600, Foundations of Business (4 hours) OR BOTH OF THE FOLLWING:

MBA 600, Foundations of Business Part 1 (2 hours) AND

MBA 601, Foundations of Business Part 2 (2 hours)

MG 602, Leadership and MBA Essentials (2 hours)

MG 640, Management Policy (3 hours)

MK 672, Strategic Marketing Analysis and Concepts (2 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)

**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**

• 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 642, Accounting Information for Strategic Decision Making (2 hours)

CIS 622, Information Systems Design and Project Management (2 hours)

EC 692 Strategic Microeconomic Analysis for Managers (2 hours)

EMB 602, Management Mentoring (1 hour)

EMB 603, Corporate Governance (1 hour)

EMB 606, Special Topics in Business (3 hours)

EMB 612, Business Ethics and Responsibility in a Global economy (2 hours)

EMB 680, Career Management and Professional Development (1 hour)

EMB 682, Global Business (2 hours)

FI 632, Corporate Financial Strategy (2 hours)

MG 585, Project Management (3 hours)

MG 600, Foundations of Business (4 hours) OR BOTH OF THE FOLLOWING:

MBA 600, Foundations of Business Part 1 (2 hours) AND

MBA 601, Foundations of Business Part 2 (2 hours)

MG 602, Leadership and MBA Essentials (2 hours)

MG 640, Management Policy (3 hours)

MK 672, Strategic Marketing Analysis and Concepts (2 hours)

QM 662, Analytical Tools for Successful Decision Making (2 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 within public and private sector organizations. This certificate program requires 15 hours of graduate credit, plus non-credit coursework Microsoft Project® and/or the successful completion of the ‘Microsoft Specialist: Managing Projects with Microsoft Project®‘ certification. The non-credit Microsoft Project® Basics and Advanced coursework and the required certification may be taken prior to admission to the certificate program. Certification in Microsoft Project® or a similar commercial project management software product will satisfy the course requirement. Admission to the certificate program is required or current enrollment in the MBA program at UNA. Admitted MBA students may apply for the certificate program through the MBA Coordinator. Applicants not currently enrolled in the MBA program who would like to pursue the certificate will be required to meet the admission criteria of the MBA Program or the Executive MBA at UNA. Admission requires formal application through the standard University procedures before applying for the certificate program.

**Requirements for a Graduate Certificate in Project Management**

**Academic Credit Courses**

MG 585, Project Management (3 hours)

MG 624, Organizational Behavior (3 hours)

MG 670, Leadership and Team Building (3 hours)

MG 685, Cases in Applied Project Management (3 hours)

AC 698, CIS 698, EC 698, FI 698, MG 698, or MK 698,

**Independent Study** (3 hours) – The student will complete a real world capstone project based on project management principles within the independent study course in his/her discipline; to be taken after completing MG 685.

## Non-Academic Credit Courses

Microsoft Office Project® Basics and Advanced courses offered by UNA’s Division of Professional, Interdisciplinary, and Continuing Education. Certification in Microsoft Project® or a similar commercial project management software product received before or during the program will also satisfy this requirement.

Achieve certification in ‘Microsoft Specialist: Managing Projects with Microsoft Project®’. The payment and scheduling of the certification exam is handled externally by the student and documentation of successful completion is required. Certification in a similar commercial project management software will also satisfy this requirement.

# **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.

Students in the process of earning a degree on one level who meet specified institutional criteria shall be allowed to take a limited number of courses at the next higher degree level with appropriate approval from the Dean. Students desiring to take higher-level courses must request consideration through their academic advisor. Coursework used to meet requirements for certification at one level may not be used to meet certification requirements for a higher-level certification in any teaching field or area of instructional support.

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.

All College of Education and Human Sciences graduate program course requirements must be completed with a grade of “C” or higher while maintaining all other existing academic/GPA 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.

Educator preparation candidates must provide proof of personal liability insurance prior to admission to internship.

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 Council for the Accreditation of Educator Preparation (CAEP), [http://www.caepnet.org.](http://www.caepnet.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 Educator Preparation Program (EPP) and remain in good standing throughout their program. Educator Preparation candidates may be placed on probation, suspended, or removed from EPP by the college for issues including but not limited to grade point average deficiencies, dispositions, academic dishonesty, or institutional sanctions. Educator Preparation candidates must be in good standing in EPP to enroll in restricted courses including the internship.

Students pursuing non-educator preparation 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.

In rare cases in which assigning a grade of I or IP is not the most appropriate course of action for incomplete coursework, COEHS students who continue to use university resources, including faculty, facilities, library resources, etc., must maintain continuous enrollment status until the coursework has been completed and a final grade has been assigned. The continuous enrollment requirement includes but is not limited to practicum and research courses. Course numbers 479/679/779 are discipline specific and are reserved to provide a means of maintaining such continued enrollment. Course credit will not count toward degree requirements or a student’s GPA calculation. A grade of S or U will be assigned. Students will be allowed to use this option up to two times per incomplete course. No prerequisite required.

## 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. Teacher education programs require the submission of the following: all undergraduate and graduate official transcripts from previously attended institutions; a copy of each teacher’s certificate currently held; and, if applicable, verification of successful full-time primary/secondary teaching experience from employing Alabama superintendent’s office (ALSDE Supplement EXP). 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. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).
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. ASBI/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. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
8. 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. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs)
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. ASBI/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. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
8. 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. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).
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. ASBI/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. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
8. 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); a 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 website for sliding scale of acceptable test scores and grades.)
2. Scholastic achievement: a bachelor’s or higher degree from a regionally accredited institution.

View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).

1. 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.
2. 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: passing score on the PRAXIS I Core Basic Skills for Educators, and successful completion of the ASBI/FBI back-ground clearance required of school personnel in Alabama.
3. 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](mailto:pbhailey@una.edu) or by calling the Department of Counselor Education at 256.765.4763.
4. Employment and volunteer activities: submit a personal resume that includes a record of employment and volunteer activities.
5. 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.
6. Candidates must be unconditionally admitted to the School Counseling program prior to enrolling in any coursework in the program.
7. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
8. For program graduation, all School Counseling candidates must achieve a passing score on the PRAXIS II Professional School Counselor Examination (0421) and a minimum 3.25 grade point average. For certification, in addition to passing the PRAXIS II and achieving a minimum 3.25 grade point average, Track 2 CACREP Approach candidates must pass the National Counselor Examination (NCE).

## 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. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).
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. ASBI/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. If a survey of special education course was completed for prior level certification, another approved diversity course is required
10. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

## Alternative Class A Program

1. Entrance exam requirement: A passing score on the appropriate Praxis II exam. It is recommended that the Praxis II exam be used for conditional admission purposes, since the Praxis II is also required for unconditional admission. 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

2.75 (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.

1. Individuals applying for admission to an Alternative Class A programs in early childhood education shall have earned at least 12 semester hours of acceptable credit, as verified on official transcripts, in each of the following areas: English language arts, mathematics, science, and social studies or earned the current passing score on the prescribed Praxis II subject assessment of the AECAP.
2. The grade point average requirement for certification in the Alternative A program is 3.25.
3. ASBI/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. If survey of special education course was completed prior to unconditional admission to Alt-A program, another approved diversity course is required.
6. 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: View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs). For candidates with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores. (See web site for sliding scale of acceptable test scores and grades.)
  3. If a candidate meets only one of the two prescribed standards above for admission he/she may be conditionally admitted. The candidate may take no more than 2 courses per semester, and must 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. All courses must be in the Department of Counselor Education.
  4. Preparation: must hold a bachelor’s degree or higher from an institution that meets the general admission requirements for graduate study at UNA.
  5. 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.
  6. 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](mailto:pbhailey@una.edu) or by calling the Department of Counselor Education at 256.765.4763.
  7. Employment and volunteer activities: submit a personal resume that includes a record of employment and volunteer activities.
  8. 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.
  9. For graduation, Clinical Mental Health Counseling candidates must achieve a passing score on the Counselor Preparation Comprehensive Examination (CPCE).

## Master of Science Degree

**[[6]](#footnote-6)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.
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. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
7. 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.
8. Essay: type written, maximum two pages, to be sent to the Chair, Department of Health, Physical Education, and Recreation addressing these three questions:
   1. Why the candidate wishes to be considered for admission to the graduate program;
   2. How completion of a graduate degree supports the candidate’s career goals; and
   3. What the candidate can bring to this graduate program.
9. 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. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).
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:
   1. 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.
   2. 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. ASBI/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. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
8. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.
9. 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. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).
3. 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 or prior to completion of the Class AA Instructional Leadership program.
4. ASBI/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:
   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.

1. 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.
2. 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.
3. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
4. 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. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).
3. ASBI/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:
   1. Three letters of recommendation
   2. Evidence of ability to positively affect student achievement
   3. 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.

1. Interview: successfully complete an individual interview with university faculty and partner school district representatives.
2. 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.
3. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
4. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.
5. 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.

**DUAL DEGREE COUNSELOR EDUCATION PROGRAM (DDCEP)**

The Dual Degree Counselor Education Program allows students to earn a Master’s degree (MAED) in School Counseling and a Master’s degree (MA) in Clinical Mental Health Counseling. Students must be eligible to be admitted to both programs simultaneously, must meet the degree requirements for both CACREP accredited specialties, and must work on the degree requirements concurrently. This includes a minimum of a 600 clock hour internship for each specialty, and any differences in the core curriculum. When all course work is completed the degrees will be awarded concurrently. Approximately 72 – 75 credit hours are required to complete both degrees, and a student may not add on the other degree once a degree has been awarded.

## 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)** (ALSDE/NCATE Approved)

## Elementary Education

* 1. Prerequisite: valid Class B professional certificate in the elementary field.
  2. Required courses:

(1) EED 601, EED 602, EED 605, EED 610, EED 611, EED 625 18

(2) EEX 605 (required if not previously completed) or approved diversity course 3

Advisor-approved coursework related to elementary education (at least six hours must be at the 600 level) 12

1. **Secondary Education (6-12)** (ALSDE/NCATE Approved)

## Secondary Education

* 1. Prerequisite: valid Class B professional educator certificate in the field of study.
  2. Required courses:

(1) ED 000, ED 601 or HPE 600, 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

* 1. **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** (ALSDE/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** (ALSDE/NCATE Approved)

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

**Chemistry** (ALSDE/NCATE Approved)

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

**English/Language Arts** (ALSDE/NCATE Approved)

1. Prerequisite: valid Class B professional educator certificate in the field.
2. 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** (ALSDE/NCATE Approved)

1. Prerequisite: Class B professional certificate in the field.
2. 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** (ALSDE/NCATE Approved)

1. Prerequisite: Class B professional certificate in the field.
2. Required coursework:

(1) GE 604 3

1. Subject area advisor-approved graduate coursework in geography; three hours must

be at the 600-level………………………………….. 9

**History** (ALSDE/NCATE Approved)

1. Prerequisite: Class B professional certificate in the field.
2. Subject area advisor-approved graduate coursework in

history; six hours must be at the 600-level 12

**Mathematics** (ALSDE/NCATE Approved)

1. Prerequisite: Class B professional certificate in the field.
2. Subject area advisor-approved graduate coursework in

mathematics; hours must be at the 600-level 12

**Physics** (ALSDE/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

**Spanish** (ALSDE/NCATE Approved)

1. Prerequisite: Class B professional certificate in the field.
2. Subject area advisor-approved graduate coursework in

Spanish; six hours must be at the 600-level 12

**Social Science** (ALSDE/NCATE Approved)

1. Prerequisites: Class B professional certificate in the field.
2. 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) (ALSDE/NCATE Approved)

1. Prerequisite: Class B professional certificate in any teaching field.
2. Required courses:

(1) ED 000, ED 601, ED 603, ED 605, ED 634, ED 655 15

(2) CHD 604 or ED 644 3

1. EEX 605 (If requirement not previously met at undergraduate level) 0-3

(4) ED 515, ED 608, ED 610, ED 621, EN 641 15

1. Three hours of advisor-approved graduate coursework related to ESOL 3
2. 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) (ALSDE/NCATE Approved)

1. Prerequisites: valid Class B professional educator certificate in the field and MU 383 or MU 384.
2. Required courses:

(1) ED 000, ED 601, ED 603, ED 605, ED 634, ED 655 15

1. CHD 604 or ED 643 or ED 644 3
2. 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) (ALSDE/NCATE Approved)

1. Prerequisite: valid Class B professional educator certificate in the field.
2. Required professional education courses:

(1) ED 000, ED 601, ED 603, ED 605, ED 655, HPE 634 15

1. CHD 604 or ED 643 or ED 644 3
2. EEX 605 (if requirement has been satisfied, a three-hour elective is required) 3
3. Advisor-approved graduate coursework related to physical education (HPE or SRM);

six hours must be at the 600-level 12

## Special Education: Collaborative Teacher K-6 and/or 6-12 (ALSDE/NCATE Approved)

## Special Education

1. Prerequisite: valid Class B professional educator certificate in any field or level.
2. Required professional education courses for K-6 and/or 6-12: (1)

(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

1. EEX 605 (required if not previously completed) 0-3
2. Additional course for students seeking certification at the 6-12 level must also

take EEX 653 3

1. 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.

1. Collaborative Teacher candidates must have a passing score on the appropriate Praxis II exams. See Certification Officer for exam requirements.

## Instructional Support Programs (P-12)

## School Counseling (P-12)

(SBE Approved)

1. Preparation: hold a bachelor’s degree or higher from a regionally accredited institution.
2. 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.
3. Recommended for admission by the Counselor Education faculty based upon GPA, MAT or GRE scores, recommendations, resume and interview.
4. Required courses:
   1. EEX 605, Survey of Students with Disabilities, is required

if not previously completed at the undergraduate level 0-3

* 1. 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

1. Counseling (CHD) electives 6
2. Additional Requirements for graduation: a passing score on the PRAXIS II Professional School Counselor Examination (0421) and a minimum grade point average of 3.25 on all courses in the Alabama State Board of Education approved School Counseling program.

## Instructional Support Programs (P-12)

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

1. Prerequisite: valid Class B or Class A professional educator certification in teaching field or instructional support area.
2. Required professional education courses:

(1) IL 690, IL 691, IL 694, IL 695, IL 696, IL 697 18

1. EEX 605 (if not previously completed) 0-3
2. Advisor-approved electives 12
3. 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)**

**(ALSDE/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 Educator Preparation.
   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 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.
   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 2.75 (4.0) for a bachelor’s and at least a 3.0 on master’s or higher degree 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. Background Clearance: ASBI/FBI clearance secured during the first semester of enrollment prior to any school-based observations or field experiences.
   4. Individuals applying for admission to an Alternative Class A programs in early childhood education shall have earned at least 12 semester hours of acceptable credit, as verified on official transcripts, in each of the following areas: English language arts, mathematics, science, and social studies or earned the current passing score on the prescribed Praxis II subject assessment of the AECAP.
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.
   1. Application: a formal application for unconditional admission to the Alternative A program processed through the Office of Educator Preparation.
   2. Orientation: successful completion of discipline-specific orientation.
   3. Educator Preparation Program (EPP) Interview: successful completion of the EPP Interview. Candidates are limited to two attempts to successfully complete the EPP interview.
   4. Alabama Educator Certification Testing Program (AECTP) Requirements: a passing score on the Basic Skills Examination and the appropriate Praxis II subject assessment.
   5. Undergraduate Prerequisite Coursework: may be recommended based on the admission audit.
   6. Individuals applying for admission to an Alternative Class A programs in early childhood education shall have earned at least 12 semester hours of acceptable credit, as verified on official transcripts, in each of the following areas: English language arts, mathematics, science, and social studies or earned the current passing score on the prescribed Praxis II subject assessment of the AECAP.
3. Internship: Application forms for admission to student internship are to be secured from and filed with the Office of Educator Preparation 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.
   1. The intern shall not be enrolled in other courses during the internship.
   2. All required coursework must be completed before enrollment in the internship is permitted.
   3. A passing score on the PRAXIS II Subject Assessment is required before enrollment in internship is permitted.
   4. A grade point average of 3.25 or better on all graduate work is required to enroll in the internship.

Completion requirements include: a grade point average of 3.25 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; secondary education programs in biology, business and marketing education, chemistry, English/Language arts, general science, history, mathematics, Spanish, 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 000, ED 601, ED 603, ED 605, ED 634, ED 655, ED 675, 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:

1. English Language Arts: An academic major in an area included in English language arts e.g. English speech, drama/theatre, and journalism – and at least one course in each of the other listed areas of English language arts. At a minimum, coursework must include courses in literature, grammar, reading skills, writing, speech, theatre, and print or broadcast journalism.
2. General Science: An academic major in an area included in the sciences e.g. biology, chemistry, Earth or space science, and physics – and at least one course in each of the other listed areas of general science, and
3. General Social Science: An academic major in an area included in the social studies – e.g. economics, geography, history, and political science – and at least one course in each of the other areas listed in the social studies.

Coursework in at least two disciplines must be completed at the graduate level.

## 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. The International ESOL Plan requires 30-36 hours of course work.

1. ED 000, ED 603, ED 608, ED 610, ED 620, EN 641………………………………. 15
2. ED 515, EN 541, EN 542…………………………………………………………………… 3-9

ED 515, EN 541 and EN 542 must be completed at the graduate level if not completed as

undergraduate courses (ED 415, EN 441, EN 442) prior to admission to the program. If ED 515,

EN 541 and EN 542 were all completed as undergraduate courses (ED 415, EN 441, EN 442)

prior to admission to the program, an advisor-approved elective must be taken to bring the total

program hours to a minimum of 30 hours.

1. ED 661, ED 662, ED 663 and ED 664 (or advisor-approved electives)…… 12

## 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. In addition, international candidates MUST submit 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:

* 1. Recommended for admission by counselor education faculty.
  2. 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

* 1. Clinical Mental Health Counseling students must have a passing score on the Counselor Preparation Comprehensive Exam (CPCE).

## 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 670, Legal Issues and the Health and Physical Education Professional

HPE 675, Administration of Health and Physical Education Related Programs

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. See specific program requirements.

**Elementary Education — Class AA** (ALSDE/NCATE Approved)

1. General Admission Requirements
   1. 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, or a valid bachelor’s-level certificate in elementary education and a master’s-level professional certificate in reading.
   2. Satisfactory completion of all testing requirements set forth by Alabama State Department of Education. Contact UNA certification officer for details.
   3. Minimum GPA of 3.0 (4.0 scale) on all courses in ASBE approved educator preparation master’s program.
   4. ASBI/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** (ALSDE/NCATE Approved)

1. General Admission Requirements
   1. Candidates must meet all testing requirements set forth by the Alabama State Department of Education. Contact the UNA certification officer for details.
   2. Minimum grade point average of 3.0 (4.0 scale) on all master’s level coursework.
   3. 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].
   4. ASBI/FBI background clearance.
   5. 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
   6. 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.

* 1. 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.

1. 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** (ALSDE/NCATE Approved)

1. General Admission Requirements
   1. Valid master’s-level professional educator certificate in any teaching field or area of instructional support.
   2. 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. ASBI/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.

1. 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

EN 541 History of the English Language 3

EN 542 Survey of Grammar 3

ED 608 Advanced Topics in TESOL 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 641 English Linguistics 3

12-18

# **ANDERSON COLLEGE OF NURSING**

The Anderson College of Nursing (ACON) **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 ACON **mission** is to graduate professional nurses who are prepared to competently assume nursing leadership roles in diverse health care environments.

The Anderson College of Nursing (ACON) 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 learning 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 Anderson 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 ANDERSON COLLEGE OF NURSING (ACON)

## TRADITIONAL (TD) AND ONLINE (OD) DEPARTMENTS

1. ACON 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

1. ACON To build and maintain a student-centered nursing program

TD/OD Graduate nurses who are prepared to practice nursing in global healthcare environments.

1. ACON Provide a culturally diverse environment for students, faculty, and staff

TD/OD Promote a culturally diverse learning environment designed to eliminate barriers to learning

1. ACON Develop partnerships with community agencies to expand health-c are to the community

TD/OD Develop and nurture a strong relationship with community health facilities and health professionals

1. ACON 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, health, and health care for students and clients across diverse settings.
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 health policy, legal, cultural, and social 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 health policy, legal, cultural, and social and ethical issues that affect the health care environment.

## ASSUMPTIONS

The UNA Anderson 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 ACON graduate program (available online at https://[www.una.edu/graduate/](http://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. All applicants must have one year of clinical practice as a registered nurse..

Conditional admission is considered for applicants who meet the admission criteria in part. A student admitted conditionally must have three years of full time clinical experience as a registered nurse.

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.

International students must meet all University and ACON 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 ACON graduate administration and faculty.

**MSN Academic Requirements:**

* 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. A student who has earned a grade of C or below in more than six semester hours of coursework will be dismissed from the program.
* Students who fall below a 3.0 will be placed on academic probation. Students will remain on academic probation until their cumulative GPA is restored to a 3.0 or above. However students must maintain a 3.0 in each probationary semester until the student’s overall GPA is 3.0.
* A student whose final GPA is less than 3.0 is not qualified for graduation.
* A student may make a grade of C or below in no more than six semester hours of coursework, within the MSN program.
* If a student earns a grade below C (D or F) 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 the MSN Academic Requirements as stated above. A student may repeat a maximum of six semester hours. Repeating a course does not delete the previous grade.
* A student who has a GPA below 3.0 after completing all courses in his/ her program of study is ineligible for graduation. However, this 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 who has earned a grade of C or below in more than six semester hours of coursework is ineligible for graduation and may not take any additional courses.
* 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 ACON advisor prior to preregistration each semester.

## CLINICAL REQUIREMENTS

All students are to have a physical examination, proof of required immunizations or titers, 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 Anderson 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 502, NU 503, NU 508, NU 509, NU 607, NU 614, NU 615 21

Discipline Specific Courses: NU 605, NU 606, NU 610, NU 611 18

Capstone Project: NU 699 3

**Total 42**

1. **Nursing** **Leadership in Organizational Environments**

Core Courses: NU 502, NU 503, NU 508, NU 509, NU 607, NU 614, NU 615 21

Discipline Specific Courses: NU 608, NU 609, NU 612, NU 613 18

Capstone Project: NU 699 3

**Total 42**

***All courses are online.***

# **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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Summer)

AC 593. **Advanced Accounting.** 3 semester hours.

An emphasis on Foreign Currency Transactions, Partnerships, Estates and Trust, and Insolvency. Prerequisite: AC 391. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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 or MG 600 or MBA 600. (Offered on sufficient demand)

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. (Offered on sufficient demand)

AC 630. **Research in Accounting.** 2 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. (Fall)

AC 642. **Accounting Information for Strategic Decision Making.** 2 semester hours.

The purpose of this course is to provide information and tools useful for current and future managers in making strategic decisions in today’s global business environment.  The course focuses on numerous applications of managerial accounting-related concepts, including cost-volume-profit analysis, budgeting, variance analysis and revenue/cost relevance, among others. Prerequisite: AC 292 or MG 600 or MBA 600. (Fall, Spring)

AC 674. **Advanced Accounting Theory.** 3 semester hours.

Comparative study of contemporary developments in professional accounting. Prerequisite: AC 392. (Fall)

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. (Fall)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Summer even-numbered years)

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. (Spring)

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. (Offered on sufficient demand)

**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 hand building 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. (Offered on sufficient demand)

BE 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.

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. (Offered on sufficient demand)

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 Chair of the Department of Secondary Education.

**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 642**. Global Business Structures, Mergers, and Acquisitions.** 3 Semester hours.

This course will address the different business structures that can be used to anchor global trade and investment.  It will also provide deep learning regarding risk management in all aspects of global trade and investment.  Often global business success or failure hinges on proper due diligence and structure.  This course provides students with case studies and methodologies in mergers and acquisitions to protect valuable assets and revenue streams globally, while exploiting opportunity in global trade and investment. Prerequisite: EMB 682. (Fall)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

**Chemistry**

CH 501. **Occupational Safety and Health for Teachers.** 3 semester hours.

Principles of occupational health and safety covering standard techniques for the recognition, evaluation, and control of workplace and environmental health hazards with emphasis on the role of regulatory agencies, the Occupational Safety and Health Act of 1970, and workplace safety and health regulations and how these relate to the teaching of secondary school chemistry. (Summer)

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

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. (Spring, even-numbered years)

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, odd-numbered years)

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)

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. (Offered on sufficient demand)

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, brief, 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. (Fall)

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. (Offered on sufficient demand)

**Computer Information Systems**

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. (Offered on sufficient demand)

CIS 622. **Information Systems Design and Project Management**. 2 semester hours.

This course focuses on design strategies for information systems in organizations and the associated project management knowledge areas facilitating their development and deployment to support enhanced managerial decision making. These knowledge areas apply directly to the strategic direction of the firm. Course topics address a global business environment and include systems development methodologies, software sources, information requirements determination and structuring processes, information systems project management, database design, and systems implementation strategies. Prerequisite: CIS 125 or equivalent MG 600 or MBA 601. (Fall, Spring)

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 or MG 600 or MBA 601. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Fall)

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. (Spring)

CIS 645. **Database Management Systems.** 3 semester hours.

This course addresses the design, implementation, and management of business database systems. Topics include logical and physical database design, relational database systems, structured query language (SQL), transaction management, database administration, web database applications, big data and the role of databases in ERP systems. Prerequisite: CIS 625 or equivalent. (Odd years Spring)

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 technologies, 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. (Spring)

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. (Offered on sufficient demand)

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. (Spring, even years)

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. (Offered on sufficient demand)

**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, chisquare, 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 691. **Special Topics.** 3 semester hours.

Offers an opportunity for faculty and students to explore in depth topics of contemporary interest in the area of criminology and criminal justice that are not generally covered in the standard courses. Course content will vary from section to section. Offered upon sufficient demand.

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

Involves the selection of the thesis topic, collection and analysis of data, and composition of thesis and thesis defense under faculty supervision. 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 for credit. Prerequisite: Student must have completed 18 hours of coursework, including all core course requirements.

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 for all students who do not take CJ 695, 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.

**Culinary, Nutrition and Hospitality Management**

CNH 504. **Hospitality Organizational Management.** 3 semester hours.

Management principles for hotels and restaurants, supervisory development and training, labor relations, managerial interpretation and evaluation of current systems and procedures. Activities and assignments completed in this course contribute to the achievement of the CIEP Family and Consumer Sciences competencies (Standard 4: Food Science, Dietetics, and Nutrition, Standard 8: Food Production Services, and Standard 9: Hospitality, Tourism and Recreation).

CNH 630. **Culinary Food and Beverage Operation**. 3 semester hours.

Successful employment is based on annual profit and loss of Food and Beverage operation, therefore; this course will focus on both front and back of the house operation of the service industry. Emphasis will be on controllable and non-controllable purchasing strategies, Hazard, Analysis, Critical, Control, Point (HACCP) principles, Principle of menu writing, the development and analyzing of income statement, and the use of current technology in food service operation. Activities and assignments completed in this course contribute to the achievement of the CIEP Family and Consumer Sciences competencies (Standard 4: Food Science, Dietetics, and Nutrition, and Standard 8: Food Production Services).

CNH 650. **Topics in Nutrition.** 3 semester hours.

This course exposes students to a variety of nutritional topics including nutrient sources and functions, factors influencing nutritional intake, national nutrition guidelines, relationships between nutrition and health and how nutritional factors influence performance. Activities and assignments completed in this course contribute to the achievement of the CIEP Family and Consumer Sciences competencies (Standard 4: Food Science, Dietetics, and Nutrition).

**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, Spring)

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. (Offered on sufficient demand)

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. (Spring, odd-numbered years)

COM 575. **Media and Community Relations**. 3 semester hours.

Communication principles and the forces involved in community and media relations, including internal and external stakeholders. Application of essential PR tools to enhance an organization’s mission and vision. (Summer)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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 or MG 600. (Offered on sufficient demand)

EC 653. **Advanced Managerial Economics.** 3 semester hours.

Topics in applied microeconomics and managerial economic theory. Prerequisite: EC 650. (Offered on sufficient demand)

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. (Offered on sufficient demand)

EC 656. **Seminar in Applied Macroeconomics.** 3 semester hours.

Topics in monetary policy, fiscal policy, and stabilization policy. Prerequisite: EC 655. (Offered on sufficient demand)

EC 660. **21st Century Economic Development.** 1 semester hour.

This 5-module course serves as an introduction to the changing nature of effective economic development approaches from a primary focus on industrial recruitment to one that emphasizes human capital, innovation, and quality of place. No prerequisites. (Offered on sufficient demand)

EC 661. **Regional Innovation Ecosystems.** 3 semester hours.

This 15-module course helps learners understand the nature of innovation in the context of regional economies and how innovation systems can be designed and guided. Participants will also learn how to use data tools to help identify a region’s capacity for innovation and how accelerating innovation can help lead to economic growth. No prerequisites. (Offered on sufficient demand)

EC 662. **Collaborative Leadership.** 3 semester hours.

Designing and guiding complex collaborations requires a different skillset than other types of leadership. Participants will learn about those skills, how they can be applied in economic development in ways that leverage the power of networks, and build sustainable collaborations. No prerequisites. (Offered on sufficient demand)

EC 663. **Economic Development & Innovation Strategy.** 3 semester hours.

Strategies to drive economic development and innovation are designed and guided in very different ways than what occurs in command-and-control settings like the military and vertically integrated industry business models. Participants will learn about the dynamics of more agile models of strategy development. No prerequisites. (Offered on sufficient demand)

EC 664. **Economic Development & Innovation Policy.** 3 semester hours.

Over the last 50 years economic development policy has concentrated on industrial recruitment and the local and state policy tools have remained largely unchanged. Participants will learn about new policy tools that encourage innovation-based economic development. No prerequisites. (Offered on sufficient demand)

EC 665. **Capstone Project.** 2 semester hours.

This capstone course provides participants an opportunity to apply what they have learned in their other courses. Students will work with their instructor to select a project that can be completed over the course of ten weeks. A paper or another work product will be required. Prerequisite: EC 662. (Offered on sufficient demand)

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. (Offered on sufficient demand)

EC 692. **Strategic Microeconomic Analysis for Managers.** 2 semester hours.

This course is designed to enhance managerial decision-making through the application of microeconomic concepts and tools to the strategic management of the firm and other organizations.  Topics to be examined include:  supply and demand estimation and analysis, price determination, elasticity, consumer behavior, constrained and unconstrained optimization, etc. Prerequisite: EC 251 or MG 600 or MBA 601. (Fall, Spring)

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. (Offered on sufficient demand)

**Early Childhood Education**

ECE 500. **Seminar in Early Childhood Education**. 1 semester hour.

An introduction to the study of teaching as a profession with an emphasis on the role of the early childhood teacher, professionalism, and developmentally appropriate practice related to early childhood education. (Offered on sufficient demand)

ECE 506. **Mathematics for Early Childhood Education.** 3 semester hours.

Practical techniques and methods of guiding the learning experiences of the young child in mathematics. Candidates will learn about the research and strategies that support how young children learn mathematical concepts. Teaching experiences will emphasize the instruction, assessment, and analysis of mathematical learning for children in early childhood. Emphasis will be placed on producing original research related to early childhood mathematics. (Fall, Spring)

ECE 550. **Inquiry and Investigation in Early Childhood Education**. 3 semester hours.

A study of research- based strategies that promote inquiry, engagement, and investigation in science and social studies. Assessment, intervention, and acceleration strategies will be explored. Emphasis will be placed on producing original research related to inquiry and investigation in the early childhood classroom. (Offered on sufficient demand)

ECE 570. **Clinical Residency in Early Childhood Education.** 3 semester hours.

A residency designed to support teacher candidates in their demonstration of teaching quality and effectiveness. Candidates will bridge theory to practice as they collaborate with a teacher in an early childhood classroom to engage in the planning, teaching, and assessment of curriculum. Emphasis will be placed on producing original research related to planning, instruction, and assessment in the early childhood classroom. To be completed the semester prior to Internship. (Fall, Spring)

ECE 572. **Early Childhood Education Internship.** 3-9 semester hours.

Supervised observation, the study of learners, the study and use of desirable teaching methods in learning situations. This internship is a full day, full semester experience. The internship shall include a placement with at least two of the following age groups: birth-age 3, age 3-5, age 5-8. Course fee: $60.00. (Fall, Spring)

ECE 603. **Behavior of the Young Child.** 3 semester hours.

Advanced studies of the behavior of young children focusing on research to analyze the strengths, needs, and motivations of children aged birth through eight. Instruction will empathize the role of play in the early childhood and Elementary environments. (Offered on sufficient demand)

ECE 604 **Partnerships in the Education of the Young Children.** 3 semester hours.

Advanced studies of the interrelationships that exist in early childhood education related to analyzing, planning, and facilitating effective communication and strategic partnerships. (Summer)

ECE 609. **Early Childhood Programs.** 3 semester hours.

Advanced study of programs in early childhood education. Instruction will focus on both historical and current programs and their organization, purpose, and impact on the profession. (Offered on sufficient demand)

ECE 610. **Reading and the Language Arts in Early Childhood Education.** 3 semester hours.

A study of research and instructional strategies used to teach early childhood reading and language arts. Candidates will explore and engage in opportunities to apply theory, instructional strategies, and materials for guiding the young child in initial reading and language arts. Emphasis will be placed on producing original research related to reading and the language arts in early childhood classrooms. (Fall, Spring)

ECE 637. **Issues in Early Childhood Education.** 3 semester hours.

Study of selected problems facing early childhoods school teachers as identified through professional literature, interviews with educators, and discussion. Students will select one of more actual problems confronted in their situation and develop a plan for its solution. (Offered on sufficient demand)

ECE 673. **Methods and Materials in Early Childhood Education.** 3 semester hours.

Advanced studies of appropriate methods and materials for the development and education of young children. Instruction will emphasize the creation of developmentally appropriate instruction. (Offered on sufficient demand)

**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. (Fall, Spring)

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, and examine and apply ways to modify and adapt content materials to better serve candidates who have limited English proficiency. (Fall)

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. (Fall)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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 585. **Materials and Methods of High School Teaching.** 3 semester hours.

Unit organization of materials and lesson planning, general methods of teaching and classroom management, teaching methods in major fields. Course includes extended lessons on organization, curriculum, principles and practices in high schools, test construction and critical evaluation of various educational measurements, devices for graduate students. (Fall, Spring)

ED 601. **Methods of Educational Research.** 3 semester hours.

Study of traditional and emerging methods of research used in education and social sciences. Students investigate the distinguishing features and uses of qualitative, quantitative, and mixed-method research designs. The course focuses on the theoretical and practical basis of research along with the fundamentals of problem identification, hypothesis, sampling, instrumentation, and data collection. Data analysis and descriptive statistics are covered. (Spring, Summer)

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. (Spring, Summer)

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. (Every other Spring, every other Fall)

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. (Spring)

ED 610. **Multicultural Issues of Teaching ESOL.** 3 semester hours.

This course provides candidates with the knowledge and understanding of language acquisition and development, and 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. (Spring)

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. (Offered on sufficient demand)

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. (Fall, Spring)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

ED 655. **Evaluation in Modern Education.** 3 semester hours.

Principles and procedures for developing evaluation programs, including evaluation of pupils, programs, curricula, and teaching. (Every other Spring, every other Fall)

ED 661. **ESOL Applied Studies Block #1.** 3 semester hours.

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. (Offered on sufficient demand)

ED 662. **ESOL Internship Block # 1.** 3 semester hours.

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. (Offered on sufficient demand)

ED 663. **ESOL Applied Studies Block #2.** 3 semester hours.

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. (Offered on sufficient demand)

ED 664. **ESOL Internship Block # 2.** 3 semester hours.

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. (Offered on sufficient demand)

ED 675. **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. (Fall, Spring)

**Education Specialist Class AA**

EDS 701. **Professionalism and Ethics in the School Culture.** 3 semester hours.

Candidates will demonstrate the ability to examine personal and professional values and responsibilities for ethical behavior and professional conduct, as described in the Alabama Educator Code of Ethics and other states’ codes of educator ethics and professionalism. Review of relevant ethical issues challenging educators are examined regarding school policies and practices impacted by local, state, and federal laws and regulations. (Every other semester)

EDS 702. **Applied Research I.** 3 semester hours.

The purpose of this course is to develop project-based research to improve instructional and school-based decision making action. An action research proposal will be developed for problem analysis in a school setting, and Institutional Review Board approval for the research project will be required. A grade of “B” or better is a requisite. Prerequisite completion of a Masters graduate research course with a grade of “B” or better. (Fall)

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

This course examines the transformational power of emerging technologies on improving student learning in schools. Candidates will gain knowledge and ability to lead school to use, evaluate, plan, and implement technologies to effectively enhance school learning and digital-age classes. (Offered on sufficient demand)

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

This course addresses the knowledge, skills and abilities necessary for being culturally proficient leader. Candidates will explore cultural competency as a mind-set to align values and philosophies for effectively addressing the ever-changing diverse school environment and populations. (Every other semester)

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

Teacher leaders are critical to successful schools by fostering a collaborative culture to support educator development and student learning. 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. (Every other semester)

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

The course expands candidates’ knowledge and skills in curricular instructional leadership. The collaborative leadership process of aligning curriculum design with assessment, and professional development is examined. Curriculum construction, implementation, and evaluation are analyzed with critical reviews and in-depth research and discussion. (Every other semester)

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

The purpose of this course is to complete project-based research focused on improving instructional and school-based decision making action research that was initiated in Applied Research I. Institutional Review Board approval is required prior to enrolling in this course. A grade of “B” or better is a requisite. Prerequisite completion of Applied Research I with a grade of “B” or better is required. (Spring)

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. (Offered on sufficient demand)

**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. (Fall)

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. (Spring)

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. (Summer)

**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. (Every other semester, including summer terms)

**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. (Offered on sufficient demand)

EED 505. **Evaluation and Remediation of Reading Problems.** 3 semester hours.

A study of administering and analyzing formative assessments. Candidates will research and engage in developmentally appropriate reading interventions based on analysis of formative reading assessments. Emphasis will be placed on candidate producing original research related to formative assessments. (Fall, Spring, Summer)

EED 601. **Methods of Action Research for Educators.** 3 semester hours.

Advanced studies of the research process focusing on the relationship between problems of practice and educational research. Students will create an action research proposal addressing a classroom specific issues related to candidate’s practice. (Fall, Summer)

EED 602. **Applied Action Research for Educators.** 3 semester hours.

Advanced studies of applied research methods in an educational setting. Instruction will emphasize research that addresses a specific, systematic inquiry related to candidate’s practice. Students will conduct action research study. Prerequisite: EED 601. (Spring, Summer)

EED 603. **Creating Inclusive Classroom Communities**. 3 semester hours.

Advanced studies in the creation of an inclusive environment that supports learning for all students. Course topics include: diversity; collaboration; technology; differentiated instruction; universal design for learning; and culturally responsive and reflective classroom practices. Professional standards for preparing teachers to work in today’s diverse classrooms support the course content. (Fall, Summer)

EED 605. **Instructional Technology for Early Childhood and Elementary Education.** 3

semester hours.

Advanced studies of the concepts, practices, and research related to instructional technology in the early childhood and elementary environments. (Fall, Summer)

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

Advanced studies of the concepts, practices, and research related to teaching of children’s literature in the early childhood and elementary environments. (Fall)

EED 610. **The Master Teacher.** 3 semester hours.

Advanced studies of accomplished teaching models and their impact on students learning. The design and implementation of sustained professional development will be explored. Instruction with emphasize growth mindsets of a master teacher. (Fall, Summer)

EED 611. **Issues in Early Childhood and Elementary Education.** 3 semester hours.

Advanced studies of current issues affecting early childhood and elementary education. Instruction with emphasize the review of literature; the exploration of current local, national, and international educational issues; and the examination of how those issues impact practice. (Summer)

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

Advanced studies of the concepts, practices, and research related to social studies in the early childhood and elementary environments. (Summer)

EED 613. **Advanced Studies in Literacy.** 3 semester hours.

Advanced studies of the implementation of developmentally-appropriate and standards-based literacy instruction. Instruction will emphasize the progression of reading and language arts and strategies to support reading proficiency. (Summer)

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

Advanced studies of fundamental principles informing research-based literacy instructional methods and assessments to support the literacy development of early childhood and elementary education learners experiencing difficulty with reading. Instruction will emphasize exploration of the literacy needs of students whose native language is not English, students with learning disabilities, and other diverse learners. (Spring)

EED 625. **Advanced Studies in Assessment of Early Childhood and Elementary Learners**. 3

semester hours.

Advanced studies of research-based formative and summative assessments in the early childhood and elementary environments. (Spring)

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 CAEP standards. (Fall, Spring)

**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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Spring)

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. (Fall)

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. (Summer)

**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. (Fall, Spring, Summer)

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. (Every third semester, not including summer terms)

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. (Every third semester, not including summer terms)

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. (Summer odd-numbered years)

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. Course fee: $30.00. (Every third semester, not including summer terms)

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. (Summer, even-numbered years)

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. (Every third semester, not including summer terms)

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) (Summer, odd-numbered years)

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. (Every third semester, not including summer terms)

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. (Every third semester, not including summer terms)

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. (Summer, even-numbered years)

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. (Summer, odd-numbered years)

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. (Fall, Spring, Summer)

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. (Fall, Spring, Summer)

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. (Fall, Spring, Summer)

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. (Fall)

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 conduct 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. (Fall)

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. (Spring)

EMB 612. **Business Ethics and Responsibility in a Global Economy.** 2 semester hours.

This course examines the ethical obligations and responsibilities of leaders in both private and public sector organizations, with emphasis on those operating in today’s dynamic global economic environment.  The goal is to help students develop effective decision-making and leadership skills necessary to resolve ethical dilemmas that arise in the workplace and the marketplace. Class will focus on current, contemporary issues in business ethics. (Fall, Spring)

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. (Offered on sufficient demand)

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, pursing 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 682.  **Global Business**. 2 semester hours.

This course will focus on business activity in foreign markets and the threats and opportunities facing firms and industries as they embark on the globalization process. Students will develop and/or clarify personal perceptions of foreign countries, cultures, business customs, legal systems, and commercial practices within selected markets and gain an understanding of the critical factors necessary for success for international firms. (Fall, Spring)

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. (Fall, Spring, Summer)

**English**

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

The major and minor works of Chaucer, including *The Canterbury Tales and Troilus and Criseyde.* (Fall, even-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 504. **Anglo-Saxon Language and Literature.** 3 semester hours.

This course will enable students to achieve basic reading fluency in Old English. It is the study of the language and literature of the Anglo-Saxon period (449 AD to 1066 AD). Students will learn the grammar of Old English and will be able to read, translate, and interpret tests such as *The Anglo-Saxon Chronicle*, Aelfric’s homilies, *The Dream of the Rood*, and *Beowulf*. Students will also consider these texts in connection with the cultural and historical backgrounds. (Offered on sufficient demand)

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 534W. **Language and Gender**. 3 semester hours.

This course closely examines the nature and function of sex differences in written and spoken language on a cross-cultural basis. While the emphasis is on spoken and written language, some attention is also paid to differences in nonverbal communication. The contrasts between stereotypes, about how women and men communicate, and the actual occurring patterns are carefully examined. The significance of different communication patterns is considered in connection with theoretical models drawn from sociolinguistics, anthropology, and psychology. (Fall)

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. Fall, odd-numbered years)

EN 539. **Technical Editing**. 3 semester hours.

This course is an interactive practice of the skills asked of technical editors. Using a workshop setting, students will be introduced to the roles technical editors play within various organizations. Students will complete several technical editing projects using both digital and hard copy editing methods. The ethics of technical editors will also be examined. (Spring, odd-numbered years)

EN 540W. **Grant Writing**. 3 semester hours.

This course provides writing students with the advanced knowledge necessary to research grant opportunities, design conceptual grant programs, develop and assess budgetary issues and prepare a final grant project for full review. Special focus is placed on nonprofit organizations. The curriculum is based on grant writing opportunities for existing non-profit organizations. Students will learn about the opportunities available to them as grant writers. (Fall)

EN 541. **History of the English Language.** 3 semester hours.

Development of the English Language and of modern English usage. (Fall)

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)

EN 543. **Instruction of Composition.** 3 semester hours.

Approaches to and practice in the instruction of English composition. (Fall)

EN 544W. **Grant Writing for the Creative Writer**. 3 semester hours.

The course is designed for students of Creative Writing, professionals who are teaching Creative Writing, and students working in the non-academic and non-profit world who plan to submit their works for grants, fellowships, and/or retreats in the Arts and Humanities. (Spring, even-numbered years)

EN 545W. **Multimodal Writing**. 3 semester hours.

This course closely examines theories of Multimodality. Students will begin with a close examination of Gunther Kress, the father of multimodality and end with a 360 degree examination of the future impact multimodal writing will have within the field. A case study approach will be used to introduce students to the various problem solving techniques that writers must use when considering the impact of multimodality. (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 fieldwork. (Spring, even- numbered years)

EN 552. **The American Novel.** 3 semester hours.

Intensive study of the American novel with regard to genre, history, theme, or major authors. (Spring, odd-numbered years)

EN 553. **The English Novel.** 3 semester hours.

Representative works in the development of the English novel. (Spring, even-numbered years)

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. (Spring)

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. (Offered on sufficient demand)

EN 564. **The Contemporary American Novel.** 3 semester hours.

A study of the changing forms and emerging themes of the American Novel in the last ten years. (Fall, even-numbered years)

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. (Spring)

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 575W. **Literacy, Culture, and Theory**. 3 semester hours.

This course is an extensive study of the major themes that inform the understanding of written and oral discourse. Emphasis is given to the historical impact the written word has had upon the technological development of modern society. (Fall, odd-numbered years)

EN 581. **Selected Topics in Literature.** 3 semester hours.

Concentrated study in specific narrow areas of world literature. (Spring)

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. (Offered on sufficient demand)

EN 595W. **Selected Topics in Writing.** 3 semester hours.

Concentrated study in specific areas of written composition. (Spring)

EN 596. **Selected Topics in English Literature.** 3 semester hours.

Concentrated study in specific narrow areas of English literature. (Fall, even-numbered years)

EN 597. **Selected Topics in American Literature.** 3 semester hours.

Concentrated study in narrow areas of American literature. (Fall, odd-numbered years)

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 602W. **Introduction to Graduate Studies: Writing Seminar**. 3 semester hours.

This course is an intensive study of written discourse typical of professional communities in business, education, and government. Attention will be given to global understandings of context to underscore the interdependence of technical and creative agency within writing. (Fall)

EN 609W. **Rhetorical Theory and Culture.** 3 semester hours.

The tradition of rhetoric in Western culture extends almost 3000 years through history and impacts nearly every facet of human communication. From Aristotle to the war on terrorism, this course covers a broad spectrum of definitions about rhetoric and the uses of rhetoric in business and creative endeavors in a global society (Fall, odd-numbered years).

EN 610W. **Composition Theory**. 3 semester hours.

This course examines theories of written composition and the ways in which those theories inform education and business. Central to this study is an historical overview of the discipline, focusing on process and post process theories of composition that have emerged since the late 1960’s. (Spring, odd-numbered years)

EN 611. **Studies in American Literature to 1830.** 3 semester hours.

Selected major authors, works, themes, and/or genres from the colonial period to the early Republic. (Fall, even-numbered years)

EN 612. **American Literature 1830 to 1900.** 3 semester hours.

Selected major authors, works, themes, and/or genres from the early Republic to the turn of the century. (Spring, odd-numbered years)

EN 613. **American Literature 1900 to 1945**. 3 semester hours.

Selected major authors, works, themes, and/or genres from the turn of the century to WWII. (Fall, odd-numbered years)

EN 614. **American Literature 1945 to Present**. 3 semester hours.

Selected major authors, works, themes, and/or genres from WWII to the present. (Spring, even-numbered years)

EN 615W. **Technical Writing**. 3 semester hours.

This course is an intensive study of the history, theory, and function of technical writing. Using a workshop setting, students will be introduced to the roles technical writers play within various organizations. A variety of working technical writers will join the class throughout the semester as guest speakers. Students will complete several technical writing projects while working in groups and individually. Global and local technical writing issues will be examined using case studies, and the ethics of technical writers will also be examined. (Fall)

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 625W. **Document Design.** 3 semester hours.

This course is an intensive study of the rhetorical theory and research in document design. Attention will be given to both flat text documents and those in digital environments. The transfer of theory into practice is demonstrated through the practical application of design software. Successful team work and group work will be required. (Fall, 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.(Spring, odd-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, odd-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. (Spring, even- numbered years)

EN 635W. **Publishing Practicum**. 3 semester hours.

This course allows writing students to experience the publishing process from beginning to end using a project/client as the basis for the course theme and focus. Projects will vary, but will range from both print to digital publishing. Students will build on skills acquired in other professional writing courses and couple those skills with the communication and management skills necessary to take a project from manuscript to print. (Spring, even-numbered years)

EN 641. **English Linguistics.** 3 semester hours.

Analysis of contemporary American English: syntax, phonology, morphology. Traditional, structural, and transformational approaches. (Spring, even-numbered years)

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. (Offered on sufficient demand)

EN 645W. **Seminar in Creative Writing**. 3 semester hours.

Workshop focusing on the student’s major genre and signature style as well as training in the history and traditions associated with the genre and style, theoretical and formal approaches to creative craft, and intensive peer and faculty feedback, with opportunities to assist in the production of a literary magazine or writing series. (Spring, odd- numbered years)

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 656W. **Seminar in Literary Editing and Publishing**. 3 semester hours.

Focused study of the role of literary editing in the industry; literary editing for the commercial and nonprofit press; revision of manuscripts; galley proofs; queries; uses of blurbs and cover endorsements; forewords and acknowledgments; agents and contracts; the protocols of e-publishing, self-publishing, and print-on-demand books; protocols expected from the small press, print and online little magazines, the university press, and the post-avant press; introduction to InDesign. Each student will produce a press-ready complete chapbook of his/her own original work. (Spring, odd-numbered years)

EN 660W. **Writing Internship**. 3 semester hours.

This course provides the student with an opportunity to work as a professional writer and earn college credit under the direction of an English graduate faculty member. (Fall, Spring, Summer)

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 691W. **Selected Seminar in Writing**. 3 semester hours.

This course is a concentrated study in specific areas of Writing. (Summer)

EN 694W. **Directed Final Project**. 3 semester hours.

In addition to course requirements, MA in Writing candidates must complete an independent research project under the direction of a member of the English graduate faculty. This project should serve in some significant way as a culminating experience of the MA in Writing program. (Spring)

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 noncredit 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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

FI 593. **Advanced Financial Management.** 3 semester hours.

An in-depth study of day to day problems of corporate financial management with emphasis on financial planning and management of current assets, and short and intermediate term financing. Also an examination of dividend policy, capital expenditures, acquisitions, mergers, and reorganization. Prerequisites: AC 291, 292; EC 251, 252;

FI 393; QM 292. (Fall, Spring)

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. (Offered on sufficient demand)

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 or MG 600 or MBA 600. (Offered on sufficient demand)

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 593. (Spring)

FI 632. **Corporate Financial Strategy.** 2 semester hours.

This course is designed to help business leaders enhance shareholder value through the use of finance as a strategic competitive weapon.  Topics covered include the valuation of financial assets such as bonds and stocks; the relationship between risk and return, and the applications of financial theory in corporate investment decision making. Prerequisite: FI 393 or MG 600 or MBA 600. (Fall, Spring)

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. (Spring)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

**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.

FL 597. **Methods in Foreign Language Instruction.** 3 semester hours.

This course is a comprehensive class that focuses on the practical aspects of teaching and learning foreign languages at the middle and secondary levels. Topics covered include foreign language curricula, preparation and presentation of lesson materials, classroom management, professional organizations, discovery and use of resources and technology, and professional behavior. Special attention will be paid to theories of second language acquisition, state standards, and applications of best practices in the teaching and learning of foreign languages at different levels. Coursework includes on-site class observations and application exercises. Prerequisite: ASBI/FBI background clearance.

**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.

**Family Studies**

FS 500. **Family Studies Graduate Orientation.** 1 semester hour.

The purpose of the course is to orient students to the policies and procedures of the Family Studies graduate program. A grade of S (satisfactory) is given to students who satisfactorily complete all course assignments.

FS 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 SO 501 but creditable only in field for which registered.

FS 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 SO 510 but creditable only in field for which registered.

FS 543. **Social Psychology of Intimate Relationships.** 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 SO 543 but creditable only in field for which registered.

FS 599. **Independent Study-Practicum.** 3 semester hours.

Field experiences designed to provide students with supervised practical application of family studies theory and research. Practicum placements must be approved, supervised, and evaluated in collaboration with a designated faculty advisor. Also listed as SO 599 but creditable only in field for which registered.

FS 600. **Research Methods in Family Studies.** 3 semester hours.

Study of the methods and techniques of research used in the social and behavioral sciences and their related disciplines with a specific emphasis on research in family studies. Attention is given to the fundamentals of research: comprehension and critique of research literature, theoretical and practical basis of research, problem identification, research design, causal inference, sampling, measurement, data collection, hypothesis testing, and ethics in research.

FS 601. **Applied Statistics in Family Studies.** 3 semester hours.

An examination of the use of quantitative statistical methods in family studies research, including important principles, theories, and strategies for conducting univariate, bivariate, and multivariate statistical analyses. The course includes an introduction to the use and interpretation of SPSS®. Data analyses include descriptive statistics, Pearson r correlations, t-tests, and ANOVA. An undergraduate course in statistics is a prerequisite for entry into this course. Students will be required to purchase SPSS® software in order to meet course requirements. Prerequisite: FS 600.

FS 602. **Family Theories.** 3 semester hours.

An examination of the current theories and models used in family research and theory development. The course includes an evaluation of the strengths and limitations of each theory and focuses on the application of theoretical concepts in explaining family life.

FS 604. **Family and Social Policy.** 3 semester hours.

An overview of theoretical and substantive issues related to the development and implementation of family policies. Emphasis is given to the connections among family policies, social welfare, family well- being, and political culture.

FS 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 SO 543 but creditable only in field for which registered. May be repeated for up to six credit hours.

FS 606. **Family Problems and Methods of Intervention.** 3 semester hours.

The course focuses on the major social and family problems contemporary families face, such as poverty, violence, substance abuse, divorce, stepfamilies, and care of dependent elders. An emphasis is placed on family strengths and resiliency as well as methods of intervention that can help families withstand and overcome difficulties.

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

Students completing the thesis option will develop a research problem or question, review relevant literature, collect and analyze data, and compose a defensible thesis. Theses must be approved by and completed under the supervision of a designated faculty member. Students completing the thesis option will take FS 695 twice for three credit hours each time.

FS 698. **Comprehensive Examination.** 0 semester hours.

Orientation to and administration of a written comprehensive examination for the M.S. in Family Studies. The course is to be taken in the last term in which a non-thesis option 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.

FS 699. **Thesis Defense.** 0 semester hours.

Orientation to and administration of a thesis defense for the M.S. in Family Studies. The course is to be taken in the last term in which a thesis-option 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.

**Geography**

GE 502. **Geopolitics.** 3 semester hours.

Geopolitics examines the intersection of geography, international relations, and politics and explores the geographic factors that explain foreign relations, state behavior, and transnational and global issues such as military conflict, terrorism, international crime, food and water security, energy security, and environmental degradation. Students are trained in negotiation and policy-making skills, and participate in a multi-day simulation exercise. (Fall, even-numbered years).

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, overpopulation, 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 515. **Quantitative Methods in Geography.**  3 semester hours.

Quantitative Methods in Geography: Course provides an introduction to quantitative methods used by geographers to analyze and interpret geographic data and solve geographic problems. Topics include descriptive statistics, hypothesis formulation and testing, sampling strategies, correlation, regression, and spatial pattern analysis. Examples will be drawn from temporal and spatial relationships in physical and human geography. (Fall)

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 530 **Biogeography.** 3 semester hours.

Biogeography: Science of documenting and understanding spatial patterns of biological diversity. This course will introduce students to concepts used in understanding historical, ecological, and geological processes that contribute to past and present biological distributions including the historical development of biogeographic concepts, plate tectonics, evolution, phylogeography, the fossil record, niche theory, and patterns of disjunction. Applications of biogeography to contemporary issues will also be discussed including global climate change, conservation, invasive species, and human population growth. A field trip is required. Prerequisites: GE 112 or BI 112. Course fee: $30.00. Offered on sufficient demand.

GE 535. **Regional Geomorphology.** 3 semester hours.

Regional Geomorphology. Field-based exploration of landforms and features. Focus is on the examination and understanding of various landforms and the processes that shape these features. Course requires travel. By permission of Instructor. Course fee: $30.00. Other travel expenses required. (Offered on sufficient demand)..

GE 550. **Fundamentals of Sustainability.** 3 semester hours.

This course provides the foundational principles undergirding the concept of sustainability from a geographical perspective. Course activities involve tracing the history and development of sustainability and the role of the environment, economy and social issues in sustainability. Participants are exposed to a variety of applications of sustainability at the local, national and international levels, preparing them to be advocates for wise use of resources. (Fall)

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 564. **GIS Programming.** 3 semester hours.

Geographic Information Systems (GIS) are powerful computational tools for solving spatial problems. GIS programming serves the purpose of customizing GIS applications and streamlining spatial analysis by assembling functions provided by the underlying GIS platforms. This course introduces students to Model Builder and Geoprocessing script programming with Python in ArcGIS. Topics include GIS programming environment, programming syntax and styles, interface customization and a variety of GIS routines and functions that can be assembled through programming. Prerequisite: GE 384. (Fall)

GE 568. **Geography of Beer, Wine, and Spirits.** 3 semester hours.

Course examines geographic factors that account for the historical development and regional variation of beer, wine, and spirits. Students are introduced to the practices of viticulture, hop and grain cultivation, enology, brewing, and distilling. The major cultural, economic, political, and environmental aspects of beer, wine, and spirits in major world regions are analyzed. No class activities will involve alcohol consumption and/or tasting. (Spring, odd-numbered years)

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 database 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 615. **Advanced Quantitative Methods in Geography.** 3 semester hours.

Application of advanced statistical procedures including multivariate techniques for analysis of point and areal patterns and spatial data. Course Prerequisite: Undergraduate-level Statistics.

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 GI Science. 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)

**Higher Education Administration**

HEA 601. **Introduction to Higher Education Administration.** 3 semester hours.

This course focuses on theory and practice related to the development of higher education professionals. The course will trace higher education from its historical context through contemporary issues in organization, administration and governance.

HEA 603. **Organizational and Administrative Structure of Higher Education.** 3 semester hours.

This course is designed as a survey of administration, organization and governance of higher education institutions in the United States and aims to provide students with the competencies and training necessary to undertake operational and leadership roles in higher education.

HEA 605. **Student Development Theory.** 3 semester hours.

This course is designed to promote a better understanding of the cognitive, emotional, intra and interpersonal issues that college students face. Attention is given to teaching strategies that facilitate student growth.

HEA 607. **Budgetary Management in Higher Education.** 3 semester hours.

The course provides an overview of the economics and finance of higher education in the United States, with an emphasis on the analysis of financial policies and current issues at the national, state and institutional levels.

HEA 609. **Enrollment Management and Institutional Marketing.** 3 semester hours.

This course provides students with a comprehensive understanding of the enrollment management profession. Attention is given to developing an understanding of the factors that shape students’ college choice decisions as well as institutional marketing, admissions, and enrollment management.

HEA 611. **The Legal Environment of Higher Education.** 3 semester hours.

This course will explore the legal issues that affect the administration of postsecondary educational institutions. Issues pertaining to the various constituents of colleges and universities- student, faculty, and administrators-will constitute the major focus of this course.

HEA 613. **Student Affairs Practices, Theory and Policy.** 3 semester hours.

The course will provide a comprehensive examination of the field of student affairs administration and its role within American higher education. An important related goal is to help students develop a broad foundation for subsequent study and practice.

HEA 615. **Contemporary Issues and Trends in Higher Education.** 3 semester hours.

This course is intended to provide students with a venue to explore current issues affecting the administration of higher education institutions and strategies designed to address those issues.

HEA 617. **The Community College System.** 3 semester hours.

Building upon a brief history of the community college, enrolled students will study the mission and philosophy of the modern community college as well as public policy affecting their daily operations. This course will examine the community college from several perspectives: students, faculty, staff, administrators, boards of trustees, state and local political leaders, and the general public, including special interest groups.

HEA 619. **Cultural Diversity in Higher Education.** 3 semester hours.

This course explores issues of diversity in American higher education. In addition to meeting needs identified by today’s students, the class will examine how we research and think about race, class, gender, sexuality, and other relevant issues. Attention will be paid to administrators, faculty members and students, as well as to larger institutional and system issues related to cultural diversity.

HEA 621. **Empirical Assessment in Higher Education.** 3 semester hours.

This course focuses on the contemporary context of assessment in higher education and teaches strategies that promoted evidence-based planning and improvement. Prerequisite: PRS 601 or undergraduate statistics and methods courses.

HEA 623. **University Advancement and Fundraising.** 3 semester hours.

This course is designed to assist students in developing a better understanding of fundraising for nonprofit organizations, and the critical role philanthropy and fundraising plays in sustaining and growing nonprofits such as colleges and universities. The course explores the history and foundation of nonprofit organizations and the diverse contexts within which they exist. The course will discuss philanthropic and fundraising trends.

HEA 691. **Internship in Higher Education.** 3 semester hours.

This course is offered for students enrolled in the Master of Professional Studies degree program and its Higher Education Administration area of specialization on approval of the M.Pr.S. director. The Internship in Higher Education course is intended to help students integrate theoretical and research coursework with the practice of higher education administration and to reflect on their own development as educators and professionals.

**Human Environmental Sciences**

HES 562. **Family and Consumer Sciences in the School and Community.** 3 semester hours.

The relationship of family and consumer sciences to the school and community, including the underlying philosophies and objectives of teaching family and consumer sciences, with emphasis on the Alabama program, exploration and development of materials, and methods for implementing the family and consumer sciences program. Prerequisite; ASBI/FBI background clearance.

HES 570. **Infants and Toddlers.** 3 semester hours.

The purpose of this course is to introduce students to the field of infant and toddler (i.e. birth to 36 months) childcare. Specifically, students will examine appropriate childcare practices based on a developmental perspective of education. Topics include a discussion of infants’ and toddlers’ physical, cognitive, and socio-emotional development; appropriate care and routines of infants and toddlers; building relationships with infants and toddlers; guiding the behaviors of infants and toddlers; effective communication with families and colleagues; responsive and culturally sensitive caregiving techniques; and the design of an infant/toddler program. Activities and assignments completed in this course contribute to the achievement of the CIEP Family and Consumer Sciences competencies (Standard 7: Education, Early Childhood Education, and Services).

HES 606. **Interior Design Seminar.** 3 semester hours.

The complex interaction and impact of the built environment on human behavior is examined through the context of social, behavioral, cultural, and environmental variables. Emphasis on creating small-scale environments based on the interaction of the individual with the environment. This course employs readings, lectures, and discussions to simulate and refine critical thinking and practical design problem-solving abilities. Activities and assignments completed in this course contribute to the achievement of the CIEP Family and Consumer Sciences competencies (Standard 6: Housing, Interiors, and Furnishings), as well as CIDA standards.

**History**

HI 511. **American Material Culture.** 3 semester hours.

Introduces students to the study of material culture. The course examines the interpretation, preservation, and presentation of artifacts and architecture. Examines the cultural and social connections objects have with those who use them.

HI 512. **Collections Management.** 3 semester hours.

Collections Management will provide students with the knowledge and skills to maintain and preserve a museum collection. Students will learn museum standard collections management procedures including, collections processing, inventory, cataloging, proper numbering and marking of museum objects, and care and handling of different types of artifacts.

HI 513. **Historical Archeology.** 3 semester hours.

This course will introduce students to historical archeology. Students will learn research and fieldwork methods, as well as methods for analysis and interpretation of objects.

HI 514. **Historic Preservation: Fieldwork Methods.** 3 semester hours.

Students will gain experience in researching, assessing, and mapping historic sites and structures. Students will examine traditional methods of construction and will examine how change over time impacts sites and structures. Course fee: $50.00.

HI 515. **Digital Collections Management.** 3 semester hours.

Students will understand the purpose and structure of metadata standards commonly used in the cataloging and management of public history collections. Students will investigate relative strengths and weaknesses of various data management solutions and will create electronic resource records in an online collection management system.

HI 516. **History of American Architecture**. 3 semester hours.

Introduces students to the basic framework and timeline of American architectural history from prehistory to contemporary America. Examines residential, commercial, and ecclesiastical architecture. Also examines the role society and culture play in the development of architectural styles.

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. **Age of Discovery.** 3 semester hours.

An examination of European exploration, expansion, and conquest from the Middle Ages to the 19th century.

HI 523. **Europe: From Rebirth to Revolution, 1350-1815.** 3 semester hours.

An examination of Europe from the Renaissance through the French Revolution with emphasis on cultural, social, and political transformation.

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. **The Revolutionary Age, 1789-1848.** 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.

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 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. May be repeated for credit as course topics will vary.

HI 591. **Internship Practicum.** 3 semester hours.

Open to graduate students in the Department of History 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.

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.

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.

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.

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.

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 665. **Public History.** 3 semester hours.

Introduces students to the theories and methodologies that are fundamental to the practice of public history. Students will engage in collaborative projects, both within the community and state-wide. Students will also focus on developing leadership skills and presentation skills. Course fee: $40.00.

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. Course fee: $30.

HI 671. **Historical Administration.** 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. Course fee: $30.

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 697. **Public History Portfolio.** 0 semester hours.

Students will compile a portfolio based on their work in the public history program. Students will give a formal presentation on their portfolio during their final semester. A grade of “S” indicating satisfactory performance or a grade of “U” for unsatisfactory will be recorded on the transcript. A grade of “IP” indicating incomplete in progress can also be assigned.

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 “IP” indicating incomplete in progress can also be assigned. 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 or resistance training. (Fall, Spring)

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. (Fall)

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. (Spring)

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. (Fall)

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. (Spring)

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. (Spring)

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. (Summer)

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. (Summer)

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. (Spring)

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. (Spring)

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. (On sufficient demand)

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. (On sufficient demand)

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 biopsychosocial 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. (Spring, odd-numbered years)

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. (Spring, even-numbered years)

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. (On sufficient demand)

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. (On sufficient demand)

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. (On sufficient demand)

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. (On sufficient demand)

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. (Spring)

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. (Fall)

HPE 664. **Seminar in Exercise Physiology.** 3 semester hours.

Advanced study of current concepts germane to the field of exercise physiology. Content will focus on various physiological, biomechanical, biochemical, measurement and other contemporary topics as related to acute and chronic responses to exercise. (On sufficient demand)

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. (Spring)

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. (Spring)

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. (Fall)

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. (Spring, even- numbered years)

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. (On sufficient demand)

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. (On sufficient demand)

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. (On sufficient demand)

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. Students selecting the thesis option must be continuously enrolled in a graduate level course once they enroll in HPE 695, Thesis, until the thesis has been successfully completed. Failure to do so will result in a grade of “IP” for HPE 695 automatically becoming an “F”.

**Instructional Leadership Class A**

IL 690. **Development of Educational Human Resources.** 3 semester hours.

This course is designed to emphasize the development of school personnel into learning communities designed to improve student achievement. (Offered on sufficient demand)

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 the effective leader managing resources for school improvement.

IL 692. **Planning and Management for School Improvement.** 3 semester hours.

This course is designed to provide instructional leaders 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. (Spring)

IL 693. **The Effective Instructional Leader.** 3 semester hours.

This course is designed to focus on teaching and learning with regard to effective instruction and supervisory techniques in the school environment for enhancing student learning achievement, growth and development. (Summer)

IL 694. **Differentiated Instruction for Diverse Student Learning.** 3 semester hours.

This course is designed to focus on the role of schools in supporting improved social and educational opportunities for all children understanding technology as an information management tool for teaching and learning for all students. (Fall)

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. (Fall)

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. (Fall, Spring, Summer)

IL 697. **Leadership for Successful Schools and Partnerships.** 3 semester hours.

This course is designed to focus on teaching and learning with regard to effective instruction and supervisory techniques in the school environment for enhancing student learning achievement, growth, and development. Instructional leaders will engage 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. (Summer)

**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. (Offered on sufficient demand)

IL 705. **Professional Development and Mentoring.** 3 semester hours.

The course engages in the examination of mentor behaviors and skills focused on designing collaborative, learning-focused mentoring and coaching relationships. Preparation is provided for instructional leaders to become effective mentors in facilitating effective learning relationships and providing guidance and professional support for mentees. (Every other semester)

IL 706. **Management of the Learning Organization.** 3 semester hours.

The course is designed to focus 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. (Every other Fall, every other Spring)

IL 707. **Law, Policy and Governance.** 3 semester hours.

This course is designed to 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. (Every other semester)

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

The purpose of this course is to complete project-based research focused on improving instructional and school-based decision making action research that was initiated in Applied Research I. Institutional Review Board approval is required prior to enrolling in this course. A grade of “B” or better is a requisite. Prerequisite completion of Applied Research I with a grade of “B” or better is required. (Spring)

IL 710. **Community and Stakeholder Relationships.** 3 semester hours.

This course is designed to prepare aspiring administrators to respond proactively to their stakeholders and media as partners in public education. (Fall, Spring, Summer)

IL 711. **Professional Standards for Instructional Leadership.** 3 semester hours.

The course will focus on current national and professional standards. (Every other Spring, every other Fall)

**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. **Introduction to Abstract 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 with a grade of C or higher and MA 325 with a grade of C or higher.

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 with a grade of C or higher and MA 325 with a grade of C or higher.

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 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 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 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 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 Teacher.** 3 semester hours.

Elementary number theory. Groups, fields, systems of linear equations and transformations. Vector algebra.

MA 623. **Foundations in Analysis for the 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 Teacher.** 3 semester hours.

Development of Euclidean geometry in two and three dimensions using the axiomatic methods. Introduction to non-Euclidean geometries.

MA 637. **Rings and Fields**. 3 semester hours.

Theory of rings; integral domains; fields; group theory II; Galois theory. Prerequisite: MA 437 or 537.

MA651. **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 661. **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 675. **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 691. **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.

**Management**

MBA 600. **Foundations of Business, Part 1**. 2 semester hours.

This course will review financial modeling, accounting statements, marketing strategy, and principles of management. The objectives include: review of skills and content necessary for success in the graduate program; development of a foundational knowledge base that will be shared by all new MBA students; and a skills refresher for students who completed business undergraduate degrees but have been out of school for a period of time. Must be completed during the first two semesters of enrollment. Perquisite: admission into the MBA program.

MBA 601. Foundations of Business, Part 2. 2 semester hours.

This course will review analytical and quantitative skills, economic models, and basic computer information systems. The objectives include: review of skills and content necessary for success in the graduate program; development of a foundational knowledge base that will be shared by all new MBA students; and a skills refresher for students who completed business undergraduate degrees but have been out of school for a period of time. Must be completed during the first two semesters of enrollment. Perquisite: admission into the MBA program.

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***. (Offered on sufficient demand)

MG 585. **Project Management.** 3 semester hours.

The course is an in-depth study of initiating planning, executing, monitoring and controlling, and closing of projects. Students will learn how to manage both small and large projects using project management techniques. This course will also include instruction in the use of Microsoft Project®. Recommended: Microsoft Office Project® Basics and Advanced courses offered by UNA’s Division of Professional, Interdisciplinary, and Continuing Education. (Fall)

MG 600. **Foundations of Business.** 4 semester hours.

This course will review analytical and quantitative skills, financial modeling, accounting statements, economic models, marketing strategy, and principles of management. The objectives include: review of skills and content necessary for success in the graduate program; development of a foundational knowledge base that will be shared by all new MBA students; and a skills refresher for students who completed business undergraduate degrees by have been out of school for a period of time. Must be completed during the first semester of enrollment in the MBA.

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. (Fall, Spring, Summer)

MG 602.  **Leadership and MBA Essentials**. 2 semester hours.

This leadership component of this course examines various leadership styles and techniques, with an emphasis on personal soft skill development, preparing students to meet the leadership challenges they will face as business professionals. The MBA essentials portion of this course will introduce the learning outcomes covered in the MBA curriculum and provide resources to be successful in the program. Must be completed during the first or second semester of enrollment in the MBA. Prerequisite or Corequisite: MG 600 or MBA 600. (Fall, Spring)

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. (Summer)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. Prerequisite or co-requisite: MG 600. (Offered on sufficient demand)

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. (Offered on sufficient demand)

MG 632. **Advanced Concepts in Global Business.**3 semester hours.

This course will focus on advanced concepts in the international trade in goods and services with particular attention to the foundations of international trade. It will delve into the best practice procedures in importing and exporting, as well as commercial practices in the same.  It will also address opportunities in foreign investments and the different means to enter and expand global business. Students will garner a strong foundation in sophisticated global business transactions and attendant systems. Prerequisite: EMB 682. (Spring)

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. (Fall, Spring, Summer)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Fall)

MG 658. **Strategic HR Planning and Development.** 3 semester hours.

This course takes a two-part approach toward understanding the relationship between core elements of an organization’s competitive strategy and its human resource activities and capabilities. First, this course examines the various ways core HR functions directly support the development, execution, and effectiveness of business and corporate strategies. Second, this course focuses on the development and application of HR metrics for workforce development, decision making, and human capital investment. The objectives of this course are to enable the graduate student to better understand how to leverage HR competencies for increased business corporate performance in a globally competitive environment. Prerequisite: MG 648. (Spring)

MG 662. **Global Entrepreneurship and Business Expansion.** 3 semester hours.

This course will address entrepreneurial activity in a global context.  Students will garner an understanding of what entrepreneurial endeavor involves, and how it may be applied globally to multiply potential business opportunity.  The course will be grounded in case studies and address myriad paths to business excellence and success by exploring how global trade in goods and services as well as using the internet and sophisticated investment platforms can be utilized to scale up any business rapidly around the world.  Prerequisite: EMB 682. (Summer)

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. (Summer)

MG 668.  **Advanced Personnel Management.** 3 semester hours.

This course will approach the global challenges of assessing and managing employee performance from an evidence-based perspective. Drawing from core industrial-organizational psychology and organizational behavior disciplines, this course will explore in-depth the research findings and applied methodologies associated with managing and improving key work performance outcomes. Course activities are designed to enable managers and supervisors to better understand the interrelationships between job performance, management decision making, and key social and behavioral concepts as they relate to individual and group performance based goal setting, feedback, and behavior modification. Prerequisite: MG 602 or MG 648. (Summer)

MG 670. **Developing High Performance Teams.** 3 semester hours.

This course investigates the issues of becoming an effective leader and developing teamwork within organizations. The student will explore the leader-member relationship, the nature of productive teamwork, the challenges of virtual and global teams, conditions and abilities that improve accurate and effective communication, successful ways of managing conflict to resolve issues, and the nature of experiential learning. (Fall, Spring, Summer)

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. (Spring)

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. (Fall, Spring, Summer)

MG 685. **Cases in Applied Project Management.** 3 semester hours.

This course will explore more deeply project management practices in today’s business environment. Students will examine topics covering scope management, time management, cost management, quality management, human resource management, communication management, risk management, procurement management and stakeholder management. Emphasis will be placed on global projects managed by virtual teams. Prerequisite: MG 585. (Spring)

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. (Spring)

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

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. (Fall, Spring, Summer)

**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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

MK 620. **Sales Techniques for New Business Development.** 3 semester hours.

This course introduces the new business development process by exploring prospecting, information gathering, presentations, handling sales resistance, earning commitment, and follow-up. Other topics include buyer behavior, communication skills, prospecting technologies, and CRM. (Fall, Spring, Summer)

MK 625**. Sales Management Strategies for New Business Development.** 3 semester hours.

This course provides an overview of the unique opportunities and challenges encountered in the process of managing the professional sales organization. Initially, the course focuses on the distinctiveness and the importance of managing new business development. From this point, the class begins to assess the aspects of sales management that are critical to the organization's success in various markets (consumer, business, government, and global). Each topic is examined through readings, discussions, lectures and specific cases. At the conclusion of the course, the student will have an appreciation for not only the unique challenges of new business development, but also the ways in which managers maximize the long-term productivity and profitability of the sales function. Prerequisite: MK 620. (Fall, Spring)

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. (Offered on sufficient demand)

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. (Fall)

MK 633**. Category Management.** 3 semester hours.

This course introduces advanced strategies and methodologies in category management including space planning, promotion and pricing analysis, managing the manufacturer-retailer relationship, and developing collaborative networks among industry channel members. The course provides the analytical framework necessary to conduct a category review and make strategic recommendations to both manufacturers and retailers. Prerequisite: MK 620. (Fall)

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. (Offered on sufficient demand)

MK 643. **Private and Government Contract Business.** 3 semester hours.

This course analyzes the role of the salesperson/account representative in contract business development in both the private sector and government sector. Students will examine the processes and procedures for acquiring contracts and developing bids to win contracts for new and continuing business. Representatives from private and government organizations interact with students in this course to provide first-hand experience in dealing in the contract business environment. Prerequisite: MK 620. (Spring)

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. (Offered on sufficient demand)

MK 653. **Purchasing, Logistics, and Supply Chain Mgt.** 3 semester hours.

This course provides an understanding of the concepts and science of the supply chain functions and the importance of developing relationships with world-class channel members. Students also utilize information management systems for distribution, e-commerce, and logistics. Prerequisite: MK 620. (Fall)

MK 660. **Marketing Strategy.** 3 semester hours.

Study of the entrepreneurial role and the development and management of new marketing firms and products. Prerequisite: MG 600 or MBA 600. (Offered on sufficient demand)

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. (Offered on sufficient demand)

MK 663. **Key Account Management.** 3 semester hours.

This course analyzes the role of the salesperson/account representative in high-level sales processes such as those associated with key and strategic account management. The course emphasizes quantitative and qualitative analysis of high-level selling issues, customers’ perspectives, and the competitive nature of this sales environment. Additionally, the course examines the interplay between sales and marketing as they relate to acquiring and managing these key accounts. Prerequisite: MK 620. (Summer)

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. (Summer)

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. (Offered on sufficient demand)

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. (Fall)

MK 672.  **Strategic Marketing Analysis and Concepts.** 2 semester hours.

This course examines the philosophy of the marketing concept and how marketing strategies integrate with economics, accounting, finance, technology and production.  The 4 Ps are used to organize and evaluate how marketing strategies are influenced by pricing, product development, distribution and promotion.  Attention will be given to international strategy and how culture influences strategic decision making. Prerequisite: MG 600 or MBA 600. (Fall, Spring)

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. (Spring)

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. (Fall, Spring, Summer)

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. (Offered on sufficient demand)

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. (Spring)

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. (Fall, Spring, Summer)

**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 509. **Shoals Symphony at UNA.** 1 semester hour.

Study and performance of literature for symphony orchestra.

May be repeated. Audition required.

MU 510. **Collegiate Singers.** 1 semester hour.

Specialized study and performance of choral music. May be repeated once with departmental approval.

MU 527. **Chamber Choir.** 1 semester hour.

The study and performance of chamber music for voices. May be repeated. Audition required. Prerequisite: departmental approval.

MU 547. **Brass Ensemble.** 1 semester hour.

The study and performance of chamber music for brass instruments. Admission by instructor’s approval. May be repeated. Prerequisite: departmental approval.

MU 557. **Percussion Ensemble.** 1 semester hour.

The study and performance of chamber music for percussion instruments. Admission by instructor’s approval. May be repeated. Prerequisite: departmental approval.

MU 567. **String Ensemble.** 1 semester hour.

The study and performance of chamber music for orchestral string instruments. Admission by instructor’s approval. May be repeated. Prerequisite: departmental approval.

MU 577. **Woodwind Ensemble.** 1 semester hour.

The study and performance of chamber music for woodwind instruments. Admission by instructor’s approval. May be repeated. Prerequisite: 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 655. **Pedagogy of Percussion Instruments.** 1 semester hour.

A course designed to focus on development of deepened knowledge, competencies, and skill in teaching percussion instruments. Taught in conjunction with MU 151 Class Percussion, plus one seminar hour per 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 658. **Pedagogy of String Instruments.** 1 semester hour.

Course designed to focus on advanced problems and development in deepening the student’s knowledge and skill in teaching orchestral string instruments. Taught in conjunction with Mu 161, Class Strings, 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 502. **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 are 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. (Summer)

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. (Fall)

NU 508. **Advanced Health Assessment.** 3 semester hours.

This course focuses on the skills of assessment necessary for the master’s prepared nurse and builds upon baccalaureate and professional practice knowledge of anatomy, physiology, pathophysiology, and physical assessment and history-taking knowledge and skills. The major focus of this course is to ensure that the student has the ability to perform a high quality and problem-specific psychosocial, developmental, and cultural health history and review of systems with a head-to-toe comprehensive physical exam. Virtual clinical experiences and discussion forums will be used to demonstrate an understanding of establishing patient-centered databases and communicating that information in oral and written form. (Fall)

NU 509. **Diversity, Ethics, and Health Promotion in Patient-Centered Care.** 3 semester hours

Students will identify and analyze how diverse socio-cultural beliefs and value systems impact health practices and health care. An assessment and analysis of selected health promotion and patient- centered care strategies in diverse populations will be undertaken. Students will examine ethics and ethical decision-making and their influence on health promotion and patient-centered care. (Fall)

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. (Fall)

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. (Summer)

NU 607. **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. (Spring)

NU 608. **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. (Summer)

NU 609. **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. (Fall)

NU 610. **Teaching the Health Care Consumer: Clinical Practicum.** 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 culturally, age-appropriate teaching plans. The focus of this course is to prepare the nurse to expand the knowledge base of health care consumers—individuals, groups, and communities—in areas of health. The clinical portion of this course consists of a 120 hour preceptorship a graduate prepared nurse educator or a nurse practitioner who provides direct care and education to patients. (Fall)

NU 611. **Teaching the Health Care Provider: Clinical Practicum.** 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. Various teaching-learning theories and evidence-based teaching practices will be explored. The clinical portion of this course consists of a 120-hour preceptorship 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 co-requisite: NU 605. (Spring)

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. Effective strategic planning and professional communication skills in the health care environment will be taught with focus on the integration and application of theoretical environment. Students will analyze various types of organizational and management styles. A clinical preceptorship (120-hours) provides the student with opportunities to integrate management and leadership theories, operations, and research in a variety of health care settings in order to positively influence patient health outcomes. Prerequisite or corequisite: NU608. (Fall)

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 (120-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. (Spring)

NU 614. **Advanced Pharmacology for Nurses.** 3 semester hours.

The purpose of this course is to examine groups of medications by the patient’s clinical problem(s) or issues, thereby emphasizing the clinical application of the information presented. Initially, basic pharmacological principles will be reviewed, followed by a focus on treatment of patients with common diseases and disorders such as hypertension, diabetes, infections, and so forth. Pharmacological treatment implications for patients from specific populations, including pediatrics, women, men, and the elderly, will also be presented. (Spring)

NU 615. **Evidenced Based Practice and Nursing Scholarship.** 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 achieve evidence based nursing practice. The steps of a theoretically-based research proposal are examined. (Spring)

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.

The purpose of the Capstone Project is to provide an opportunity for students to develop an evidence-based practice project proposal that addresses a problem, issue, or concern in professional practice or nursing education while integrating and synthesizing concepts from the MSN curriculum. This course provides an opportunity for students to apply the program core competencies of patient-centered care, safety, quality improvement and teamwork and collaboration, utilization of evidence based practice, and informatics. Students identify a problem amenable to research-based intervention; search literature; propose a solution; and develop a plan to implement the solution, and evaluate its potential outcome(s). Problems identified are those that are appropriate to students’ specialty tracks: Nursing Leadership or Teaching/Learning. 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. 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. Grading is P (Pass) or F (Fail). Prerequisite: satisfactory completion of 30 hours in the MSN program. (Fall, Spring)

**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. Course fee: $50. (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 online)

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 M.Pr.S. 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. M.Pr.S. 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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

QM 662. **Analytical Tools for Strategic Decision Making.** 2 semester hours.

QM 662 presents sophisticated analytical tools for making effective short- and long-term business decisions.  Topics covered include: regression, forecasting, framing, scanning, visioning, and planning.  The course employs elements of traditional Decision Theory and Foresight methodology. Prerequisite: MG 600 or MBA 601 or QM 291. (Fall, Spring)

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. (Offered on sufficient demand)

QM 670. **Decision Theory.** 3 semester hours.

Quantitative techniques for decision making and optimization in business and economics; use of Baysian Analysis; game theory; queuing theory; linear programming theory; inventory control and simulation. Prerequisite: MG 600. (Offered on sufficient demand)

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. (Offered on sufficient demand)

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. (Offered on sufficient demand)

**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 544. **Sociology of Emotions.** 3 semester hours.

Examination of social and cultural nature of emotions including the process of emotional socialization; investigate emotions such as shame, guilt, empathy, jealousy, envy, and anger in the context of social institutions such as marriage and family, work, and education.

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 tissue. 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 405W 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 preColumbian 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.

SP 601. **Spanish Golden Age Prose: The Picaresque.** 3 semester hours.

This course focuses on the development of picaresque narrative and on broader issues of narrative theory and criticism, including the question of “the modern novel.” The primary texts are the anonymous Lazarillo de Tormes, Mateo Alemán’s Guzmán de Alfarache, Francisco de Quevedo’s La vida del buscón, and Jerónimo de Salas Barbadillo’s La hija de Celestina. Readings will be accompanied by an examination of critical studies and of relevant theoretical matters.

SP 602. **The Spanish Realist Novel.** 3 semester hours.

This seminar explores the Spanish realist novel through the reading of texts by authors including Leopoldo Alas “Clarín,” Benito Pérez Galdós, and Emilia Pardo Bazán, among others. It is a study of the poetics of the Spanish realist novel as well as the social, historical, and cultural background of the period. Some of the topics to be discussed will be: the problematic of representation, the obsession with the fabrication of people, the politics of gender and sex, the relation of the novel with other art forms and media, the historical conditions of existence of the realist novel, and the social function of literature, its actual or intended performative value.

SP 611. **Las mujeres del modernismo y del posmodernismo.** 3 semester hours.

The course is designed to explore the nature of modernismo, as represented by the poetry of Rubén Darío, and the view of women that it engendered, reinforced, and/ or disseminated. It further seeks to examine the way three important female writers, Delmira Agustini, Alfonsina Storni, and Gabriela Mistral, appropriated and redefined modernista discourse, the vision of artistic creation, and the image of woman.

SP 612. **La novela del Boom.** 3 semester hours.

This course is a study on the literary phenomenon of the 1960s in Latin America known as “The Boom.” The primary focus of this course is on several key authors from the period, including Gabriel García Márquez, Julio Cortázar, Carlos Fuentes, Guillermo Cabrera Infante, Mario Vargas Llosa, among others. This course will examine the social, historical, and cultural events surrounding the emergence of the Boom novels onto the international scene, as well as critical response to the authors and their works and the literary impact of the Boom novels on Latin American narrative.

SP 621. **Lingüística aplicada del español.** 3 semester hours.

This course is a comprehensive seminar for graduate students of Spanish Education which emphasizes the understanding and application of linguistics concepts and Spanish structures, as well as second language acquisition (SLA) theories and their applications in language education.

**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. (Fall)

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. (Spring)

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. (Spring)

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. (Spring)

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. (Fall)

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. (Spring)

**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. (Summer)

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. (Every other semester)

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. (Every other Spring)

Academic Dismissal 33

Academic Honesty 18

Acceptance of Seniors to Take Graduate Courses 30

Additional Resources and Support 23

Administration 9

Admission 29

Admission to the Alternative A (Fifth Year) Program 29

Advisory Council 12

After acceptance 38

Anderson College of Nursing 77

Admission 79

Advisement 80

Clinical Requirements 80

MSN Academic Requirements 79

Nursing in Organizational Environments 81

Nursing in Teaching Learning Environments 81

Program Outcomes 78

Readmission 80

Appeal of Admission Denial 33

Application for graduation 38

Application for Graduation 34

Application Requirements 31

Applications 28

Audit 36

Billing Information 25

Calendar 7

Calendars and Course Offerings 14

Campus Speaker Policy 21

College of Arts and Sciences 40

Master of Arts Degree in English 40

Master of Arts Degree in History 43

Master of Arts Degree in Public History 44

Master of Arts Degree in Writing 41

Master of Professional Studies 45

Master of Science Degree in Family Studies 48

Master of Science Degree in Geospatial Science 50

Master of Science in Criminal Justice Degree 47

Post Baccalaureate Certificate in Security and Emergency Management 52

Postbaccalaureate Certificate in Public History 51

Special Programs and Activities 51

College of Business 53

Admission 53

Admission to Executive MBA Program 54

Admission to MBA Program 54

Advisement 55

Certificate in Project Management 58

MBA Degree Plans 56

MBA Program Options 53

Non-Academic Credit Courses 58

Special Programs and Activities 58

College of Education and Human Sciences 59

Admission 60

Advisement 67

Alternative Class A Program 63

Alternative Plan 71

Certification 67

Class AA 74

Clinical Mental Health Counseling 63

Dual Degree Counselor Education Program 68

Education Specialist Degree 65

Elementary Education 68

English for Speakers of Other Languages 69

Health and Human Performance 64

Instructional Leadership 62, 65

International ESOL Plan 72

Master of Arts in Education 61

Secondary Education 61, 68

Special Education 61

Special Program and Activities 76

Teacher Leader 66

School Counseling 62

Commencement 34

Course Fees 23

Courses of Instruction 82

Courses of Study 12

Degree General Requirements 33

Distance Learning 14

During the last term 39

Education and Human Sciences

Master Degrees Offered 14

Endwoed Scholarships 27

Expenses 23

Facilities and Services 15

FERPA 16

Financial Hold 25

Grades and Retention 35

Graduate Assistantships 27

Graduate Courses 35

Graduate Student Procedures 38

Grievance Procedures 21

History and Location 10

Hour Loads 35

International Admissions 30

Libraries 11

Mission and Vision 10

Monthly Payment Options 25

No Smoking Policy 22

Nondiscrimintation Policies 2

Officers of Administration 9

Official UNA Correspondence 17

Public Complaints 17

Registration and Advisement 38

Reinstatement 35

Repeat/Recompute Policy 32

Residence Halls

Application Fee 26

Rent Refund 26

Residual Procedures 25

Retention and Disposal of Admission Files 39

Retroactive Withdrawals 37

Schedule of Courses 36

Student Conduct 19

Student Copyright Notice 21

Student Financial Assistance 27

Student Right to Know 15

Students with Disabilities 15

Tests 32

Title IX 16

Transfer Admission 30

Transfer, Transient, Correspondence, and Independent Study Credit 34

Transient Admission 30

Unclassified Students 33

University Goals 10

University Values 10

Weapons Policy 22

Withdrawal during Summer Sessions 37

Withdrawal from a Course. 36

Withdrawal from the University 37

Withdrawal Refund Policy 25

1. All dates contained in this calendar are tentative and subject to change without prior notice. [↑](#footnote-ref-1)
2. Adapted, with gratitude, from Penn State University. [↑](#footnote-ref-2)
3. SEM courses completed at the undergraduate level may not be completed at the graduate level for credit in the SEM Graduate Certificate program. [↑](#footnote-ref-3)
4. Note: Official admission test score should typically be no more than five years old. [↑](#footnote-ref-4)
5. No more than one 500-level course may be applied toward the MBA degree. [↑](#footnote-ref-5)
6. 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. [↑](#footnote-ref-6)