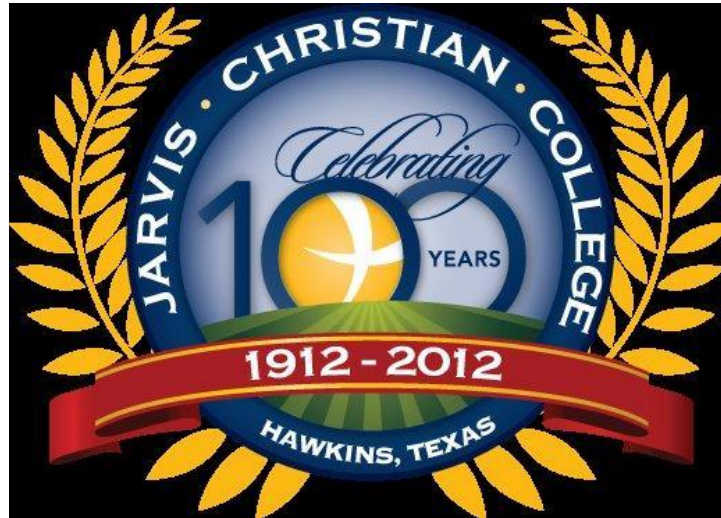


JARVIS CHRISTIAN COLLEGE

Hawkins, Texas



2012-2014 CATALOG

Post Office Box 1470
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HAWKINS, TEXAS 75765-1470

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The College reserves the right to correct, amend, or change, as necessary, any provision of this catalog.

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ACCREDITATION STATUS

Jarvis Christian College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate 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 Jarvis Christian College.

The Commission is to be contacted *only* if there is evidence that appears to support the College's significant non-compliance with a requirement or standard. Normal inquiries about Jarvis Christian College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

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Main Fax: **903-769-1282**

**FOUNDED
BY
THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)**

AFFILIATED

With
DIVISION OF HIGHER EDUCATION: CHRISTIAN CHURCH
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CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN THE SOUTHWEST
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By
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TEXAS ASSOCIATION OF COLLEGES AND UNIVERSITIES

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NATIONAL ASSOCIATION FOR EQUAL OPPORTUNITY IN HIGHER EDUCATION
TEXAS ASSOCIATION OF DEVELOPING COLLEGES
UNITED NEGRO COLLEGE FUND (UNCF)
NATIONAL COUNCIL OF EDUCATIONAL OPPORTUNITIES ASSOCIATION
NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS
ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS

COLLEGE CALENDAR**Fall 2012**

Registration	On-Line
Faculty/Staff Orientation	Monday, August 20
Dormitories Open	Wednesday, August 22
On-Site Registration	Friday, August 24
New Student Orientation/On-Site Registration	Saturday, August 25
Classes Begin	Monday, August 27
Late Registration Begins	Monday, August 27
Labor Day (College Holiday)	Monday, September 3
Late Registration Ends	Tuesday, September 4
Twelfth Class Day	Wednesday, September 12
Mid-Semester Examination Period	Monday – Friday, October 15-19
Thanksgiving Day Holiday Recess (College Holiday)	Wednesday - Friday, November 21-23
Last Day to Withdraw from Class	Friday, November 9
Last Day to Withdraw from School	Friday, December 7
Final Examination Period	Tuesday – Friday, December 11-14
Semester Ends	Friday, December 14

Spring 2013

On-Site Registration	Friday – Saturday, January 4-5
Residence Hall Open for New Students Only	Saturday, January 5
Residence Halls Open for Returning Students	Sunday, January 6
Classes Begin	Monday, January 7
Late Registration Begins	Monday, January 7
Late Registration Ends	Tuesday, January 14
Spring Convocation	Tuesday, January 15
Martin Luther King, Jr. Celebration (College Holiday)	Monday, January 21
Twelfth Class Day	Wednesday, January 23
Mid-Semester Examination Period	Monday – Friday, March 4-8
Spring Break	Monday – Friday, March 11-15
Founders’/Homecoming Celebration	Wednesday – Sunday, March 20-24
Last Day to Withdraw from Class	Friday, March 22
Good Friday (College Holiday)	Friday, March 29
Honors Convocation	Tuesday, April 23
Final Examinations for Graduating Seniors	Thursday-Friday, April 25-26
Last Day to Withdraw from School	Friday, April 26
Grades Due for Graduating Seniors	Monday, April 29
Final Examination Period	Tuesday – Friday, April 30 – May 3
Semester Ends	Friday, May 3
Commencement	Saturday, May 4

2013 Advanced Summer Enrichment Program

Registration	On-line
Orientation	Sunday, June 9
Classes Begin	Monday, June 10
Independence Day (College Holiday)	Wednesday, July 4
ASEP Ends	Friday, July 19

Fall 2013

Freshmen Orientation/Residence Halls open for new students.	Sunday-Friday, August 18-23
Fall Faculty and Staff Institute	Monday-Tuesday, August 19-20
Freshmen Registration	Wednesday, August 21
Returning Student Registration	Thursday-Friday, August 22-23
Classes Begin/ Late Registration Begins	Monday, August 26
Chapel begins every Tuesday from 11am-Noon until otherwise notified	Tuesday, August 27
Labor Day (College Holiday)	Monday, September 2
Classes Resume	Tuesday, September 3
Official 12 th Class Day/Late Registration Ends	Tuesday, September 11
Last Day to Add/Drop Class	Monday, September 30
Fall Convocation	Tuesday, October 1
Mid-Semester Examination Period	Monday – Thursday, October 14-17
Mid-Term Grades due by noon	Monday, October 21
Early Registration for Spring 2014/Registration for Winter Session	Monday, October 28
Initial Recommendation for Graduation from Academic Advisors	Friday, November 1
JCC Fall Festival	Thursday-Sunday, November 7-10
Last Day to Officially withdraw from College Fall Semester	Friday, November 22
Thanksgiving Holiday/Fall Break	Wednesday - Friday, November 27-29
Classes Resume	Monday, December 2
Assessment Days	Wednesday-Friday, December 4-6
Fall Semester Final Examinations for all students/Semester Ends	Tuesday – Friday, December 10-13
Grades due for Fall Semester	Monday, December 16
Winter Session	December 16-January 6, 2014

Spring 2014

New Year's Eve/New Year's Day (College Holiday)	Tuesday-Wednesday, December 31, 2013-January 1, 2014
On-Site Registration	Monday and Tuesday, January 6-7
Classes Begin/ Late Registration Begins (Fees apply)/Winter Session Ends	Wednesday, January 8
Dr. Martin Luther King, Jr. Commemorative Program Celebration/Distance Learning Classes Begin	Tuesday, January 14
Last Day to Add/Drop Class	Wednesday, January 15
Martin Luther King, Jr. Holiday (College Holiday)	Monday, January 20
Official 12 th Day Class/Late Registration Ends	Friday, January 24
Graduation Application opens for all students planning to graduate in May 2014	Monday, January 27
Graduation Fee due for Graduating Seniors	Tuesday, February 11
Last Day to Apply for May 2014 Graduation	Monday, February 17
Black History Program Celebration	Tuesday, February 25
Mid Term Examinations for all students	Monday-Friday, March 3-7
Spring Break	Monday – Friday, March 10-14
Mid Semester Grades Due	Monday, March 17
Pre-registration for Summer 2014 and Fall 2014 Semesters	Monday, March 17
Founders'/Homecoming Celebration	Wednesday – Sunday, March 19-23
Good Friday (College Holiday)	Friday, April 18
Easter Monday (College Holiday)	Monday, April 21
Honors Convocation	Tuesday, April 22
Final Examination for Graduating Seniors	Thursday-Friday, April 24-25
Grades for degree candidates due/Last Day to Withdraw from College	Monday, April 28
Final Examination Period/Semester Ends	Tuesday – Friday, April 29 – May 2
Commencement	Saturday, May 3
Final Grades for all students due	Monday, May 5
Memorial Day Holiday (College Holiday)	Monday, May 26

Summer 2014

Summer Online Classes Begin	Monday, June 2
Registration for Summer Programs Begin/ASEP, NSF, & Upward Bound	Sunday, June 8
Orientation for Summer Programs Begin	Sunday, June 8

SEXUAL HARASSMENT POLICY

Jarvis Christian College prohibits sexual harassment in any form by any member of the faculty, staff, or student body. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. Persons found in violation of the Jarvis Christian College Sexual Harassment Policy will be subject to disciplinary action which may include written warning, suspension, transfer, demotion, dismissal, and/or arrest of local authorities.

NON-DISCLOSURE OF EDUCATIONAL RECORDS

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may be made available to persons with the written authorization of the student except in the following cases; to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, employees of the College may be given access to student information based on having legitimate educational need. Other information about the privacy of student records may be obtained from the Office of the Registrar.

NOTICE ON USE OF CATALOG

The provisions of this catalog do not constitute a contract expressed or implied between Jarvis Christian College and any applicant, student, student's family, faculty or staff member. Jarvis Christian College reserves the right to withdraw courses at any time, change fees, tuition, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures, or any other requirement affecting students without prior notice. Changes become effective at the time so determined and their application may apply to both prospective students and to the currently enrolled students. The College further reserves the right to correct errors that may have occurred in the printing of this document. Familiarity with the catalog, maintaining a satisfactory grade point average, completion of degree program requirements, and satisfying all other requirements for graduation are the responsibilities of the student. Advisors will counsel but the final responsibility remains that of the student.

GENERAL INFORMATION

MISSION STATEMENT

Jarvis Christian College is a historically Black liberal arts, baccalaureate degree-granting institution affiliated with the Christian Church (Disciples of Christ). The mission of the college is to prepare students intellectually, through academic programs that promote excellence in teaching and learning; socially, through student-centered support programs that encourage positive and constructive communication among peers, faculty, and staff; spiritually, through programs that stimulate spiritual growth and worship; and personally, through interaction that fosters self-development and maturity. The mission further seeks to prepare students for professional and graduate studies, productive careers, and to function effectively in a global and technological society.

GUIDING PRINCIPLES

The entire Jarvis Christian College community sees the value in and abides by the following guiding principles to support the College mission “to prepare students intellectually, socially, spiritually, and personally to pursue professional and graduate studies and productive careers, and to function effectively in a global and technological society.”

Scholarship and Life-Long Learning: To advocate life-long learning by challenging and supporting students and staff to pursue intellectual, personal and professional development from a global perspective.

Service: To intentionally provide a quality experience for students, colleagues, surrounding communities and the nation through community service and civic engagement, as service is the core of our profession.

Integrity: To exhibit ethical behavior in and beyond the academic setting, and be good stewards of our financial resources, acting as persons of high character guided by a commitment to transparency, fairness and honesty.

Respect: To embrace the doctrines of Faith, Family and Community, which ensure inclusiveness and diversity, understanding that every individual should be treated with professionalism, courtesy and kindness.

Responsibility: To be responsible and accountable for our actions in every situation, as it relates to the College, the community and the nation.

Christian Ethics: To emphasize that the Christian spiritual path provides an ethical code that, when followed, will make for a better person, a better College, a better community, and a better world—one person at a time.

Innovation: To continually examine our practices by seeking creative and efficient ways to improve while balancing the needs of today and preserving the resources of tomorrow....embracing new ideas, new people, global relations, new directions and innovative ways of performing the tasks at hand.

LOCATION

Jarvis Christian College, an accredited, private, co-educational, church-related college, is located one mile east of Hawkins, Texas, and four miles west of Big Sandy, Texas, on U.S. Highway 80. It is fourteen miles from U.S. Interstate 20. Accessible Texas cities within a radius of thirty miles are Mineola, eighteen miles west; Gladewater, fifteen miles east; Tyler, twenty miles south; and Longview, twenty-five miles east. Tyler and Longview have populations of approximately 83,800 and 75,500, respectively. Both cities have daily airline service to the Dallas-Fort Worth International Airport. Shreveport, Louisiana is accessible via Interstate 20 for airline connections to all parts of the United States and foreign countries.

Jarvis is free from the noise and smog of the big city and is conducive for study, but retains access to neighboring metropolitan areas. It is approximately 100 miles southeast of Dallas.

HISTORY OF THE COLLEGE

Jarvis Christian College is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since inception. Jarvis Christian College began as Jarvis Christian Institute, modeled after the Southern Christian Institute of Edwards, Mississippi. Formal instructional programs commenced on January 13, 1913, with an enrollment of twelve students, all in the elementary grades.

The recorded history began in 1904, when the Negro Disciples of Christ in Texas, spearheaded by Mrs. Mary Alphin, State Organizer, in conjunction with the Christian Woman's Board of Missions, began planning for a school for Black youth. Financial goals were set. The Negro Disciples of Christ in Texas were to raise \$1,000 for a school; the Christian Woman's Board of Missions would contribute \$10,000 if this were done. Meanwhile, Miss Virginia Hearn, State Secretary for Women's Work, convinced Mrs. Ida Van Zandt Jarvis of the need for a school for Black youth.

In turn, Mrs. Jarvis worked to persuade her husband, Major James Jones Jarvis, to donate land upon which a school could be built. In 1910, Major and Mrs. Jarvis deeded 456 acres of land near Hawkins, Texas, to the Christian Woman's Board of Missions on the condition that it *"keep up and maintain a school for the elevation and education of the Negro race... in which school there shall be efficient religious and industrial training."* Inherent in the spirit of the donation was the idea that the land would be used to educate *"head, heart, and hand"* and to produce *"useful citizens and earnest Christians."*

Although the thrust of the educational program has changed dramatically since then, Jarvis Christian College has continued to educate *"head, heart, and hand,"* a challenging and ambitious purpose. Shortly after the land was donated, the Negro Disciples of Christ in Texas, largely through the efforts of the women of the churches, successfully completed the fundraising campaign.

In 1912, Mr. Thomas Buchanan Frost, a graduate of the Southern Christian Institute, who was to serve as Superintendent, came to start a school. Soon Mr. Charles Albert Berry, also a Southern Christian Institute graduate, came to join him to serve as Principal. These men and their families were the Jarvis pioneers, a small group who accepted the monumental challenge of clearing the swampland and erecting the buildings in order that instruction could begin.

In 1914, Mr. James Nelson Ervin came from Johnson City, Tennessee, to be the first president. He served in that capacity until 1938, a period of twenty-four years. During the first year of his tenure, high school subjects were added to the curriculum. Notably, during its early years, Jarvis Christian Institute was one of the few schools available in East Texas in which Black youth had the opportunity to complete a high school education. Jarvis Christian Institute was the only accredited high school for Blacks in East Texas.

Although fragmentary records indicate some college work was offered as early as 1916, junior college courses were included as regular curricular offerings in 1927. The school was incorporated as a college in 1928. Senior college courses were introduced in 1937.

Built in 1936, the Emma B. Smith Building is used to house several administrative offices and is the only campus structure remaining from the Ervin era.

In 1938, Mr. Peter Clarence Washington came from East St. Louis, Illinois, to serve as the second president. High school work was eliminated that year. The original charter by the State of Texas, granted in 1939, states that Jarvis Christian College proposes to offer “. . . *practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences...*”

The Florence Robinson House, now the Alumni Heritage House, is the only structure remaining from the Washington presidency.

In 1949, Dr. John B. Eubanks assumed administrative duties as Executive Vice-President. He is credited with the introduction of a general education program and additional innovations, which hastened recognition by the Southern Association of Colleges and Schools in 1950, to include Jarvis Christian College on its *Approved List of Colleges and Universities for Negro Youth*. This was the only regional accreditation then available to Black Colleges in the South.

Dr. Eubanks was named the third President of Jarvis Christian College in 1951 and served until 1953.

In 1953, Dr. Cleo Walter Blackburn, who had served as a consultant to President Eubanks, began his eleven-year tenure as the fourth President of Jarvis Christian College. That same year, *Fundamental Education* was included as a component of the educational program.

In 1959, Dr. John Oliver Perpener, Jr. was named Executive Vice President and served as resident executive.

The Blackburn presidency culminated with an affiliation between Jarvis Christian College and Texas Christian University in 1964, through a “*Memorandum of Understanding*” (revised in 1965, reaffirmed in 1969, and discontinued in 1976). Also, in 1964, the year that Dr. Perpener became Provost and Chief Administrative Officer, *Fundamental Education* and the *Agro-Industrial* offerings were eliminated as components of the educational program.

The Olin Library and Communication Center opened in 1965. This major building was a gift from the Olin Foundation.

Operation Cram, a pre-college program for prospective college students, was initiated during the summer of 1965. While this effort had an academic component, its major emphasis was socio-cultural enrichment.

In 1966, Dr. Perpener became the fifth president of the College. He was the first alumnus to be appointed to the office.

Also, in 1966, Jarvis Christian College gained membership in the Southern Association of Colleges and Schools.

The next year, Jarvis Christian College became affiliated with the Texas Association of Developing Colleges, a six-college consortium of historically Black colleges.

In 1969, the Texas Education Agency approved the Teacher Education Program, and the campus master plan was updated.

During the same year, the Charles A. Meyer Science and Mathematics Center opened. This was the second major building underwritten by the Olin Foundation.

In 1970, four additional residence halls—two each for men and women—and the Elbie Guy Crawford Titus Women's Commons Building were completed.

Dr. Perpener resigned in 1971, and Dr. John Paul Jones was named Acting President. The Southern Association of Colleges and Schools granted reaffirmation of accreditation following the regularly scheduled visitation in 1971.

Dr. John Paul Jones was appointed the sixth president of Jarvis Christian College in 1972. A major improvement to the physical plant during his administration was a water purification system and sewage disposal plant that was completed in 1973.

The Advanced Summer Enrichment Program was begun in 1976. The major focus of this program was providing entering freshmen an academic introduction to college. The program continues to serve this function.

After the resignation of Dr. Jones in 1976, Dr. James O. Griffin served as Interim Administrator for two months.

In 1976, Dr. Earl Wadsworth Rand, an alumnus and a former dean of Jarvis Christian College, became the seventh president. Recognizing a need for special attention to entering students, the academic sector added the Division of Basic Studies in 1976. The Division of Basic Studies had the administrative responsibility for initial advisement for all transfer students as well as for academic advisement for freshmen and sophomore students.

In 1978, the Southern Christian Institute National Alumni and Ex-Students Association merged with the Jarvis Christian College National Alumni and Ex-Students Association.

The Earl Wadsworth Rand Health, Physical Education and Recreation Center was dedicated in December 1979, the month Dr. Rand retired.

Dr. Charles Albert Berry, Jr., an alumnus of Jarvis Christian College, became the eighth president on January 1, 1980.

In 1981, the official transfer of the title of the initial land donated, by Major and Mrs. Jarvis, from the United Christian Missionary Society to Jarvis Christian College was realized.

The James Nelson Ervin Religion and Culture Center named in honor of the first president of Jarvis Christian College and consisting, currently, of two structures, was completed in 1983. The two structures are the Smith-Howard Chapel and the Peoples-Dickson Religion Building. Two additional residence halls were dedicated in 1986—one each for men and women—as was a twelve unit student-parent apartment complex in 1988.

Dr. Julius Franklin Nimmons, Jr., became the ninth president on June 1, 1988. During his administration, Jarvis Christian College was involved in extensive review and assessment of its total operation. Emphasis was placed on campus beautification.

Dr. E. W. Rand and Dr. Charles Berry, Jr. served as administrative officers during the summer and fall of 1990.

Dr. Sebetha Jenkins became the tenth president on January 1, 1991.

Jarvis Christian College received reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1993.

Other milestones realized during Dr. Jenkins' tenure included a \$7.5 million dollar capital campaign, the implementation of a campus-wide computer network, the initiation of the Pioneer Hall of Fame Awards Program, expansion of summer programs for area youth, the Hands-On-Mission Program for campus beautification, the Service-Learning Program, and the Walk of Fame Plaza.

Major renovations and capital improvements occurred during 1993 and 1994. A distance-learning laboratory was built to allow students at Jarvis Christian College to participate in classroom activities simultaneously with students in courses held on other college campuses without having to leave Jarvis.

Since 1995, the College has completed a community technology center and a three-story 7.5 million dollar, 304 bed residence hall.

On January 2, 2009, Dr. Cornell Thomas was appointed the eleventh president. Dr. Thomas was committed to students receiving a quality education. His vision for Jarvis was that it becomes a premier Christian College that offers a quality education that prepares our youth to face the challenges confronting them upon graduation. He started a Pre-Honors Program for Freshman students, revitalized the Honor's Program and opened the Office of Student Academic Success.

On April 2, 2012, Dr. Lester C. Newman became the 12th President and is currently serving in that capacity.

CAMPUS BUILDINGS

ACADEMIC

The Olin Library and Communication Center (Olin Learning Resource Center) . The Olin Center, first occupied in 1965, is an air-conditioned, two and one-half story brick structure. The Olin Center houses the Olin Resource Center, Upward Bound, a distance-learning facility, two computer laboratories, the Teacher Education Learning Center, classrooms, special laboratories, an auditorium, offices and storage spaces. The Center is a gift from the Olin Foundation.

The Charles A. Meyer Science and Mathematics Center. The Meyer Center is an air-conditioned, brick structure that opened for occupancy in 1969. There are two full stories, a partial story, and a basement. The building has an assigned area of 29,243 square feet and contains 84 rooms. The building is divided into two wings designated as the mathematics wing (north) and the science wing (south). In the mathematics wing, there are offices and classrooms. The science wing of the Center has laboratories, faculty offices, and classrooms. The auditorium, which is on two levels, is designed for science lectures and demonstrations. The auditorium is also used as an all-electronic learning facility. The Meyer Center is designed to provide a modern learning environment for students enrolled in science and mathematics. All laboratories have modern equipment and are adequate for the teaching of science and mathematics. The Center is a gift from the Olin Foundation.

The James Nelson Ervin Religion and Culture Center. The Ervin Center is located at the center of the campus between the residence halls and consists of the Peoples-Dickson Education Building and the Smith-Howard Chapel. The Peoples-Dickson wing contains classrooms and offices for the Division of Arts and Education. The Smith-Howard Chapel has an office for the College pastor, a fellowship hall, and a chapel, which seats 550 persons.

The Earl W. Rand Health, Physical Education, and Recreation Center. The Rand Center contains a gymnasium with a seating capacity of 2,432, a multi-purpose auxiliary gymnasium, a kitchen, physical fitness laboratories, classrooms, offices, a dance studio, locker rooms, training rooms, a heated, Olympic-size swimming pool, and lounge areas. The Center was completed in 1980.

The Community and Technology Center. The Center, which was completed in 2004, is a 5,000 square-foot one-story building that serves as a center for community-based programs. It contains two computer laboratories, two lecture/classrooms, and nine offices.

NON-ACADEMIC

Residence Halls. The present residence halls include four buildings for men and five for women students. William and Mary Alphin, Charles A. Berry, and W. J. Fuller residence halls were opened for occupancy in 1962. Cary, Hurdle, Venita Carney Waddleton, and Peter Clarence Washington halls were opened for occupancy in 1970. Each building has 26 rooms, with each room accommodating from two to four students. These are two-story buildings adorned with native stone and brick. Wilma Ervin and John Oliver Perpener halls were opened for occupancy in 1986 for women and men, respectively.

The Elbie Guy Crawford Titus Women's Commons Building. The women's Commons is located in the area of the women's residence halls. The facility has 2,746 square feet of space. There are storage areas, offices, lounge areas, and a small apartment.

The Ida V. Jarvis Student Center. The building has 14,607 square feet of assigned space. It houses the dining hall, the President's Dining Room, and the student activities center.

The James A. Aborne Student Success Services (SSS). The James A. Aborne building is one-story and now houses the Student Success Services program. SSS consists of various programs that provide assistance to students to help ensure they are successful in their studies. The SSS is home of Student Retention, Mentoring, Engagement, and Group Sessions and the Writing and Math Labs. Additionally, the SSS consists of student lounges, study areas, testing area, and a fully functional computer lab.

The Charles A. and Sarah G. Berry Student Apartments. This complex has twelve units and is located north of the Charles A. Meyer Science and Mathematics Center. It includes four efficiency and eight one-bedroom units. All have central heating and air-conditioning. All are one-story brick structures.

The Faculty Housing Complex. The faculty housing complex was completed in 1970. The complex has twenty units and is located north of the Olin Library and Communication Center. It includes eight one-room efficiency units, six one-bedroom units, and six two-bedroom units. All have central heating and air-conditioning. All are one-story brick structures.

The Alumni Heritage House. The Alumni Heritage House is a one-story brick structure that once housed the campus President. The Heritage Room, which houses historical documents and artifacts, is part of the facility. The remainder of the building is currently not in use.

The Emma B. Smith Administration Building. The Administration Building was erected in 1936. It is a one-story, brick structure with an assigned area of 12,695 square feet. It houses offices for the President of the College, Human Resources, and the office of the Registrar. In addition, it houses offices for the Vice President for Administration and Finance and its divisions: Federal Collections, Mailroom/Reproduction/Telecommunications, Financial Aid, and the Business Office. The office of Institutional Advancement and Development, including the offices of Public Relations, and Alumni Affairs, is also located here. Additionally, the building contains one conference room.

The Barton-Zeppa Building. The Barton-Zeppa Building is a concrete structure on the east side of the campus. It has an area of 9,426 square feet with ten rooms used for housing the Maintenance Department.

The Sebetha Jenkins Living and Learning Center. The Sebetha Jenkins Living & Learning Center was constructed in 2007. The complex consists of two distinct buildings: the Ron Hay Student Services Building and the Sebetha Jenkins Living & Learning Center. The former houses the Office of the Vice President for Student Affairs, grill, student mailboxes, fitness center, and other offices. The latter houses both male and female students, for a total of 304 beds. The total of the rooms are divided equally for the male and female occupants.

The Nature Trail and Pavilion. On March 25, 2011, the 2-mile The Nature Trail and Pavilion (Outdoor Classroom) were formally opened. The trail and pavilion were constructed with funds from a Trail Grant awarded to Jarvis by the Texas Parks and Wildlife Department. The trail is available for pleasure walking and jogging. It will also be available for trail biking whenever weather conditions provide a firm, dry surface. Motorized vehicles, excluding wheelchairs, will not be granted access to the trail without advance permission from Jarvis.

The trail is open to the public as well as to the Jarvis family. In addition to the uses noted above, the trail and pavilion will support education and research. Areas along the trail will be used as outdoor laboratories for courses such as general biology, general ecology, and environmental chemistry. Other areas will be used as Jarvis faculty and student research sites, and the area will be available to researchers from other colleges, universities, institutes, etc. Area public schools will be invited to use the trail for field outings. In addition, use of the trail, pavilion, and surrounding areas for other purposes can be granted upon written request.

HOW TO APPLY FOR ADMISSION

Undergraduate Admissions

Students interested in attending Jarvis Christian College should request an admissions packet or apply on-line.

Jarvis Christian College maintains an admissions policy that is flexible and affords prospective students the opportunity to demonstrate through past academic performance, test scores, and other supplemental information that they can benefit from a Jarvis Christian educational experience. New students seeking admissions to the College or in a specific program must provide official transcripts and standardized test scores (ACT/SAT). Academic performance in high school and previously attended colleges, along with standardized test scores, will be used in making admission decisions, scholarship awards, and diagnostic placement in general education program courses, including mathematics, English, and reading. Admission to Jarvis Christian College will be considered for students who fall in one of the categories listed below.

Freshman

A freshman applicant is a person who has never attended an institution of higher education beyond high school or who has attended classes at a post-secondary institution while still in high school. Students who have taken college courses must submit transcripts of all coursework, whether or not credit is expected.

Transfer

A transfer applicant is a student who has attended another regionally accredited post-secondary institution (whether or not credit was earned) after completing high school.

International

An international applicant is a student who is neither a U.S. citizen nor resident alien of this country.

Re-Admit

A re-admit student is any student not attending school for one regular semester, excluding summer sessions, must reapply for admissions.

Applying for Admissions

Freshman

Any student interested in admission to Jarvis Christian College must have graduated from an accredited high school or have successfully completed the General Education Development (GED) Test. Applicants are also encouraged to complete the application for financial aid at the same time. In order to be admitted, the following REQUIREMENTS must be met:

1. Complete an online application
2. Submit a \$50.00 non-refundable application fee
3. Submit an official high school or GED transcript
4. Submit ACT or SAT score
5. Proof of Meningitis Vaccination for students who are under 21 years of age.

The following items are not required for admission but are needed prior to registration:

- **Housing Reservation form and non-refundable \$200 room reservation fee.**
- **A completed medical examination form (physical).**

Mail form and \$200 non-refundable room reservation fee, in the form of a cashier's check or money order payable to Jarvis Christian College, Office of Residence Life, Highway 80 E. Private Road 7631, Hawkins, TX 75765.

Transfers

Transfer applicants are students who have attended another college. Any information withheld or falsified on the application may subject a student to dismissal. In order to be admitted, the following REQUIREMENTS must be met:

- Submit official transcripts from the last accredited colleges/universities attended.
- Must be in "good academic standing" and eligible to return to the last college/university of attendance.

Applicants are also encouraged to complete the application for financial aid, JCC school code is 003637. In order to be admitted, the following REQUIREMENTS must be met:

1. Complete an online application
2. Submit a \$50.00 non-refundable application fee
3. Submit an official college transcript from all colleges or universities previously attended.
Must be in "good academic standing" and eligible to return to the last college/university of attendance.
4. Proof of Meningitis Vaccination for students who are under 30 years of age.

The following items are not required for admission but are needed prior to registration:

- **Housing Reservation form and non-refundable \$200 room reservation fee.**
- **A completed medical examination form (physical).**

Mail form and \$200 non-refundable room reservation fee, in the form of a cashier's check or money order payable to Jarvis Christian College, Office of Residence Life, Highway 80 E. Private Road 7631, Hawkins, TX 75765.

Re-admit

Any student not attending school for one regular semester, excluding summer sessions, must reapply for admissions. An application for admissions and other required items must be submitted to the Office of Admissions. Applicants are also encouraged to complete the application for financial aid, JCC school code is 00367. In order to be re-admitted, the following REQUIREMENTS must be met:

1. Complete on online application
2. \$50.00 non-refundable application fee
3. Official transcript from college(s) attended while absent from Jarvis Christian College.
4. Proof of Meningitis Vaccination for students who are under 21 years of age.

The following items are not required for admissions but are needed prior to registration:

- **Housing Reservation form and non-refundable \$200 room reservation fee.**
- **A completed medical examination form (physical).**

Mail form and \$200 non-refundable room reservation fee, in the form of a cashier's check or money order payable to Jarvis Christian College, Office of Residence Life, Highway 80 E. Private Road 7631, Hawkins, TX 75765.

International Students

International students who apply for admission to Jarvis Christian College are required to comply with all rules and regulations as established by the United States Immigration and Naturalization Service and to submit the following documents in addition to the general requirements before the College issues the Certificate of Eligibility (Form I-20) which will enable the student to secure a visa:

1. **Application.** A completed application for admission; a non-refundable \$50.00 application fee and a \$200.00 housing application fee for on-campus housing;
2. **Health Record.** A completed health form and Meningitis Vaccination (required for all students under the age of 21)
3. **Evidence of financial support.** This consists of a signed statement of support (Affidavit of Support) from the sponsor(s) indicating that the sponsor agrees to provide for the student's expenses while in attendance at Jarvis Christian College. Accompanying the statement should be evidence of the amount of funds, in U. S dollars, that will be provided each academic year. Copies of bank transaction statements are required.
4. **TOEFL/IELTS Scores.** Submit official score directly from ETS for the Test of English as a Foreign Language (TOEFL). A minimum score of 550 (paper) or 79 (internet-based) is required for admission for students. There is no departmental code for TOEFL. **IELTS Scores:** The minimum IELTS score is 6.5 and 6 or greater in all sub-sections. Website: www.ielts.org Please note: TOEFL or IELTS scores must be less than two years old from the first day of class at the proposed term of entry in order to be valid. Applicants from the following countries do not need to submit a TOEFL score: American Samoa, Australia, Bahamas, Barbados, Belize, Canada

(except Quebec), Dominica, Grenada, Grand Cayman, Guyana, Ireland, Jamaica, Liberia, New Zealand, Sierra Leone, Trinidad/Tobago, United Kingdom, and U.S. Pacific Trust.

5. **Official Transcripts**

International undergraduate students must submit official sealed transcripts or official mark sheets from each college/university attended. Photocopies and faxed copies are not official and will not be accepted for final admission consideration. Transcripts in the original language and an official English translation are required. For transfer from a U.S. institution, verification of eligibility to transfer is required. International transcripts must be evaluated by an approved agency.

- [International Education Research Foundation, Inc.](#)
- [International Academic Credential Evaluators, Inc.](#)
- [JSA: Joseph Silny & Associates, Inc.](#)
- [World Education Services \(WES\)](#)
- [Global Credential Evaluators, Inc. \(GCE\)](#)

6. **Entrance exam**

A score is required on one of the:

- ACT: www.actstudent.org
- SAT: www.collegeboard.org

7. **Proof of current VISA status.**

8. **Issuance of I-20**

Once a student has been admitted to the university, the Form I-20 will be issued showing the date by which the student must register at Jarvis Christian College. Upon arrival, students must present valid passport, visa, I-94 card, and any former I-20. If the student has not registered by the required date, the Jarvis Christian College I-20 Form will be terminated.

To enroll today and find out about scholarships, call 903-730-4890, Ext. 2202 or visit www.jarvis.edu

GENERAL FINANCIAL INFORMATION

The cost of an education at Jarvis Christian College is kept at the lowest possible level while providing the highest quality of service. As a private, church-related institution, Jarvis Christian College receives funds for its operation from tuition and fees, endowments, its related church, and concerned individuals and organizations.

Normally, all tuition and fees, including room and board charges, are payable on or before the first day of registration. However, students who are unable to pay the full amount at registration may utilize the Deferred Payment Plan that is available (refer to Deferred Payment Plan).

Payments to the College must be in cash, certified or cashier's checks, bank drafts, or money orders payable to Jarvis Christian College. For the sender's protection, cash should never be mailed to the College. Payments may be made with the following major credit cards: Master Card, VISA, American Express, or Discover. The College provides Western Union Quick Collection Services for payments only.

The College reserves the right to adjust all fees, charges, and policies during the year without notice.

SCHEDULE OF TUITION, FEES, ROOM AND BOARD BOARDING STUDENTS – Living Learning Center

	<u>First</u> <u>Semester</u>	<u>Second</u> <u>Semester</u>	<u>Total Per</u> <u>School Year</u>
Tuition	\$ 5,045.00	\$ 5,045.00	\$10,090.00
Technology Fee	\$ 427.00	\$ 426.00	\$ 853.00
Student Activity Fee	\$ 213.00	\$ 213.00	\$ 426.00
Room	\$ 2,199.00	\$ 2,199.00	\$ 4,398.00
Board (Dining Hall)	\$ 1,773.00	\$ 1,773.00	\$ 3,546.00
Board Tax	\$ 119.68	\$ 119.68	\$ 239.36
Insurance	\$ -	\$ -	\$ -
Total	\$ 9,776.68	\$ 9,775.68	\$19,552.36

BOARDING STUDENTS – Other Dorms

	<u>First</u> <u>Semester</u>	<u>Second</u> <u>Semester</u>	<u>Total Per</u> <u>School Year</u>
Tuition	\$ 5,045.00	\$ 5,045.00	\$10,090.00
Technology Fee	\$ 427.00	\$ 426.00	\$ 853.00
Student Activity Fee	\$ 213.00	\$ 213.00	\$ 426.00
Room	\$ 1,947.00	\$ 1,947.00	\$ 3,894.00
Board (Dining Hall)	\$ 1,773.00	\$ 1,773.00	\$ 3,546.00
Board Tax	\$ 119.68	\$ 119.68	\$ 239.36
Insurance	\$ -	\$ -	\$ -
Total	\$ 9,524.68	\$ 9,523.68	\$19,048.36

NON-BOARDING STUDENTS

	<u>First</u> <u>Semester</u>	<u>Second</u> <u>Semester</u>	<u>Total Per</u> <u>School Year</u>
Tuition	\$ 5,045.00	\$ 5,045.00	\$10,090.00

Technology Fee	\$ 427.00	\$ 426.00	\$ 853.00
Student Activity Fee	\$ 213.00	\$ 213.00	\$ 426.00
Student Insurance	\$ -	\$ -	\$ -
Total	\$ 5,685.00	\$ 5,684.00	\$11,369.00

These amounts do not include lab fees, books and personal supplies.

Books are estimated to cost approximately \$650.00 per semester.

Tuition rate is for 12 to 18 semester hours. Tuition and fees for part-time enrollment of less than 12 semester hours are assessed at \$420.40 per semester hour.

Private Room and Student-Parent Apartment Costs

Private Room Cost	\$3,665.00 per semester
Student/Parent Apartment Cost	\$1,998.00 per semester

REQUIRED FEES

Tuition: The tuition rate for less than 12 hours is \$494.59 per semester hour. The rate is the same for in-state and out-of-state students.

Application Fee: a non-refundable service charge of \$50 is required for processing an application for admission to the College. This fee is not charged again for non-consecutive enrollments.

Graduation Fee: All graduating seniors are required to pay a fee of \$50 during the first semester of the senior year for expenses connected with commencement exercises.

Graduation in Absentia Fee: All graduating seniors are required to pay a fee of \$20 during the first semester of the senior year for expenses connected with graduation, if they do not participate in the commencement exercises.

Late Registration Fee: Each student who does not complete final registration procedures at the time designated by the College is charged a \$50 late fee.

Room Reservation Fee: Students are required to make an advanced payment of \$200 prior to initial enrollment. The payment should be sent along with a housing application to the Office of Admissions. All applications and payments should be made by August 1 for the fall semester and December 1 for the spring semester. The room fee is not refundable.

Board Fee: The board fee covers the cost of meals in the campus dining hall. The College has a mandatory meal plan. All students living in campus housing are required to participate. Board tax is 6.75% and charged as part of your fees.

Student Identification Card Replacement Fee: A \$10 fee is charged for the replacement of the student identification card.

Vehicle Registration Fee: Vehicles operated by students on College property must be registered and students must provide proof of valid insurance coverage. The fee is \$40 per academic year. The amount is subject to change.

Student Activity Fee: A fee of \$426 is charged each student, each academic year.

Technology Fee: A fee of \$853.00 is assessed each student, each academic year.

Proof of Insurance: All students are required to show proof of insurance by the 12th class day of each semester. If you do not show proof of insurance by the 12th class day, the college will charge to your account a student insurance cost and it will not be removed. It is the student's responsibility to make sure they have proof of insurance on file before the 12th class day. Review the college calendar for this date.

PAYMENT PLAN

If a student's Financial Aid does not cover 100% of their tuition and fees (by the 12TH class day) the student will need to make arrangements to set up a Payment Plan.

Note: A student, who has not completed financial aid paperwork (requirements), is considered as a cash paying student and adheres to the Payment Plan setup.

Payment Plan Setup

\$50.00 Service Charge

(This charge IS NOT deducted from the TOTAL)

➤ Due at time of registration

50% of Total Balance Owed is due by the 12th Class Day

50% of Remaining Balance is paid in Three Equal Payments

Sept/Oct/Nov

Feb/Mar/Apr

PAYMENT PLAN PAYMENTS ARE DUE ON OR BEFORE THE 25TH of Each Month

Payments received after the 25th of the month will be charged \$25.00 Late Fee

NOTE: By the 12th Class Day if a student has not set up a Payment Plan one will be set up for each individual having a balance and charges will be assessed. I.e. Payment Plan Service Charge (\$50.00) and Monthly Late Fees (\$25.00).

Considerations:

No student will be permitted to register if there is a balance owed to the College from a prior semester. In addition, at least one-third of the current charges must be paid to the College either by currency, certified or cashier's checks, bank drafts, money order, credit card and/or financial aid, excluding a portion of the College Work-Study award. Payments may be made with the following major credit cards: Master Card, VISA, American Express, or Discover. The College provides Western Union Quick Collection Services for payments only.

Financial aid awards are awarded on an annual basis, but only one-half of the student's awards are applicable to each semester. Student scholarships, Federal Pell Grants, and campus-based programs (Federal Supplemental Educational Opportunity Grants, Federal Perkins Loans) may be applied in equal installments on a semester basis. Because the Federal College Work-Study award materializes only after the student works the prescribed number of hours, the College will not accept Work-Study awarded to a student or any portion thereof in lieu of cash required at registration. Wages earned through College Work-Study may be used, at the student's option, to pay for educational expenses.

REFUND POLICY

A student who wishes to withdraw from the College must obtain a "Request for Withdrawal" from the Office of the Vice President for Student Affairs. The date of withdrawal for refund purposes is the day indicated on the withdrawal form, unless the Vice President for Student Affairs indicates and documents another date. When the withdrawal form is signed by the appropriate administrative officers, the request will be processed.

The following *pro rata* refund calculation will apply to all students attending Jarvis Christian College. Tuition, fees, institutionally contracted room and board, and other school charges are refunded as follows:

-Prior to end of registration	100%
-Within week 1	90%

-Within week 2	80%
-Within week 3	80%
-Within week 4	70%
-Within week 5	60%
-Within week 6	60%
-Within week 7	50%
-Within week 8	50%
-Within week 9	40%
-Within week 10	40%
-After week 10	0%

Living expenses are prorated according to weeks of enrollment completed in a 16-week semester. Half the academic year's allowance for books and supplies is considered to be used at the start of each term.

A new Federal regulation is effective regarding the return of Title IV financial aid funding when a student withdraws from classes prior to the 60 percent point of the semester. In short, the new regulation requires that the recipient of Federal student aid funds return the unearned portion of all Federal funding (excluding work-study). The unearned portion is the percentage of time remaining in the semester multiplied by the amount of Federal funding the student received on his/her behalf, up to the 60 percent point of the semester. If the student withdraws at or after the 60 percent point of the semester, the funding is considered earned.

An administrative fee equal to the lesser of \$100 or 5 percent of school charges assessed the student and any unpaid school charges will be subtracted from the refund

Once the amount of the refund that must be returned to the Student Financial Aid Programs is determined, that amount must be distributed among the programs in the following order:

1. Federal Family Education Loan Programs
2. Federal Direct Loan Program
3. Federal Perkins Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant Program
6. Other Student Financial Aid Programs

FINANCIAL AID INFORMATION

Jarvis Christian College administers a comprehensive program of scholarships, grants, work programs, loans, and financial aids. This includes the Jarvis Christian College scholarship and award program, as well as state and Federal assistance programs. The Financial Aid Office maintains an internet web page that contains additional information such as forms, web links, and other relevant material. A link to the web page can be found at www.jarvis.edu.

WHAT IS FINANCIAL AID?

The primary responsibility for paying college expenses lies with the student and parents. Financial aid programs are available to assist students who do not have the financial resources to meet the full cost of attendance. All students are encouraged to apply for financial aid.

Financial aid can be received in the form of grants, scholarships, work-study and/or loans. Grants are considered gift aid that is not required to be repaid. Eligibility for all grant aid is based on demonstrated financial need. Scholarships come from both internal and external sources. Eligibility for scholarships varies, but most are awarded on the basis of academic merit and/or financial need. Work-study programs provide jobs for students with financial need.

The amount of aid a student is eligible to receive is generally based on financial need. The unmet financial need is determined by subtracting the estimated Cost of Education (COE) from the Expected Family Contribution (EFC). This difference represents the amount of financial aid the student is eligible to receive from various internal and external sources. The EFC, or the amount the family is expected to contribute toward their son/daughter's education expenses is computed from a federal formula using information contained on the student's FAFSA.

The first step in applying for all financial aid begins with the submission of the Free Application for Federal Student Aid (FAFSA). The FAFSA must be filed electronically at www.fafsa.ed.gov. All students must apply or submit a renewal financial aid application on an annual basis.

ELIGIBILITY FOR FINANCIAL AID

Financial assistance is granted for one academic year. Renewal of financial assistance for another year is based on demonstrated academic achievement and continued financial need. Applicants must complete the financial aid application process annually.

To be eligible to receive Title IV financial aid from Jarvis Christian College, a student must:

- (1) Be a U. S. citizen or eligible non-citizen.
- (2) Be enrolled or accepted for enrollment in an eligible program at an institution of higher education that is an eligible institution.
- (3) Have a high school diploma or a General Education Development (GED) certificate.
- (4) Be enrolled at least half-time in an eligible program as a regular student seeking a degree.
- (5) Have financial need as determined through an approved needs analysis system (FAFSA).
- (6) Not be in DEFAULT on any Federal Loans. If the student has made satisfactory arrangements to repay loan funds and documentation can be provided, the student may be considered for Title IV funds.
- (7) Register or have registered for Selective Service if a male between the ages of 18 and 25.
- (8) Be making satisfactory academic progress as defined by the College.

SATISFACTORY ACADEMIC PROGRESS

The United States Department of Education requires standards of satisfactory academic progress for students who receive federal funds. Measures must include the student's total academic history, regardless of whether the student received financial aid. In compliance with federal regulations, Jarvis Christian College has established a policy applicable to all financial aid recipients, which include both qualitative and quantitative measures of academic progress. A student's Satisfactory Academic Progress (SAP) will be reviewed annually after the spring semester.

To comply with SAP requirements and receive financial aid, a student must:

- Complete 67% of all attempted course work AND
- Earn a minimum Grade Point Average (GPA) of 1.50 for the first 30 credit hours attempted
- Earn a minimum Grade Point Average (GPA) of 1.75 for 31 to 60 credit hours attempted
- Earn a minimum Grade Point Average (GPA) of 2.00 for 61 through 155 credit hours attempted

At the end of four (4) semesters or at the end of the second academic year, a student must have a cumulative GPA of at least a 2.00.

Grades of “W”, “I”, and “R” will not be treated as completed course work; however, the credits assigned to these courses will be computed in the quantitative measure of satisfactory academic progress. Grades of “A”, “B”, “C”, “D”, and “F” will be treated as completed grades and will be calculated in the number of hours completed and the GPA.

Financial aid will not be granted for courses taken by audit, credit hours earned by placement test, or coursework that does not count toward the student’s degree or certificate.

NOTE: Student’s receiving the Tuition Equalization Grant (TEG) are required to complete a minimum of 24 hours per year and maintain a cumulative GPA of at least a **2.5**. State of Texas funds and Satisfactory Academic Progress standards are established by the Texas Higher Education Coordinating Board.

NEW: As of the spring 2011 SAP evaluation, students who do not meet SAP requirements will be placed on financial aid suspension. Students on financial aid suspension may submit an appeal to the Appeals Committee explaining the extenuating circumstances that led to their poor academic performance. The appeal must be submitted in writing (Satisfactory Academic Progress Appeal Request form at www.jarvis.edu) along with supporting documentation to substantiate circumstances regarding the appeal. The decision of the Appeals Committee is **FINAL**.

Appeals will be considered for extenuating circumstances including a) serious personal injury, b) illness, c) death in the immediate family, and d) undue personal hardship. If the Committee accepts the appeal, the student will be placed on financial aid probation and required to meet SAP or the conditions in their academic plan at the end of the next payment period to continue to receive financial aid. Students who have not met SAP requirements or the conditions of their academic plan will be placed on suspension.

- **ACADEMIC PLAN:** Plan developed for student that, if followed, will ensure the student is able to meet satisfactory academic progress standards by a specific point in time.
- **APPEAL:** Process by which a student who is not meeting the satisfactory academic progress policy petitions for reconsideration of eligibility for financial aid assistance.
- **PROBATION:** Status assigned to a student who fails to make satisfactory academic progress and who has appealed and has eligibility for aid reinstated.
- **SUSPENSION:** Students who fail to meet the standards of academic progress or the conditions of their academic plan after probation during the subsequent payment period are denied further funding.
- **TERMINATION:** Occurs when a student has attempted 150% of the hours required to complete a degree or certificate program at Jarvis Christian College. Students are denied further funding and must appeal to be considered for further financial aid.

FINANCIAL AID APPLICATION PROCEDURE

All continuing and prospective students who wish to receive financial aid from any of the programs administered by the College must complete the Free Application for Federal Student Aid (FAFSA), online at: www.fafsa.ed.gov. To be considered for Title IV, State and Institutional aid programs available at Jarvis Christian College, students must:

- 1) Complete the requirements for regular admission or re-admission (if a returning student)
- 2) Complete the FAFSA electronically

Once this process has been completed, the student must:

- 1) Submit verification documentation (if needed)
- 2) Submit loan applications, if applicable
- 3) Meet the priority deadline date in order to be considered in the first award cycle for an award year. *Applications received by the first priority deadline date will be considered in the order of receipt and the availability of funds for which they are eligible.*

TYPES OF ASSISTANCE

The Office of Student Financial Aid at Jarvis Christian College provides financial assistance in the form of (1) Institutional Grants/Scholarships, (2) Federal and State Grants, (3) Federal Direct Loans, and (4) Federal and State College Work-study. A brief description of each program is listed below.

SCHOLARSHIPS

Institutional Scholarships

Jarvis Christian College provides institutional assistance in the form of grant-in-aid and scholarships. Students applying for institutional grant-in-aid and scholarships must comply with the policies and procedures governing the disposition of the funds. All grant-in-aid and scholarships at Jarvis Christian College are granted on the basis of need, character, and/or academic record. Scholarships are awarded on a yearly basis to those students who meet the established donor or College criteria. Scholarships are not officially awarded until the fall registration period.

No student may receive a Jarvis Christian College sponsored scholarship or award as a cash allotment unless specifically indicated by the scholarship/award donor. However, award revisions will be made when a combination of scholarship funds and Title IV funds exceed a student's determined cost of education and/or remaining demonstrated unmet need.

In addition to the information needed above, students with "incompletes" pending from the previous semester of enrollment, incomplete financial aid files, poor citizenship, as determined by the Associate Vice President for Student Affairs, and incomplete admission files are not considered for scholarships.

United Negro College Fund

Jarvis Christian College is one of 38 Historically Black Colleges and Universities (HBCU) supported by the United Negro College Fund (UNCF). The UNCF usually awards scholarships based on financial need and academic merit. Visit their website at www.uncf.org for information on scholarship opportunities.

GRANTS

Federal Pell Grant

To receive a Federal Pell Grant, a student must be an undergraduate who does not already have a Bachelor's degree. The application for a Federal Pell Grant is made through the Free Application for Federal Student Aid (FAFSA). The student receives a Student Aid Report (SAR) advising the student of his/her eligibility or ineligibility. In some limited cases, however, a student may receive a Pell Grant if enrolled in a post-baccalaureate teacher certificate program. Amounts vary from \$400 to \$5,500 per academic year based on student eligibility according to the Estimated Family Contribution as determined upon completion of the FAFSA. The Department of Education provides funding for all students who meet eligibility requirements for the Federal Pell Grant.

Teach Grant

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low income families.

In exchange for receiving the TEACH Grant, the student must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school. As a recipient of a TEACH Grant, the student must teach for at least four (4) academic years within eight (8) calendar years of completing the program of study for which a TEACH Grant is received.

Important: If a person fails to complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan. One must repay this loan to the U. S. Department of Education. Interest will be charged from the date the grant(s) was disbursed.

Eligibility Requirements

- (1) Complete the Free Application for Federal Student Aid (FAFSA). One does not have to demonstrate financial need.
- (2) Be a U. S. citizen or be an eligible non-citizen.
- (3) Be enrolled as an undergraduate, post-baccalaureate, or graduate student in a postsecondary educational institution that has chosen to participate in the TEACH grant Program.
- (4) Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework.
- (5) Meet certain academic achievement requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25).
- (6) Sign a TEACH Grant Agreement to serve in a high-need field which is listed below:
 - (1) Bilingual Education and English Language Acquisition
 - (2) Foreign Language
 - (3) Mathematics
 - (4) Reading Specialist
 - (5) Science
 - (6) Special Education

Academic Competiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (SMART Grant)

The Department of Education ended funding for these programs effective June 30, 2011.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG program is for undergraduate students having exceptional financial need—those with the lowest Expected Family Contribution (EFC) numbers. Federal Pell Grant recipients receive priority for FSEOG awards. These grants may range from \$100 to \$4,000 and do not have to be repaid. Awards for the FSEOG are made according to funding levels.

Tuition Equalization Grants

The Tuition Equalization Grant (TEG) program was enacted by the 62nd Texas Legislature in 1971 to assist students with need to pay the difference in the amount of tuition charged in independent colleges and universities and public institutions in the state of Texas.

To receive the grant, a student must:

- (1) Be a Texas resident or a National Merit Scholarship finalist,
- (2) Be enrolled at least half-time;
- (3) Show financial need;
- (4) Not be the recipient of any form of athletic scholarship; and
- (5) Not be enrolled in a religious degree program.

- (6) Maintain Satisfactory Academic Progress by completing 24 semester hours and a 2.5 G.P.A. according to TEG guidelines.

This grant varies according to student need, tuition differential (the amount of tuition at an institution in excess of a public institution's tuition for the same number of hours), or a student with extraordinary need (otherwise, eligible students with EFC's less than or equal to \$1,000) can receive up to 150% of the basic award depending on funding levels.

Leveraging Educational Assistance Partnership (LEAP)

Recipients of a Tuition Equalization Grant can qualify for an equal LEAP Grant (up to \$1,250), which is funded through Federal appropriations.

Vocational Rehabilitation Grant

The Texas Department of Assistive and Rehabilitative Services (DARS) offer assistance for tuition and non-refundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a TRC counselor. Most conditions for assistance from DARS fall under the American with Disabilities Act. For application information, students should contact the Financial Aid Office for further assistance.

LOANS

Student loans, unlike grants and work-study, are borrowed money that must be repaid with interest, just like car loans and mortgages. Loans are legal obligations, so before taking out a student loan, **students should** think about the amount to be repaid over the years.

William D. Ford Direct Loan Program

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U. S. Department of Education at participating schools. Direct Loans include Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans. These loans are repaid directly to the U. S. Department of Education.

A Direct Subsidized loan is awarded on the basis of financial need. If a student qualifies for a subsidized loan, the Federal government pays the interest on the loan until the student begins repayment. The fixed interest rate is 3.4% for loans first disbursed on or after July 1, 2011 and before July 1, 2012. For loans disbursed on or after July 1, 2012, the fixed interest rate is 6.8%.

A Direct Unsubsidized loan is not awarded on the basis of need. Students receiving unsubsidized loans will be charged interest from the time the loan is disbursed until it is paid in full. The fixed interest rate is 6.8% for loans disbursed on or after July 1, 2006. One can choose to pay the interest or allow it to accumulate. If one allows the interest to accumulate, it will be capitalized—added to the principle amount of the loan and will increase the loans amount to be paid.

A dependent undergraduate student can borrow up to:

- \$3,500 a year for the first year of enrollment in a program of study for at least a full academic year.
- \$4,500 a year after completion of the first-year of study and the remainder of the program of study is for at least a full academic year.
- \$5,500 a year after completion of two years of study and the remainder of the program of study is for at least a full academic year.

An independent undergraduate or dependent undergraduate student, whose parents are unable to qualify for a PLUS Loan (fixed interest rate of 7.9%), can borrow up to:

- \$7,500 a year if enrolled in a program of study that is at least for a full academic year. No more than \$3,500 of this amount may be subsidized.

- \$8,500 a year if one has completed a first-year of study and the remainder of the program is for at least a full academic year. No more than \$5,500 of this amount may be subsidized loans.
- \$10,500 a year if one has completed two years of study and the remainder of the program is for at least a full academic year. No more than \$5,500 of this amount may be in subsidized loans.
- After one graduates, leaves school, or drops below halftime enrollment status, the student will have six months before repayment of the loan begins. This is referred to as a “grace period.”
- The school will disburse loans in at least two installments.
- No installment will be greater than half the amount of the loan.
- If the student is a first-year undergraduate and a first-time borrower, the first disbursement cannot be made until 30 days after the first day of enrollment.
- If the student is a first-time borrower, the student must complete entrance counseling before receiving the first loan disbursement.

Student loan money must first be used to pay for tuition, fees and room and board. If loan funds remain, the student will receive them by check unless the student gives the school written permission to hold the funds until later in the enrollment period.

Prior to July 1, 2010, Stafford, PLUS, and Consolidation Loans were also made by private lenders under the Federal Family Education Loan (FFEL) Program. As a result of the *Health Care and Education Reconciliation Act of 2010*, no further loans will be made under the FFEL Program as of July 1, 2010. All new Stafford, PLUS, and Consolidation Loans come directly from the Department under the Direct Loan Program.

Aggregate Loan Limits – Effective July 1, 2008

Undergraduate Dependent Students: \$31,000 No more than \$23,000 in subsidized (includes FFELP and Stafford Loans).

Undergraduate Independent Students: Currently \$57,500 No more than \$23,500 in subsidized (includes FFELP and Stafford Loans).

Federal Perkins Loans (Formerly National Direct Student Loans – NDSL)

The Federal Perkins loan is a low-interest (5%) loan made through participating schools to undergraduate, graduate, and professional degree students. These loans are offered by participating schools to students who demonstrate financial need. They are made available to students enrolled fulltime or part-time. Preference is given to students with exceptional need. Students must repay this loan.

A student may borrow up to \$4,000 for each year of undergraduate study. The total debt one can have outstanding as an undergraduate is \$20,000.

The repayment period for the Perkins Loan is normally ten years, beginning nine months after the student graduates, leaves school or is not attending at least half-time. Students can make payment arrangements and send funds for the Federal Perkins loan to the institution.

Federal Parent Loans (PLUS)

The Federal Parent Loan Program (PLUS) allows parents who do not have an adverse credit history to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half-time.

The yearly limit on the PLUS loan is equal to the cost of attendance, minus any other financial aid for which one is eligible. The interest rate is variable, but will never exceed 9 percent. If a parent is borrowing on behalf of a dependent undergraduate student, the student

must also meet the general eligibility requirements. For example, the PLUS applicant and the student must:

- Be a U. S. citizen or eligible noncitizen
- Not be in default on a federal student loan
- Not owe a refund on a federal education grant

NEW CHANGES FOR PLUS LOAN: Grace Period and Deferment for Parent PLUS Borrowers

Beginning July 1, 2009, parents are allowed to choose to defer payments on a PLUS Loan until six (6) month after the date the students ceases to be enrolled at least half-time. Accruing interest could either be paid by the parent borrower monthly or quarterly, or be capitalized quarterly.

B-On-Time Loan Program

The purpose of the B-On-Time Loan Program is to provide eligible students who are Texas residents no-interest loans to attend colleges and universities in Texas. If the student graduates with at least a B average in four-years (or other time-frame depending on degree program), the entire loan amount is forgiven upon graduation. The loan carries a 0% interest rate if the student is eligible for the forgiveness provision.

Eligibility Requirements

The BOT provides an incentive for students to succeed and to graduate on time. Although the student is required to complete a FAFSA in order to be eligible to apply for the program, a large percentage of students receiving the loan have financial need. To be eligible for BOT, a student must meet the following requirements:

- Have completed a FAFSA and be eligible to receive federal financial aid
- Be enrolled full-time in an undergraduate degree or certificate program at a public or private institution
- Be a Texas resident or be entitled to pay resident tuition rates as a dependent child of a member of the U.S. armed forces
- Have graduated in the 2002-2003 academic year or later from a high school operated by the U.S. Department of Defense or under the Recommended High School Program from a public or accredited private high school in Texas

OR

- Have earned an associate's degree from an eligible institution no earlier than May 1, 2005

Renewal Eligibility

To maintain eligibility for future disbursements, the student must:

- 1st Academic Year - Make satisfactory academic progress toward a degree or certificate as determined by the institution.
- 2nd and Subsequent Academic Years - Complete at least 75% of the semester credit hours attempted (or 24 hours a year) in the most recent academic year and have a cumulative GPA of at least a 2.5 on a 4.0 scale (or the equivalent) on all course work previously attempted.

Forgiveness Requirements

A BOT shall be forgiven if the student receives an undergraduate degree or certificate from an eligible institution and the student either:

- Graduated with a cumulative GPA of at least a 3.0 on a 4.0 scale, within:
- Four calendar years after enrollment,
- Five calendar years after enrollment if degree is in architecture, engineering, or another program approved by the Coordinating Board, or

OR

- Graduated with a cumulative GPA of at least 3.0 on a 4.0 scale, with a total number of credit hours (including transfer hours and excluding hours earned exclusively by examination) that is no more than 6 hours beyond what is required to complete the degree or certificate.

Work-Study Program

The work-study program provides jobs for students, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to a student's course of study. Funds are provided from Federal and state programs. Under this program, a student can work part-time to earn money for the student's education and the student is paid by the hour receiving pay checks on a monthly basis. This program provides:

- Part-time employment while a student is enrolled in school;
- Payment of student's education expenses;
- Community service work and work related to a student's course of study, whenever possible.

Work-study is available to undergraduate and graduate students. It is administered by schools participating in the FWS and TWS programs. The work-study program provides jobs for students with demonstrated financial need. The student will be paid at least the current federal minimum wage.

Work-study awards depend on:

- Application date
- Remaining financial need after all other sources
- Funding level for federal, state, and institutional work study.

When all work study funds have been awarded, no additional work-study awards will be made. **The amount one earns cannot exceed the student's total award.** The work-study supervisor and the financial aid administrator will consider the student's skills, class schedule and academic progress in making work study assignments. Students will not be expected to work during class times.

STUDENT SERVICES

In keeping with the mission of Jarvis Christian College, which serves a population that possesses diverse socioeconomic and educational backgrounds, the Division of Student Services strives to implement through its organizational structure, programs which emphasize social, civil, and cultural maturity; interpersonal relations and effective communication skills; emotional growth; spiritual development; effective living and learning experiences; and appropriate identification with the world of work.

Student Activities

Student Activities at Jarvis Christian College focuses its efforts on creating a culturally inclusive environment in which activities drive student morale, campus engagement, and ultimately, student success. Developed with the intent of fostering a positive atmosphere for students, Jarvis' extra-curricular activities emphasize both social and emotional growth.

The Office of Career Services

Ultimately, the success of a college student relates to their preparation for life after college. Much of these preparations involve career exploration and planning. Jarvis' Office of Career Services uses a multitude of educational and career opportunities aimed at preparing today's students to be global leaders of tomorrow.

The Office of Career Services offers resources for students from the moment they enter college and continue throughout their collegiate careers. Whether you need help choosing a major, finding an internship, preparing for an interview, applying for graduate school, or looking to begin your journey as a working professional, Career Services is here for you.

STUDENT ORGANIZATIONS

All students are encouraged to participate in organizations and activities at Jarvis Christian College. Participation in some organizations is voluntary, while participation in others is by invitation only. However, there are enough organizations and activities for all students.

CLASSIFICATION OF STUDENT ORGANIZATIONS

A. Coordinative and Regulative Organizations

- (1) Student Government Association – An agency for promoting student activities, developing a wholesome college spirit, perpetuating College traditions, and encouraging good student-faculty relations.
- (2) Pan-Hellenic Council – The governing body of all National Greek letter organizations.
- (3) Residence Hall Councils – Elected representatives from residential units who establish rules and regulations governing the conduct of their peers in the residence halls.

B. General Organizations

The Cheer Squad
The Chess Club
The Dance Squad
The Drama Club

National Institute of Science
National Pan-Hellenic Council
Pre-Alumni
Sisters of Strength

Enactus	Senior Class
Freshmen Class	Social Work Organization
Jarvis Martial Arts Club	Sophomore Class
Junior Class	Student Activities Council Board
Men on the Frontline	Student Government Association
Minority Student Leadership Organization	Student Ministry Association
National Association of Blacks in Criminal Justice	Women to Women
National Black Law Students Association	

C. Religious Organizations

These organizations have the primary objective of promoting spiritual growth through study, worship, service, and action.

10:00 a.m. – Sunday school
 11:00 a.m. – Sunday Morning Worship
 6:00 p.m. – Women-to-Women Bible Study
 7:00 p.m. – Wednesday Night Worship
 Student Ministers' Association

D. Fraternities and Sororities

Fraternities and Sororities are Greek letter organizations that have established chapters on campus. The following criteria must be met for membership in a fraternity or sorority:

- Cumulative average of at least 2.50 as confirmed by the Registrar.
- At least 31 semester hours earned.
- Approval of the Office of Student Services.

Following are the chapters of fraternities and sororities on the Jarvis Christian College campus:

Zeta Chi Chapter of Alpha Kappa Alpha Sorority, Inc.
 Theta Alpha Chapter of Alpha Phi Alpha Fraternity, Inc.
 Theta Kappa Chapter of Delta Sigma Theta Sorority, Inc.
 Zeta Delta Chapter of Zeta Phi Beta Sorority, Inc.
 Zeta Xi Chapter of Kappa Alpha Psi Fraternity, Inc.
 Kappa Upsilon Chapter of Sigma Gamma Rho Sorority, Inc.
 Epsilon Zeta Chapter of Phi Beta Sigma Fraternity, Inc.
 Phi Beta Chapter of Omega Psi Phi Fraternity, Inc.

E. Performing Arts Organizations

- The Jarvis Christian College Choir

F. National Honor Societies

Alpha Kappa Mu National Honor Society

Alpha Kappa Mu National Honor society is devoted to the advancement of high scholarship. Alpha XI Chapter of Alpha Kappa Mu was organized at Jarvis Christian College in 1953. To be eligible for membership, a student must have earned at least 61 semester hours and have a cumulative average of 3.3 or above. Alpha Kappa Mu National Honor Society is a member of the Association of College Honor Societies.

Beta Beta Beta National Honor Society in Biological Sciences

Beta Beta Beta (TriBeta) is a society for students, particularly undergraduates, dedicated to improving their understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research,. Since its founding in 1922, more than 175,000 persons have been accepted into lifetime membership, and more than 492 chapters have been established throughout the United States and Puerto Rico. The Delta Phi Chapter of Beta Beta Beta was organized at Jarvis Christian College on November 15, 2007.

Beta Kappa Chi Scientific Honor Society

Beta Kappa Chi was founded in 1923 and was established for the purpose of encouraging and advancing undergraduate and graduate scientific education through original investigations, the dissemination of scientific knowledge, and the stimulation of high scholarship in mathematics and the natural sciences. The society seeks to inspire and support the pursuit of knowledge and academic excellence during the entire career of each member. Beta Kappa Chi Scientific Honor Society is a member of the Association of College Honor Societies.

To be considered for membership, one must show noteworthy achievement in one of the following academic disciplines: biology, chemistry, mathematics, physics, and psychology. To be elected to membership, an undergraduate student must have completed at least 64 semester hours of college work with a grade average of “B” or better; 17 of these hours must be in one of the aforementioned disciplines with a grade average of “B” or better.

Delta Mu Delta National Honor Society in Business, Management, and Administration

The purposes of Delta Mu Delta are to promote higher scholarship in training for business and to recognize and reward scholastic achievement in business subjects.

Sigma Tau Delta International English Honor Society

Sigma Tau Delta was founded at Dakota Wesleyan University in 1924. It is an international English honor society, which was established to promote purposeful dedication in life to the attainment of excellence. Gamma Omicron Chapter, chartered at Jarvis Christian College in 1979, is open to students who have chosen English as a major, minor, or teaching field, and who have completed a minimum of two courses in literature in addition to the usual requirements of freshman English. These students must possess an average of “B” in all English courses and rank in the highest 35 percent of their class in general scholarship, based on their cumulative scholastic record.

G. Special Interest Organizations

- Cheerleaders
- Dance Team
- International Students Organization
- Jarvis Campus Activity Board (J-CAB))
- Pre-Alumni Council

RESIDENCE LIFE AND HOUSING

Residence Life

Living on campus is a valuable experience for students. On-campus living creates a stable living and learning environment. The Office of Residence Life works diligently to provide each student with a comfortable, safe environment structured to enhance the academic atmosphere of the College.

Housing Procedures

To apply for housing, applicants must submit the housing application found in the admission packet. This application is completed during enrollment. Along with the application, the student must remit a \$200.00 non-refundable room fee. Costs for repair to damaged facilities furnishings or special cleaning will be charged to the student at fault. Residence Life reserves the right to modify room assignments as necessary. All students living on campus will be charged board fees. Only those students who have a physician's excuse that is approved by the Business Office will be exempt.

STUDENT-FAMILY APARTMENTS

Eight one-bedroom and four efficiency student-family apartments are available for married students or students who have children. Assignment is based on date of receipt of application with appropriate deposit and availability of apartments. Rules governing the application process and living in the student-family apartments may be found in the *Student-Family Handbook*.

OFF-CAMPUS HOUSING

All students are expected to live on campus, with the following exceptions: those who are at least 23 years of age; those married; those with dependent children; those living with parents; and those students living off campus at the discretion of the College. The Housing Office must give approval for off-campus housing. Students may be asked to furnish birth certificates or other documents when requesting approval for off-campus housing.

All students will be expected to live on campus with the following exceptions:

- Those married;
- Those with dependents children living with them;
- Those living with parents, and
- Those 21 years of age or older

Students may be asked to furnish birth certificates or other documents for the Office of Student Services. Applications are approved individually and approval to live off campus is not guaranteed until the following has been completed as part of the application process:

- Approval to live off campus is granted when a student presents a lease agreement with all pertinent contact information to the Office of Student Services, or

- If a student is living with parents or guardians, there must be a notarized statement from parents/guardians with signatures of the parents/guardians and the student.

Because of liability concerns, the College is not involved in inspecting non-College-owned facilities located off campus and cannot determine whether the facility is safe, sanitary and in compliance with local ordinances. The College does not provide residential services for those living off-campus.

Students residing off-campus are still subject to the College's judicial procedures and the sanctions of local authorities. Students living off campus, who are cited by the local authorities' for disorderly conduct, excessive noise, drinking underage, public intoxication, etc., may be required to return to campus housing regardless of financial hardship or lease commitments. All occupants of the house or apartment may be subject to the same requirement. Therefore, students living off campus must be prepared to take personal responsibility for the consequences of any gathering they host.

Students applying to live off-campus have until the 12th class day to complete all pertinent information required. If a student has not completed the application process after the 12th class day, that student will be considered a boarding student and will be assessed housing and boarding fees for the semester.

If an off-campus student is found living in the on-campus residence facilities, that student will be charged housing and boarding fees and disciplinary action will be taken, not limit to suspension from the College.

IDENTIFICATION CARDS

All JCC students are required to carry a JCC I.D. card at all times and be willing to produce it promptly upon request of any College official acting with proper authority.

JCC I.D. cards are not transferable, and lost cards must be reported to the Office of Student Services within 24 hours of the student's first awareness of loss. Students failing to comply with this directive will be held accountable for any abuse of the I.D. card and must bear the cost of replacement. The identification card entitles a student to admission to most athletic events, campus social activities, cultural and educational events, and the dining hall, and participation in student elections.

STUDENT HANDBOOK

Student regulations are published periodically in student handbook and the *College Catalog*. Between normal publication dates of *The Bulletin* and the *College Catalog*, the College reserves the right to make changes in policies and regulations.

ATHLETICS

Jarvis Christian College participates in intercollegiate athletics and holds membership in the National Association of Intercollegiate Athletics (NAIA) and the Red River Athletic Conference.

The College competes in men's and women's basketball, men's and women's cross country, men's and women's soccer, women's volleyball, men's baseball, and men's and women's track and field.

RELIGIOUS LIFE

The Jarvis Christian College Church wants to be your church while you are in college. The pastor of the College Church wants to be your pastor. The pastor is available to each individual as an advisor, professional counselor, and friend.

The Smith-Howard Chapel is located within the James Nelson Ervin Religion and Culture Center. It serves the spiritual needs of the community, as well as the faculty, staff and student population. The College Church is a participating congregation in the Christian Church (Disciples of Christ). Its goal is to serve the needs of the campus. The membership is comprised of faculty, staff, students, and the local community. Students are encouraged to participate by sharing opinions, experiences and talent to help develop a more holistic approach to the campus ministry.

Central to the Christian Church (Disciples of Christ) is the weekly celebration of the Lord's Supper. This act of worship is delivered and passed onto the Church according to the Apostle Paul in I Corinthians. In the College Church all baptized believers in Jesus Christ are invited to share in the Lord's Supper.

A second sacrament observed by the Christian Church (Disciples of Christ) is the ordinance of baptism by immersion. This saving act symbolizes the covenant with God to live in the newness of life in the presence of Christ.

Membership in the Church is of three (3) types: (1) Primary Membership: a person makes a confession in Jesus Christ as Lord and receives baptism; (2) Transfer of fellowship (membership) from another church: this is usually for persons who have belonged to another congregation; (3) Associate Membership: a person publicly identifies himself/herself as a member of the Church by stating a desire to participate fully in the life of the College Church. This type of membership does not affect membership in your home church. The pastor will be happy to discuss membership with you. Regular worship is held every Sunday morning at 11:00 a.m. in the Smith-Howard Chapel. Students are invited to serve as ushers/deacons and to help provide the music by singing in the Concert Choir. Students who are non-choir members, with musical ability, are invited to volunteer to sing solos, duets, etc, or play their musical instruments during the worship service.

The College Church provides an opportunity to attend Sunday school on Sunday mornings from 10:00 a.m. to 11:00 a.m. The Sunday school class meets in the parlor of the Smith-Howard Chapel. Wednesday Night Worship services begin at 7:00 p.m., which is student-led worship service.

Student Ministerial Association

The Student Ministerial Association is a group of students who volunteer to help the College Pastor in planning Vespers, seminars, Religious Emphasis programs and a variety of other

experiences that are designed to make the Christian faith meaningful. One can become a member by speaking with the College Pastor or SMA members.

All-College Convocation and Chapel are held each Tuesday at 11:00 a.m. The programs provide a forum for the presentation of current issues relevant to educational, social, and religious development. Distinguished persons from the work of business, industry, education, and religion are invited to be speakers for the programs.

Our weekly chapels are an essential and inherent part of the total program at Jarvis Christian College. Thus, attendance is mandatory for all members of the College family. All events designated as Annual College Traditional Events require mandatory attendance of all students.

All freshmen, transfer students, and seniors are required to attend the weekly chapels or convocations to fulfill their graduation requirements. They are to be there 10 minutes prior to the start of the program and remain until the program ends.

(College services meet each week and are a source of spiritual exhortation and enrichment that are vital to Christian growth. Sunday School, Sunday morning and Wednesday evening services provide spiritual instruction and encouragement. Faculty, staff, and their families, as well as members of the community, join the College students in services at the campus Church.)

DINING SERVICES

The Dining Hall is located in the Ida V. Jarvis Student Center. The Fire House Grill, a fast food retail outlet, is also housed in the Ronald Hay Student Services building. For more information, contact the Office of Finance and Administration.

SECURITY

Jarvis Christian College has 24-hour security, 365 days per year. The security staff is personable, commissioned, and highly competent. Their presence ensures a safe living and learning environment.

STUDENT COMPLAINTS

The primary objective of the Student Complaint Procedure is to establish a process for students to express and resolve misunderstandings, concerns, or grievances that they have with any College employee in a prompt, fair and equitable manner while emphasizing informal resolution. It is intended that the complaint procedures provide a problem-solving atmosphere which stresses “resolution” and reflects the best interests of the complainant and the College.

A complaint is defined as a dispute of a student regarding the College with respect to the following.

1. The interpretation and application of the policies and regulations of the College in areas such as grading, attendance, and instructional quality.
2. Acts of reprisal as a result of utilization of the complaint procedure.
3. Complaints of discrimination on the basis of the protected rights of race, color, creed, political affiliation, age, disability, national origin, or gender.
4. Acts of malicious intent to violate the constitutional rights of individuals.

It is assumed that most student concerns or complaints can be resolved informally through communication between the students and appropriate College personnel. Recognizing that complaints should be raised and settled promptly, a complaint should be raised within ten (10) business days (a business day is defined as any day the College is in operation as specified in the College calendar) following the event giving rise to the complaint.

Prior to initiating an informal or formal complaint under this policy a student may choose to contact a campus advisor or mentor to assist him or her in making a decision about how to address the situation of concern and whether to pursue an informal or formal complaint under this policy. Advisors or mentors will maintain confidentiality to the extent reasonably possible.

Students desiring review of a situation are to complete a *Student Complaint Form*. The Vice President for Student Services will review the complaint and appropriate action will be taken within one week of the date of the complaint. If necessary, a conference will be scheduled between the parties involved to resolve the conflict. If no resolution is made or if the resolution is not satisfactory to the complainant, an appeal may be made to the Office of the President. The appeal must be made within one week of the resolution. *Student Complaint Forms* are in the Office of Student Services.

ACADEMIC REGULATIONS ACADEMIC POLICIES

ACADEMIC INTEGRITY

Policy on Academic Integrity

Jarvis Christian College students and faculty are responsible for maintaining an environment that encourages academic integrity. Students and faculty members should report an observed or a suspected case of academic dishonesty immediately to the faculty member in charge of an examination, classroom, laboratory research project, or other academic exercise.

The value of an academic degree is contingent upon the integrity of the work performed by the student for a degree. It is imperative that students be responsible for maintaining high standards of individual honor in scholastic work. Academic dishonesty includes, but is not limited to, cheating, plagiarism, falsification, and collusion:

Cheating includes:

1. Copying the paper of another student, engaging in any written, oral or other means of communication with another student, or providing aid to or seeking aid from another student when not permitted by the instructor;
2. Using material during an examination or when completing an assignment that is not authorized by the person giving the examination or making the work assignment;
3. Attempting to take or taking an examination for another student, or allowing another student to take an examination for oneself;
4. Obtaining, using or attempting to acquire by any method the whole or any part of an un-administered examination or work assignment.

Plagiarism is the presenting of another person's work as one's own. It includes paraphrasing or summarizing the works of another person without acknowledgement, including submitting another student's work as one's own. It is the responsibility of the student to protect his or her own work.

Falsification is misrepresenting material or fabricating information in an academic exercise or assignment.

Collusion is the unauthorized collaboration with another person in preparing written work that a student offers for credit. To avoid providing the opportunity for collusion, faculty should establish clear guidelines for students when engaged in cooperative learning activities.

Process:

If a student fails to maintain academic integrity, the faculty member is responsible for initiating the following procedure within 7 days of the incident:

1. Notify the student(s) in writing of the breach of academic integrity. This notification should include:
 - a. Course number, section, and title;

- b. The student work in question and the date it was submitted;
 - c. A brief description of how the student breached academic integrity.
2. File a report with the Office of Academic Affairs and a copy to the appropriate Division Chair. The report should include:
 - a. Faculty name;
 - b. Course number, section and title;
 - c. Student name and identification number;
 - d. Date of the offense;
 - e. Collected evidence and documentation of incident;
 - f. Copy of the written notification issued to the student.

Once the report is filed, the Office of Academic Affairs will schedule a meeting with the student(s), faculty member, and Division Chair regarding the situation within 72 hours (three working days) at which time both faculty and student will present their case. If a breach of academic integrity is found, the student(s) will be issued a written warning from the Office of Academic Affairs and the following course of action will be taken:

- For the first offense, the student will receive a grade of “0” for the assignment or exam;
- For the second offense, the student(s) will receive an F* for the course indicating on their transcript that a breach of academic integrity has occurred;
- For the third offense, the student(s) will receive an F* in the course indicating on their transcript that a breach of academic integrity has occurred and be suspended for one academic semester;
- For the fourth offense, the student(s) will receive an F* in the course indicating on their transcript that a breach of academic integrity has occurred, and will be permanently expelled from the college.

Offenses of academic integrity are cumulative throughout the student’s academic career at Jarvis Christian College. A student may not drop any course in which a violation of academic integrity is pending against the student. If the student is found not responsible for the violation, he or she may drop the course with a “W” appearing on the academic record.

Students who wish to appeal an academic penalty must notify the Vice President for Academic Affairs in writing within 72 hours of the decision. The notification should include:

1. Student name and identification number;
2. Course number, section, title and Faculty name;
3. Date of the offense;
4. Current academic penalty;
5. Reason for appeal.

The case will then be referred to the Academic Integrity Subcommittee of Academic Affairs* and a hearing will be scheduled within 10 days. All academic integrity cases must be resolved within six weeks of the purported offense.

*This committee will consist of five voting members: two faculty members (one from different disciplines), three students (one representative from the Student Government

Association and two students from a pool of the population at large that has been nominated by faculty members). The Vice President for Academic Affairs will serve on this committee as an ex officio member. (Faculty and students will serve a term of one semester). Meetings will be scheduled as needed to address pending cases.

ACADEMIC PROBATION, SUSPENSION, REINSTATEMENT AND EXPULSION

Academic Probation

A student will be placed on academic probation if he/she fails to meet the following requirements:

- Earn a minimum Grade Point Average (GPA) of 1.50 for the first 30 credit hours attempted.
- Earn a minimum Grade Point Average (GPA) of 1.75 for 31 to 60 credit hours attempted.
- Earn a minimum Grade Point Average (GPA) of 2.00 for 61 to 155 credit hours attempted.

and

Completion of at least **67%** of attempted hours (attempted hours defined as enrolled hours after the ADD/DROP period has ended) not including activity courses.

Any student not maintaining satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.00 in regularly-graded course work, not to include activity or remedial courses, or meet the minimum cumulative graduation/retention GPA standard in order to continue as a student.

Academic Suspension

Any student who was on academic probation the previous semester and who fails to raise his/her GPA to the required cumulative level or to achieve a 2.00 Retention/Graduation GPA, not to include activity or remedial courses, in the semester during academic probation will be suspended from the institution for the period of one academic semester.

Procedure for Appealing Academic Suspension

Any student who is academically suspended from Jarvis Christian College may appeal the suspension by filing a written petition within 14 days in the Office of Academic Affairs. The suspended student must demonstrate in the petition the following:

1. Reasonable cause as to unusual reasons for failure and/or extraordinary personal circumstances;
2. Evidence of capabilities for success (satisfactory scores obtained on an aptitude or achievement test may be required); and
3. An objective plan balancing proposed enrollment, study time, and a work schedule which will insure a plan of success toward obtaining an educational and/or degree goal.

The appeals decision will be made by the Vice President for Academic Affairs or designee.

Reinstatement or Readmission of Suspended Students

Students who are academically suspended by Jarvis Christian College will not be allowed to re-enroll at the institution for a least one semester unless suspension has been appealed appropriately and rescinded by the Vice President for Academic Affairs. A suspended student applying for readmission must go through an appeals process as described in the previous section submitted no later than 30 days prior to the semester of requested readmission. The student must also agree to participate in appropriate remedial sessions in his/her areas of weakness. These areas may be, but are not limited to, study in reading, written communication skills, and mathematics. Should a reinstated or readmitted student be suspended for poor academic performance for a second time, the student cannot return to Jarvis Christian College until he/she has attended another institution and raised his/her Retention/Graduation GPA to the established retention standards.

Academic Expulsion

Should a reinstated or readmitted student be suspended for a third time, the student will be expelled. When a student is expelled, a record of this action is made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will normally not be allowed to re-enter the college.

CLASS ATTENDANCE

Students are expected to attend all meetings of their classes at Jarvis Christian College, arrive at the designated beginning time for the class, and remain until the designated dismissal time for the class.

Authorized absences are granted for students who are approved by the Office of Academic Affairs as official representatives of the College (class field trips, College-sponsored workshops, musical performances, and intercollegiate sports participation).

In any course offered during the fall or spring semester, faculty are authorized by Jarvis Christian College policy to fail or to recommend that students withdraw whose total absences exceed the equivalent of two weeks. Students must withdraw from the class by the assigned date or receive an "F" for the course. For example, no more than three (3) absences are allowed, per semester, in a class meeting three times a week (i.e., Monday/Wednesday/Friday), and no more than two (2) absences are allowed, per semester, in a class meeting once and twice a week. Specific standards for a summer course are stated in the course syllabus.

Unauthorized absences on dates published for examinations result in loss of those examination grades. All unauthorized absences and instances of tardiness are subject to the penalty published in the course syllabus.

Students absent from class for any of the reasons listed below may, at the discretion of the instructor, receive an **excused absence** by presenting the proper documentation as indicated in the Table below:

Reason	Documentation
Personal illness or illness of immediate family member	Physician's Statement

Death in immediate family	Funeral program
Patriotic duty (military or jury duty; court appearances, etc.)	Copy of notice or summons
Performance of co- or extra-curricular obligations to the College (travel with athletic teams, class field trips, conferences, seminars, fine arts performance, etc.)	Written statement from sponsor including a coach or choir director that specifies the activity the student participated in and the date of the activity; or notice from either the Office of Academic Affairs or Student Affairs.

CLASS ROSTERS

Class rosters are computerized. Faculty members are to verify that the names of all students attending class appear on the class rosters by generating an updated computerized roster list for each class meeting during the ADD/DROP week.

Should a student be in attendance and not appear on the computerized class roster, the faculty should (a) have the student double check his/her schedule to ensure correct enrollment in that course; (b) if a currently printed student schedule indicates that the student is currently enrolled in the course and does not appear in the electronic version of the faculty's roster, the student should be referred to the Office of the Registrar, the Office of Financial Aid, and/or the Business Office to resolve the reason for not appearing on the faculty's class roster.

Students who have not reported to class by the end of the ADD/DROP period (12th day of class) will be reported by the faculty to the Office of the Registrar by the end of business on the 12th day of class for deletion of said non attending student from the faculty roster.

All holds are to be resolved before the 12th day of class. Should these matters not be resolved by the 11th day of class, the student will not be registered for that academic semester.

CLASSIFICATION OF STUDENTS

Students at Jarvis Christian College are classified by type and by semester hours satisfactorily completed.

Classifications by type are:

- | | |
|-----------------------|-----------------------------------------------------------|
| 1. Full-time student: | One enrolled for twelve or more semester hours. |
| 2. Part-time student: | One enrolled for fewer than twelve semester hours. |
| 3. Special Student: | One who is not a candidate for a degree or certification. |

Classification by semester hours satisfactorily completed are:

- | | |
|---------------|--------------------------------------|
| 1. Freshman: | 30 or less semester hours completed. |
| 2. Sophomore: | 31-60 semester hours completed. |
| 3. Junior: | 61-90 semester hours completed. |
| 4. Senior: | 91 or more semester hours completed. |

DISTANCE LEARNING COURSES

A student in residence at this institution will be permitted to receive credit for distance learning courses only when the Office of Academic Affairs has granted written permission. Each request made by a student for credit in courses taken by distance learning will be considered on its own merits.

No more than 12 semester hours of credit taken in distance learning coursework may be applied toward the requirements for an undergraduate degree.

Since the last 30 semester hours of credit for a degree must be taken in residence, no credit earned through distance learning may be applied toward the requirements for a degree if taken after the student has earned 90 semester hours of credit applicable toward the requirements for a degree.

Exceptions may be made at the discretion of the Office of Academic Affairs.

CREDIT

Credit for academic work is measured in semester credit hours.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement through an institutionally established equivalency that reasonably approximates not less than (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out- of-class student work each week for approximately fifteen weeks for one semester.

CREDIT HOUR LOAD

A minimum of 12 and a maximum of 18 semester hours of class and laboratory work, exclusive of band or choir, constitute a normal load for a full time student during a semester.

A student who carried a normal load or an overload during the preceding semester and earned a “B” average may be permitted to carry a maximum load of 19 semester hours.

A student who has an over-all average of “B” may, under exceptional circumstances, be permitted to carry an overload not to exceed 21 semester hours during the final semester of the senior year.

GRADE APPEAL

A student may appeal a final grade given by an instructor in cases where he or she believes the grade awarded is inconsistent with the announced grading policy. The student is responsible for initiating the procedure in the following manner:

The student must contact the faculty member in writing within two weeks of the grade assignment. This letter/email should include the following:

- 1) Student name
- 2) Identification number
- 3) Course number, section and title

- 4) Semester in which the course was taken
- 5) Reason for the appeal

The student and faculty member will review and explain the criteria for the assignment of grades as established in the course syllabus, as well as the student's performance. Should the student be dissatisfied with the discussion with the faculty member, the student may take their case to the Division Chair. If after discussion with the Division Chair and faculty member, the student is still dissatisfied, the next recourse of appeal is to the Vice President for Academic Affairs. At each administrative level of the appeal process, an attempt will be made to resolve the issue. If resolution results in a grade change, the requisite GRADE CHANGE form should be completed by faculty, signed by the Division Chair and Vice President for Academic Affairs and received in the Registrar's Office for processing.

All grade appeal cases submitted within the two week period after grade distribution must be resolved by the sixth week of the following semester. Failure to contact the faculty member in

writing within two weeks of grade assignment voids the recourse of appeal. A record of "W" cannot be changed.

The Vice President for Academic Affairs is the final step in the appeal process for academic matters at Jarvis Christian College.

GRADE DISTRIBUTION

The Office of the Registrar makes mid-semester grades available to students on-line. Final grades are available to students on-line at the end of each semester. Grades are accessed on the Jarvis website through the JCC Web. Mid-semester and final grades are mailed to the parents of students who have signed an "Authorization for Receiving Grades".

GRADES AND QUALITY POINTS

Each instructor assigns grades to students based on standards established as appropriate for each class. It is the student's responsibility to comply with the criteria used in grading by instructors. Students should consult with instructors during office hours for assistance.

The class work of students will be indicated according to the following pattern scale.

Grade	Value	Quality Points per Credit hour
A	Excellent	4
B	Good	3
C	Average/Satisfactory	2
D	Poor/Passing	1
F	Failure	0
I	Incomplete	-
AW	Administrative Withdrawal	-
W	Withdrew	-

IP	In Progress	-
CR	Credit	-
NC	No Credit	-

This grading scale will be followed unless otherwise noted in course syllabus.

Grade of “I” (Incomplete)

A grade of “I” may be assigned as a grade under special circumstances. A grade of “I” may be assigned to allow a student who had a passing grade at the time of grade assignment to complete the course in a relatively short period of time. Guidelines for conditions warranting an “I” include:

- a) Prolonged illness
- b) Documented personal emergencies preventing completion of final work including examinations.
- c) Extenuating circumstances that have prevented completion of final papers or projects.

The issuance of an “I” is a decision made by the instructor after conferring with the student. Incomplete course work must be completed and the “I” removed from the student’s transcript the next regular term immediately following the submission of the “I” as the grade. If the student is not enrolled in the next regular term, he/she has one calendar year from the semester the “I” was received to remove the grade. If the student fails to remove the “I” within the calendar year by the date designated, the “I” grade automatically becomes an “F”.

It is the student’s responsibility to conference with the instructor to ensure that the grade of “I” is changed when the work is completed.

The instructor of record is responsible to file the required documentation of terms of Incomplete with the Office of the Registrar within 3 working days of final grades due for the semester providing the following information:

- a) Grade student had at time of grade assignment;
- b) Circumstances warranting the granting of a grade of Incomplete;
- c) Written guidelines of work lacking and date due;
- d) Faculty and student signature and date of agreement;
- e) Copy of course syllabus.

The permanent grade submitted to remove the grade of “I” must be verified by the instructor’s roll book. Change of grades must be approved by the Division Chair and the Vice President for Academic Affairs.

COMPUTATION OF THE GRADE POINT AVERAGE

<u>Course Number</u>	<u>Course Title</u>	<u>Grade</u>	<u>Hours Attempted</u>	<u>Quality Points</u>
ENGL-1301	Composition I	A	3	12
ARTS-1301	Introduction to Art	B	3	9
KINE-1103	Golf	A	1	4

MATH-1314	College Algebra	C	3	6
PHYS-1415	Physical Science	B	4	12
RELI-1301	Religion & Contemporary Living	C	<u>3</u>	<u>6</u>
			17	49

A student who earned the grades above, in the courses indicated, at the end of a semester, and 49 quality points, would have an average of 2.88 when the 49 quality points are divided by 17 semester hours.

SEMESTER HOURS

A semester hour is the term used to describe the number of credits received by the student for successfully completing a specific course. A semester hour is one 50-minute period of lecture per week or a minimum of two 50-minute periods of laboratory or studio work per week for one 16-week period or its equivalent. The semester hour credit given a course is not necessarily equal to the actual number of clock hours spent in class. This applies particularly to courses in the sciences and fine arts where laboratory or studio sessions are scheduled in addition to regular class lectures.

RELEASE OF TRANSCRIPTS

The cost of an official or unofficial transcript is payable by cash, money order, cashier's check, PayPal or credit card. Transcripts cannot be released if account balances have not been satisfactorily settled with the College.

Official transcripts, which bear the signature of the issuing officer and the College seal, and unofficial transcripts are issued upon written request of the student. Requests for transcripts should be addressed to:

**Office of the Registrar
Jarvis Christian College
Post Office Box 1470
Hawkins, Texas 75765-1470**

SCHOLASTIC ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to be eligible for participation in intercollegiate athletics and/or any other extracurricular activity sponsored by the College, the student must possess a cumulative grade point average of "C" (2.00). Students not on academic probation, but with an average below 2.0, are limited to taking no more than 13 semester hours of coursework.

REGISTRATION

CHANGES IN REGISTRATION

Once a student completes registration and classes have begun, schedule changes are processed during the official *Drop and Add* period. A student who has completed registration, who wishes to drop/withdraw from a course or courses, must do so by completing that request at the Office of the Registrar. A student may withdraw from a course at any time prior to the Last Day of

Withdrawal indicated on the official College calendar. This published date for last date of withdrawal with grade of “W” will be the last day of the twelfth week of class.

Extenuating circumstances concerning these matters are reviewed by the Office of the Vice President for Academic Affairs.

SUBSTITUTION OF COURSES

If, for good and sufficient reasons, it becomes necessary for students to substitute courses in their prescribed program, they should secure the appropriate form and signature from their advisor, the respective Division Chair, and the Vice President for Academic Affairs. Only when the form has been processed and filed with the Registrar are the substitutions official.

REPEATED COURSE WORK

Students may repeat those courses taken for which grades of “D” or “F” were received.

Repetition of a passed course, in an attempt to improve a grade, is permitted. The last grade will stand as the official grade, and only the last grade earned will be calculated in the cumulative grade point average.

Repeated courses, however, adversely affect the student’s ability to meet the required progression standards by increasing total hours attempted.

An “R” is indicated on transcripts for repeated coursework. An asterisk appears by the initial grade, which remains on the transcript.

TRANSFER OF COURSES

Transfer credits are only accepted from regionally accredited institutions. Transfer students must have a minimum cumulative grade point average of 2.0 at the end of the last semester-quarter from the last college they attended. To meet graduation requirements, a transfer student must have an overall “C” (2.00) average and only grades of “C” or above will be accepted for transfer credit.

Jarvis Christian College will provide each approved transfer applicant with an evaluation of previously earned credits. Faculty advisors, with the signature of the Division Chair, will determine the previously earned credits that will apply in the major.

Students must complete the last 30 semester hours of course work in residence. Hours earned that are equivalent to courses offered at Jarvis Christian College are substituted when the degree plan is prepared with the major advisor. Courses that are not equivalent to courses required for the prescribed degree are indicated on the degree plan as electives.

Exceptions may be made at the discretion of the Office of Academic Affairs.

Transfer students intending to work toward a degree at Jarvis Christian College should carefully analyze all departmental information listed in this catalog as well as the General University Requirements for Graduation.

AUDITING

A student may audit a course by paying \$10.00 per semester hour and any special charges assessed. The student must indicate, at the time of registration, the intent to audit. A course that is audited does not yield credit. It is merely indicated on the student's transcript.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College before the end of a semester must make an official request for withdrawal through the Office of Student Affairs and must complete the "Request for Withdrawal" form, which must be signed by appropriate administrative officials. Only after the forms have been processed and are on file in the Office of the Registrar will the withdrawal be official.

The grade of "W" is given to a student who officially withdraws from the College.

UNOFFICIAL WITHDRAWAL POLICY

An unofficial withdrawal occurs when a student has left the institution for whatever reason but failed to officially notify the institution of their intent to leave school. The College is required to make a determination as to when the student actually left the institution, even if the student did not officially notify the school.

In determining the last date of attendance for a student who fails to officially withdraw, the institution will consult with instructors as to the last date of attendance for a student. If a last date of attendance cannot be determined after consulting with instructors, the institution will use the midpoint (50%) of the semester in determining the last date of attendance. If an otherwise eligible student has reached the 60% point in attendance prior to leaving, that student has earned all Title IV federal aid for that semester.

A grade of "FN" will be assigned to students who unofficially withdraw from the College. The "FN" grade designation does not take the place of the "W" grade which is noted when students officially withdraw.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA is a federal law designed to protect the privacy of a student's educational records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student when he or she reaches the age of 18 or attends a school beyond the high school level. Students and former students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in educational records unless, for a reason such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the

hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record setting forth his or her view about the contested information.

- Generally, the school must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions (34 CFR 99.31):
 - School employees with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Parents, when a student over 18 is still a dependent;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and eligible students about directory information and allow amount of time to allow the parent or eligible student to request the school not to disclose that information about them.

Schools must notify parents and eligible students annually of their rights under this law. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left up to the discretion of each school. (20 U.S. Code 1232g; 34CFR Part 99)

It is the policy of Jarvis Christian College to comply with the Act quoted above.

THE EDUCATIONAL PROGRAM

ACADEMIC ORGANIZATION

Courses offered by Jarvis Christian College include the following disciplines:

Art Biology Business Administration Chemistry Computer Information Systems Criminal Justice English Environmental Science History Kinesiology	Mathematics Music Professional Education/Teacher Certification Psychology Religion Social Work Sociology Spanish Speech
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COURSE NUMBERING SYSTEM

The numbering system uses alphabetic abbreviations and numbers. The abbreviations signify subject areas. Courses numbered 0001-0099 include developmental and non-credit courses. Courses numbered 1100-1199 are freshman-level courses; 2100-2999 are sophomore level courses; 3000-3999 are junior level courses; and, 4000-4999 are senior level courses.

SUBJECT ABBREVIATIONS

The College uses the following abbreviations:

ACCT	Accounting	MATH	Mathematics
ARTS	Art	MGMT	Management
BIOL	Biology	MUAP	Applied Music
BUSI	Business Administration	MUED	Music Education
CHEM	Chemistry	MUEN	Music Ensembles
COOP	Cooperative Education	MUHI	Music History
COSC	Computer Information Systems	MUSI	Music
CRIJ	Criminal Justice	MUTC	Music Theory
DRAM	Drama	NUTR	Nutrition
ECON	Economics	PHIL	Philosophy
EDUC	Education	PHYS	Physics/Physical Science
EDSP	Special Education	PSYC	Psychology
ENGL	English	READ	Reading
ENVR	Environmental Science	RELI	Religion
GEOL	Geology	SOCI	Sociology
GOVT	Government	SOCW	Social Work
HIST	History	SPAN	Spanish
INTS	Interdisciplinary Studies	SPCH	Speech
KINE	Kinesiology		
MARK	Marketing		

FOREIGN LANGUAGE

All students completing the General Education Core Curriculum at Jarvis Christian College are required to successfully complete 6 credit hours in a foreign language at college level. If students have taken 2 or more years at high school level they would qualify for intermediate level. Only CLEP examination scores and transfers will be considered for credit.

DECLARATION OF MAJOR

Students who have not chosen a major field of study by the end of their freshman year are encouraged to do so no later than the beginning of the sophomore year. When instructors and advisors are acquainted with the students' aspirations, potentials, and limitations, they are in a better position to assist students with choosing a major field of study, which will contribute to career objectives.

MAJORS AND MINORS

The Bachelor of Business Administration requires a major core of courses and a specialization area. Social Work requires a major core of courses and no minor.

Although a minor is not required for the Bachelor of Arts and Bachelor of Science degrees for graduation, students may declare a minor. Students who decide to declare a minor, must earn 18 hours in their minor of choice.

CHANGE OF MAJOR OR MINOR

A student who desires to change a major should consult with his or her advisor and secure the appropriate form. A change in one's major or minor is not official until the appropriate form is filed in the Office of the Registrar.

MAXIMUM NUMBER OF HOURS IN A MAJOR

Courses taken in a major in excess of requirements are considered electives rather than as fulfillment of major requirements. For all degrees, the General Education Requirements and the ~~minor~~ or specialization requirements must be fulfilled.

DEGREES

Jarvis Christian College confers the following degrees:

Bachelor of Arts

English
History
Religion
Interdisciplinary Studies

Bachelor of Science

Biology
Chemistry
Criminal Justice
History
Mathematics
Social Work
Sociology
Nursing (dual degree)
Engineering (dual degree)

Bachelor of Science with Teacher Certification

All-Level Certification
 Physical Education
 Special Education
 Elementary Certification
 Elementary Education
 Science
 English and Reading
 Mathematics
 Secondary Certification
 Business Administration
 English
 History
 Life Science
 Mathematics
 Physical Science
 Kinesiology
 Mathematics
 Social Work
 Sociology

Bachelor of Business Administration

Accounting
 Computer Information Systems
 Management
 Marketing

COLLEGE MAJORS

Biology	History
Business Administration	Kinesiology
Chemistry	Mathematics
Criminal Justice	Religion
Education*	Social Work
English	Sociology
Nursing	Engineering

Students who declare a minor may choose from the following areas of study:

Accounting	Kinesiology
Art	Management
Biology	Marketing
Chemistry	Music
Coaching	Psychology
Computer Information Systems	Religion
Criminal Justice	Social Work
English	Sociology
Environmental Science	Speech
History	

* Education has several teaching areas.

BACHELOR OF SCIENCE FOR TEACHER CERTIFICATION may be pursued in the following teaching fields:

- | | |
|----------------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Mathematics 8-12 | <input type="checkbox"/> Life Science 8-12 (Biology) |
| <input type="checkbox"/> Mathematics 4-8 | <input type="checkbox"/> Physical Science 8-12 (Chemistry) |
| <input type="checkbox"/> English, Language, Art, Reading 4-8 | <input type="checkbox"/> Science 4-8 |
| <input type="checkbox"/> English, Language, Art, Reading 8-12 | <input type="checkbox"/> Business 6-12 |
| <input type="checkbox"/> History 8-12 | <input type="checkbox"/> Generalist EC-6 |
| <input type="checkbox"/> All-Level | |
| <input type="checkbox"/> Physical Education <input type="checkbox"/> Special Education | |

DEGREE PLAN

Each student is ultimately responsible for completing the courses designated in the approved degree plan.

GRADUATION UNDER A PARTICULAR CATALOG

A student is entitled to graduate under the provisions of the catalog in effect at the time of initial entry. However, the following exceptions apply:

- If changes occur in the program of study being pursued, the student's advisor and the Office of Academic Affairs will assist the student in selecting appropriate course substitutions.
- If a student remains out of school for ten years after initial entry and if the program of study has changed, the student will be governed by the catalog in effect at the time of reentry.
- The Teacher Education Program is governed by the State Board for Educator Certification of the State of Texas, which governs all teacher certification programs.

REQUIREMENTS FOR GRADUATION

Although students traditionally complete requirements for graduation in eight semesters, many students find it is necessary to extend their undergraduate program to nine or ten semesters depending on preparation for college, degree program followed, and change of major or other reasons.

At Jarvis Christian College, candidates for the Bachelor's degree must meet the following requirements:

- Complete the minimum semester credit hours based on the major program.
- Complete the curriculum requirements of the major field.
- Earn a cumulative grade point average of not less than 2.00.
- Earn a grade of "C" or better in each major, ~~minor~~, or concentration/specialization.
- Earn a minimum grade of "C" in English Composition 1301 and 1302
- Earn a minimum grade of "C" in College Algebra
- Earn a minimum grade of "C" in General Education Core Curriculum Requirements listed in this catalog
- Completion of the last 30 semester hours in residence. Exceptions must be approved by the Office of Academic Affairs.
- Approval of the faculty.
- Two semesters of chapel attendance.

Students planning to enter a graduate or professional school are encouraged to take the GRE, LSAT, MCAT, OR GMAT, as appropriate.

COMMENCEMENT

The annual commencement ceremony at Jarvis Christian College is held each May. The transcript and diploma states the date the degree was conferred. Candidates completing degree requirements at the close of the spring semester are expected to participate in commencement exercises. Candidates who complete the degree requirements at the close of the fall semester have the date of the last day of the semester on their diploma and transcript. Candidates who complete the degree requirements at the end of a summer session have August 31st on their diploma and transcript. Students may participate in the commencement ceremony the following May, if their degree is conferred at the end of a fall semester or summer session. A nominal fee is charged for graduation in absentia. Participation in commencement exercises does not guarantee the conferring of a degree.

GRADUATION WITH HONORS

Students who have maintained cumulative grade point averages as listed below are eligible for honors at graduation.

Cum Laude	3.25 – 3.49	Magna Cum Laude	3.50 – 3.79
Summa Cum Laude	3.80 – 4.00		

PARTICIPATION IN GRADUATION

All graduation requirements are to be met at the time of graduation. Students will not be allowed to participate in the graduation ceremony if they are deficient in the number of hours needed to complete their degree.

INDIVIDUALIZED MAJOR

In addition to the conventional major fields of study, the College provides, within the limits of its resources, the opportunity for an individualized major (an interdisciplinary studies major), based upon the special needs of a student. A student may propose areas of major concentrations not provided for within the structure of existing programs. At least three faculty members must sponsor the student’s major plan, one faculty member from each concentration. Permission to pursue an individualized major must be approved by the Office of Academic Affairs.

Students seeking an individualized major or Interdisciplinary Studies degree, must complete all General Education requirements. In addition, they must complete 54 semester hours of coursework; at least 27 hours of the individualized major must consist of junior (3000) and/or senior (4000) level coursework.

Coursework to complete General Education Requirements cannot be used to satisfy the individualized major requirements.

THE OLIN LEARNING RESOURCE CENTER

The Olin Learning Resource Center is an integral part of the instructional program and provides materials and services to aid in the fulfillment of the objectives of the College. It provides prompt, efficient, and helpful service to students, faculty, staff, and the community in the location and use of materials of a cultural, recreational, and educational nature.

The Center strives to arouse intellectual curiosity, to stimulate interest in art and aesthetics, and to improve the cultural and recreational reading habits by displaying new and unusual books on bulletin boards and in display cases.

The Media Center includes a complete inventory of equipment and software to assist faculty, staff, and support student learning.

THE CURRICULUM LIBRARY

The Curriculum Library is designed to support the Teacher Education Program by providing future teachers the opportunity to examine and study materials similar to those in the public schools in which they will be student teaching. This collection of materials is located on the main floor of the Olin Resource Center.

COMPUTER LABORATORIES

Computer laboratories are located in the Olin Learning Resource and Communication Center, Meyer Science and Mathematics Center, James A. Aborne Center and Jenkins Learning and Living Center. These laboratories are designed to assist in the study of computer information systems, mathematics, English usage, writing, reading, and other computer-assisted instruction. In addition, distance-learning rooms are located in Olin, Meyer Auditorium, Meyer S-41, and Meyer M-4. These rooms are used for both on-campus classes and distance-learning classes.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program is a cooperative educational endeavor between secondary schools and colleges and universities. For students who are willing and able to apply themselves to college-level studies, the Advanced Placement Program enriches their secondary and post-secondary school experiences. It also provides the means for colleges to grant credit and placement. The College Board administers the Advanced Placement Program. The College will grant credit to individuals who achieve Advanced Placement scores of three or higher.

CREDIT BY EXAMINATION

Jarvis Christian College provides an excellent opportunity for students to obtain college credit by examination. The examination used for credit is known as the College Level Examination Program (CLEP). CLEP is designed to acknowledge the needs of students who believe they have already obtained knowledge that is equivalent to college-level work. This knowledge may have been acquired through correspondence courses or adult classes, on-the-job experiences, independent readings, television, radio, cassette courses, or military training. No matter where or how one has learned, he or she may take CLEP.

A maximum of 18 semester hours of credit may be earned. A fee is charged to have the credit for each course recorded.

INTERNATIONAL BACCALAUREATE

The International Baccalaureate Diploma Program is a rigorous pre-university course of studies, leading to examinations that meet the needs of highly motivated secondary school students between the ages of 16 and 19. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates the best elements of many.

Jarvis Christian College will award credit for IB courses in which the student achieves an examination score of five or higher.

CREDIT FOR MILITARY SCHOOLS

Credit for military schools will be granted according to the recommendations of the American Council on Education. Individuals must present official documents before an evaluation will be made.

DEAN'S LIST

Recognition is given each semester to those students who have achieved a superior grade point average the prior semester. Students with grade point averages of 3.00 to 3.49 are placed on the Dean's List. Students with incompletes do not receive recognition.

DISTINGUISHED SCHOLARS

Recognition is given each semester to those students who have achieved a high grade point average the prior semester. Students with grade point averages of 3.50 to 3.99 receive distinguished honor status. Students with incompletes do not receive recognition.

PRESIDENTIAL SCHOLARS

The Presidential Scholar award is the most prestigious undergraduate distinction granted by the College. Students with grade point averages of 4.00 receive presidential honor status. Students with incompletes do not receive recognition.

ADVANCED SUMMER ENRICHMENT PROGRAM

The Advanced Summer Enrichment Program (ASEP) is designed to provide enrichment and compensatory experiences to help college-bound students overcome difficulties, which might interfere with their academic performance and adjustment to college. ASEP students are enrolled for college credit while participating in the program. Enrichment experiences include trips to observe stimulating examples of the world of work and participation in cultural events.

Students interested in ASEP should make contact during their senior year of high school for additional information. Persons should write to:

**Director of Recruitment and Admissions
Jarvis Christian College
Post Office Box 1470
Hawkins, Texas 75765**

SCIENCE PROGRAMS

Jarvis Christian College assists science majors to become involved in numerous educational programs and research experiences or projects designed to increase understanding and skills. Jarvis Christian College has a scholarship program, SMaRT (**S**cience, **M**athematics **a**nd **R**esearch **T**rainin**g**) Program, funded by an HBCU-UP Grant from the National Science Foundation for a limited number of qualified students. The SMaRT Program will provide funds for students majoring in biology, chemistry, and/or mathematics at Jarvis during their junior and senior years of undergraduate study (total of 4 semesters) who meet the eligibility requirements. In addition to completing all regular requirements for their undergraduate degrees, students receiving SMaRT Program scholarships will participate in a structured undergraduate research program and teaching experience. Interested students are invited to apply for these scholarships. Information on the SMaRT Program is available in the Office of Academic Affairs.

PRE-LAW

There is no specific pre-law curriculum. However, pre-law students are strongly encouraged to study English, criminal justice, history, or sociology. Depending on the selection of a major and a minor, students may obtain the Bachelor of Arts or Bachelor of Science degree.

PRE-MED

There is no specific premed curriculum. However, premed students are strongly encouraged to study biology and chemistry. Students may opt to major in biology and minor in chemistry or major in chemistry and minor in biology. Upon completion of the degree requirements, students will receive a Bachelor of Science degree.

COOPERATIVE EDUCATION PROGRAM

Cooperative Education represents a departure from traditional education philosophies in that it strives to combine theory and practical application in a way that ensures and promotes sound career planning and development.

The objectives of the Cooperative Education Program at Jarvis Christian College are to:

- Provide a balanced educational background to participating students by providing an opportunity to apply theory learned in the classroom to actual job experiences.
- Advance a student's career preparation by offering career-related job experiences as a coordinated component of the undergraduate program.
- Encourage the growth of self-awareness, self-confidence, and responsibility in students through exposure to a variety of cultural influences found in employment environments.

The Cooperative Education Program courses are in the course description section of this catalog.

STUDENT SUCCESS SERVICES

Student Retention

The Retention office provides students with support for personal, social, and academic challenges. Students will have the opportunity to meet privately with their advisor, the retention coordinator, and/or participate in various collaborative workshops and activities designed to increase self-confidence, self-efficacy, and self-motivation.

Student Mentoring, Engagement, and Group Sessions

Through the assigned student advisor, students will be mentored and participate in high engagement activities weekly as a group. Sessions are tailored to the specific needs of the students and seek to continually prepare students intellectually, socially, spiritually, and personally as they pursue their Bachelor's Degree. Students will have the opportunity to scheduled confidential meetings as needed.

Writing and Math Labs

Both the Writing and Math Labs are free and available to all students. In both labs, students have open access to receive assistance from the academic coaches and/or lab coordinator with any given assignment for any English and/or Math course. The lab consists of varied tools used to improve cognitive skills, increase thinking and learning, thus enhancing one's writing and problem solving ability.

Student Computer Lab, Study Rooms, and Testing

Both the computer lab and study rooms are free and available to all students for academic use only. Students are welcome to use these areas to complete research, projects, individual assignments, conduct review sessions, and for any other academic need. These areas are also used to administer standardized exams such as the ACT Residual, ETS, Accuplacer and LSAT.

**Jarvis Christian College
Intellectual Property Policy**

Jarvis Christian College hereby establishes this Intellectual Property (“IP”) Policy with respect to the development, protection, and transfer of rights to IP resulting from the work of its Faculty, Employees, Students, and other third parties.

Introduction

Jarvis is dedicated to providing an environment that supports the creation and development of Intellectual Property by Faculty, Employees, and Students, which IP includes, but is not limited to, inventions, copyrights (including computer software), trademarks, and tangible research property such as biological materials. Such activities contribute to the academic and professional development of Faculty, Employees, and Students, enhance the reputation of Jarvis, and provide additional educational opportunities for participating Students. While Intellectual Property may, in some cases, be the product of a Creator and that Creator’s time and resources, oftentimes, the creation and development of Intellectual Property depends not only on the Creator’s ingenuity, time and resources, but also on contributions (both monetary and otherwise) from Jarvis and third parties. It is important, therefore, to stimulate the development of Intellectual Property by protecting the interests of all those involved in the creation and development of Intellectual Property at Jarvis or using Jarvis Resources.

The following policy is applicable to all full and part time faculty, staff, employees, students, and nonemployees who use Jarvis funds, facilities, or other resources, or participate in Jarvis-administered research, including visiting faculty, industrial personnel and directors, regardless of obligations to other companies or institutions. For purposes of this policy, these individuals will be referred to as “covered persons” or “persons covered by this policy”.

From time to time, it may be in the best interests of Jarvis to enter into agreements with third parties that are exceptions to the policies reflected in this document and the persons covered by this policy. Exceptions shall be made after consultation with the President or designee and only upon written agreements signed by individuals authorized to grant such exceptions on behalf of Jarvis.

Section I. Inventions and Patents

A. Definitions. The following terms have the provided meanings for purposes of this policy:

Inventor. Shall mean a person covered by this policy who individually or jointly with others makes an Invention and who meets the criteria for inventorship under United States patent laws and regulations.

Invention. Shall mean any patentable or potentially patentable idea, discovery or know-how and any associated or supporting technology that is required for development or application of the idea, discovery or know-how.

Supported Invention. Shall mean an *Invention* conceived or reduced to practice by a person covered by this policy (whether alone or together with others) if conceived or reduced to practice in whole or in part:

1. Under or subject to an agreement between Jarvis and a third party; or
2. With use of direct or indirect financial support from Jarvis, including support or funding from any outside source awarded to or administered by Jarvis; or
3. With use (other than incidental use) of space, facilities, materials or other resources provided by or through Jarvis.

Incidental Invention. Shall mean an *Invention* (other than a *Supported Invention*) that is conceived or reduced to practice by a person covered by this policy making an incidental use of space, facilities, materials or other resources related to the conception or reduction to practice of such *Invention*.

B. Disclosure Obligations. *Covered persons* are required to notify the President or designee of each *Supported Invention* and *Incidental Invention* through a disclosure document as prescribed by the President or designee, except as otherwise provided in Section III regarding *Sponsored Software Inventions*.

C. Ownership Determination. Upon review of the disclosure document, the President or designee will determine whether the *Invention* is a *Supported Invention* or an *Incidental Invention* and, in the case of a *Supported Invention*, shall further determine, with assistance from patent counsel, who are the *Inventor(s)*, consistent with U.S. patent law. Jarvis shall have the right to own and each *Inventor*, at Jarvis' request, shall assign to Jarvis all of his/her/its right, title, and interest in a *Supported Invention*. Ownership of an *Incidental Invention* shall remain with its *Inventor(s)*, subject to any rights that may be granted to Jarvis as required by this policy.

D. Filing of Patent Applications. The President or designee shall be solely responsible for determining whether a patent application shall be filed on a *Supported Invention*. Filing determinations may be made on the basis of commercial potential, obligations to and rights of third parties, or for other reasons which the President or designee, in his/her discretion, deems appropriate. *Inventor(s)* of a *Supported Invention* for which patent applications are filed shall cooperate, without expense to the *Inventor*, in the patenting process in all ways required by Jarvis or its agent or designee.

E. Commercialization. The President or designee shall have the sole discretion with respect to the commercialization of a *Supported Invention*, but shall take into account the public interest. Where a *Supported Invention* is subject to an external agreement with a third party (for example, the federal government or other funding sponsor), the President or designee shall make decisions consistent with that agreement. The President or designee shall make decisions concerning commercialization as he/she deems appropriate and shall make reasonable efforts to keep *Inventor(s)* involved and informed of his/her commercialization efforts.

F. Royalty Sharing. Where royalties are generated by Jarvis as a consequence of commercializing a *Supported Invention*, royalties will be shared with the *Inventor(s)* as described

in Section V (“Royalty Sharing”) of this policy. Jarvis shall have the right to modify the Royalty Sharing section of this policy in accordance with Section VI.C of this policy.

G. Release of Inventions. Where Jarvis determines that it will not file a patent application on a *Supported Invention*, abandons a patent application on a *Supported Invention* prior to issuance of the patent, or abandons an issued patent on a *Supported Invention*, the *Inventor(s)* may request a release of the *Invention*. Upon determining that releasing the *Invention* to the *Inventor(s)* will not violate the terms of an external funding agreement and is in the best interests of Jarvis and the public, the PRESIDENT OR DESIGNEE may agree to a release and in such case will assign or release all interest which it holds or has the right to hold in the *Invention* to the *Inventor(s)* in equal shares, or such other shares as the *Inventors* may all agree. Release of *Supported Inventions* may be conditioned upon, among other things, agreement by the *Inventor(s)* to the following:

1. To reimburse Jarvis for all out-of-pocket legal expenses and fees incurred by the Jarvis if and when the *Inventor(s)* receive income from the *Invention*.
2. To share with Jarvis 20% of the net income (income remaining from gross income after repayment of Jarvis expenses above and the *Inventor(s)*’ legal and licensing expenses) received by the *Inventors* from the *Invention*. Income subject to this revenue sharing provision includes equity received by *Inventors* as consideration for the *Invention* but does not include financing received for purposes of research and development.
3. Upon request, to report to Jarvis regarding efforts to develop the *Invention* for public use and, at Jarvis’ request, to reassign those *Inventions* that the *Inventor(s)*, their agents or designees are not developing for the benefit of the public.
4. To fulfill any obligations that may exist to sponsors of the research that led to the *Invention*.
5. To grant back to Jarvis an irrevocable, perpetual, royalty-free, nonexclusive, worldwide right and license to use the *Invention* for its research, education and clinical care purposes and a right to grant the same rights to other non-profit institutions.
6. To agree to such limitations on Jarvis’ liability and indemnity provisions as Jarvis may request.

H. Jarvis Rights in Incidental Inventions. In recognition of the contribution the Jarvis community as a whole makes in support of innovation at Jarvis, *Inventor(s)* agree to grant to Jarvis an irrevocable, perpetual, non-exclusive, royalty free, world-wide right to use *Incidental Inventions* in Jarvis’ non-profit educational and research activities.

Section II. Copyrights

A. Ownership. Subject to the Exceptions in subsection B below, *Authors* are entitled to own the copyright and retain any revenue derived therefrom in books, films, video cassettes, works of art, musical works and other copyrightable materials of whatever nature or kind and in whatever format developed, except that computer software and databases shall be subject to Section III (“Computer Software”) of this policy. It is expected that when entering into agreements for the publication and distribution of copyrighted materials, *Authors* will make arrangements that best serve the public interest. As used in this policy, “*Author*” means any person covered by this policy who creates a work of authorship qualifying for protection under U.S. copyright law.

B. Exceptions.

1. Whenever research or a related activity is subject to an agreement between Jarvis and a third party that contains obligations or restrictions concerning copyright or the use of copyrighted materials, those materials shall be handled in accordance with the agreement. In negotiating with third parties, project directors and Jarvis should strive to protect and advance the public interest as well as obtain the greatest latitude and rights for the individual *Author(s)* and Jarvis consistent with the public interest and this policy.
2. In circumstances where Jarvis involvement in the creation and development of copyrighted materials is more than incidental, including, but not limited to, use of resources such as funds, facilities, equipment or other Jarvis resources, in consideration of making such resources available, ownership and rights to shares of royalties or income or both shall be fairly and equitably apportioned as between Jarvis and the *Author(s)*. This policy encourages, whenever feasible, Jarvis and the *Author(s)* to reach agreement prior to the commencement of a project on the rights that Jarvis and *Author(s)* will have in the resulting copyrighted materials.
3. A copyrightable work created within the scope of employment by non-teaching employees of Jarvis shall be a “work made for hire” under the U.S. Copyright Act of 1976 (17 USC §101 et seq.) and Jarvis shall be deemed the *Author* and shall own the copyright.
4. Jarvis may also commission copyrightable works from Jarvis personnel, including faculty and students. A commissioned work falling within the “work made for hire” definition of the U.S. Copyright Act (17 USC 101 et seq.) shall constitute a work-for-hire and be owned by Jarvis.
5. Jarvis, at any time, may acquire ownership or rights in copyright and copyrighted materials by agreement with the *Author(s)* or other rightsholder(s), on such terms as are agreed.

C. Other Applicable Policy. Sections I.E and I.F of this policy shall apply to *Copyrights* that are assigned to Jarvis under paragraph B.1 above as if they were *Supported Inventions*, except as otherwise provided in the other paragraphs of Section II.B.

D. Classroom Recordings. With consent of a Faculty member, Jarvis may record, in any form now known or later invented, such Faculty member’s classroom lectures and may use, copy, reproduce, distribute, prepare derivative works using, perform and display such recordings for the benefit of Jarvis so long as such recordings are used for non-revenue producing purposes. In the event Jarvis desires to use such recordings for revenue producing purposes Jarvis shall reach a separate agreement with the respective faculty member regarding such use or shall contract to produce same as a work for hire under a separate agreement.

Section III. Computer Software

A. Definitions.

Sponsored Computer Software. Shall mean any computer program (including, without limitation, microcode, subroutines, and operating systems), regardless of form of expression or object in which it is embodied, together with any users’ manuals and other accompanying explanatory materials and any computer database, that is developed:

1. Under or subject to agreement between Jarvis and a third party; or
2. With use of direct or indirect financial support from Jarvis, including support or funding from any outside source awarded to or administered by Jarvis; or

3. With use (other than incidental use) of space, facilities, materials or other resources provided by or through Jarvis.

Sponsored Software Invention. Shall mean *Sponsored Computer Software* that is an *Invention* as defined under Section I of this policy.

B. Disclosure Obligations.

1. A *Sponsored Software Invention* shall be required to be disclosed to the President or designee as an *Invention* only in cases where:
 - a. The *Sponsored Software Invention* was developed under or subject to agreement between Jarvis and a third party as in paragraph A.1 above; or
 - b. The Inventor(s) and/or Author(s) deem the *Sponsored Software Invention* to have commercial potential and/or favor seeking patent protection for the *Invention*.

All *Sponsored Software Inventions* required to be disclosed to the President or designee as an *Invention*, and any *Sponsored Software Inventions* otherwise identified, shall be treated for all purposes under this policy like other *Inventions*, except as expressly provided otherwise in this Section III.

2. *Sponsored Computer Software* that is not required to be disclosed as an *Invention* under paragraph B.1 above shall be disclosed to the President or designee in accordance with such disclosure procedures as the President or designee may direct.

C. Ownership.

1. Jarvis shall own all patents, copyrights and other intellectual property rights in *Sponsored Computer Software*. For the avoidance of doubt, where Jarvis determines that a patent application will not be filed for a *Sponsored Software Invention* or, if filed, a patent does not issue, *Sponsored Computer Software* will remain the property of Jarvis. Where a patent application is filed on a *Sponsored Software Invention*, Jarvis shall have a right of ownership in all associated copyrights as supporting technology. The purpose of this section of the policy is to enable utilization of *Sponsored Computer Software* in the public interest regardless of the potential for a division of ownership due to the patentable and copyrightable nature of computer software.
2. Computer programs and databases that are not included in paragraph C.1 above shall, for all purposes, be treated in accordance with the policies provided under Section II "Copyrights".

D. Release of Sponsored Computer Software. Where Jarvis has the right but elects not to commercialize *Sponsored Computer Software*, Jarvis may release its rights, in its sole discretion, subject to a written agreement reserving certain rights to Jarvis and signed by all individuals who have been determined to be *Inventor(s)* and *Author(s)* of the *Sponsored Computer Software*.

E. Other Applicable Policy. Sections I.E. and I.F. of this policy apply to *Sponsored Computer Software* and to *Inventors* and *Authors* of *Sponsored Computer Software* as if *Sponsored Computer Software* were a *Supported Invention*.

Section IV. Unpatented Materials**A. Definitions.**

Unpatented Materials (including biological materials). Means cell lines, organisms, proteins, plasmids, DNA/RNA, chemical compounds, transgenic animals and other materials useful for research or for commercial purposes for which patent applications are not filed or, if filed, do not issue, where such materials are developed by persons covered by this policy:

1. Under or subject to agreement between Jarvis and a third party; or
2. With use of direct or indirect financial support from Jarvis, including support or funding from any outside source awarded to or administered by Jarvis; or
3. With use (other than incidental use) of space, facilities, materials or other resources provided by or through Jarvis.

Contributors. Means those individuals who are determined by the head of the laboratory/department or the principal investigator of a research program, as applicable, to have made a contribution to the development of the *Unpatented Materials*.

B. Ownership and Commercialization. Jarvis shall own all rights in *Unpatented Materials* and may make appropriate distribution in the public interest, including licensing or transferring *Unpatented Materials*, for research and commercial purposes. Individuals named as *Contributors* shall be entitled to a share of licensing revenues in accordance with paragraph B of Section V of this policy.

Section V. Royalty Sharing

A. Distributable Royalties. Jarvis employs a single uniform structure for distribution of royalties to *Inventors*, *Authors*, and *Contributors* (for the purposes of this Section V, collectively, “*Creators*” and each a “*Creator*”). Jarvis will distribute *Net Royalties* received by Jarvis from the licensing or other distribution of its intellectual property or technology covered by this policy, as and to the extent provided in this policy. *Net Royalties* are calculated based on gross receipts consisting of cash and securities or other equity shares in an enterprise received by Jarvis in return for use of its intellectual property, but do not include other non-cash benefits, sponsored research funding, or other financial benefits such as gifts. *Net Royalties* equal those gross receipts that Jarvis is entitled to retain, less: (i) Jarvis’ out-of-pocket costs and fees associated with securing, maintaining and enforcing intellectual property protection such as patenting and litigation expenses, (ii) out-of-pocket costs incurred by Jarvis in the licensing of the intellectual property and (iii) any out-of-pocket expenses in making, shipping or otherwise distributing biological or other materials (including, without limitation, *Unpatented Materials*). As used herein, the term “*Creation*” shall mean any *Invention*, *Computer Software*, copyright or *Unpatented Material* as to which *Net Royalties* are to be distributed in accordance with this policy.

B. Standard Distribution Method. Except as otherwise provided in this policy, the following formula will apply to the distribution of *Net Royalties* among *Creators*, their respective research laboratories/departments and Jarvis, based on amounts received by Jarvis:

Administrative fee – 15%
Of the remainder:

Creator personal share – 35%
Creator research share – 15%
Creator Department/laboratory share – 15%
Jarvis share – 35%

C. Alternative Distribution Methods. *Net Royalties* earned from licensing of *Creations* with multiple *Creators* will be distributed as follows:

- i. *Among multiple Inventors and/or Authors for a single patented invention or copyright*: Personal shares will be allocated among *Inventors* and/or *Authors* according to a written agreement among them or, if there is no agreement, in equal shares. Research shares, department/laboratory shares will be allocated equally where *Inventors* or *Authors* come from different laboratories/departments, regardless of the number of *Inventors/Authors* from each laboratory/department, unless otherwise agreed among all *Inventors/Authors*.
- ii. *Among multiple Contributors to a single Unpatented Material*: Personal shares will be apportioned among *Contributors* as they mutually agree in writing or, if no agreement is reached among the *Contributors*, according to an administrative determination of apportionment that shall be made by the head of the laboratory/department in which the *Unpatented Material* has been made. Research shares, department/laboratory shares will be allocated as in paragraph C.1 for patented inventions and copyrights.
- iii. *For multiple Creations licensed as a package*: First, *Net Royalties* will be allocated among the licensed *Creations* as agreed in writing among all *Creators* or, if no agreement, in equal shares among such *Creations*. In the alternative, upon request of any of the *Creators*, the President or designee will determine the relative value to the package of each of the *Creations*. The foregoing notwithstanding, where an executed license agreement assigns different values to different *Creations* licensed as a package, that value shall be the value assigned for purposes of allocating *Net Royalties* among such *Creation*. Second, the *Creator* personal share and the research, department/laboratory shares of *Net Royalties* so allocated to each of the *Creations* in the package will be allocated in accordance with paragraph C.1 or C.2, as applicable.

D. Rights of Appeal. Administrative decisions made under paragraphs C.2 and C.3 above may be appealed by the persons affected to the Intellectual Property Committee for final determination provided the appeal is made in writing to the PRESIDENT OR DESIGNEE within 45 days of such persons receiving written notification of the administrative decision.

E. Portability of Royalty Shares. Personal royalty shares will be payable to *Creators* regardless of their employment status at Jarvis or elsewhere. Research shares will not follow individuals leaving Jarvis, but will be payable to the individual's Jarvis laboratory or, if no such laboratory remains, the individual's Jarvis department. Where an individual leaves one department and/or laboratory for another at Jarvis, the departmental and/or research share will move with him or her.

Section VI. Intellectual Property Committee; Changes to Policy

A. Overall Responsibility. Jarvis' Intellectual Property Committee, appointed by the President, shall be responsible for interpreting this policy and resolving questions and disputes concerning it. From time to time, the Committee may suggest changes to this policy on its own initiative or at the request of the President or Board of Trustees.

B. Other Responsibilities. Other responsibilities of the Committee include the hearing of appeals as provided under this policy and such other duties as may be assigned from time to time by the President and Jarvis' Board of Trustees.

C. Changes to Policy. In addition to the right to make changes specifically provided elsewhere in this policy, Jarvis reserves the right to amend or modify any of the terms of this policy as it may determine from time to time. The Board of Trustees and President shall have the power to make such amendments and modifications. Any such modification or amendment shall become effective upon adoption by the Board of Trustees or as of such other time as the Board of Trustees shall specify.

Section VII. Miscellaneous

A. Implementing Procedures and Documentation. The PRESIDENT OR DESIGNEE shall have responsibility for developing procedures and documentation as necessary for implementing this policy. Implementation procedures as recommended by the PRESIDENT OR DESIGNEE shall be subject to the approval of the Intellectual Property Committee.

B. Further Assurances of Covered Persons. By making use of Jarvis' facilities and/or by participating in Jarvis-administered research programs and/or activities of Jarvis that are subject to agreements with third parties, persons covered by this policy agree to assist and cooperate with Jarvis in those actions reasonably undertaken by Jarvis pursuant to this policy. All expenses related to providing assistance and cooperation shall be the responsibility of Jarvis.

C. Applicability of New Policy Provisions. For the avoidance of doubt, except as otherwise specifically provided, this policy does not apply to Inventions, Copyrights, Computer Software and/or Unpatented Materials made or developed prior to the effective date of this policy.

GENERAL EDUCATION CORE CURRICULUM REQUIREMENTS

Jarvis Christian College will substitute completed core curriculum coursework of at least 42 hours from another Texas public institution of higher education. Out-of-state and private institutions of higher education will have core courses evaluated on a course-by-course basis. The College requires 6 semester hours of religion which transferring students must satisfy in order to graduate.

The general education core curriculum listed below indicates the minimum number of credit hours in general education courses that must be included in any undergraduate curriculum.

Semester Hours	
ENGL 1301 Composition I.....	3
ENGL 1302 Composition II	3
SPCH 1311 Fundamentals of Speech	3
COSC 1300 Introduction to Computer Information Systems	3
MATH 1314 College Algebra.....	3
MATH 1316 College Trigonometry.....	3
Students testing out of MATH-0095/MATH-0099, take MATH-1314 College Algebra and MATH-1316, College Trigonometry.	
KINE 1101 Physical Fitness	1
Science*	8
Students declaring as science majors are to take the appropriate science courses in their major field.	
INTS 1101 (beginning Fall 2013).....	1
RELI 1301 Christian Ethics.....	3
RELI 1302 Survey of the New Testament.....	3
Foreign Language I	3
Foreign Language II	3
Visual or Performing Arts	3
HIST 1301 United States History I	3
HIST 1302 United States History II	3
GOVT 2305 American Government	3
GOVT 2306 Texas Government	3
	Total 55

*BIOL-1406/1407 or CHEM 1411/1412 or ENVR-1401/1402 or PHYS-1415 or PHYS-1401/1402

Students are required to complete two (2) semesters of INTS-1000, Chapel to complete graduation requirements.

ORIENTATION

An orientation program is held prior to the beginning of classes in the fall and spring to acquaint incoming freshmen and transfer students with the College. All freshmen and transfer students are required to participate in the orientation activities.

CHAPEL

Chapel is regularly scheduled each Tuesday at 11:00 A.M. Chapel is an integral part of student life. Students, faculty, staff, and administrators are expected to participate in these series of programs. Completion of two semesters of chapel attendance is required.

KINESIOLOGY ALTERNATIVES

Students whose health will not permit them to meet this requirement should present a statement from a licensed physician to the Office of Academic Affairs verifying that they are not to participate in physical activities of a strenuous nature.

Students are to consult with members of the faculty in Kinesiology to select alternative coursework.

On successful completion of two or more years in the military as shown on the DD214 or a certified statement showing same, an individual may have two (2) credit hours for kinesiology waived. However, the minimum required hours for graduation must be met.

PLACEMENT

Students will be placed according to Accuplacer and/or ACT scores.

A student testing out of ENGL-1301 and/or MATH-1301 receives "CR" for credit on his/her transcript. However, the advisor must process a waiver form, which is filed in the Office of the Registrar.

COURSE LOAD LIMITATION

The maximum course load of a student who is placed in preparatory courses is 13 semester hours. The maximum load for students not in preparatory classes or on academic probation is 19 hours. Twenty or more hours constitutes an overload and must be approved by the student's Advisor, Division Chair, and the Vice President for Academic Affairs. Typically a student must be classified as a Senior to receive a course overload.

SUGGESTED COURSE SEQUENCE

Freshman Year

It is suggested that students enroll in the following courses during the first semester of the freshman year:

First Semester		
Course Number	Course Title	Semester Hours
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
HIST 1301	United States History I	3
	Science Course	4
RELI 1301	Christian Ethics	3
INTS 1000	Chapel	CR
KINE	One 1-hour activity course	<u>1</u>
INTS 1101	First Year Experience	1
	Total	18

Students are required to complete two (2) semesters of INT-1000, Chapel to complete graduation requirements.

Chapel is regularly scheduled each Tuesday at 11:00 A.M. Chapel is an integral part of student life. Students, faculty, staff, and administrators are expected to participate in these series of programs. Completion of two semesters of chapel attendance is required.

It is suggested that students enroll in the following courses during the second semester of the freshman year:

Second Semester		
Course Number	Course Title	Semester hours
ENGL 1302	Composition II	3
MATH 1316	College Trigonometry	3
	Science Course	4
RELI 1302	Survey of the New Testament	3
INTS 1000	Chapel	CR
KINE	One 1-hour activity course	<u>1</u>
INTS 1101	First Year Experience	1
	Total	15

Sophomore Year

During the second year, it is suggested that students complete the general education requirements and begin the coursework in their major ~~and minor fields~~. Typically, during the first semester of the sophomore year, students enroll in the following courses.

First Semester		
Course Number	Course Title	Semester Hours
GOVT 2306	Texas Government	3
	Foreign Language	3
SPCH 1311	Fundamentals of Speech	3
	Major and/or Minor Course(s)	<u>6</u>
	Total	15

It is suggested that students enroll in the following courses during the second semester of the sophomore year:

Second Semester		
Course Number	Course Title	Semester Hours
	Foreign Language II	3
HIST 1302	United States History II	3
GOVT 2305	American Government	3
	Major and/or Minor Course(s)	<u>9</u>
	Total	18

BACHELOR OF ARTS DEGREE (B.A.)

ENGLISH MAJOR

In support of the mission of the College, courses in Literature and Languages provide opportunities for students to develop an appreciation for different value systems, while discovering the basic values and needs which unite humankind. In addition, this area equips students for effective written and spoken communication, a systematic appraisal of literature, analysis of language, organization of subject matter, and research ideas.

A major in English requires thirty-six semester hours as listed below:

Course Number	Course Title	Semester Hours
ENGL 2321	British Literature Survey	3
ENGL 2326	American Literature Survey.....	3
ENGL 3301	Introduction to Criticism.....	3
ENGL 3303	Masterpieces of World Literature	3
ENGL 3305	American Minority Literature.....	3
ENGL 3307	Advanced Composition	3
ENGL 3312	Semantics and Word Building	3
ENGL 4301	Shakespeare.....	3
ENGL 4303	Advanced Grammatical Systems	3
ENGL 4305	History and Development of the English Language	3
ENGL 4306	Major American and British Authors.....	3
ENGL 4399	Topical Seminar	<u>3</u>
	Total	36

Six semester hours of a foreign language are required for the Bachelor of Arts degree with a major in English.

ENGLISH MINOR

A minor in English requires eighteen semester hours from courses listed below:

Course Number	Course Title	Semester Hours
ENGL 2321	British Literature Survey	3
ENGL 2326	American Literature Survey.....	3
ENGL 3301	Introduction to Criticism.....	3
ENGL 3303	Masterpieces of World Literature	3
ENGL 3305	American Minority Literature.....	3
ENGL 3307	Advanced Composition	3
ENGL 4301	Shakespeare.....	3
ENGL 4303	Advanced Grammatical Systems	3
	Total	24

SPEECH MINOR

A minor in speech requires eighteen semester hours from courses listed below:

Course Number	Course Title	Semester Hours
SPCH 1315	Public Address	3
SPCH 1318	Interpersonal Communication.....	3
SPCH 1321	Persuasive Communication.....	3
SPCH 1342	Voice and Diction.....	3
SPCH 2335	Argumentation and Debate	3

SPCH 2341	Oral Interpretation	3
SPCH 4399	Topical Seminar	3
SPCH	Advanced Speech Elective.....	<u>3</u>

HISTORY MAJOR

A major in history for the Bachelor of Arts or the Bachelor of Science degree requires thirty semester hours as listed below:

Course Number	Course Title	Semester Hours
HIST 2301	History of Texas	3
HIST 2321	World Civilization I.....	3
HIST 2322	World Civilization II	3
HIST 2381	African American History	3
HIST 3303	Research Methods and Writing Techniques in Social Science.....	3
HIST	Advanced History Electives.....	<u>21</u>
	Total	36

Six semester hours of a foreign language are required for the Bachelor of Arts degree with a major in history.

HISTORY MINOR

A minor in history requires eighteen semester hours from courses listed below:

Course Number	Course Title	Semester Hours
HIST 2301	History of Texas	3
HIST 2321	World Civilization I.....	3
HIST 2322	World Civilization II	3
HIST 2381	African American History	3
HIST 3303	Research Methods	3
HIST	Advanced history electives... ..	<u>9</u>

FINE ARTS

In support of the mission of the College, the mission of Fine Arts activities is to provide the College and the surrounding community with exposure to and opportunities for participation in the visual and performing arts. In addition to regularly scheduled activities, the media by which this mission is accomplished include art exhibits, drama, and choir presentations. Currently, this area strives to prepare students for graduate study and professional careers in the arts.

Course offerings in the Fine Arts include art and music leading to a minor in music or art.

MUSIC MINOR

Students may minor in music with an emphasis in voice, instrument, or piano. A minor in music requires eighteen semester hours as listed below:

Course Number	Course Title	Semester Hours
MUEN 1181	Concert Choir or MUEN-1133, Concert Band	3
MUAP	Applied Instrument or Voice.....	6
MUSI 1306	Music Appreciation	3
MUSI 1311	Music Theory I.....	3
MUSI 1312	Music Theory II.....	3
MUHI 3302	Music History II	3

AUDITION

Students minoring in music should choose voice, instrument, or piano. Music students should demonstrate adequate preparation by auditioning for the music faculty. The auditions will be held during the regularly scheduled jury examination period each semester, or by special arrangement. Candidates will be requested to perform a solo composition, as well as scales, vocalizations and a sight-reading problem, as appropriate.

VOICE SPECIALIZATION

Students who select voice should possess a voice of good quality and show evidence of musicianship. During the entrance examination period, these candidates should be prepared to sing for the audition committee at least two songs that will best show their possibilities and music development. Some piano experience would be helpful.

JURIES AND RECITALS

From the second through the fifth semester of the applied music sequence, juries are held at the end of each semester in the student's concentration. These juries consist of a ten-minute performance session before a faculty committee with a brief period of questioning pertinent to the applied concentration.

Student recitals are held regularly. Attendance and/or performance at these programs are concomitant with the requirements and objectives of the music program. During the sixth semester of the applied music sequence, the student presents a solo recital. All graduating seniors are expected to perform in the musical activities of their baccalaureate and commencement services.

RELIGION

In support of the mission of the College, courses in religion provide students the opportunity to develop an understanding of the Judeo-Christian religious tradition, its value system, and to appropriate these values in a democratic society.

In addition, this area provides resources for the recruitment and training of students for the pastoral ministry and other church-related vocations. It further provides, through religious activities on campus, the opportunity for students, faculty, and staff to share in a living Christian community.

The College offers major and minor fields of study in religion for the Bachelor of Arts degree.

RELIGION MAJOR

A major in religion requires thirty-six semester hours as listed below:

Course Number	Course Title	Semester Hours
RELI 2301	Survey of Old Testament.....	3
RELI 2303	Women in Ministry.....	3
RELI 3300	The History of the Black Church.....	3
RELI 3301	The Prophets.....	3
RELI 3303	Church Administration.....	3
RELI 3304	Christian Education.....	3
RELI 3305	World Religions.....	3
RELI 4301	Systematic Theology.....	3
RELI 4302	Introduction to Homiletics.....	3

RELI 4305	History of Christianity	3
RELI 4395	Internship	3
RELI 4399	Topical Seminar	<u>3</u>
	Total	36

Six semester hours of a foreign language are required for the Bachelor of Arts in religion.

RELIGION MINOR

A minor in religion requires eighteen semester hours from courses listed below:

Course Number	Course Title	Semester Hours
RELI 2301	Survey of Old Testament	3
RELI 2303	Women in Ministry.....	3
RELI 3300	The History of the Black Church	3
RELI 3301	The Prophets	3
RELI 3303	Church Administration	3
RELI 3304	Christian Education	3
RELI 3305	World Religions	3
RELI 4301	Systematic Theology	<u>3</u>

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

The College strives to provide a quality business education with emphasis on technological integration and innovation. This is accomplished through dedication to the instructional and learning processes, which prepare students for careers in the private and public sectors. Courses in business provide opportunities for students to acquire those skills, concepts, attitudes, and knowledge needed for becoming contributing members of society.

The Bachelor of Business Administration degree (B.B.A.) offers a business administration major with concentrations in accounting, computer information systems, management, and marketing. Minor programs available to students with majors in other disciplines are accounting, computer information systems, management, and marketing.

Special note: All CPA examinations in the State of Texas require that candidates must have completed not less than 150 semester credit hours. Business faculty has information on courses that meet guidelines established by the Texas State Board of Public Accountancy.

Accreditation

Jarvis Christian College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business degrees:

Program Summary Requirements

The following requirements must be satisfied for the Bachelor of Business Administration degree with a concentration in accounting, management, or marketing.

- 57 credit hours of General Education courses
- 36 credit hours of Business Core courses (Common Professional Component or CPC)
- 24 credit hours of Area Concentration courses
- 6 credit hours of Cognate Requirement courses
- 123 minimum credit hours

To be eligible for enrollment in upper-level business courses, students must have a minimum grade point average of 2.00 and have satisfactorily completed 42 hours of General Education coursework and have completed BUSI 1301 Introduction to Business with a grade of C or better.

BUSINESS ADMINISTRATION

The following requirements must be satisfied for the Bachelor of Business Administration degree with concentrations in accounting, computer information systems, management, or marketing.

BUSINESS CORE (Common Professional Component)

The thirty-six hours in the business core include the following courses:

Course Number	Course Title	Semester Hours
ACCT 2301	Principles of Accounting I	3
ACCT 2302	Principles of Accounting II.....	3
BUSI 2301	Business Law	3
BUSI 2304	Business Communications	3
BUSI 3301	Quantitative Business Analysis.....	3
BUSI 3303	Finance.....	3
BUSI 4318	Business Policy	3

COSC 1301	Microcomputer Applications	3
ECON 2301	Macroeconomics	3
ECON 2302	Microeconomics	3
MARK 3300	Principles of Marketing	3
MGMT 3306	Principles of Management	<u>3</u>
	Total	36

COGNATE REQUIREMENTS

Course Number	Course Title	Semester Hours
BUSI 1301	Introduction to Business	3
BUSI 1325	Business Mathematics	<u>3</u>
	Total	6

The Business Core Courses (CPC) and cognate courses are required of all programs leading to a Bachelor of Business Administration.

AREAS OF CONCENTRATION

The course requirements for the four areas of concentration for the Bachelor of Business Administration degree are as follows:

ACCOUNTING CONCENTRATION

Course Number	Course Title	Semester Hours
ACCT 3301	Intermediate Accounting I	3
ACCT 3302	Intermediate Accounting II	3
ACCT 3304	Cost Accounting	3
ACCT 4304	Auditing	3
ACCT 4307	Taxation	3
ACCT 4310	Advanced Accounting	3
ACCT 4313	Accounting Theory	3
ACCT	Advanced accounting elective	<u>3</u>
	Total	24

COMPUTER INFORMATION SYSTEMS CONCENTRATION

Course Number	Course Title	Semester Hours
COSC 1315	Fundamentals of Programming	3
COSC 3301	Operating Systems	3
COSC 3303	Introduction to Web Page Design	3
COSC 3312	Presentation Graphics	3
COSC 4311	Advanced Microcomputer Applications	3
COSC 4315	Database Management	3
COSC 4317	Management Information Systems	3
COSC	Advanced computer information systems elective	<u>3</u>
	Total	24

MANAGEMENT CONCENTRATION

Course Number	Course Title	Semester Hours
MGMT 3307	Organizational Behavior	3
MGMT 3310	Production and Operations Management.....	3
MGMT 3315	Human Resources Management.....	3
MGMT 4302	Small Business Management	3
MGMT 4303	Labor Relations	3
MGMT 4307	Managerial Economics	3
MGMT	Advanced Management electives... ..	<u>6</u>
	Total	24

MARKETING CONCENTRATION

Course Number	Course Title	Semester Hours
MARK 3301	Marketing Communications Strategy	3
MARK 3302	Advertising Principles	3
MARK 3303	Retailing.....	3
MARK 3304	Consumer Behavior	3
MARK 4301	Market Research.....	3
MARK 4302	Marketing Management.....	3
MARK 4303	Promotional Strategies.....	3
MARK 4309	The Free Enterprise System.....	<u>3</u>
	Total	24

MINOR PROGRAMS

Students interested in declaring a minor may choose eighteen hours from courses listed. Minor programs available to students with majors in other disciplines are as follows:

ACCOUNTING MINOR

Course Number	Course Title	Semester Hours
BUSI 1301	Introduction to Business	3
BUSI 1325	Business Mathematics	3
ACCT 2301	Principles of Accounting I	3
ACCT 2302	Principles of Accounting II.....	3
ACCT 3301	Intermediate Accounting I	3
ACCT 3302	Intermediate Accounting II.....	3
ACCT 3304	Cost Accounting	3
ACCT	Advanced accounting elective.....	<u>3</u>

COMPUTER INFORMATION SYSTEMS MINOR

Course Number	Course Title	Semester Hours
BUSI 1301	Introduction to Business	3
BUSI 1325	Business Mathematics	3
COSC 1301	Microcomputer Applications	3
COSC 1315	Fundamentals of Programming	3
COSC 3301	Operating Systems.....	3
COSC 3303	Introduction to Web Page Design	3
COSC	Advanced computer information systems elective.....	<u>6</u>

MANAGEMENT MINOR

Course Number	Course Title	Semester Hours
BUSI 1301	Introduction to Business	3
MGMT 3306	Principles of Management	3
MGMT 3307	Organizational Behavior	3
MGMT 3315	Human Resources Management.....	3
MGMT 4301	Organizational Theory	3
MGMT	Advanced management electives	<u>9</u>

MARKETING MINOR

Course Number	Course Title	Semester Hours
BUSI 1301	Introduction to Business	3
BUSI 1325	Business Mathematics	3
ECON 2301	Macro Economics.....	3
ECON 2302	Micro Economics	3
MARK 3300	Principles of Marketing	3
MARK 3301	Marketing Communications Strategy	3
MARK 3304	Consumer Behavior	3
MARK	Advanced marketing electives	<u>3</u>

BACHELOR OF SCIENCE (B.S.)

BIOLOGY

Courses in biology provide quality academic experiences through intensive classroom instruction integrated with hands-on activities during laboratory sessions. Activities include research, summer programs and honor societies.

A student who desires to pursue a career in health professions such as *medicine, dentistry, or veterinary medicine* should complete the biology major program with a minor in chemistry.

BIOLOGY MAJOR

A major in biology requires a minimum of thirty-six semester hours as follows:

Course Number	Course Title	Semester Hours
BIOL 1406	General Biology I	4
BIOL 1407	General Biology II	4
BIOL 3401	General Genetics	4
BIOL 4409	Ecology	4
BIOL *	4
BIOL *	4
BIOL *	4
BIOL *	4
BIOL *	4
	Total	36

***These 5 courses are to be selected in the following upper division biology courses (consult your advisor):**

BIOL 2401	Human Anatomy & Physiology I.....	4
BIOL 2402	Human Anatomy & Physiology II.....	4
BIOL 3400	General Microbiology.....	4
BIOL 4403	Cell & Molecular Biology	4
BIOL 4407	Biochemistry	4
BIOL 4410	Botany.....	4
BIOL 4411	Invertebrate Zoology	4
BIOL 4490	Undergraduate Research.....	4
BIOL 4491	Research Techniques in Biology.....	4
BIOL 4499	Topical Seminar	4

The following cognate science courses are required for a major in biology:

Course Number	Course Title	Semester Hours
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
MATH 2342	Statistics	3
PHYS 1401	General Physics I.....	4
PHYS 1402	General Physics II	4
	Total	19

A minor in Chemistry is strongly recommended.

The following courses are recommended for students who anticipate graduate study.

Course Number	Title	Semester Hours
CHEM2423	Organic Chemistry I	4
CHEM2425	Organic Chemistry II	4
ENGL 3307	Advanced Composition	<u>3</u>
Total		11

BIOLOGY MINOR

A minor in biology requires a minimum of eighteen semester hours as follows:

Course Number	Course Title	Semester Hours
BIOL 1406	General Biology I	4
BIOL 1407	General Biology II	4
BIOL 2401	Human Anatomy & Physiology I.....	4
BIOL 3400	General Microbiology.....	4
BIOL 3401	General Genetics... ..	4
BIOL 4410	Botany.....	<u>4</u>

Additionally, the following courses are required:

Course Number	Course Title	Semester Hours
CHEM 1411	General College Chemistry I.....	4
CHEM 1412	General College Chemistry II	4
PHYS1401	General Physics I.....	4
PHYS1402	General Physics II	<u>4</u>
Total		16

CHEMISTRY

Courses in chemistry provide quality academic experiences through intensive classroom instruction integrated with hands-on activities during laboratory sessions. Activities include research, summer programs and honor societies.

CHEMISTRY MAJOR

A major in chemistry requires a minimum of thirty-six semester hours as follows:

Course Number	Course Title	Semester Hours
CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II... ..	4
CHEM 3403	Analytical Chemistry I.....	4
CHEM 3406	Descriptive Inorganic Chemistry	4
CHEM 4401	Physical Chemistry I.....	4
CHEM 4402	Physical Chemistry II	4
CHEM 4407	Biochemistry... ..	4
CHEM	Advanced chemistry electives.....	<u>8</u>
Total		36

The following cognate courses are required for a major in chemistry:

Course Number	Course Title	Semester Hours
MATH 2413	Calculus I	4
MATH 2414	Calculus II.....	4
PHYS 1401	Physics I.....	4
PHYS 1402	Physics II.....	<u>4</u>

CHEMISTRY MINOR

A minor in chemistry requires a minimum of eighteen semester hours:

Course Number	Course Title	Semester Hours
CHEM 1411	General College Chemistry I.....	4
CHEM 1412	General College Chemistry II.....	4
CHEM 2423	Organic Chemistry I... ..	4
CHEM 2425	Organic Chemistry II.....	4
CHEM 3403	Analytical Chemistry.....	4
CHEM	Advanced chemistry elective	<u>4</u>

ENVIRONMENTAL SCIENCE MINOR

A minor in environmental science is available as an additional option for biology and chemistry majors. The minor consists of a minimum of 18 semester hours as follows:

Course Number	Course Title	Semester Hours
ENVR 1401	Introduction to Environmental Science I.....	4
ENVR 1402	Introduction to Environmental Science II.....	4
ENVR 3411	Environmental Chemistry	4
ENVR 4409	Ecology	4
	Advanced environmental science electives	<u>8</u>

CRIMINAL JUSTICE MAJOR

A major in criminal justice for the Bachelor of Science degree program requires thirty-six semester hours as listed below:

Course Number	Course Title	Semester Hours
CRIJ 1301	Introduction to Criminal Justice.....	3
CRIJ 1307	Crime in America	3
CRIJ 1310	Fundamentals of Criminal Law.....	3
CRIJ 2314	Criminal Investigation and Report Writing	3
CRIJ 2328	Police System & Practice.....	3
CRIJ 3300	Methods of Research	3
CRIJ 3302	Introduction to Security	3
CRIJ 3304	Juvenile Delinquency	3
CRIJ 4300	Sociology of Corrections	3
CRIJ 4309	Internship	3
CRIJ 4399	Topical Seminar	3
CRIJ	Advanced criminal justice elective.....	<u>3</u>
	Total	36

In order to be accepted as a criminal justice major, the student must have a 2.00 GPA.

CRIMINAL JUSTICE MINOR

A minor in criminal justice requires eighteen semester hours as listed below:

Course Number	Course Title	Semester Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1307	Crime in America	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 3300	Methods of Research	3
CRIJ 4300	Sociology of Corrections	3
CRIJ	Advanced criminal justice elective.....	<u>9</u>

KINESIOLOGY

Kinesiology offers a major program leading to the Bachelor of Science degree. Two tracks are available: 1) All Level Certification for Physical Education (see Teacher Education Programs), and 2) Kinesiology.

A content overview includes: an understanding of the history and principles of Physical Education, Fitness and Sport; an understanding of the skills and techniques needed for coaching various sports; an understanding of the problems and issues faced by coaches and teachers in society; basic theory and practice of biomechanics, anatomy & physiology, pedagogy, assessment, and management.

Kinesiology has the mission of preparing leaders with the knowledge to serve society in addressing hypokinetic diseases, and meeting the challenges of our modern sport culture.

KINESIOLOGY MAJOR

A major in Kinesiology requires thirty-six semester hours, distributed as follows:

Skills Courses: 6 semester hours

Any three of the following two-hour skills and training courses:

Course Number	Course Title	Semester Hours
KINE 2201	Basketball Skills & Training.....	2
KINE 2202	Baseball Skills & Training.....	2
KINE 2203	Soccer/Football Skills & Training.....	2
KINE 2205	Volleyball Skills & Training.....	2
KINE 2206	Track and Field Skills & Training.....	2

Content Courses: 30 semester hours

Course Number	Course Title	Semester Hours
KINE 1301	Introduction to Kinesiology	3
KINE 1308	Officiating I or KINE 1309 Officiating II	3
KINE 1338	Concepts of Fitness.....	3
KINE 3301	Kinesiology/Biomechanics	3
KINE 3304	Exercise Physiology	3
KINE 3306	Motor Learning	3
KINE 4303	Tests and Measurement	3
KINE 4304	Administration of Exercise Related Programs.....	3
KINE	ELECTIVES	<u>6</u>
	Total	30

KINESIOLOGY MINOR

A minor in Kinesiology requires eighteen semester hours distributed as follows:

Activity Courses: **1 semester hour**

Skills Course Series: **2 Semester Hours**

Any one of the following 2-hour kinesiology skills courses:

Course Number	Course Title	Semester Hours
KINE 2201	Basketball Skills and Training	2
KINE 2202	Baseball Skills and Training	2
KINE 2203	Soccer/Football Skills and Training	2
KINE 2205	Volleyball Skills and Training	2
KINE 2206	Track and Field Skills and Training	2

Content Courses:

Course Number	Course Title	Semester Hours
KINE 1301	Introduction to Kinesiology	3
KINE 1338	Concepts of Physical Fitness.....	3
KINE 3306	Motor Learning & Development.....	3
KINE 4303	Tests and Measurements.....	3
KINE 4304	Administration of Exercise	3
KINE	Advanced Kinesiology Elective	6

COACHING MINOR

A minor in coaching requires eighteen hours distributed as follows:

Skills Course Series **6 Semester Hours**

Any three of the following 2-hour kinesiology skills courses:

Course Number	Course Title	Semester Hour
KINE 2201	Basketball Skills and Training	2
KINE 2202	Baseball Skills and Training	2
KINE 2203	Soccer/Football	2
KINE 2205	Volleyball Skills and Training	2
KINE 2206	Track and Field Skills and Training	2

Content Courses:

Course Number	Course Title	Semester Hour
KINE 1308	Officiating I or KINE 1309 Officiating II	3
KINE 2307	First Aid & Emergency Care	3
KINE 3303	Psychology of Coaching.....	3
KINE 3304	Exercise Physiology	3
KINE 4303	Test and Measurement.....	3
KINE	Advanced Kinesiology Elective	3

MATHEMATICS MAJOR

Students interested in majoring in mathematics should see an Academic Advisor in the Office of Academic Affairs.

Entry requirement for the mathematics major is demonstrated proficiency in trigonometry.

A major in mathematics requires a minimum of thirty-six hours as follows:

Course Number	Course Title	Semester Hours
MATH 2320	Differential Equations.....	3
MATH 2318	Linear Algebra	3
MATH 2342	Statistics I.....	3
MATH 2413	Calculus I	4
MATH 2414	Calculus II.....	4
MATH 2415	Calculus III.....	4
MATH 3302	Statistics II	3
MATH 3306	Modern Geometry	3
MATH 4302	Abstract Algebra	3
MATH 4416	Advanced Calculus	4
3 HRS	Advanced Math	
	Total	37

MATHEMATICS MINOR

Entry requirement for the mathematics major is demonstrated proficiency in trigonometry.

A minor in mathematics requires a minimum of eighteen semester hours as follows:

Course Number	Course Title	Semester Hours
MATH 2413	Calculus I	4
MATH 2414	Calculus II.....	4
MATH 2415	Calculus III.....	4
MATH 2342	Statistics I.....	3
MATH 3302	Statistics II	3
MATH 3306	Modern Geometry	3
MATH 4302	Abstract Algebra	<u>3</u>

PSYCHOLOGY MINOR

A minor in psychology requires eighteen semester hours as listed below:

Course Number	Course Title	Semester Hours
PSYC 2301	General Psychology.....	3
PSYC 2306	Abnormal Psychology	3
PSYC 2307	Adolescent Psychology.....	3
PSYC 2310	Child Psychology	3
PSYC 2317	Statistical Methods in Psychology	3
PSYC 2319	Social Psychology	3
PSYC 3300	Educational Psychology.....	3
PSYC 4301	Applied Social Psychology.....	<u>3</u>

SOCIAL WORK MAJOR

A major in social work for the Bachelor of Science degree requires fifty-four semester hours as listed below:

Course Number	Course Title	Semester Hours
SOCW 2361	Introduction to Social Work.....	3
SOCW 3300	Social Work Research I	3
SOCW 3302	Interviewing and Recording.....	3
SOCW 3305	Self-Awareness in Social Work	3
SOCW 3340	Dynamics in Human Behavior and Social Environment.....	3
SOCW 3341	Social Work Practice I.....	3
SOCW 3342	Social Work Practice II.....	3
SOCW 3343	Social Work Practice III	3
SOCW 3346	Social Welfare Policies and Programs.....	3
SOCW 4320	Social Work Field Experience I	12
SOCW 4343	Field Seminar	3
SOCW 4346	Social Work Diversity and Culture	3
SOCW 4358	Social Work Research II.....	3
SOCW	Advanced social work electives	<u>6</u>
	Total	54

REQUIRED COGNATE COURSES

Course Number	Course Title	Semester Hours
ECON 2302	Microeconomics	3
PSYC 2301	General Psychology or PSYC 2306-Abnormal Psychology.....	3
SOCI 1301	Introduction to Sociology	
or		
SOCI 3302	Social Problems.....	<u>3</u>
	Total	9

The Social Work major is not accredited by the Council of Social Work Education.

SOCIAL WORK MINOR

A minor in social work requires eighteen semester hours as listed below:

Course Number	Course Title	Semester Hours
SOCW 2361	Introduction to Social Work.....	3
SOCW 3302	Interviewing and Recording.....	3
SOCW 3305	Self-Awareness in Social Work	3
SOCW 3340	Dynamics in Human Behavior and Social Environment.....	3
SOCW 3346	Social Welfare Policies and Programs.....	3
SOCW	Advanced Social Work Elective	<u>3</u>

REQUIRED COGNATE COURSES

Course Number	Course Title	Semester Hours
ECON 2301	Microeconomics	3
PSYC 2301	General Psychology.....	3
SOCI 1301	Introduction to Sociology	<u>3</u>
	Total	9
Total Minor		27

SOCIOLOGY MAJOR

A major in sociology for the Bachelor of Science degree requires thirty-six semester hours as listed below:

Course Number	Course Title	Semester Hours
SOCI 1301	Introduction to Sociology	3
SOCI 2301	The Family	3
SOCI 2304	Crime in American Society.....	3
SOCI 2326	Social Psychology	3
SOCI 3300	Methods of Social Research.....	3
SOCI 3301	Statistical Methods	3
SOCI 3302	Current Social Problems	3
SOCI 3306	Social Stratification	3
SOCI 4300	Sociological Theory.....	3
SOCI 4302	Race and Minority Relations.....	3
SOCI	Advanced sociology electives.....	<u>6</u>
	Total	36

SOCIOLOGY MINOR

A minor in sociology requires eighteen semester hours as listed below:

Course Number	Course Title	Semester Hours
SOCI 1301	Introduction to Sociology	3
SOCI 3300	Methods of Social Research.....	3
SOCI 3302	Current Social Problems	3
SOCI 2326	Social Psychology	3
SOCI 3306	Social Stratification	3
SOCI 4300	Sociological Theory.....	3
SOCI 4302	Race and Minority Relations.....	3
SOCI	Advanced sociology elective	3

BACHELOR OF SCIENCE DEGREE LEADING TO TEACHER CERTIFICATION

TEACHER EDUCATION

Teacher certification programs are an integral part of the College. The mission of the Teacher Education Program is to develop a community of educators that embraces student learning as a primary commitment. The Program seeks to produce graduates who are (1) knowledgeable in their area of study, (2) possess awareness and ability to respond effectively in a diverse society, (3) able to communicate effectively, and (4) embrace lifelong learning.

The Teacher Education Program is comprised of certification programs in elementary education (Generalist EC-6), middle (4th – 8th) school, secondary (8th – 12th), and all-level education programs. Professional courses are designed to prepare students for teacher certification. Faculty members in the Teacher Education Program work collaboratively with the other disciplines on the campus to prepare students for the content field specialization required by all education majors. All certification programs lead to the Bachelor of Science degree and standard certification for teaching in Texas public schools. All-level teacher certificates (grades EC-12) are offered in special education and physical education. Candidates for elementary school certification work toward an interdisciplinary studies major. A minor in special education is also available for those who wish to further enhance their preparation.

The State Board for Educator Certification of the State of Texas establishes policies which govern all certification programs. These policies are subject to changes made by the State Board for Educator Certification. Jarvis Christian College remains compliant with these policies, as administered by the Division of Educator Certification of the Texas Education Agency. The Jarvis Teacher Education Advisory Board is the policy-making body within the Teacher Education Program. This group of local educators and community representatives is responsible for development of policies and practices, which guide the planning, implementation, evaluation, and maintenance of the Teacher Education Program.

Teacher Certification

Benchmark 1: Admission to the Teacher Education Program

Jarvis Christian College students interested in teacher certification should contact the Office of Academic Affairs during their first semester to declare their intent to teach. They will be assigned to an advisor and have the entry, retention, exiting, and certification requirements of the Teacher Education Program explained.

To be admitted to the Teacher Education Program, all students must:

1. Begin to prepare a professional portfolio that contains:
 - a. An application
 - b. A degree plan signed by the student's advisor and Declaration of Major Form
 - c. A copy of an official transcript, which reflects completion of 60 semester hours of general education coursework with a 2.50 cumulative grade point average.
 - d. A record of the Texas Higher Education Assessment (THEA) examination, which reflects achievement of a minimum score of 255 in the reading section and a minimum score of 230 on the mathematics and writing, respectively. (This requirement can be met by other tests accepted for the Texas Success Initiative.)

- e. A philosophy of education paper, which includes: a brief autobiographical sketch, philosophy of education, experiences with children, and educational goals. Instruction sheets will be provided by your advisor.
- f. Three (3) recommendations from content and professional education faculty with whom the student has taken classes.
- g. Documentation of an interview and language assessment.

The students will be notified by letter of the decision regarding their application for admission into the Teacher Education Program from the Certification Officer within two (2) weeks of the interview.

Students are not permitted to take professional education courses in excess of 12 credit hours prior to admission to the Teacher Education Program; and shall be limited to the following:

EDUC 1301	Introduction to Teaching	3 semester hours
EDSP 3300	Introduction to Exceptional Children	3 semester hours
EDUC 3306	Psychological Foundations of Education	3 semester hours
EDUC 3302	Curricula and Instructional Planning	3 semester hours

To be retained in the Teacher Education Program, a student must:

1. Maintain at least a 2.50 cumulative average.
2. Maintain outstanding moral character.

Benchmark 2: Admission to Student Teaching:

The semester prior to completion of program coursework, the student must apply for permission to enroll in student teaching. The student must:

1. Following the completion of Benchmark 1, the student is to resubmit the portfolio with the following additions:
 - a. Updated degree plan information.
 - b. Updated transcript information showing evidence of completion of all program coursework, except the semester in which application is made, at or above a “C” grade level and which reflects a cumulative average of at least 2.50.
 - c. Reflective entries from each early clinical field experience.
 - d. Documented evidence of an 85% pass rate on each of the respective content TExES preparation courses.
 - e. Two additional different references from education and content faculty.
 - f. Evidence of a completed criminal history check.
2. Complete and submit a Student Teaching Application with the updated portfolio to the Certification Office during the semester before the student plans to do student teaching, which is October 15th of the fall semester and March 15th of the spring semester.

Students are not permitted to enroll in additional coursework during student teaching.

To be retained in the Teacher Education Program, a student must:

1. Maintain at least a 2.50 cumulative average.
2. Maintain outstanding moral character.

Benchmark 3: Completion of Certification Requirements:

To complete student teaching, a student must:

1. During student teaching, strictly adhere to all policies and procedures outlined in the *Student Teaching Handbook* and school policies.

2. One week prior to the end of student teaching, submit to the student teaching supervisor the final portfolio, containing:
 - a. Documentation of community involvement.
 - b. Copies of College/ field supervisor/principal evaluations (mid-semester and final).

The portfolio will be reviewed before a final grade is issued for the student teaching experience.

Administrative Policies and Procedures for Admission and Retention

1. Students interested in declaring education as their major are to contact the Certification Officer or advisors any time during a semester.
2. Admission to teacher education can be completed and processed at any point in the semester.
3. Retention status will be reviewed and acted on at the end of each grading period.
4. Students are expected to meet with their assigned advisor at least twice during each semester. At least one session per semester is to be devoted to registration.
5. Failure to meet criterion for retention in the Teacher Education Program will result in suspension from the program. Such students may request reconsideration at the end of the next semester.

Requirements for Teacher Certification

Teachers in Texas public schools are required by law to hold a valid Texas Teacher's Certificate for the grade level, specialization area, or position to which they are assigned. Students at Jarvis Christian College who successfully complete an approved program in teacher education and the requirements below are recommended to the State Board for Educator Certification for the appropriate certificate. Students must file the application for the certificate online with the State Board for Educator Certification.

To be eligible for the Standard Certification in Texas, the applicant must successfully complete:

- Coursework
- Student Teaching or Internship
- State-Mandated Examinations

Additionally, candidates must clear all outstanding financial obligations to Jarvis Christian College.

Description of Program Finisher

A Program Finisher is a student who has fulfilled all of the requirements for admission to the Teacher Education Program without any exceptions or qualifications of any kind. The student must also have completed student teaching with a grade of C or better. The student must have completed all other academic requirements and have been awarded the appropriate baccalaureate degree by the College.

Certification Programs in Teacher Education

A teaching program in elementary education is comprised of fifty-seven (57) semester hours of general education coursework; forty (40) semester hours of professional development courses, including student teaching; and twenty-seven (27) semester hours of interdisciplinary academic coursework.

A program in middle or high school education is comprised of fifty-seven (57) semester hours of general education coursework; thirty-one (31) semester hours of professional development courses, including student teaching; from thirty-six to forty-four (36-44) semester hours of content area coursework.

The All-Level Teaching Programs in special education and physical education have individual requirements.

The State Board for Educator Certification of the State of Texas governs all certification programs. These programs are subject to changes made by the State Board for Educator Certification.

Degree programs in Teacher Certification may be pursued in the following teaching fields by specific levels:

Elementary Education

Generalist EC-6
All-Level
 Physical Education
 Special Education

Middle School (4-8)

English Language Arts
 and Reading
 Mathematics

High School (8-12)

English Language Arts
 and Reading
 Business Administration
 History
 Life Sciences
 Mathematics
 Physical Science

GENERAL EDUCATION CORE REQUIREMENTS

(To be completed during the Freshman and Sophomore years)

Course Number	Course Title	Semester Hours
MUSI 1301	Music Appreciation	3
BIOL 1406	General Biology	4
COSC 1301	*Intro/Computer Information Systems	3
ENGL 1301	Composition I.....	3
ENGL 1302	Composition II	3
	Foreign Language.....	6
GOVT 2305	American Government.....	3
GOVT 2306	Texas Government	3
HIST 1301	United States History I	3
HIST 1302	United States History II	3
INTS 1000	Chapel.....	CR
INTS 1101	First Year Experience	1
KINE	Kinesiology activity course	1
MATH 1314	College Algebra.....	3
PHYS 1415	Physical Science	4
RELI 1301	Christian Ethics.	3
RELI 1302	Survey of the New Testament.....	3
SOCI 2323	Diversity and Inclusion.....	3
SPCH 1311	Fundamentals of Speech.....	3
	Total	55

*Requirement may be met by completing EDUC 3300 Technology in Education

ELEMENTARY EDUCATION GENERALIST PROGRAM

The Elementary Education Generalist certification program (interdisciplinary studies) seeks to prepare teachers who can function effectively in the elementary school. Its objectives are to:

1. Promote the academic, cultural, intellectual, and personal growth of the prospective early childhood through sixth grade generalist teacher.
2. Provide for the acquisition of knowledge, attitudes, and skills needed for teaching essential elements of early childhood through sixth grade curriculum for Texas public schools.
3. Provide an understanding of the growth, development, and learning processes of pupils.

4. Develop a knowledge and understanding of the school curriculum and methods of teaching school subjects.
5. Provide knowledge of and field experiences with, handicapped children with special needs.
6. Provide knowledge of, and field experiences with, children from diverse multi-ethnic cultures.
7. Provide field experiences for teaching in the public schools.

**REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE
LEADING TO
ELEMENTARY GENERALIST CERTIFICATION**

Course	Title	Semester Hours
EDSP 3300	Introduction to Exceptional Children	3
EDUC 1301	Introduction to Teaching.....	3
EDUC 3300	Technology in Education	3
EDUC 3302	Curricula and Instruction	3
EDUC 3303	Mathematics in Elementary Education EC-6.....	3
EDUC 3304	Classroom Management	3
EDUC 3306	Psychological Foundations of Education.....	3
EDUC 3307	Science in the Elementary School.....	3
EDUC 3308	Social Studies EC-6.....	3
EDUC 4235	TExES Prep Content.....	2
EDUC 4250	TExES Prep PPR.....	2
EDUC 4331	Instructional Strategies	3
EDUC 4603	Student Teaching	6
HIST 2301	Texas History	3
KINE 3305	Kinesiology in the Elementary School	3
MATH 2342	Statistics I.....	3
MATH 3306	Modern Geometry	3
MUED 3303	Music for Elementary Education Majors.....	3
READ 3301	Reading in Content Area.....	3
READ 3304	Corrective & Remedial Reading	3
READ 3309	Reading EC-6.....	3
READ 4302	Language Arts and Children's Literature.....	3
	Total	67

**REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE
LEADING TO ELEMENTARY GENERALIST and
EC-12 SPECIAL EDUCATION CERTIFICATION**

Course	Course Title	Semester Hours
EDSP 3300	Introduction to Exceptional Children	3
EDSP 3305	Children with Language and Learning Disabilities.....	3
EDSP 3307	Psychology and Education of Emotionally Disabled Children.....	3
EDSP 3310	Practicum in Special Education	3
EDSP 4307	Diagnosis and Evaluation of Exceptional Children	3
EDUC 1301	Introduction to Teaching.....	3
EDUC 3300	Technology in Education	3

EDUC 3302	Curricula and Instruction	3
EDUC 3303	Mathematics in Elementary Education EC-6.....	3
EDUC 3304	Classroom Management	3
EDUC 3306	Psychological Foundations of Education.....	3
EDUC 3307	Science in the Elementary School.....	3
EDUC 3308	Social Studies EC-6.....	3
EDUC4235	TExES Prep Content.....	2
EDUC 4250	TExES Prep PPR.....	2
EDUC 4331	Instructional Strategies	3
EDUC 4603	Student Teaching.....	6
HIST 2301	Texas History	3
KINE 3302	Adaptive Kinesiology	3
KINE 3305	Kinesiology in the Elementary School	3
MATH 2342	Statistics I.....	3
MATH 3306	Modern Geometry	3
MUED 3303	Music for Elementary Education Majors.....	3
READ 3301	Reading in Content Area.....	3
READ 3309	Reading EC-6.....	3
READ 4312	Reading for Special Students' Needs	3
	Total	78

MIDDLE SCHOOL (4-8) and HIGH SCHOOL (8-12) CERTIFICATION PROGRAMS

The Middle School (4-8) and High School (8-12) certification programs prepare the student to teach in middle school or high school. To accomplish this objective, the program, through its courses and in cooperation with other departments of the College, strives to provide:

1. Knowledge of the nature of the growth and development of adolescents,
2. Knowledge of the teaching and learning process of adolescents,
3. Knowledge of, and field experiences with, handicapped children with special needs,
4. Knowledge of, and field experiences with, students from multi-ethnic cultures,
5. Skill in planning and organizing curricula experiences for students,
6. Acquisition of secondary subject matter specializations(s) needed for teaching essential elements in the Texas curriculum, and
7. Field experiences for teaching in the school.

Jarvis Christian Colleges offers middle school (4-8) and high school (8-12) certification programs that require specialization in one teaching field leading to a Bachelor of Science degree.

The State Board for Educator Certification of the State of Texas governs all certification programs. These programs are subject to changes made by the State Board for Educator Certification.

**REQUIREMENTS
FOR THE BACHELOR OF SCIENCE DEGREE
LEADING TO
MIDDLE SCHOOL (4th-8th) and HIGH SCHOOL (8th-12th) CERTIFICATION**

Course	Course Title	Semester Hours
EDSP 3300	Intro to Exceptional Children	3
EDUC 1301	Introduction to Teaching	3
EDUC 3300	Technology in Education	3
EDUC 3302	Curricula and Instruction	3
EDUC 3304	Classroom Management.....	3
EDUC 3306	Psychological Foundations of Education.....	3
EDUC 4235	TE _x ES Prep Content	2
EDUC 4250	TE _x ES Prep PPR	2
EDUC 4331	Instructional Strategies.....	3
EDUC 4603	Student Teaching	6
READ 3301	Reading in Content Area.....	<u>3</u>
	Total	34

Academic Specialization Courses

The following academic specializations are available for middle school and secondary certificates.

ENGLISH LANGUAGE ARTS and READING (4-8)

Course Number	Course Title	Semester Hours
ENGL 2321	British Literature	3
ENGL 2326	American Literature.....	3
ENGL 3303	Masterpieces in World Lit	3
ENGL 3305	American Minority Literature.....	3
ENGL 3307	Advanced Composition	3
ENGL 3312	Semantics and Word Building	3
ENGL 4301	Shakespeare.....	3
ENGL 4303	Advanced Grammatical Systems	3
READ 3301	Reading in the Content Areas	3
READ 3304	Corrective/Remedial Reading	<u>3</u>
	Total	30

ENGLISH LANGUAGE ARTS and READING (8-12)

Course Number	Course Title	Semester Hours
ENGL 2326	American Literature.....	3
ENGL 2331	British Literature	3
ENGL 3301	Introduction to Criticism.....	3
ENGL 3303	Masterpieces in World Literature.....	3
ENGL 3305	American Minority Literature.....	3
ENGL 3307	Advanced Composition	3
ENGL 3312	Semantics and Word Building	3
READ 3304	Corrective/Remedial Reading	3
READ 2308	Teaching Reading in Middle and Secondary School	3
READ 4302	Language Arts and Children's Literature	3
SPCH 1342	Voice and Diction.....	3

SPCH 1318	Interpersonal Communication.....	3
	Total	36

HISTORY (8-12)

Course Number	Course Title	Semester Hours
HIST 2301	History of Texas	3
HIST 2321	World Civilization I.....	3
HIST 2322	World Civilization II	3
HIST 2381	African American History	3
HIST 3303	Research Methods	3
HIST	Advanced History electives	15
	Total	30

LIFE SCIENCES (8-12)

Course Number	Course Title	Semester Hours
BIOL 2401	Human Anatomy and Physiology I	4
BIOL 2402	Human Anatomy and Physiology II	4
BIOL 3400	General Microbiology.....	4
BIOL 3401	General Genetics	4
BIOL 4403	Cell and Molecular Biology.....	4
BIOL 4410	Botany.....	4
BIOL 4411	Invertebrate Zoology	4
CHEM 1411	General College Chemistry I.....	4
CHEM 1412	General College Chemistry II	4
CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II.....	4
	Total	44

MATHEMATICS (4-8)

Course Number	Course Title	Semester Hours
MATH 2318	Linear Algebra.....	3
MATH 2320	Differential Equations.....	3
MATH 2342	Statistics I.....	3
MATH 2413	Calculus I	4
MATH 2414	Calculus II.....	4
MATH 2415	Calculus III.....	4
MATH 3302	Statistics II	3
MATH 3306	Modern Geometry	3
MATH 4302	Abstract Algebra	3
MATH 4416	Advanced Calculus.....	4
	Advanced mathematics electives	3
	Total	37

MATHEMATICS (8-12)

Course Number	Course Title	Semester Hours
MATH 2342	Statistics I.....	3
MATH 2320	Differential Equations.....	3
MATH 3302	Statistics II	3
MATH 2413	Calculus I	4
MATH 2414	Calculus II.....	4

MATH 2415	Calculus III.....	4
MATH 3306	Modern Geometry	3
MATH 2318	Linear Algebra	3
MATH 4302	Abstract Algebra	3
MATH 4416	Advanced Calculus.....	4
	Advanced mathematics electives	<u>3</u>
	Total	37

SCIENCES (4-8)

Course Number	Course Title	Semester Hours
BIOL 4409	Ecology.....	4
BIOL 4410	Botany.....	4
CHEM 1411	General College Chemistry I.....	4
CHEM 1412	General College Chemistry II.....	4
CHEM 3406	Descriptive Inorganic Chemistry	4
CHEM 3411	Environmental Chemistry	4
PHYS 1401	College Physics I.....	4
PHYS 1402	College Physics II.....	4
PHYS 1415	Physical Science	<u>4</u>
	Total	36

PHYSICAL SCIENCE (8-12)

Course Number	Course Title	Semester Hours
CHEM 1411	General College Chemistry I.....	4
CHEM 1412	General College Chemistry II.....	4
CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II.....	4
CHEM 4401	Physical Chemistry I.....	4
CHEM 4407	Biochemistry	4
MATH 2413	Calculus I.....	4
MATH 2414	Calculus II.....	4
GEOL 1401	Earth Science.....	4
PHYS 1401	College Physics I.....	4
PHYS 1402	College Physics II.....	<u>4</u>
	Total	44

BUSINESS EDUCATION (6-12)

Course Number	Course Title	Semester Hours
ACCT 2301	Principles of Accounting I.....	3
ACCT 2302	Principles of Accounting II.....	3
BUSI 1301	Introduction to Business	3
BUSI 2304	Business Communication	3
BUSI 3301	Quantitative Business Analysis.....	3
BUSI 3303	Finance.....	3
BUSI 4300	International Business.....	3
COSC 1300	Introduction to Computer Information Systems	3
COSC 1301	Microcomputer Applications	3
COSC 1330	Introduction to Programming.....	3
COSC 3301	Operating Systems.....	3
ECON 2301	Micro Economics	3

MARK 3300	Principles of Marketing	3
MGMT 3306	Principles of Management	<u>3</u>
	Total	42

**REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE
LEADING TO ALL-LEVEL CERTIFICATION**

ALL-LEVEL CERTIFICATION

The all-level curriculum attempts to prepare the student to teach in the Texas public schools. To accomplish this objective, the College strives to provide:

1. Knowledge of the nature of the growth and development of students.
2. Knowledge of the teaching and learning process of early childhood through 12th grade students.
3. Knowledge of, and field experiences with, handicapped children with special needs.
4. Knowledge of, and field experiences with, students from multi-ethnic cultures.
5. Skill in planning and organizing curricula experiences for students.

**REQUIREMENTS
FOR THE BACHELOR OF SCIENCE DEGREE
LEADING TO
ALL-LEVEL CERTIFICATION**

Course	Title	Semester Hours
EDSP 3300	Introduction to Exceptional Children	3
EDUC 1301	Introduction to Teaching	3
EDUC 3300	Technology in Education	3
EDUC 3302	Curricula and Instruction	3
EDUC 3304	Classroom Management.....	3
EDUC 3306	Psychological Foundations of Education.....	3
EDUC 4235	TEExES Prep Content.....	2
EDUC 4250	TEExES Prep PPR.....	2
EDUC 4331	Instructional Strategies.....	3
EDUC 4603	Student Teaching	6
READ 3301	Reading in Content Area.....	<u>3</u>
	Total	34

PHYSICAL EDUCATION

Course Number	Title	Semester Hours
KINE	Activity Course.....	1
KINE 1301	Introduction to Kinesiology	3
KINE 220	Skills	2
KINE 3301	Kinesiology/Biomechanics.....	3
KINE 3302	Adaptive Kinesiology	3
KINE 3304	Exercise Physiology.....	3
KINE 3306	Motor Learning.....	3
KINE 4303	Tests and Measurement.....	3
KINE 4304	Administration of Exercise Related Programs	3
KINE 4309	Teaching Physical Education	3
KINE	ELECTIVE.....	<u>9</u>
	Total	36

SPECIAL EDUCATION

Students interested in All Level Special Education certification should see an advisor in the Office of Education.

COURSE DESCRIPTIONS

ACCOUNTING (ACCT)

ACCT 2301 Principles of Accounting I **3 Semester Hours**

Accounting as a managerial tool. Introduction to the basic theory of accounting. Journal entries, posting, adjusting, and closing entries. Preparing financial statements. Payroll accounting. Merchandise business accounting, plant assets, and methods of depreciation. Accruals and deferrals. *Prerequisite: MATH 1314*

ACCT 2302 Principles of Accounting II **3 Semester Hours**

Accounting for partnership formation, operations, and distribution of profits and losses. Accounting for a corporation, operations, stockholders' equity, and retained earnings. Transactions for stocks, bonds, and notes. Cash flow analysis. Analysis planning and budgeting. Managerial decision-making. Income taxes. *Prerequisite: ACCT 2301.*

ACCT 3301 Intermediate Accounting I **3 Semester Hours**

Designed to develop a better and more comprehensive knowledge of accounting statements; the recording process; the periodic summary; cash and temporary investments; receivables, inventories, current liabilities; investments in stocks, bonds, funds, and miscellaneous items. *Prerequisite: ACCT 2302.*

ACCT 3302 Intermediate Accounting II **3 Semester Hours**

Emphasis upon corporation accounting procedures, terminology, and basic accounting concepts. Cash flow statements, statements of flow and funds, interpretation of financial statements. Accounting applications of compound interest and annuities. *Prerequisite: ACCT 3301.*

ACCT 3303 Managerial Accounting **3 Semester Hours**

Utilization of accounting data appropriate to managerial decision-making, planning, and controlling. *Prerequisite: ACCT 2302.*

ACCT 3304 Cost Accounting **3 Semester Hours**

An examination of cost accounting fundamentals, the use of standard costs and budgets for planning and controlling operations, and use of cost information for special decisions and long-range planning. *Prerequisite: ACCT 2302.*

ACCT 4303 Accounting for Non-Profit Organizations **3 Semester Hours**

Basic concepts of fund accounting. Accounting procedures for governmental agencies, colleges, hospitals, and other non-profit agencies and organizations. *Prerequisite: ACCT 2302.*

ACCT 4304 Auditing **3 Semester Hours**

Auditing procedures, auditing standards, and audit reports. Contemporary applications of generally accepted accounting principles. Responsibilities and ethical standards of independent public accounting firms. *Prerequisite: ACCT 2302.*

ACCT 4307 Taxation **3 Semester Hours**

The latest revenue act, as related to the preparation of federal income tax returns for individuals, partnerships, fiduciaries, and corporations concerning gross income, deductions, credits and

exemptions, and calculation of the tax. Some aspects of estate, gift, and social security taxes.

Prerequisite: ACCT 2302.

ACCT 4310 Advanced Accounting **3 Semester hours**

An analysis of accounting for equities, with emphasis on corporations and problems of business combinations, problems of pensions; foreign associates and subsidiaries; and other advanced topics. *Prerequisite: ACCT 3302.*

ACCT 4313 Accounting Theory **3 Semester Hours**

The prevailing theories of accounting. Recent theories in connection with the valuation of assets, determination of liabilities, computations of income and expenses, and analysis of capital and retained earnings are discussed. *Prerequisite: ACCT 3301.*

ACCT 4318 Accounting Information Systems **3 Semester Hours**

Covers traditional topics of the accounting information systems, the computer environment of the accounting profession. It shows how accounting professionals apply management information science and database theory to understand, design, create, and maintain accounting reporting and control systems. *Prerequisites: ACCT 2302 and COSC 1300.*

ACCT 4395 Internship **3 Semester Hours**

Pre-approved and supervised work experience in an accounting-related position with a public or private business. May be repeated for a total of six semester hours.

Prerequisites: ACCT 3302 and approval of division chair.

ACCT 4399 Topical Seminar **3 Semester Hours**

Advanced topics not adequately covered in published curriculum. *Prerequisites: ACCT 3301*

May be repeated to a maximum of six hours.

ART (ARTS)

ARTS 1301 Introduction to Art **3 Semester Hours**

Studies of major art forms and artists in their historical and social contexts.

ARTS 1303 Art History I **3 Semester Hours**

Survey of Western art from ancient times to the Renaissance.

ARTS 1304 Art History II **3 Semester Hours**

Survey of Western art from the Renaissance to the present.

ARTS 1311 Design I Two Dimensional **3 Semester Hours**

Principles and elements of design, focusing on two-dimensional problems.

ARTS 1312 Design II Three Dimensional **3 Semester Hours**

Principles and elements of design, focusing on three-dimensional problems.

ARTS 1316 Drawing **3 Semester Hours**

Methods and techniques of drawing from observation and the imagination.

ARTS 2316 Painting I **3 Semester Hours**

Introduction to the major painting media: acrylics, watercolor, and oils.

ARTS 2317 Painting II**3 Semester Hours**

Advanced study in traditional and mixed media for representational and abstract subject.

*Prerequisite: ARTS 2316.***ARTS 3302 Lettering and Layouts****3 Semester Hours**

Methods and techniques of lettering with pencil, pen, brush, and cut paper.

ARTS 3306 Art in the Elementary School**3 Semester Hours**

Theory of art education and creative projects for elementary school teachers.

ARTS 4399 Topical Seminar**3 Semester Hours**Advanced topics not adequately covered in published curriculum. *Prerequisite: Minimum of nine semester hours of credit in subject field and junior or senior standing or consent of instructor.* May be repeated once if topic changes.**BIOLOGY (BIOL)****BIOL 1406 General Biology I****4 Semester Hours**The course is an introduction to the fundamental principles of life processes of all forms of living organisms to include the history of biology, cell reproduction, Mendelian genetics, basic biochemistry, and cell metabolism with emphasis on the cellular and sub-cellular aspects of biology. Three hours of lecture per week. *Co-Requisite: BIOL 1006.***BIOL 1006 General Biology I Laboratory****Credit**A grade of "D" or better in BIOL 1406 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 1406.***BIOL 1407 General Biology II****4 Semester Hours**The course is an introduction to the fundamental characteristics of living organisms, classification of living organisms (animals, plants, fungi, and single-celled forms), reproduction, evolution, biodiversity, and ecology with emphasis on the organismal aspects of biology/ Three hours of lecture per week. *Prerequisite: BIOL 1406; Co-Requisite: BIOL 1007.***BIOL 1007 General Biology II Laboratory****Credit**A grade of "D" or better is needed in BIOL-1407 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 1407.***BIOL 2401 Human Anatomy and Physiology I****4 Semester Hours**

The course covers an emphasis on cells, tissues, skin, skeletal system, muscular system, nervous system, sense organs, and circulatory system. Three hours of lecture per week.

*Prerequisite: BIOL 1406. Co-Requisite: BIOL 2001.***BIOL 2001 Human Anatomy and Physiology I Laboratory****Credit**A grade of "D" or better is needed in BIOL 2401 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 2401.***BIOL 2402 Human Anatomy and Physiology II****4 Semester Hours**The course covers an emphasis on endocrine system, lymphatic system and immunity, digestive system, respiratory system, urinary system, reproductive system, and human development. Three hours of lecture per week. *Prerequisites: BIOL 1407 and BIOL 2401; Co-Requisite: BIOL 2002.*

BIOL 2002 Human Anatomy and Physiology II Laboratory **Credit**

A grade of "D" or better is needed in BIOL 2402 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 2402.*

BIOL 3400 General Microbiology **4 Semester Hours**

The course is a comprehensive treatment of microbial life concerning classification, morphology, physiology and genetics of the bacteria with some emphasis on virus, protozoa, algae and fungi involved in causing diseases in humans. Three hours of lecture per week. *Prerequisite: BIOL 1407; Co-Requisite: BIOL 3000.*

BIOL 3000 General Microbiology Laboratory **Credit**

A grade of "D" or better is needed in BIOL 3400 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 3400.*

BIOL 3401 General Genetics **4 Semester Hours**

The course covers the principles of heredity at the cellular and population levels, placing emphasis on phylogenetic similarities and differences. Three hours of lecture per week. *Prerequisite: BIOL 1407; Co-Requisite: BIOL 3001.*

BIOL 3001 General Genetics Laboratory **Credit**

A grade of "D" or better is needed in BIOL 3401 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 3401.*

BIOL 3403 Histology **4 Semester Hours**

Microscopic studies of animal cells, tissues and organs. Three hours of lecture per week. *Prerequisite: BIOL 1407; Co-Requisite: BIOL 3003.*

BIOL 3003 Histology Laboratory **Credit**

A grade of "D" or better is needed in BIOL 3403 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 3403.*

BIOL 4300 Pathophysiology **3 Semester Hours**

The course covers etiology of human diseases at the cellular and humoral levels. Emphasis is placed on the diseases and treatment of the major organ systems of the human body. Three hours of lecture per week. *Prerequisites: BIOL 2401, BIOL 2402, and BIOL 3400.*

BIOL 4400 Environmental Justice **4 Semester Hours**

Course covers ecosystem, resource utilization, biodiversity, and environmental problems, their causes and possible solutions. It explores issues associated with environmental justice such as social justice, socio-economics, statistical demographics, environmental racism, environmental advocacy, civil rights, field methods and practices, and citizenship responsibilities. Three hours of lecture per week. *Prerequisite: BIOL 1407; Co-Requisite: BIOL 4000.*

BIOL 4000 Environmental Justice Laboratory **Credit**

A grade of "D" or better is needed in BIOL 4400 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 4400.*

BIOL 4403 Cell and Molecular Biology**4 Semester Hours**

The course is a study of structure and function of cells involving cellular physiology and biosynthesis of macromolecules, especially in animal cells. Three hours of lecture per week.

Prerequisites: BIOL 1407 and CHEM 2423; Co-Requisite: BIOL 4003.

BIOL 4003 Cell and Molecular Biology Laboratory**Credit**

A grade of "D" or better in BIOL 4403 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 4403.*

BIOL 4407 Biochemistry**4 Semester Hours**

The course is a study of carbohydrates, fats and proteins, and nucleic acids; and a survey of the chemistry and function of enzymes, vitamins, and hormones. Three hours of lecture per week.

Prerequisites: CHEM 2425 and BIOL 1407 with BIOL 4403 recommended. (Cross-listed with CHEM 4407); Co-Requisite: BIOL 4007.

BIOL 4007 Biochemistry Laboratory**Credit**

A grade of "D" or better is needed in BIOL 4407 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 4407.*

BIOL 4409 Ecology**4 Semester Hours**

The course is a study of plant and animal populations and community ecology with emphasis on local flora and fauna. Three hours of lecture per week.

Prerequisite: BIOL 1407; Co-Requisite: BIOL 4009.

BIOL 4009 Ecology Laboratory**Credit**

A grade of "D" or better is needed in BIOL 4409 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 4409.*

BIOL 4410 Botany**4 Semester Hours**

The course is a comprehensive treatment of plants with emphasis on development and function of plant organs. Three hours of lecture per week. *Prerequisite: BIOL 1407; Co-Requisite: BIOL 4010.*

BIOL 4010 Botany Laboratory**Credit**

A grade of "D" or better is needed in BIOL 4410 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 4410.*

BIOL 4411 Invertebrate Zoology**4 Semester Hours**

Review of the structure, function, environmental relationships, classification, and possible evolutionary history of animal-like protists and the animals without backbones. Major representatives of the most important groups are emphasized. A laboratory is required.

Prerequisite: BIOL 1407; Co-Requisite: BIOL 4011.

BIOL 4011 Invertebrate Zoology Laboratory**Credit**

A grade of "D" or better is needed in BIOL 4411 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 4411.*

BIOL 4420 Comparative Vertebrate Anatomy**4 Semester Hours**

A study of the fundamentals of anatomy, morphology, and morphogenesis of the vertebrates with emphasis on comparisons of anatomical systems. Includes discussions of the functions of body

structures along with anatomical descriptions of representative vertebrate classes. A laboratory is required. *Prerequisite: BIOL 1407; Co-Requisite: BIOL 4020.*

BIOL 4020 Comparative Vertebrate Anatomy Laboratory **Credit**

A grade of "D" or better is needed in BIOL 4420 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: BIOL 4420.*

BIOL 4490 Undergraduate Research **1-4 Semester Hours**

The course provides advanced research in biology under faculty direction. It is normally offered for four semester hours of credit. However, semester hour credit may range from one to four semester hours. *Prerequisites: Junior or senior standing and consent of instructor. A maximum of 4 semester hours of BIOL 4490 can count toward the 36-hour requirement for the major.*

BIOL 4491 Research Techniques in Biology **4 Semester Hours**

Concepts and use of advanced contemporary research techniques in biology; techniques will be determined by the research interest of the instructor involved and may include general biology, microbiology, molecular biology, biochemistry, ecology, and invertebrate zoology. A laboratory is required. *Prerequisites: BIOL 1407, and at least one upper division biology course designated by the instructor, plus permission of the instructor.*

BIOL 4499 Topical Seminar **4 Semester Hours**

The course provides advanced subjects not covered in the published curriculum. Three hours of lecture per week. *Prerequisites: Junior or senior standing and consent of instructor. Co-Requisite: BIOL 4099.*

BIOL 4099 Topical Seminar Laboratory **Credit**

A grade of "D" or better is needed in BIOL 4499 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25.00. *Co-Requisite: BIOL 4499. A maximum of 4 semester hours of BIOL 4499 can count toward the 36-hour requirement for the major.*

BUSINESS ADMINISTRATION (BUSI)

BUSI 1301 Introduction to Business **3 Semester Hours**

Surveys the entire field of business. Builds a business vocabulary. Broadens the student's perspective of the business field and aids in selecting a field of vocational specialization.

BUSI 1325 Business Mathematics **3 Semester Hours**

This course presents the foundations for the study of statistics, finance, and investment. Fundamental operations using whole numbers, decimals, fractions, and percentages in word problem form are designed to strengthen basic mathematics skills.

BUSI 2301 Business Law **3 Semester Hours**

Principles of law applicable to business. Includes role of law in such areas as contracts and sales, agency, partnerships, bankruptcy, negotiable instruments, torts, and other legal subjects. *Prerequisite: BUSI 1301.*

BUSI 2304 Business Communications **3 Semester Hours**

Analysis of all types of business letters. Writing of forceful and effective business letters, adhering to the best forms of English usage and practice, and the application of practical psychology in the construction of the letter.

BUSI 3301 Quantitative Business Analysis 3 Semester Hours

A study of the basic methods of compilation, analysis, and interpretation of statistical data with applications to business and economic problems. Introduces students to the philosophy and techniques of management science. *Prerequisite: MATH 1314.*

(Cross-listed with MATH 2342, CRIJ 3301, PSYC 3301, SOCI 3301, and SOCW 3301.)

BUSI 3303 Finance 3 Semester Hours

Overview of money and the banking system; interest and present value calculations; financial information, analysis, and financial decision-making; stocks, bonds, and future markets; and the role of the Federal Reserve Bank. *Prerequisites: ACCT2302 and ECON 2301.*

BUSI 3306 Business Ethics 3 Semester Hours

Designed to help students understand moral issues; develop a framework in which to consider national and international business issues; apply perspective to ethical issues; and study the effect ethical decision-making has on the individual, corporation, and society.

Prerequisite: BUSI 1301.

BUSI 3311 Personal Finance 3 Semester Hours

Analysis of various aspects in helping one to manage personal finances and become a wiser consumer. Topics include planning personal finances, managing personal finances, making buying decisions, protecting resources and investments, and controlling financial futures.

Prerequisite: ACCT 2302.

BUSI 4300 International Business 3 Semester Hours

Foreign operations of American firms and impact of foreign competition on the domestic market. Examination of worldwide patterns of trade and investment. Overview of financial, managerial, and marketing problems confronted by multinational firms.

Prerequisite: MGMT 3306.

BUSI 4318 Business Policy 3 Semester Hours

Various functions into which business organizations are divided for purposes of administration are integrated and their interrelationships are examined. The executive functions of business are studied from the viewpoint of establishment of basic policies consistent with a broad concept of each type of business and execution of such policies. *Prerequisites: MGMT 3306 AND BUSI 3301.*

BUSI 4395 Internship 1 – 9 Semester Hours

Pre-approved and supervised work experience in a business-related position with a public agency or private business. May be repeated for a total of nine semester hours.

Prerequisites: MGMT 3306, MARK 3300 and approval of division chair.

BUSI 4399 Topical Seminar 3 Semester Hours

Advanced topics not adequately covered in published curriculum.

Prerequisite: MGMT 3307. May be repeated to a maximum of nine hours if topic changes.

CHEMISTRY (CHEM)**CHEM 1411 General College Chemistry I****4 Semester Hours**

Topics covered include fundamental principles and concepts of chemistry, atomic and molecular structure, reaction stoichiometry, gas laws, and thermochemistry. Three hours of lecture per week. *Co-requisites: MATH 1314 and CHEM 1011.*

CHEM 1011 General College Chemistry I Laboratory**Credit**

A grade of "D" or better in CHEM 1411 is needed to receive credit. Laboratory activities cover selected topics covered in CHEM 1411: fundamental principles and concepts of chemistry, atomic and molecular structure, reaction stoichiometry, gas laws, and thermochemistry. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 1411.*

CHEM 1412 General College Chemistry II**4 Semester Hours**

Continuation of CHEM 1411. Topics covered include solutions, chemical equilibrium, kinetics, acid-base chemistry, electrochemistry and organic chemistry. Three hours of lecture per week. *Prerequisites: CHEM 1411 and MATH 1314. Co-requisite: CHEM 1012.*

CHEM 1012 General College Chemistry II Laboratory**Credit**

A grade of "D" or better in CHEM 1412 is needed to receive credit. Laboratory activities cover selected topics in CHEM 1412: solutions, chemical equilibrium, kinetics, acid-base chemistry, electrochemistry, and organic chemistry. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 1412.*

CHEM 2423 Organic Chemistry I**4 Semester Hours**

Introduction to the chemistry of carbon compounds. Topics covered include bonding theory, acid/base theory, nucleophilic substitution and elimination, stereochemistry, spectroscopic methods (IR, NMR), electrophilic addition, epoxides, Grignard Reaction, hydroboration/oxidation, and free radical reactions. IUPAC chemical nomenclature of organic compounds is included. Three hours of lecture per week. *Prerequisite: CHEM 1412. Co-requisite: CHEM 2023.*

CHEM 2023 Organic Chemistry I Laboratory**Credit**

A grade of "D" or better is needed in CHEM 2423 to receive credit. The laboratory will include an introduction to organic methods of analysis and synthesis. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 2423.*

CHEM 2425 Organic Chemistry II**4 Semester Hours**

This course is a continuation of CHEM 2423. Topics covered include the chemistry of ketones, aldehydes, carboxylic acids and amides; aromatics, polymers, Diels-Alder Reaction, electrophilic aromatic substitution, organic synthesis, protecting groups, Aldol Reactions, Michael Reaction, Claisen Reaction, amino acids and proteins. Nomenclature of aromatic and carbonyl compounds will be covered. Three hours of lecture per week. *Prerequisite: CHEM 2423. Co-requisite: CHEM 2025.*

CHEM 2025 Organic Chemistry II Laboratory [Formerly: CHEM 2001]**Credit**

A grade of "D" or better is needed in CHEM 2425 to receive credit. The laboratory will involve synthesis, purification and analysis of organic compounds. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 2425.*

CHEM 3403 Quantitative Analysis I**4 Semester Hours**

Theories and techniques of analytical separations and determinations, emphasis on volumetric and gravimetric methods, an introduction to selected instrumental methods of analysis and chemical statistical analysis. Three hours of lecture per week. *Prerequisite: CHEM 1412. Co-requisite: CHEM 3003.*

CHEM 3003 Quantitative Analysis I Laboratory**Credit**

A grade of "D" or better is needed in CHEM 3403 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 3403.*

CHEM 3404 Quantitative Analysis II**4 Semester Hours**

Continuation of CHEM 3403. Statistical Methods, Instrumentation design. Three hours of lecture per week. *Prerequisite: CHEM 3403. Co-requisite: CHEM 3004.*

CHEM 3004 Quantitative Analysis II Laboratory**Credit**

A grade of "D" or better is needed in CHEM 3404 to receive credit. The laboratory will be concerned primarily with substances that have become important to environmental management, such as air, land and water pollution, behavior of toxic materials, and food contaminants. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 3404.*

CHEM 3406 Descriptive Inorganic Chemistry**4 Semester Hours**

Introduction to inorganic chemistry with a focus in descriptive inorganic chemistry, bonding theories in inorganic molecules and in the solid state, redox chemistry, descriptive main group and transition metal chemistry; ligand field theory, molecular magnetism and electronic spectra in transition metal complexes. *Prerequisite: CHEM 1412. Co-requisite: CHEM 3006.*

CHEM 3006 – Descriptive Inorganic Chemistry Laboratory**Credit**

A grade of "D" or better is needed in CHEM 3406 to receive credit. Preparation, characterization and properties of bioinorganic, organometallic and macromolecular inorganic compounds; discussion of special techniques (glove box manipulations and double-manifold Schlenk lines) for handling air-sensitive materials; extensive review of current literature. *Co-requisite: CHEM 3406.*

CHEM 3411 Environmental Chemistry**4 Semester Hours**

Chemical pollutants in the air, in water and on land: their generation, chemical reactivity, action on environment and disappearance through chemical mechanisms; chemistry of existing pollution abatement. *Prerequisites: CHEM 1412 and junior or senior classification. Co-requisite: CHEM 3011.*

CHEM 3011 Environmental Chemistry Laboratory**Credit**

A grade of "D" or better is needed in CHEM 3411 to receive credit. Environmental testing in various environments will be conducted as well as an extensive review of current literature. *Co-requisite: CHEM 3411.*

CHEM 4401 Physical Chemistry I**4 Semester Hours**

Theories of gases, properties of solutions, thermodynamics, introduction to quantum mechanics and molecular structure. Three hours of lecture per week. *Prerequisites: PHYS 1401, and MATH 2413. Co-requisite: CHEM 4001.*

CHEM 4001 Physical Chemistry I Laboratory**Credit**

A grade of "D" or better is needed in CHEM 4401 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 4401.*

CHEM 4402 Physical Chemistry II**4 Semester Hours**

Thermochemistry, chemical equilibrium, electrochemistry, chemical kinetics, and quantum chemistry. Calculus-based theoretical framework. *Prerequisite: CHEM 4401. Co-requisite: CHEM 4002.*

CHEM 4002 Physical Chemistry II Laboratory**Credit**

A grade of "D" or better is needed in CHEM 4402 to receive credit. Experiments illustrating the principles and methods of physical chemistry are performed. Written reports on the experiments are prepared. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 4402.*

CHEM 4407 Biochemistry**4 Semester Hours**

Carbohydrates, fats and proteins, and nucleic acids and a survey of the chemistry and function of enzymes, vitamins, and hormones. Three hours of lecture per week. *Prerequisites: CHEM 2425 and BIOL 1407 with BIOL 4403 recommended. (Cross-listed with BIOL 4407) Co-requisite: CHEM 4007.*

CHEM 4007 Biochemistry Laboratory**Credit**

A grade of "D" or better is needed in CHEM 4407 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 4407.*

CHEM 4490 Undergraduate Research**1-4 Semester Hours**

Advanced research in chemistry under faculty direction. Normally offered for four semester hours of credit. However, semester-hour credit may range from one to four semester hours. *Prerequisites: Junior or senior standing and consent of instructor.*

CHEM 4499 Topical Seminar**4 Semester Hours**

Advanced topics, including introduction to undergraduate research, not adequately covered in published curriculum. Three hours of lecture per week. Laboratory Fee: \$25. *Prerequisites: CHEM 2425 and junior or senior standing and consent of instructor. Co-requisite: CHEM 4099.*

CHEM 4099 Topical Seminar Laboratory**Credit**

A grade of "D" or better is needed in CHEM 4499 to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: CHEM 4499.*

COMPUTER INFORMATION SYSTEMS (COSC)**COSC 1300 Introduction to Computing****3 Semester Hours**

An introduction to computer information systems. Topics include microcomputer hardware, software, operating systems, the Internet, and the role of computers in business and society. No previous background in computer technology is required.

COSC 1301 Microcomputer Applications**3 Semester Hours**

An introduction to microcomputer productivity software. The course emphasizes the use of word processing and spreadsheet software.

COSC 1315 Introduction to Programming**3 Semester Hours**

Fundamentals of computer programming. Emphasis is on program logic, input/output, calculations, and debugging. Programming projects required. *Prerequisite: COSC 1301.*

COSC 3301 Operating Systems**3 Semester Hours**

Introduction to a leading microcomputer operating system. The course emphasizes operating system installation and configuration, object linking and embedding, printing, and using network resources. *Prerequisite: COSC 1301.*

COSC 3303 Introduction to Web Page Design**3 Semester Hours**

An introduction to Web page design and publishing. Emphasis is on page layout integration with application software and interactive functionality. Web site creation project required. *Prerequisite: COSC 1301.*

COSC 3312 Presentation Graphics**3 Semester Hours**

An introduction to microcomputer presentation graphics software. The course emphasizes the use of the WWW to research and download information for presentations. Course covers the design of effective graphic communications. *Prerequisite: COSC 1301.*

COSC 4301 Advanced Operating Systems**3 Semester Hours**

In-depth examination of a leading microcomputer operating system. The course emphasizes operating system performance, customization, files and folders, backing up files, multitasking and task switching, and connecting to networks and the Internet. *Prerequisite: COSC 3301.*

COSC 4307 Object-Oriented Programming**3 Semester Hours**

Advanced computer programming using Visual BASIC. The course emphasizes design, coding, testing, and debugging, using an object-oriented language. Programming projects required. *Prerequisite: COSC 1315.*

COSC 4311 Advanced Microcomputer Applications**3 Semester Hours**

An advanced course in microcomputer productivity software. The course takes the student to the proficient level of use in word processing spreadsheet software. *Prerequisite: COSC 1301.*

COSC 4315 Database Management**3 Semester Hours**

An introduction to microcomputer database software. Topics include database systems, data models, normal forms, and physical and logical database design. Database project required. *Prerequisite: COSC 1315.*

COSC 4317 Management Information Systems**3 Semester Hours**

Managing information systems integration, manager's roles in systems development process, managing the information systems resource, and MIS in the functional areas of business. *Prerequisite: COSC 1301.*

COSC 4395 Internship**3 Semester Hours**

This course is designed to provide the student with actual work experience as a programmer, programmer analyst, or systems analyst. The student will have the opportunity to apply the principles, concepts, and skills learned during the first three years of collegiate training. *Prerequisites: COSC 1315 and COSC 3301 and acceptance to COSC Internship Program.*

COSC 4399 Topical Seminar **3 Semester Hours**
Advanced topics not covered in the published curriculum. *Prerequisites: Senior standing, a minimum of nine semester hours of junior or senior COSC courses, and COSC faculty approval.* May be repeated once when topic changes.

COOPERATIVE EDUCATION (COOP)

COOP 2100 Orientation to Cooperative Education **1 Semester Hour**
Provides an overview of cooperative education with emphasis on available careers, interviewing techniques, and job responsibilities.

COOP 2300 Field Experience **3 Semester Hours**
On-the-job experience with supervision by employer and faculty observation.

COOP 2600 Field Experience **6 Semester Hours**
On-the-job experience with supervision by employer and faculty observation.

COOP 3300 Field Experience **3 Semester Hours**
On-the-job experience with supervision by employer and faculty observation.

COOP 3600 Field Experience **6 Semester Hours**
On-the-job experience with supervision by employer and faculty observation.

CRIMINAL JUSTICE (CRIJ)

CRIJ 1301 Introduction to Criminal Justice **3 Semester Hours**
An overview of the entire criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections.

CRIJ 1306 Court Systems and Practices **3 Semester Hours**
Topics for this course include the judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; and types and rules of evidence and sentencing. *Prerequisite: CRIJ 1301 or permission of the instructor.*

CRIJ 1307 Crime in America **3 Semester Hours**
This course provides an overview of crime in America and its nature, history and measurement. It covers changes and variations in crime and victimization over time and across jurisdictions. The course examines theories of crime, the concept of crime as deviant behavior and the nature and categories of crime. *Prerequisite: CRIJ 1301.* (Cross-listed with SOCI 2304)

CRIJ 1310 Fundamentals of Criminal Law **3 Semester Hours**
Examination of the nature of criminal law and legal processes; focuses on substantive criminal law, definitions, and elements of principal crimes. *Prerequisite: CRIJ 1301.*

CRIJ 2314 Criminal Investigations and Report Writing **3 Semester Hours**
This course deals with the theory and practice of investigative methodology in law enforcement. It will focus on techniques and procedures of report writing, evidence collections, and crime scene investigations. *Prerequisite: CRIJ 1301 or permission of instructor.*

CRIJ 2328 Police System and Practice 3 Semester Hours

Role and place of law enforcement in the justice process; organization of law enforcement systems; police-community linkages; current issues, and future prospects.

Prerequisite: CRIJ 1301.

CRIJ 3300 Methods of Research 3 Semester Hours

An introduction to the logic, skills, and methods of research in the social sciences.

(Cross-listed with SOCI 3300)

CRIJ 3301 Statistical Methods 3 Semester Hours

Presentation of data, analysis of data, measures of central tendency and measures of dispersion, probability regression and correlation. *Prerequisite: MATH 1314.*

(Cross-listed with MATH 2342, SOCI 3301, and PSYC 2317)

CRIJ 3302 Introduction to Security 3 Semester Hours

This course will deal with an analysis of the legal background of private and proprietary security. Theories of management with emphasis on leadership interaction of individuals, group managers, and the organization as a whole. Discussion centers on organizations with security responsibilities, including government agencies, college campuses, and the military. *Prerequisite or Co-Requisite: CRIJ 1301.*

CRIJ 3304 Juvenile Delinquency 3 Semester Hours

This course is designed to analyze the magnitude, distribution, and types of juvenile delinquency in American society. It focuses on theoretical approaches to understanding juvenile delinquency and examines research orientations in the field. *Pre-requisite: CRIJ 1301 or permission of the instructor.* (Cross-listed with SOCI 3304)

CRIJ 4300 Sociology of Corrections 3 Semester Hours

A theoretical and substantive examination of punishment and rehabilitation; analysis and evaluation of contemporary correctional institutions. *Pre-requisite: CRIJ 1301 or permission of the instructor.*

CRIJ 4303 Legal Aspects of Law Enforcement 3 Semester Hours

This course includes an exploration of police authority. Topics also include responsibilities and constitutional restraints, law of arrest, search and seizure, and police liability. *Pre-requisite: CRIJ 1301 or permission of the instructor.*

CRIJ 4309 Internship 3 Semester Hours

An eight- to sixteen-week program designed as a learning experience in an approved criminal justice or social agency setting. *Prerequisites: Prior arrangement and permission of the instructor, and junior or senior standing.*

CRIJ 4399 Topical Seminar 3 Semester Hours

Advanced topics not covered in the published curriculum.

Prerequisites: CRIJ 1301 and permission of instructor. May be repeated when topic changes.

DRAMA (DRAM)**DRAM 1100 Jarvis Players 1 Semester Hour**

Practical experience in fundamentals of all phases of play production.

ECONOMICS (ECON)**ECON 2301 Macroeconomics****3 Semester Hours**

Principles of Economics including supply and demand, monetary system, government policies, fiscal policies. *Prerequisite: MATH 1314.*

ECON 2302 Microeconomics**3 Semester Hours**

Practices of our present economic order. Theories of production, consumption, distribution, exchange, and public finance. *Prerequisite: MATH 1314*

EDUCATION**EDUC 0095 Texas Success Initiative Prep****CR**

The course prepares students for THEA and Accuplacer testing. Course content includes a skills review of fundamental mathematics, algebra, geometry, and basic problem solving; reading comprehension, and writing.

EDUC 1301 Introduction to Teacher Education**3 Semester Hours**

The history, poses, roles, organizational structure, legal regulations, control, management, cost, and influence of the American educational system in the American culture and issues related thereto.

EDUC 3300 Technology in Education**3 Semester Hours**

Introduction to computer literacy focusing on DOS, spreadsheets, database, and word processing; and the use of multimedia in education. *Prerequisite: Admission to the Teacher Education Program.*

EDUC 3302 Curricula and Instructional Planning**3 Semester Hours**

Theoretical and practical considerations of curricula and instructional planning in early childhood, elementary, middle school, and secondary school.

EDUC 3303 Mathematics in EC-6**3 Semester Hours**

A study of set theory, basic principles of real complex numbers, number bases, and linear and quadratic equalities. A unit of study places emphasis upon teaching mathematics to special children. *Prerequisite: Admission to the Teacher Education Program.*

EDUC 3304 Classroom Management**3 Semester Hours**

Theoretical and practical considerations of strategies for classroom management in early childhood, elementary, middle, and secondary schools. *Prerequisite: Admission to the Teacher Education Program.*

EDUC 3306 Psychological Foundations of Education**3 Semester Hours**

Research, theories, and principles of child growth and development, processes of learning, and their implications for teaching. (Cross-listed with PSYC 3300)

EDUC 3307 Science in Elementary School**3 Semester hours**

Aims and objectives for teaching science, selection and organization of materials, guidance, and experiences for children, and the development of available resources are included in the course. Practical experience in developing and demonstrating science activities is incorporated. *Prerequisite: Admission to the Teacher Education Program.*

EDUC 3308 Social Studies in EC-6**3 Semester Hours**

Content, methods, and instructional aids for the elementary social studies curriculum. Units of study include knowledge and skills relating to education of exceptional children, and places emphasis upon the ethnic and multicultural components of the public school population.
Prerequisite: Admission to the Teacher Education Program.

EDUC 4235 TExES Preparation: Content**2 Semester Hours**

This course provides the training necessary to pass the content diagnostic test with a minimum score that is deemed sufficient to pass the State of Texas content area examination(s).
Prerequisite: Must be admitted to Teacher Education Program prior to enrolling in this course.

EDUC 4250 TExES Preparation**2 Semester Hours**

This capstone course offers a systematic focus on the content, philosophy, and strategies to successfully pass the State Pedagogy/Professional Responsibility Examination. This course is required of all EC-12 (elementary/middle school/secondary school/all-level) education majors.
Prerequisite: Admission to the Teacher Education Program. Must be enrolled in and successfully completed prior to student teaching.

EDUC 4331 Instructional Strategies**3 Semester Hours**

Theoretical, practical, and research-based considerations of instructional strategies, assessment, and evaluation in teaching. *Prerequisite: Admission to the Teacher Education Program.*

EDUC 4399 Topical Seminar**3 Semester Hours**

Advanced topics not adequately covered in published curriculum.

Prerequisite: Minimum of six semester hours in subject field or consent of instructor. May be repeated once if topic changes.

EDUC 4903 Student Teaching**9 Semester Hours**

Includes observation, seminar and teaching in the classroom under qualified supervision. May be taken only by students who have been admitted to the Teacher Education Program and who continue to maintain the qualification for such status.

Prerequisite: Completion of thirty (30) observation hours.

ENGLISH (ENGL)**ENGL 0095 Communications****CR**

Designed to help students who enter college with limited communicative skills to master the essential oral and written skills deemed necessary for success in regular college-level work. Required of all entering students scoring low on the placement test. May not be used to satisfy degree requirements.

ENGL 1301 Composition I**3 Semester Hours**

Develops the skills of critical thinking; provides practice with the use of several expository aims and patterns of development; emphasizes organizing and writing of the expository essay, and facilitates an understanding of grammar, rhetoric, and usage.

ENGL 1302 Composition II**3 Semester Hours**

Develops the skills and construction of logical argument. These skills will be demonstrated by writing several source-based papers. Places emphasis on grammar and usage.

Prerequisite: ENGL 1301.

ENGL 1303 Science and Technical Writing**3 Semester Hours**

Gives students practice in the forms and methods of scientific and technical writing as they research and revise technical information. Prepares students for their professional work in scientific, technical or public service fields by teaching them to organize knowledge in ways that reveal purpose, method, and results that can easily be verified. The class will substitute for English 1302, Composition II for students majoring in the sciences, criminal justice, sociology, social work, or mathematics.

ENGL 2321 British Literature Survey**3 Semester Hours**

Development of British Literature from *Beowulf* to the present. Stresses major works of each period. *Prerequisite: ENGL 1302.*

ENGL 2326 American Literature Survey**3 Semester Hours**

Development of American literature from colonial times to the present. Stresses major works of each period. *Prerequisite: ENGL 1302.*

ENGL 2332 World Literature I**3 Semester Hours**

Builds upon the student's analytic ability and directs the student's writing toward fiction and the key elements of fiction: plot, theme, character, and point of view. The student learns to evaluate fiction and to communicate his or her evaluation to others in critical essays.

Prerequisite: ENGL 1302.

ENGL 2333 World Literature II**3 Semester Hours**

Expands the student's ability to analyze other genres of literature. The explication of poetry and the analysis of dramatic works will enhance the imagination and motivate the creative skills of the student. Arguments and critical evaluations will dominate the writing, and the student will see literature as a form of entertainment. *Prerequisite: ENGL 1302.*

ENGL 3301 Introduction to Criticism: Critical Analysis of Literature**3 Semester Hours**

A background course in the interpretation of literature, with primary emphasis placed on practical approaches to the form, theory, and content of fiction and non-fiction prose, poetry, and drama. Attention is given to the moral, psychological, sociological, formalistic, archetypal, historical-traditional, structural, deconstructionist, feminist, and impressionistic approaches to criticism, with primary emphasis placed upon the origin and development, nature, major proponents, and limitations of each approach. The lectures and readings will provide students with a background of the historical and philosophical basis of literary criticism.

Prerequisite: ENGL 1302.

ENGL 3303 Masterpieces in World Literature**3 Semester Hours**

Survey of selected works of fiction, poetry, and drama in the literature of the western world from classical Greek to modern times. *Prerequisite: ENGL 1302.*

ENGL 3305 American Minority Literature**3 Semester Hours**

Prose, poetry, and drama of major American minority authors from colonial times to the present. *Prerequisite: ENGL 1302.*

ENGL 3307 Advanced Composition**3 Semester Hours**

Study of principles of nonfiction composition through analysis of examples and practice in application of these principles. Emphasizes rhetorical organization, techniques of expository

writing, and employment of formal and informal styles within the context of edited American English. *Prerequisite: ENGL 1302.*

ENGL 3308 Adolescent Literature **3 Semester Hours**

Study of major authors and genres of literature for young adults. Emphasis on interpretation and evaluation of literary works. This course may be used only as an elective for English majors and for those seeking teacher certification in English. *Prerequisite: ENGL 1302.*

ENGL 3312 Semantics and Word Building **3 Semester Hours**

Study of major ways in which words are introduced into the English language; emphasis on formation of words from bases and affixes and the functions of connotation and denotation. *Prerequisite: ENGL 1302.*

ENGL 4301 Shakespeare **3 Semester Hours**

Selected sonnets and major plays. *Prerequisite: ENGL 1302.*

ENGL 4303 Advanced Grammatical Systems **3 Semester Hours**

Investigation of the traditional, structural, and generative-transformational grammatical systems, and an introduction to descriptive linguistics. *Prerequisite: ENGL 1302.*

ENGL 4305 History and Development of the English Language **3 Semester Hours**

Historical and structural study of the English language from the Old English period to modern times. Emphasis on changes in English sounds, forms, inflections, and syntax; introduction to modern grammatical systems; and study of word derivations and meanings. *Prerequisite: ENGL 1302.*

ENGL 4306 Major British and American Authors **3 Semester Hours**

Focuses on selected works of one major British or American author. *Prerequisite: ENGL 1302.*

ENGL 4399 Topical Seminar **3 Semester Hours**

Advanced topics not covered in published curriculum. *Prerequisites: Minimum of nine semester hours of course work in subject field and junior or senior standing.* May be repeated once if topic changes.

ENVIRONMENTAL SCIENCE (ENVR)

ENVR 1401 Introduction to Environmental Science I **4 Semester Hours**

This course presents the foundation, from a global perspective, for understanding the complex relations among living organisms and how they interact with their biotic and abiotic environments. The topics are covered under six broad areas: (1) environmental science and ecological principles; (2) population and environmental health; (3) food, land, and biological resources; (4) bioterrorism; (5) physical resources, and (6) society and the environment. A laboratory is required. *Co-Requisite: ENVR 1001.*

ENVR 1001 Introduction to Environmental Science I Laboratory **Credit**

A grade of "D" or better in ENVR 1401 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: ENVR 1401.*

ENVR 1402 Introduction to Environmental Science II **4 Semester Hours**

This course is a continuation of ENVR 1401 and includes further information on the same six areas: (1) environmental science and ecological principles; (2) population and environmental

health; (3) food, land, and biological resources; (4) bioterrorism; (5) physical resources, and (6) society and the environment. A laboratory is required. *Co-Requisite: ENVR 1002.*

ENVR 1002 Introduction to Environmental Science II Laboratory **Credit**

A grade of "D" or better in ENVR 1402 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: ENVR 1402.*

ENVR 3411 Environmental Chemistry **4 Semester Hours**

This course exposes students to concepts in environmental chemistry as they relate to the sources, reactions, transport effects, and fates of chemical species in water, soil, and air. In addition, through reading assignments, problem solving and group projects, students will learn the use of technology and its impact on the environment. A laboratory is required. (Cross-listed with CHEM 3411.)

Prerequisites: CHEM 1411 and CHEM 1412. Co-Requisite: ENVR 3011.

ENVR 3011 Environmental Chemistry Laboratory **Credit**

A grade of "D" or better in ENVR 3411 is needed to receive credit. Two hours of laboratory work per week. (Cross Listed with CHEM 3011.) Laboratory Fee: \$25. *Co-Requisite: ENVR 3411.*

ENVR 4400 Environmental Justice **4 Semester Hours**

Course covers ecosystem, resource utilization, biodiversity, and environmental problems, their causes and possible solutions. It explores issues associated with environmental justice such as social justice, socio-economics, statistical demographics, environmental racism, environmental advocacy, civil rights, field methods and practices, and citizenship responsibilities. A laboratory is required. Three hours of lecture per week. *Prerequisite: ENVR 1401, and ENVR 1402. Co-Requisite: ENVR 4000.*

ENVR 4000 Environmental Justice Laboratory **Credit**

A grade of "D" or better in ENVR 4400 is needed to receive credit. Two hours of laboratory work per week.

Laboratory Fee: \$25. *Co-Requisite: ENVR 4400.*

ENVR 4409 Ecology **4 Semester Hours**

This course focuses on plant and animal populations and community ecology with emphasis on local flora and fauna. A laboratory is required. *Prerequisites: BIOL 1406 and BIOL 1407. Co-Requisite: ENVR 4009.* (Cross-listed with BIOL 4409.)

ENVR 4009 Ecology Laboratory **Credit**

A grade of "D" or better in ENVR 4409 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: ENVR 4409.* (Cross-listed with BIOL 4009)

ENVR 4490 Research Techniques in Environmental Science **4 Semester Hours**

This course will broaden the environmental science curriculum by exposure to the fundamental concepts and practice of quantitative environmental/chemical analysis with emphasis on instrumental methods and current research. Topics to be covered include statistical handling of experimental data and proper laboratory techniques and operation of various instruments including FTIR, UV-VIS Spectroscopy, atomic absorption spectrometry and chromatography. A laboratory is required.

Prerequisite: CHEM 3403, concurrent enrollment in CHEM 3403 or permission of instructor.

Co-Requisite: ENVR 4090.

ENVR 4090 Research Techniques in Environmental Science Laboratory **Credit**

A grade of “D” or better in ENVR 4490 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: ENVR 4490.*

ENVR 4491 Biohazards and Radiation Damage **4 Semester Hours**

Discusses various forms of biohazards and their modes of detection. Exposes students to use of Geiger counters and X-ray detection. Discusses safe and unsafe levels of various chemicals and reagents in the environment and water aquifers. Students will learn how hazardous materials are cleaned up. A laboratory is required. *Prerequisites: PHYS 1401 and CHEM 1412. Co-Requisite: ENVR 4091.*

ENVR 4091 Biohazards and Radiation Damage Laboratory **Credit**

A grade of “D” or better in ENVR 4491 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: ENVR 4491.*

GEOLOGY (GEOL)

GEOL 1403 Earth Science **4 Semester Hours**

Structure and function of earth systems. The solar system-characteristics of the sun, moon, and stars. The weather system and climate - El Nino, tides, floods, etc. Earth materials-minerals, metals, abrasives, gems, and fossil fuels. Rocks and weathering. Earthquakes, geologic structures and earth interior. Plate tectonics; water on and beneath the land – nature and significance of water, seawater, ocean temperatures, light in water, and sound in water. Three hours of lecture per week. *Co-requisite: GEOL 1003.*

GEOL 1003 Earth Science Laboratory **Credit**

A grade of “D” or better in GEOL 1403 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-requisite: GEOL 1403.*

GOVERNMENT (GOVT)

GOVT 2305 American Government **3 Semester Hours**

Origin, function, and structure of government in the United States with special attention to today’s political events and challenges.

GOVT 2306 Texas Government **3 Semester Hours**

This course covers the origin, function, and structure of Texas government with special attention to today’s political events and challenges.

HISTORY (HIST)

HIST 1301 United States History I **3 Semester Hours**

First half of American history covering European expansion into the Western Hemisphere and the development of the United States as a nation. Emphasis is placed upon presidential administrations as well as political, social, and economic growth to 1877.

HIST 1302 United States History II **3 Semester Hours**

Second half of American history dealing with political, social, and economic events of the United States from 1877 to the present. Emphasis is given to emergence of the United States as a world power.

- HIST 2301 Texas History** **3 Semester Hours**
History of Texas from the period of Spanish ownership to the present.
Prerequisites: HIST 1301 and HIST 1302
- HIST 2321 World Civilization I** **3 Semester Hours**
Beginning with recorded history, the course traces the development of major civilizations through the early 18th century. Emphasis is placed on the political, intellectual, social, and economic forces.
- HIST 2322 World Civilization II** **3 Semester Hours**
Treatment of political, intellectual, social, and economic developments from the mid-18th century to the present.
- HIST 2381 African-American History** **3 Semester Hours**
Study of the African background and the contributions of Blacks in the development of the United States from colonial times to the present. Emphasis on major figures such as Garvey, Dubois, Randolph, and King. *Prerequisites: HIST 1301 and HIST 1302.*
- HIST 3303 Research Methods** **3 Semester Hours**
Emphasis on procedures employed in research and skills needed for basic writing in social science. *Prerequisites: HIST 1301 and HIST 1302.*
- HIST 3307 The Developing World** **3 Semester Hours**
World development from colonial times to the present. Emphasis given to social, economic, geographic, religious, and political factors that shape the history of third world peoples.
Prerequisites: HIST 1301 and HIST 1302.
- HIST 3311 Colonial American History** **3 Semester Hours**
Students will examine the exploration, colonization, and development of the European colonies in what is now the United States, the establishment of the United States as an independent country, the controversies concerning its constitution, and continues through the first three presidencies. The course covers the time period between 1500 and 1812 from political, social, and economic perspectives. Students will analyze specific controversies and events of the period and draw parallels with today's American society. *Prerequisites: HIST 1301 and HIST 1302.*
- HIST 4306 History of the Far East** **3 Semester Hours**
Early impact of Europe on Asia, the emergence of China, Japan, and neighboring countries during the nineteenth and twentieth centuries. *Prerequisites: HIST 1301 and HIST 1302.*
- HIST 4308 History of Latin America** **3 Semester Hours**
The discovery, conquest, and growth of Spanish and Portuguese America. Emphasis placed on the political, social, economic, and cultural institutions since the wars of independence.
Prerequisites: HIST 1301 and HIST 1302.
- HIST 4311 Early Modern Europe** **3 Semester Hours**
Treatment of the political, intellectual, cultural, social, and economic development of Europe. Emphasis on England, France, Spain, Germany, Austria, and Russia.
Prerequisites: HIST 1301 and HIST 1302.

HIST 4312 Global Issues**3 Semester Hours**

Study of geographic, political, economic, and judicial problems in contemporary world affairs.

*Prerequisites: HIST 1301 and HIST 1302.***HIST 4314 Civil War and Reconstruction****3 Semester Hours**

Study of the social, economic, and political development of mid-19th-century American society emphasizing those features and events that led to the Civil War, the impact of the war on the northern and southern areas of the nation, and the political and social impact of Reconstruction.

*Prerequisites: HIST 1301 and HIST 1302.***HIST 4399 Topical Seminar****3 Semester Hours**Advanced topics not covered in published curriculum. May be repeated once when topic changes. *Prerequisites: HIST 1301 and HIST 1302.***INTERDISCIPLINARY STUDIES (INTS)****INTS 1000 Chapel/Convocation****CR**

Students who have verified attendance at assemblies, convocations, seminars, and workshops receive credit toward graduation. Students must complete two (2) semesters of Chapel/Convocation. There is no tuition charge.

INTS 1101 First Year Experience**1 Semester Hour**

Introduces students to the AVID learning processes. Students are introduced to the internal functions of the College. Students complete two (2) semester of First Year Experience.

KINESIOLOGY (KINE)**KINE 1101 Defying Diabetes and Heart Disease****1 Semester Hour**

Successful strategies for avoiding or managing two of the most prevalent diseases affecting society. Strategies include appropriate physical activity and diet. May be repeated once.

KINE 1102 Beginning Tennis**1 Semester Hour**

Orientation to the history and origins of tennis. Emphasis placed on fundamental skills of performance. Opportunities provided for competition. May be repeated once.

KINE 1103 Golf**1 Semester Hour**

Orientation to the history and origin of golf. Emphasis placed on fundamental skills of performance. Opportunities provided for individual and group competition. May be repeated once.

KINE 1110 Conditioning**1 Semester Hour**

This course is designed to meet the cardiovascular needs of off season athletes, and recreational competitors. Advanced conditioning of the body's core muscles is also stressed. May be repeated once.

KINE 1115 Women's Intercollegiate Basketball**1 Semester Hour**

Participation in intercollegiate athletics is subject to selection and placement on an official roster through the Athletic Department. May be repeated to a maximum of eight semester hours.

KINE 1117 Men's Intercollegiate Basketball**1 Semester Hour**

Participation in intercollegiate athletics is subject to selection and placement on an official roster through the Athletic Department. May be repeated to a maximum of eight semester hours.

KINE 1118 Men's and Women's Intercollegiate Track and Field **1 Semester Hour**

Participation in intercollegiate athletics is subject to selection and placement on an official roster through the Athletic Department. May be repeated to a maximum of eight semester hours.

KINE 1127 Gymnastics/Tumbling **1 Semester Hour**

Introduction to history and development of tumbling and gymnastics; fundamental skills in use of the side horse, Reuther Board, and floor exercise. May be repeated once.

KINE 1128 Folk Dancing **1 Semester Hour**

Provides understanding of skill techniques, characteristics and types of accompaniment used in various folk dancing, and an understanding of the history and development and costume of folk dance.

KINE 1141 Water Aerobics **1 Semester Hour**

This course provides a low impact, alternative way to achieve cardiovascular fitness and muscle endurance, as well as weight loss/management. May be repeated once.

KINE 1155 Water Safety I **1 Semester Hour**

Introduction to basic water safety and opportunities to practice fundamental skills of swimming. May be repeated once.

KINE 1301 Introduction to Kinesiology **3 Semester Hour**

Includes a brief history and review of major objectives of kinesiology; basic principles of the profession, as well as sources of these principles, included. Designed to serve as an introductory course for all students interested in pursuing careers related to kinesiology.

KINE 1304 Personal Health **3 Semester Hours**

Focuses on most pressing issues and concerns facing students during college years. Conceptual framework is preparation for individual, self-directed behavior.

KINE 1306 First Aid and Emergency Care **3 Semester Hours**

Designed to analyze the service and function of those providing first-aid. Emphasis is placed on offering prompt and effective emergency care. Includes providing life support measures and stabilizing the victim until professional medical assistance arrives.

KINE 1308 Officiating I **3 Semester Hours**

A course designed to offer detailed information regarding officiating techniques. It includes principles of evaluation and accepted standards of performance. Emphasis is placed on teaching skills, capturing attention, and maintaining order in game situations and group activities.

KINE 1309 Officiating II **3 Semester Hours**

A course designed to offer additional detailed information regarding officiating techniques. It includes principles of evaluation and accepted standards of performance. Emphasis is placed on teaching skills, capturing attention, and maintaining order in game situations and group activities.

KINE 1338 Concepts of Physical Fitness **3 Semester Hours**

The eleven components of physical fitness are defined in-depth and assessed. Based on the assessment, a personal program for lifetime physical fitness is designed to meet each individual's needs.

KINE 2155 Water Safety II **1 Semester Hour**

Emphasizes skills designed to improve stamina and basic coordination. Red Cross Certification awarded upon successful completion of course. *Prerequisite: Water Safety I certification or successful completion of a proficiency test.*

KINE 2201 Basketball Skills and Training **2 Semester Hours**

Advanced skills and techniques of performance and instruction emphasized; rules and regulations and physical conditioning included. May not be used to satisfy General Education Requirements.

KINE 2202 Baseball and Softball Skills and Training **2 Semester Hours**

Advanced skills and techniques of performance and instruction emphasized; rules, regulations, and improved physical condition included. May not be used to satisfy General Education Requirements.

KINE 2203 Soccer/Football Skills and Training **2 Semester Hours**

Advanced skills and techniques of performance and instruction emphasized; rules, regulations, and improved physical condition included. May not be used to satisfy General Education Requirements.

KINE 2205 Volleyball Skills and Training **2 Semester Hours**

Advanced skills and techniques of performance and instruction emphasized; regulations and rules, physical conditioning included. May not be used to satisfy General Education Requirements.

KINE 2206 Track and Field Events Skills and Training **2 Semester Hours**

Advanced skills and techniques of performance and instruction emphasized; regulations and rules, physical conditioning included. May not be used to satisfy General Education Requirements.

KINE 2356 Prevention and Care of Athletic Injuries **3 Semester Hours**

This course is designed to introduce students to principles of athletic training including background, legal implications, conditioning, nutrition, and protective devices. Various sports injuries are explored in terms of causation, response, and management.

KINE 3301 Kinesiology/Biomechanics **3 Semester Hours**

Principles of kinesiology and biomechanics are applied in an analysis of selected motor skills. Emphasis is placed on the components of an analysis, planes of motion, joint motion, reflexes, and outside forces that influence human movement.

KINE 3302 Adaptive Kinesiology **3 Semester Hours**

Embraces adaptive, corrective, and developmental kinesiology activities. Adapted activities for the mentally, physically, and socially handicapped, corrective activities for body mechanics, and developmental activities for physical fitness. (Cross-listed with EDSP 3302)

KINE 3303 Psychology of Coaching **3 Semester Hours**

Includes activities applicable to providing instruction in sports and to pointing out the relationship of meaningful learning to successful athletic coaching.

KINE 3304 Exercise Physiology **3 Semester Hours**

An analysis of the major body systems and their responses to exercise and conditioning. Emphasis is placed on developing a theoretical year-round conditioning program for a sport.

KINE 3306 Motor Learning **3 Semester Hours**

A study of how youth learn to move efficiently and effectively. Emphasis is placed on selected components of the neuromuscular system. Effective teaching and coaching methodologies are discussed.

KINE 4303 Tests and Measurements in Kinesiology **3 Semester Hours**

This course is designed to assist instructors in developing skills to measure and evaluate participants and programs in Kinesiology including: essential statistical data, measurement theory, test construction and administration, and available test data.

KINE 4304 Administration of Exercise Related Programs **3 Semester Hours**

An analysis of various principles, and procedures used to organize, develop, supervise, and administer exercise-related programs, including athletics.

KINE 4309 Teaching Physical Education **3 Semester Hours**

Emphasis on developing materials for teaching K-12; includes planning and developing lesson plans, writing objectives, and using progressive models, techniques, knowledge, and skills.

KINE 4399 Topical Seminar **3 Semester Hours**

Advanced topics not adequately covered in published curriculum.

Prerequisite: Minimum of six semester hours in subject field or consent of instructor.

May be repeated, once, if topic changes.

MANAGEMENT (MGMT)

MGMT 3306 Principles of Management **3 Semester Hours**

Management philosophy, planning, organizing, supervising, staffing, controlling, and decision-making processes. *Prerequisite: BUSI 1301.*

MGMT 3307 Organizational Behavior **3 Semester Hours**

An analysis of interpersonal relations and interactions, group dynamics, development of effective work groups, and influence of the organizational system on behavior. *Prerequisite: MGMT 3306.*

MGMT 3310 Production and Operations Management **3 Semester Hours**

Management of the production function focusing on productivity, quality and profitability, including production design, resource requirement planning, facility location, and distribution system design. *Prerequisite: MGMT 3306.*

MGMT 3315 Human Resources Management **3 Semester Hours**

Principles, policies, and practices involved with administering the personnel department, such as recruitment, employment, placement, training, evaluation, promotion, retirement, records, reports, supervision, and management. *Prerequisite: MGMT 3306.*

MGMT 4301 Organizational Theory**3 Semester Hours**

Analysis of formal and informal organization, decision-making, communication, organization structure, control, and leadership development. *Prerequisite: MGMT 3306.*

MGMT 4302 Small Business Management**3 Semester Hours**

Principles and problems of organizing and operating a small business, with special emphasis on personal qualifications, capital requirements, location, and sources of assistance.

Prerequisite: MGMT 3306.

MGMT 4303 Labor Relations**3 Semester Hours**

An analysis of the labor relations process, background of rights and responsibilities of labor and management, negotiation and administration of the labor agreement, collective bargaining issues, and emerging labor relations process. *Prerequisite: MGMT 3306.*

MGMT 4304 Wage and Salary Administration**3 Semester Hours**

Job analysis and evaluation, development of a comprehensive compensation program, including incentive systems, supplemental compensation, and methods of executive remuneration.

Prerequisite: MGMT 3306.

MGMT 4305 Management Systems**3 Semester Hours**

Study of the design and development of database management systems. Course utilizes case studies and computer data processing, statistics, operations research, economic analysis, and other quantitative techniques related to business. *Prerequisites: COSC 1307 and MGMT 3306.*

MGMT 4306 Fundamentals of Information Security**3 Semester Hours**

Explore the fundamental aspects of the business response to managerial and technological aspects of information security, analysis, design, implementation and management of issues surrounding homeland security, identity theft, CIA model, disaster recovery, security policy development, risk management, security protocols, intellectual property theft, and other issues that impact securing information in the 21st Century. *Prerequisite: MGMT 3306.*

MGMT 4307 Managerial Economics**3 Semester Hours**

A study of the individual firm apart from that of the entire industry. The topics include the pricing process, the nature of the market, changes in the prices of the agents of production used by the individual firm, problems and policies of business planning, forecasting dynamics, conditions, and business risks. *Prerequisites: ACCT 2306 and ECON 2302.*

MGMT 4308 Total Quality Management**3 Semester Hours**

The basics of an organization-wide approach to quality management based on total customer satisfaction and process improvement; using the project method to present an introduction to the managerial components of quality management and control. *Prerequisite: MGMT 3306*

MGMT 4395 Internship**3 Semester Hours**

Pre-approved and supervised work experience in a management related position with a public agency or private business. May be repeated for a total of six semester hours.

Prerequisites: MGMT 3307 and approval of instructor.

MGMT 4399 Topical Seminar**3 Semester Hours**

Advanced topics not adequately covered in published curriculum. May be repeated to a maximum of six hours if topic changes. *Prerequisites: MGMT 3307, MGMT 3315 or MGMT 3310.*

MARKETING (MARK)

MARK 3300 Principles of Marketing **3 Semester Hours**

Principles and methods of marketing and analysis of market structure. Dynamic nature of American business studied, taking into consideration factors that produce changing business patterns. *Prerequisite: BUSI 1301.*

MARK 3301 Marketing Communications Strategy **3 Semester Hours**

Study of the fundamental principles of selling; the economic problems connected with personal selling, an analysis of the product and the market; the interview; and building good will.

Prerequisite: MARK 3300.

MARK 3302 Advertising Principles **3 Semester Hours**

Advertising fundamentals in relation to modern business activities, fields of advertising, advertising campaigns, appropriation, media and survey of activities of those engaged in advertising. *Prerequisite: MARK 3300.*

MARK 3303 Retailing **3 Semester Hours**

Fundamental operations of retail institutions. Consideration given to store location, merchandising, sales promotion, inventory control, and store organization.

Prerequisite: MARK 3300.

MARK 3304 Consumer Behavior **3 Semester Hours**

Analysis of psychological, sociological and cultural aspects of human behavior affecting consumer's actions in the market place. Consumer purchase decision process analyzed.

Prerequisite: MARK 3300.

MARK 4301 Market Research **3 Semester Hours**

Study of methods of collecting and analyzing information to be used in determining market strategy and making marketing decisions. *Prerequisite: MARK 3300 and BUSI 3301.*

MARK 4302 Marketing Management **3 Semester Hours**

Emphasis directed to forecasting, market analysis, cost analysis, communications, development, and selection of appropriate strategies. *Prerequisite: MARK 3300.*

MARK 4303 Promotional Strategies **3 Semester Hours**

Study of sales promotion activities of business firms; analysis of consumer buying behavior and motivation; personal strategies and selling; advertising and sales promotional technology; and the development of an integrated promotional plan.

Prerequisite: MARK 3300.

MARK 4304 International Marketing **3 Semester Hours**

Surveys economic, cultural, and political foundation of international marketing systems, foreign consumers, product policies, and distributional structures, as well as promotional and marketing research phases of foreign operations. *Prerequisite: MARK 3300.*

MARK 4309 The Free Enterprise System **3 Semester Hours**

This course is designed to present the basic concepts and philosophy underlying the free enterprise system; develop innovative programs promoting the free enterprise system; develop leadership training and skills; and present the positive side of our free enterprise system. *Prerequisites: ECON 2302 and MARK 3300.*

MARK 4395 Internship **3 Semester Hours**

Pre-approved and supervised work experience in a management related position with a public agency or private business. May be repeated for a total of six semester hours.

Prerequisites: MARK 4302 and approval of instructor.

MARK 4399 Topical Seminar **3 Semester Hours**

Issues and developments in marketing not covered in published curriculum. May be repeated for a maximum of six hours if topic changes. *Prerequisite: MARK 4302.*

MATHEMATICS (MATH)

MATH 0095 Mathematical Concepts **CR**

Designed to help students acquire skills necessary for college-level course work. Includes the study of real numbers, fractions, decimals, signed numbers, and percentages. May not be used to satisfy degree requirements.

MATH 0099 Intermediate Algebra **CR**

A study of linear equations and inequalities including their graphs and applications, exponents and polynomials, systems of equations, relations and functions. May not be used to satisfy degree requirements.

MATH 1314 College Algebra **3 Semester Hours**

Topics include real numbers, exponents and radicals, linear and quadratic equations, relations and functions, logarithmic and exponential functions, word problems, systems of equations, matrices, and determinants. Great emphasis is placed on solving word problems algebraically.

MATH 1316 College Trigonometry **3 Semester Hours**

The theory of basic trigonometric functions and identities, multiple analytic formulas, and the laws of sines and cosines. *Prerequisite: MATH 1314.*

MATH 1324 Finite Mathematics **3 Semester Hours**

Selected topics in probability, vectors, matrices, and linear programming. *Prerequisite: MATH 1316.*

MATH 2305 Discrete Mathematics **3 Semester Hours**

Introductory study of sets, relations, logic, proofs, algorithms, counting methods, graph theory, trees, and Boolean algebra. The course is offered for mathematics, computer science, and engineering majors. *Prerequisite: MATH 1316.*

MATH 2318 Linear Algebra **3 Semester Hours**

Systems of linear equations, matrices and determinants, and other applications, vector spaces, and linear transformations. *Prerequisite: MATH 1314.*

MATH 2320 Differential Equations **3 Semester Hours**

An introduction to the theory and applications of ordinary differential equations.

Prerequisite: MATH 2414.

MATH 2342 Statistics I **3 Semester Hours**
Presentation of data, analysis of data, measures of central tendency, and measures of dispersion, probability, regression and correlation. *Prerequisite: MATH 1314.* (Cross-listed with BUSI 3301, PSYC 2317, SOCI 3301, and CRMJ 3301)

MATH 2413 Calculus I **4 Semester Hours**
First course in differential calculus including the concepts of limit, derivatives and their applications, anti-derivatives, and basic rules of integration. *Prerequisite: MATH 1316.*

MATH 2414 Calculus II **4 Semester Hours**
Integral calculus of one variable and infinite series. Integration revisited, applications of integrals, techniques of integration, infinite series, and tests of convergence of infinite series. *Prerequisite: MATH 2413.*

MATH 2415 Calculus III **4 Semester Hours**
Advanced techniques of integration, partial differentiation, multiple integrals, line and surface integrals, improper integrals, and infinite series. *Prerequisite: MATH 2414.*

MATH 3302 Statistics II **3 Semester Hours**
Probability, sample spaces, random variable, probability distributions and sampling theory, multivariate statistics, special distributions, limiting distributions, and non-parametric methods. *Prerequisite: MATH 2342.*

MATH 3306 Modern Geometry **3 Semester Hours**
Traditional and modern aspects of Euclidean geometry. A brief introduction to non-Euclidean geometry. *Prerequisite: MATH 1314.*

MATH 3312 Introduction to Operations Research **3 Semester Hours**
An introduction to linear programming and the theory of probability. *Prerequisite: MATH 1316.*

MATH 4302 Abstract Algebra **3 Semester Hours**
Introduction to algebraic structures, groups, and rings with emphasis on rigorous justifications of results. *Prerequisite: MATH 2414.*

MATH 4305 Numerical Methods **3 Semester Hours**
Approximate solutions of algebraic equations and differential equations. Application of numerical methods and finite difference to differentiation and integration. *Prerequisite: MATH 2414.*

MATH 4308 Complex Variables **3 Semester Hours**
Algebra of complex numbers, calculus of complex numbers including Taylor and Laurent series expansions, Cauchy's theorem and its application to the residue theorem. Application of the Residue theorem to evaluate complex integrals. *Prerequisite: MATH 2414*

MATH 4321 Introduction to Point Set Topology **3 Semester Hours**
Theory of set metric spaces, topological spaces connectedness, and compactness.

MATH 4390 Undergraduate Research**1-3 Semester Hours**

Advanced research in mathematics under faculty direction. *Prerequisites: Junior or senior standing and consent of instructor.*

MATH 4399 Topical Seminar**3 Semester Hours**

Advanced topics in mathematics not covered in published curriculum. *Prerequisites: MATH 2414 and consent of instructor.*

MATH 4416 Advanced Calculus**4 Semester Hours**

The real and complex number systems, basic set theory and topology of the real line, sequence and series, continuity, differentiation, Taylor's theorem. Emphasis is placed on careful mathematical reasoning. *Prerequisite: MATH 2415 or permission of instructor.*

MUSIC COURSES**APPLIED MUSIC (MUAP)**

[Explanation of applied piano course numbering: freshman, Applied Piano I, MUAP 1171; Freshman Applied Piano II, MUAP 1172; Sophomore, Applied Piano I, MUAP 2171, Sophomore, Applied Piano II, MUAP 1172; Sophomore, Applied Piano I, MUAP 3171; Junior, Applied Piano II, MUAP 3172. If taken for a fourth year, the first digit becomes "4".]

[Explanation of numbering for applied instrument: Applied instrument MUAP "11" plus a two digit number signifying the particular instrument; Sophomore level is "21" plus a two digit number signifying the particular instrument.]

[Explanation of numbering for applied voice: Freshman, Applied Voice I, MUAP 1181; Freshman Applied Voice II, MUAP 1182, Sophomore, Applied Voice I, MUAP 2181, Sophomore, Applied Voice II, MUAP 2182; Junior, Applied Voice I, MUAP 3181; Junior, Applied Voice II, MUAP 3182. If taken a fourth year, the first digit becomes "4."]

MUAP 1133 Applied Instrument**1 Semester Hour**

Two thirty-minute lessons and six practice hours per week. Six semesters required for music with instrument emphasis.

MUAP 1169-4170 Applied Piano**1 Semester Hour**

Two thirty-minute lessons and six practice hours per week. Six semesters required for music with piano emphasis.

MUAP 1181 – 4182 Applied Voice**1 Semester Hour**

Two thirty-minute lessons and six practice hours per week Six semesters required for voice emphasis.

MUSIC EDUCATION (MUED)**MUED 3303 Music Education for Elementary Education Majors****3 Semester Hours**

This course is exclusively designed for elementary education majors. It combines pedagogy, music history, and musical activities that students can use in the classroom.

MUED 3304 Fine Arts for Elementary Teachers**3 Semester Hours**

Study of fundamentals and basic principles of art, drama and music with application thereof to instruction at the elementary grade levels.

MUED 4304 Organization of Vocal and Instrumental Ensembles **3 Semester Hours**
Procedures for organizing, directing, and administering large and small music ensemble programs.

MUSIC ENSEMBLES (MUEN)

MUEN 1133-4133: Ensemble-Concert Band **1 Semester Hour**
Members selected through open auditions. Six semesters required for a major in music with instrument emphasis; piano emphasis selects MUEN 1133 or MUEN 1141.

MUEN 1141-4142: Ensemble-Concert Choir **1 Semester Hour**
Members selected through open auditions. Three semesters required in music with voice emphasis; piano emphasis selecting MUEN 1141 or MUSI 1133.

MUEN 1141L-4142L: Ensemble-Community Choir **1 Semester Hour**
Members selected through open auditions. All students enrolled in MUEN 1141 are required to enroll and participate in MUEN 1141L.

MUSIC HISTORY (MUHI)

MUHI 3301 Music History I **3 Semester Hours**
Survey of the music of western civilization from 750 to 1750 with emphasis on musical forms and styles. *Prerequisite: MUSI 1306.*

MUHI 3302 Music History II **3 Semester Hours**
Survey of music from 1750 to the present with emphasis upon musical forms and styles. *Prerequisites: MUSI 1306; MUHI 3301 or permission of instructor.*

MUSIC (MUSI)

MUSI 1116 Ear Training and Sight Singing I **1 Semester Hour**
Ear Training and Sight Singing I is an applied skills course designed to develop skills in sight singing, rhythmic reading, improvising short melodic and rhythmic phrases and notating melodies, rhythms and chords using folk and western melodies. *Prerequisite: MUSI 1306; Co-requisite: MUSI 1311.*

MUSI 1117 Ear Training and Sight Singing II **1 Semester Hour**
This course is an extension of MUSI 1116 in the development of sight singing and ear training ability. *Prerequisites: MUSI 1311, 1116; Co-requisite: MUSI 1312.*

MUSI 1166 Woodwind Class **1 Semester Hour**
Study of oboe, clarinet, flute, saxophone, and bassoon with an emphasis on how to teach these instruments. Each student is expected to demonstrate proficiency with at least one woodwind instrument.

MUSI 1168-1188 Brass and Percussion Class **1 Semester Hour**
Study of trumpet, horn, baritone, trombone, tuba, snare drum, tympani, chimes, and xylophone with an emphasis on how to teach these instruments. Each student is expected to demonstrate proficiency with at least one brass instrument and one percussion instrument.

- MUSI 1181 Piano Class I** **1 Semester Hour**
Introduction to keyboard for students without previous formal training at the piano. *Prerequisite: Consent of Instructor.*
- MUSI 1182 Piano Class II** **1 Semester Hour**
Continued study of keyboard. *Prerequisite: MUSI 1181.*
- MUSI 1183 Voice Class I** **1 Semester Hour**
Study of voice mechanism and techniques of producing voice tone. Analysis, diagnosis, and correction of individual vocal problems. *Prerequisite: Consent of Instructor.*
- MUSI 1184 Voice Class II** **1 Semester Hour**
Continued analysis, diagnosis, and correction of individual vocal problems. *Prerequisite: MUSI 1183.*
- MUSI 1306 Music Appreciation** **3 Semester Hours**
Study of basic musical concepts and elements of music as displayed in representative western and non-western compositions. Includes fundamentals of music notation and development of listening skills.
- MUSI 1311 Music Theory I** **3 Semester Hours**
Performance-based course which includes rudiments of music; part writing of figured bass exercises, and melody harmonization requiring principle triads, cadences, and melodic composition of phrase and period; keyboard study, sight-singing, and ear-training skills developed through computer-assisted instruction. *Prerequisite: MUSI 1306. Co-requisite: MUSI 1116.*
- MUSI 1312 Music Theory II** **3 Semester Hours**
Continued study of diatonic harmony to include all the diatonic triads, the dominant seventh and supertonic seventh chords, non-harmonic tones, and elementary modulation. Chromatic elements introduced with borrowed and secondary dominant chords. *Prerequisites: MUSI 1311, 1116. Co-requisite: MUSI 1117.*
- MUSI 2101 Applied Instrument** **1 Semester Hour**
Two thirty-minute lessons and six practice hours per week. Six semesters required for music major with instrument emphasis.
- MUSI 2105 Applied Voice** **1 Semester Hour**
Two thirty-minute lessons and six practice hours per week. Six semesters required for music major with voice emphasis.
- MUSI 2116 Ear Training and Sight Singing III** **1 Semester Hour**
This course is an extension of MUSI 1117 in the development of sight singing and ear training ability. The class meets two hours per week. *Prerequisites: MUSI 1312, 1117; Co-requisite: MUSI 2312.*
- MUSI 2181 Piano Class III** **1 Semester Hour**
Continued study of keyboard. *Prerequisite: MUSI 1182.*

MUSI 2182 Piano Class IV**1 Semester Hour**Continued study of keyboard. *Prerequisite: MUSI 2181.***MUSI 2312 Music Theory III****3 Semester Hours**A further study of harmony and the introduction to secondary dominants, secondary leading tones, diatonic and chromatic modulations, and linear diminished seventh chords. Must be taken concurrently with MUSI 2116. *Prerequisites: MUSI 1312, 1117 ; Co-requisite: MUSI 2116.***MUSI 3300 Introduction to Music Technology****3 Semester Hours**Introduction to the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. *Prerequisite: MUSI 2312 or permission of instructor.***MUSI 3320 Multi-Media and Web Design****3 Semester Hours**The application of audio and video segments for the creation of multi-media presentations. Special emphasis will be placed on preparing creative displays for websites. The course requires extensive use of computer technology. *Prerequisite: MUSI 2312 or permission of instructor.***MUSI 3330 Music Entrepreneurship****3 Semester Hours**This course considers various aspects of the music business, including economics, marketing, promotion, artist management, contracts, and project management. The class sessions can be team taught with business faculty and/or feature guest speakers active in the music industry. *Prerequisite: MUSI 2312 or permission of instructor.***MUSI 4301 Form and Analysis****3 Semester Hours**Intense review of all elements of music with a study of the way they function in musical form. Analysis by structures. *Prerequisite: MUSI 2312.***MUSI 4302 Conducting****3 Semester Hours**The principles of conducting with emphasis on score reading, program planning, rehearsal procedures, use of the baton, and conducting without the baton. *Prerequisite: MUTC 2312.***MUSI 4309 Music Technology Internship****3 Semester Hours**Placement in a music studio for experience with active professionals. *Prerequisite: MUSI 2312 or permission of instructor.***MUSI 4399 Topical Seminar****3 Semester Hours**Advanced topics not covered in published curriculum. May be repeated, if topic changes. *Prerequisites: Minimum of nine semester hours of credit in subject field and junior or senior standing or consent of instructor.***NUTRITION (NUTR)****NUTR 3300 Nutrition****3 Semester Hours**An analysis and assessment of nutrition. *This course cannot be substituted for a Biology course in the major.***PHILOSOPHY (PHIL)****PHIL 4301 Ethics****3 Semester Hours**

Study of the ways in which moral standards are justified, the nature of good and evil, and the means of choice and consequences concerned in terms of freedom, responsibility, and necessity.

Prerequisite: Senior standing or consent of instructor

PHYSICS (PHYS)

PHYS 1401 General Physics I 4 Semester Hours

Vectors, Newton's Laws of Motion, work, power, energy and momentum, gravitation, heat, and calorimetric sound. Three hours of lecture per week. *Prerequisites: MATH 1314 and MATH 1316; Co-Requisite: PHYS 1001.*

PHYS 1001 General Physics I Laboratory Credit

A grade of "D" or better in PHYS 1401 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: PHYS 1401.*

PHYS 1402 General Physics II 4 Semester Hours

Theory of electricity, potential, current, resistance, Ohm's Law, and electrical power, theory of light including reflection, lenses, and optical instruments. Three hours of lecture per week. *Prerequisite: PHYS 1401. Co-Requisite: PHYS 1002.*

PHYS 1002 General Physics II Laboratory Credit

A grade of "D" or better in PHYS 1402 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: PHYS 1402.*

PHYS 1415 Physical Science 4 Semester Hours

Designed to give an understanding of the fundamental concepts in physics, chemistry, astronomy, and meteorology. Three hours of lecture per week. *Prerequisite: MATH 1314. Co-Requisite: PHYS 1015.*

PHYS 1015 Physical Science Laboratory Credit

A grade of "D" or better in PHYS 1415 is needed to receive credit. Two hours of laboratory work per week. Laboratory Fee: \$25. *Co-Requisite: PHYS 1415.*

PSYCHOLOGY (PSYC)

PSYC 2301 General Psychology 3 Semester Hours

A survey of the various fields of psychological theory and research, with special emphasis upon the application of psychological principles of everyday life.

PSYC 2306 Abnormal Psychology 3 Semester Hours

Abnormality as viewed from what is considered normal behavior; examination of neurotic and psychotic behavior, defenses, anxiety, methods of psychotherapy, and mental principles.

Prerequisite: PSYC 2301.

PSYC 2307 Adolescent Psychology 3 Semester Hours

Begins with the psycho-sexual development state of puberty and progresses through the physical, emotional, and social development necessary to reach adulthood. *Prerequisite: PSYC 2301.*

PSYC 2310 Child Psychology 3 Semester Hours

This course is about the way people change in the course of growing up, the way they develop and factors that influence development.

Prerequisite: PSYC 2301.

PSYC 2314 Lifespan, Growth & Development **3 Semester Hours**

Physiological, perceptual, cognitive, social and affective change from conception to death, with an emphasis on transitions and developmental challenges throughout the lifespan-birth to death, cradle to grave. *Prerequisite: PSYC 2301.*

PSYC 2317 Statistical Methods in Psychology **3 Semester Hours**

Presentation of data, analysis of data, measures of central tendency, and dispersion, probability, regression and correlation. *Prerequisites: PSYC 2301 and MATH 1314.* (Cross-listed with BUSI 3301, SOCI 3301, CRMJ-3301, and MATH 2342)

PSYC 2319 Social Psychology **3 Semester Hours**

Motivation and group dynamics; analysis of the properties of the group as well as group structure; the man and products of his interaction; attitudes, prejudices, and values.

Prerequisite: SOCI 1301, or consent of instructor. (Cross-listed with SOCI 2326.)

PSYC 3300 Educational Psychology **3 Semester Hours**

Psychological aspects of learning and motivation. Emphasis on statistical data, administration of tests and scales, interpretation of results, and diagnosis of learning difficulties. *Prerequisite: PSYC 2301.* (Cross-listed with EDUC 3306.)

PSYC 4301 Applied Social Psychology **3 Semester Hours**

This course examines the use of social psychological theory and method to explain and solve real world problems. Topics include physical and mental health, the environmental law, consumerism, and processes. *Prerequisite: PSYC 2301.*

PSYC 4399 Topical Seminar **3 Semester Hours**

Advanced topics not covered in published curriculum. May be repeated, if topic changes.

Prerequisites: Minimum of nine semester hours of credit in subject field and junior or senior standing or consent of instructor.

READING (READ)**READ 0095 Reading Concepts** **CR**

The course is designed to increase vocabulary and reading comprehension skills.

READ 3301 Reading in the Content Area **3 Semester Hours**

Provide pre-service teachers with needed strategies and well-informed diagnostic judgment to monitor students' literacy development and implement corrective instruction when appropriate; integrate reading and writing across all subject areas.

READ 3304 Corrective/Remedial Reading **3 Semester Hours**

Designed to give teachers specific techniques for accommodating below average readers within the regular classroom and in special settings by utilizing reading techniques to remediate reading deficits based on the learner's needs, skills, and learning style. The basal language experience and individual approaches for diagnostic teaching are explored.

READ 3309 Reading EC-6 **3 Semester Hours**

Focuses on the basal reader in the elementary reading program. General organization patterns for reading are introduced as well as computer reading materials. Special potential dropout,

mainstreamed special education, and limited English proficiency students and their particular reading needs will be discussed.

READ 4302 Language Arts and Children's Literature **3 Semester Hours**

Focuses on the language arts program and highlights authors, illustrators, and themes of classical children's literature.

READ 4312 Reading for Special Students' Needs **3 Semester Hours**

Focuses on dyslexic and related disorders, multicultural, potential dropout, mainstreamed special education, and limited English proficiency students and their particular reading needs. (Cross-listed with EDSP 4312.)

READ 4399 Topical Seminar **3 Semester Hours**

Advanced topics not covered in published curriculum. *Prerequisites: Minimum of six semester hours in subject field or consent of instructor.* May be repeated, once, if topic changes.

RELIGION (RELI)

RELI 1301 Christian Ethics **3 Semester Hours**

A study of ethical issues (dynamics of choice, logical thinking, decision-making, etc.) and religious issues (faith development, Christian personality growth, etc.). Related to understanding contemporary human relationships from a Christian perspective. Use is made of general ethical principles and the Judeo-Christian values found in the Bible.

RELI 1302 Survey of New Testament **3 Semester Hours**

The course is a study of the New Testament as a resource for learning ethical and Biblical concepts that enhance human relationships. These concept areas are applied to contemporary living experiences to further develop religious, social, personal, and communal growth of the student.

RELI 2301 Survey of Old Testament **3 Semester Hours**

This is a history of Israel through a survey of the contents of the books of the Old Testament, with special reference to Near Eastern cultural and historical settings of Biblical events.

RELI 2303 Women in Ministry **3 Semester Hours**

For centuries women have been underrepresented, marginalized, disenfranchised, and often denied ordination and equal ministerial rights with their male counterparts in the Christian church. The purpose of this course is to explore a paradigm to understand and acknowledge God's call of both women and men to ministry from theological, historical and contemporary perspectives. The course will be taught in a seminar format, to engage students in theological inquiry, reflection and critical reasoning. Students will be challenged to construct a theology of women in ministry in the twenty-first century, and culminate in a group project related to the course materials.

RELI 3300 The History of the Black Church **3 Semester Hours**

This course is an introductory overview of the black church as it relates to the history of African Americans and the contemporary black culture. This course will survey the major black denomination's histories and the Church's relationship to politics, economics, women, youth, music and trends that will define the black Church in the present and for future generations.

RELI 3301 The Prophets**3 Semester Hours**

The Prophetic movement of the Old Testament, its conflict with popular religion, and its socio-political and religious message.

RELI 3303 Church Administration**3 Semester Hours**

The nature, task, and operating principles of the church; a functional interpretation of the modern church with New Testament guidance for appraising and improving its work.

RELI 3304 Christian Education**3 Semester Hours**

Modern church organization of group life to provide for and promote the religious education of children, youths, and adults.

RELI 3305 World Religions**3 Semester Hours**

Great religious systems, their common elements, and the developing concept of God in human experience.

RELI 4300 History of the Christian Church (Disciples of Christ)**3 Semester Hours**

This course provides the background, leading personalities, and achievements of the movement to restore the New Testament church in name, ordinances, and testing. *Prerequisites: RELI 2301 and RELI 2303.*

RELI 4301 Systematic Theology**3 Semester Hours**

An introduction to the most salient doctrines of Christianity.
Prerequisites: RELI 1302 and RELI 2301.

RELI 4302 Introduction to Homiletics**3 Semester Hours**

Theory and practice in the art of constructing and delivering sermons.
Prerequisites: RELI 1302 and RELI 2301.

RELI 4305 Introduction to Church History**3 Semester Hours**

The story of the expansion of Christianity from the apostolic church to the present day.

RELI 4395 Internship**3 Semester Hours**

A pre-approved and supervised semester learning experience in a church or other religious organization.

RELI 4399 Topical Seminar**3 Semester Hours**

Advanced topics not covered in current course descriptions for Religion. *Prerequisites: Junior or senior standing, minimum of nine semester hours of course work in subject field.* May be repeated once if topic changes.

SOCIOLOGY (SOCI)**SOCI 1301 Introduction to Sociology****3 Semester Hours**

An introduction to the discipline of sociology. Covers a range of major concepts used by sociologists to analyze the structure and function of groups within society, social dynamics, and the relationship between the individual and society.

SOCI 2301 The Family**3 Semester Hours**

A survey of major themes in the sociology of family, such as transformation of the family, premarital, marital, and post-marital patterns, processes, and problems. Utilizes anthropological,

social-psychological, and sociological perspectives. An essential ingredient is a sustained focus on the African-American family.

SOCI 2304 Crime in American Society 3 Semester Hours

This course analyzes the extent, distribution, types, and causes of criminal behavior in American society and society's response and reaction to these crimes. (Cross-listed with CRMJ 1307).

SOCI 2323 Diversity and Inclusion in the 21st Century 3 Semester Hours

This course presents historical context and examines how the United States has arrived at current categories of race, sex and gender, sexual orientation, social class, and disability.

SOCI 2326 Social Psychology 3 Semester Hours

Emphasis on the relationships that prevail between individuals and groups. The interplay of cultural, social, and psychological factors in the development of personality is included. (Cross-listed with PSYC 2319).

SOCI 3300 Methods of Social Research 3 Semester Hours

An introduction to the logic, skills, and methods of research in the social sciences. *Prerequisite: SOCI 1301 or permission of the instructor.* (Cross-listed with CRIJ 3300).

SOCI 3301 Statistical Methods 3 Semester Hours

Presentation of data, analysis of data, measures of central tendency and dispersion, probability, regression, and correlation. *Prerequisites: MATH 1314 and SOCI 1301 or permission of the instructor.* (Cross-listed with BUSI 3301, CRIJ 3301, MATH 2342, and PSYC 2317.)

SOCI 3302 Current Social Problems 3 Semester Hours

A critical analysis of current major social problems such as crime, poverty, racism, and others. Places emphasis on the need to examine the root causes of such problems in society.

SOCI 3304 Juvenile Delinquency 3 Semester Hours

The course is designed to analyze the magnitude, distribution, and types of juvenile delinquency in American society. It focuses on theoretical approaches to understanding juvenile delinquency and examines research orientations in the field. *Prerequisite: SOCI 1301 or permission of the instructor.* (Cross-listed with CRIJ 3304.)

SOCI 3306 Social Stratification 3 Semester Hours

An introduction to the field of social stratification. The class, status, and power dimensions of social stratification and other correlates are critically examined, with a focus on the U.S. *Prerequisite: SOCI 1301.*

SOCI 4300 Sociological Theory 3 Semester Hours

An introduction to the field of sociological theory. Presents an overview of sociological theory in the historical context of its development. Although contemporary sociological theory is overviewed, the major focus is on classical sociological theorists. *Prerequisite: SOCI 1301.*

SOCI 4302 Race and Minority Relations 3 Semester Hours

Studies of inter-group relations with emphasis on ethnic groups in the United States. *Prerequisite: SOCI 1301.*

SOCI 4304 Urban Life and Culture **3 Semester Hours**
Sociological analysis of cities with focus on social problems resulting from the process of urbanization. *Prerequisites: SOCI 1301 and SOCI 3300.*

SOCI 4305 Sociology of Religion **3 Semester Hours**
Examines the nature and function of religion in American society, by way of introducing a general conceptual framework for the sociological analysis of religion. The course focuses on such substantive issues as diversity of religious groups in America, denominations, sects and cults, ecumenism, and fundamentalism. *Prerequisites: SOCI 1301 and SOCI 3300.*

SOCI 4309 Internship **3 Semester Hours**
An eight- to sixteen-week program designed as a learning experience in an approved criminal justice or social agency setting.
Prerequisites: Prior arrangement and permission of the instructor, and junior or senior standing. (Cross-listed with CRIJ 4309.)

SOCI 4312 Social Gerontology **3 Semester Hours**
A sociological analysis of the aging process and the aged in contemporary society. Identifies the problems faced by the elderly, with a special focus on the minority elderly.
Prerequisites: SOCI 1301 and SOCI 3300.

SOCI 4399 Topical Seminar **3 Semester Hours**
Advanced topics not covered in published curriculum.
Prerequisites: Minimum of nine semester hours of coursework in subject field, and junior or senior standing. May be repeated if topic changes.

SOCIAL WORK (SOCW)

SOCW 2361 Introduction to Social Work **3 Semester Hours**
This course provides an overview of the field of social work and the profession of social work. It characterizes persons having needs and illustrates how these needs are met or unmet through social welfare institutions. This course provides an historical development, mission, values and ethics of the social work profession. It defines generalist practice and the methods used in working with individuals, families, groups, and communities. *Prerequisite: Sophomore standing.*

SOCW 3300 Social Work Research I **3 Semester Hours**
This course introduces students to a full range of research designs and methods applicable to social work. The focus is on the use of research findings to improve social work practice. The student will conceptualize, design and carry out a practice-relevant research project.

SOCW 3301 Mental Health Services **3 Semester Hours**
This course defines and describes current modalities and theories; and examines the mental health perspectives of oppressed “at-risk” populations. It introduces psychopathology (e.g. DSM IV-R, mental diagnoses, psychiatric treatment, etc.) in order to communicate effectively with a multi-disciplinary treatment team.

SOCW 3302 Interviewing and Recording **3 Semester Hours**
This course provides foundation knowledge and practice of interviewing and process recording for generalist social work practice. The course is designed as an experiential laboratory to build

good interviewing and writing skills. Two components of structural methodological approach for learning interviewing skills. Fifteen essential interviewing skills are analyzed for their appropriate application with various populations, particularly with persons of oppression. The second component of the course focuses on the process recording of information received from the interview process. *Prerequisites: SOCW 2361. Co-Requisites: SOCW 3305, SOCW 3340 and SOCW 3341.* For majors and minors only.

SOCW 3303 Chemical Dependency**3 Semester Hours**

The nature and incidence of substance abuse treatment modalities, politics of drug use, drug types and prevention. The course emphasizes substance abuse among the poor and oppressed.

SOCW 3305 Self-Awareness in Social Work**3 Semester Hours**

This course is designed to help students develop awareness of self and the use of self as a change agent to help individuals, families groups and communities. The student will examine his/her self identity, interpersonal relationships, problem solving skills, styles of communication and values. *Co-Requisite: SOCW 2361.*

SOCW 3340 Dynamics of Human Behavior and Social Environment**3 Semester Hours**

This course lays the theoretical groundwork for social work practice with individuals, families, small groups and communities. It provides the conceptual framework for the analysis of individuals, families, and small groups using systems, development, cultural, and interactional frameworks in considering healthy and problematic functioning. Additionally, this course emphasizes the organizational and institutional responsiveness to the needs of minority groups and other oppressed populations. *Prerequisite: SOCW 2361. Co-requisites: SOCW 3302 and SOCW 3341.*

SOCW 3341 Social Work Practice I**3 Semester Hours**

This course focuses on the generalist social work knowledge, the application of the problem-solving mode, organizing principles, themes and values for practice with individuals and families with a micro-perspective. *Pre-requisites: SOCW 2361 and SOCW 3340. Co-requisites: SOCW 3301 and SOCW 3342.*

SOCW 3342 Social Work Practice II**3 Semester Hours**

This course prepares students in understanding group work and the processes through the use of generalist practice. Students examine the use of groups in helping individual member's problem-solve through interactive means. Attention is given to types of groups, group development, techniques and skills, and specialized groups. *Pre-requisites: SOCW 3302 and SOCW 3341.*

SOCW 3343 Social Work Practice III**3 Semester Hours**

Fundamentals of macro social work practice aimed at eliminating barriers to enhance social functions. Examines principles, theories and skills of social work practice in communities, organizations and large systems. *Pre-requisites: SOCW 3346. Co-requisites: SOCW 3342.*

SOCW 3346 Social Welfare Policies and Programs**3 Semester Hours**

This course provides content on social welfare policy formulation, frameworks for policy analysis, and the current status and accessibility of social welfare programs for historically oppressed populations. It examines the intended and unintended consequences of public and organizational policies on the major social problems of poverty, racism, and gender. *Prerequisites: SOCW 2361, ECON 2301, GOVT 2301 or GOVT 2305.*

SOCW 4300 Rural Social Work**3 Semester Hours**

This course is an overview of theory and practice issues related to disadvantaged individuals, families, groups, organizations and communities in rural settings. Particular attention is given to addressing the needs of vulnerable populations living in small and rural areas.

SOCW 4320 Social Work Field Experience I**12 Semester Hours**

All students must have completed all liberal arts and social work foundation course work prior to field experience. Students with educational directed learning experiences in social service institutions under the supervision of a MSW social work professional. Students are to apply, examine and test the generalist principles, theories, values and skills as they work with individuals, families, groups and communities. Students must complete 470 clock hours of field experience. Majors only. Must be approved by faculty. *Co-Requisite SOCW 4343.*

SOCW 4333 HIV-Aids and Social Work**3 Semester Hours**

This course provides an overview of the HIV and Aids epidemic: information and knowledge related to HIV testing, ARC treatment and prevention, and associated legal and ethical issues. Students will examine the effects of vulnerable populations at risk, i.e., children, adolescents, substance abusers, incarcerated individuals, African Americans, elderly and other specific groups. The knowledge and information of this course covers the entire span of human sexuality and psychosexual development.

SOCW 4340 Dynamics of Human Behavior II**3 Semester Hours**

This course is designed to examine further application of the theoretical framework of social systems and ecological frameworks. Emphasis is placed upon using the social systems framework as a means of analyzing human behavior in social configurations such as families, informal groups, organizations and communities, and the interplay of the various elements of these entities (e.g., affecting/affected by human behavior). In addition, issues of human diversity are given special attention to examine meanings, social structures, and outcomes of group life within and between various social systems.

SOCW 4341 Aging and Social Work**3 Semester Hours**

This course is designed to provide students with knowledge and understanding of the elderly issues in relation to growing old, loss of physical and mental capacities, health care problems, retirement, and financial conditions, adequate housing, nursing or in-home care, loneliness, recreational activism and ageism.

SOCW 4342 Medical Social Worker**3 Semester Hours**

This course focuses on health care issues relative to the health care delivery system. Special attention is given to ethical, financial, and quality of care issues associated with the health care delivery system. Special populations are emphasized, particularly the elderly, ethnic/racial minorities, disadvantaged persons, women, chronically ill/disabled children and adults, and HIV-Aids.

SOCW 4343 Field Seminar**3 Semester Hours**

This course is taken concurrently with field experience and focuses on integration of knowledge, values, and skills, in relationship to field experience, emphasizing the acquisition and development of micro, mezzo, and macro skills in communication and problem solving. Majors only. Must be approved by faculty. *Co-Requisite: SOCW 4320.*

SOCW 4346 Social Work Diversity and Culture**3 Semester Hours**

Theory, practice, and research relevant to oppressed populations of minority groups such as African Americans, Hispanics, Asians, Native Americans, women, the developmental disabled, and gays are examined. Students are challenged to examine their attitudes, values, and beliefs concerning people of differences.

SOCW 4347 Child Welfare and the Law**3 Semester Hours**

The course defines child welfare and provides an historical perspective and an examination of the principal supportive, supplemental, and substitutive child welfare services: family services, protective vet services, foster-care, day care, home-maker services, adoption services and institutional care. Additionally, the focus is on the Federal and State laws affecting social workers in various child welfare settings.

SOCW 4348 Social Welfare Legislation**3 Semester Hours**

Introduces students to the major legislation aimed at improving conditions for diverse population. Analyzes social welfare policies and services while considering the role of social workers in implementing programs.

SOCW 4358 Social Work Research II**3 Semester Hours**

This course explores computer applications in social work. An overview of the use, capabilities, implementation, ethical, and legal concerns, and limitations of computer technology in social work practice. It provides knowledge and skills in the application of computers for several purposes within social work practice, e.g., statistical analysis, data base management, spreadsheet analysis, work procession, internet releases, etc.

SPANISH (SPAN)

If students have taken 2 or more years at high school level they would qualify for intermediate level Spanish. Only CLEP examination scores and transfers will be considered for waiver.

SPAN 1311 Elementary Spanish I**3 Semester Hours**

This is an elementary course for students who have no previous experience with the language. It includes pronunciation, vocabulary, oral and written composition, reading, and functional grammar.

SPAN 1312 Elementary Spanish II**3 Semester Hours**

The course is further study of fundamentals of Spanish grammar. *Prerequisite: SPAN 1311 or equivalent. If students have taken 2 or more years at high school level they would qualify for intermediate level. Only CLEP examination scores and transfers will be considered for waiver.*

SPAN 2311 Intermediate Spanish I**3 Semester hours**

Practice in oral and written composition, reading, functional grammar, and discussion of selected short stories, plays, and longer works. *Prerequisite: SPAN 1312 or equivalent. If students have taken 2 or more years at high school level they would qualify for intermediate level. Only CLEP examination scores and transfers will be considered for waiver.*

SPAN 2312 Intermediate Spanish II**3 Semester Hours**

Further study of Spanish language and literature. *Prerequisite: SPAN 2311.*

SPECIAL EDUCATION (EDSP)**EDSP 3300 Introduction to Exceptional Children****3 Semester Hours**

Surveys the various types of exceptional children, etiology factors, and other effects on the school progress of exceptional children.

EDSP 3302 Adaptive Kinesiology 3 Semester Hours
Embraces adapted corrective and developmental human performance activities. Adapted activities for the mentally, physically, and socially handicapped; corrective activities for body mechanics; and developmental activities for physical fitness. (Cross-listed with KINE 3302.)

EDSP 3305 Children with Language and Learning Disabilities 3 Semester Hours
Investigation of etiological and pathological characteristics of children with language and/or learning disabilities. Educational needs of exceptional children with specific learning disabilities are reviewed. *Prerequisite: EDSP 3300.*

EDSP 3307 Psychology and Education of Emotionally Disabled Children 3 Semester Hours
Designed to introduce prospective teachers to the characteristics of emotionally disabled children. Various teaching procedures utilized in the education and adjustment of emotionally disabled children will be considered. *Prerequisite: EDSP 3300.*

EDSP 3310 Practicum in Special Education 3 Semester Hours
Directed field experience in special education under the direction of a supervisor and the professional staff of the cooperating school and/or other state or private institutions. *Prerequisite: Six semester hours in special education.*

EDSP 4302 Intervention Strategies for Special Learners 3 Semester Hours
Intervention strategies for generic special education students, which will be useful in both the school and community setting, and the utilization of diagnostic information media, technology, and materials necessary to carry out successful programs for exceptional children, will be surveyed. *Prerequisite: EDSP 3300.*

EDSP 4305 The Exceptional Learner 3 Semester Hours
Designed to provide procedures for identification of exceptional learner characteristics, assessment and placement, litigation, general intervention, and coordination of services. *Prerequisite: EDSP 3300.*

EDSP 4307 Diagnosis and Evaluation of Exceptional Children 3 Semester Hours
Designed to prepare procedures for (1) identification of exceptional learner characteristics, (2) assessment and placements, (3) litigation, (4) generic intervention strategies, and (5) coordination of services. *Prerequisite: EDSP 3300.*

EDSP 4310 Teaching Content Areas to Special Learners 3 Semester Hours
The teaching of subject areas such as reading, writing, mathematics, science, and social studies and the implementation of special education programs and the modification necessary for exceptional groups and/or individuals in such programs are the emphases of this course. *Prerequisite: EDSP 3300.*

EDSP 4312 Reading for Special Students' Needs 3 Semester Hours
Focuses on dyslexic and related disorders, multicultural, potential drop-out, mainstreamed special education, and limited English proficiency students and their particular reading needs. (Cross-listed with READ 4312.)

EDSP 4399 Topical Seminar**3 Semester Hours**

Advanced topics not covered in published curriculum.

SPEECH (SPCH)**SPCH 1311 Fundamentals of Speech****3 Semester Hours**

Designed to develop skills and techniques essential to effective public speaking. The course is designed to encourage students to internalize and practice the key principles of oral communication. *Prerequisite:* ENGL 1302.

SPCH 1315 Public Speaking**3 Semester Hours**

Emphasis on planning, organization, and delivery of various types of speeches, including speeches to inform, entertain, and persuade, as well as speeches for special occasions.

Prerequisite: SPCH 1311.

SPCH 1318 Interpersonal Communication**3 Semester Hours**

Practical experience in group dynamics and emphasis on interpersonal and inter-group communication. *Prerequisite:* SPCH 1311.

SPCH 1342 Voice and Diction**3 Semester Hours**

Study of articulation and pronunciation with emphasis on articulation. Practical exercises in diction and speaking clearly and intelligibly. *Prerequisite:* SPCH 1311.

SPCH 2335 Argumentation and Debate**3 Semester Hours**

Principles and practices of argument and debate. Includes preparation and presentation of written and spoken argument. *Prerequisite:* SPCH 1315.

SPCH 2341 Oral Interpretation**3 Semester Hours**

Interpretation of literature; preparation and reading of poetry and prose; storytelling for children, exercises in arranging and adapting stories; choral speaking, and practice in phrasing, vocal quality, rhythm, and bodily responses. *Prerequisite:* SPCH 1311.

SPCH 3304 Persuasive Communication**3 Semester Hours**

Study of the rhetorical and psychological principles of motivation and suggestion as used in various persuasive situations. Focuses on prominent persuasive speakers and persuasion in advertising and sales speaking. *Prerequisite:* SPCH 1315.

SPCH 4399 Topical Seminar**3 Semester Hours**

Advanced topics not covered in the published curriculum. May be repeated once if topic changes. *Prerequisites:* Junior or senior standing and a minimum of nine semester hours of course work in subject field.

BOARD OF TRUSTEES

The first Jarvis Christian College governing board was organized in 1929, and was called the Texas Advisory Board. Membership consisted of prominent members of the Christian Church, who advised the College on policy. In 1958, Jarvis Christian College began operation under the Board of Higher Education of the Disciples of Christ and the Board of Fundamental Education. The creation of this eighteen-member board brought an end to the designation of Jarvis Christian College as a mission institution. The current structure was created in December 1974, to include representatives from the student body, the Jarvis Christian College/Southern Christian Institute National Alumni and Ex-Students Association, and the faculty.

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Gwendolyn Winters	Director, Sponsored Programs
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Ercille Hobson	Chair, Education Division
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Charles Hanks	Registrar
Kristy Winston Pinkney	Executive Director, Student Success Services
Rodney Bingley	Coordinator, Student Engagement
Madryn Odom	Coordinator, Math Lab
Joyce Holt	Coordinator, Writing Center
Derek Hollman	Coordinator, Student Retention

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Lenora Doddy	Assistant VP for Finance and Administration/Controller
Eric King	Director, Financial Aid
Sheree Miller	Financial Aid Counselor
Bianca Matlock	Financial Aid Counselor
Willie Sandifer	Director, Facilities
Quintin Latin	Director, Information Technology

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Celestine Kemah	Director, Institutional Research
Belinda Prihoda	Director, Assessment

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William Smialek	Vice President, Institutional Advancement and Development
Chris Wooten	Director, Alumni Affairs
Lisa Tomkies	Director, Public Relations

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William Hampton	Dean of Students and Director, Housing
Jessie Bell	Director, Student Health Services, Nurse
Elissa Burwell	Director, Athletics
Michelin Lambert	Director, Admissions and Enrollment Services
Cory Gipson	Director, Student Activities
Rosalind Tennyson	Residence Hall Coordinator
Erika Nelson	Residence Hall Coordinator
O.L. Osband	Residence Hall Coordinator
Kenneth Reynolds	Residence Hall Coordinator
Melanie Durden	Residence Hall Coordinator

STAFF PERSONNEL

Autry Acrey	Registrar
John Anderson	Driver/Maintenance I
Jon Anderson	Residence Hall Coordinator
Rodney Atkins	Director, Olin Library
Jessie Bell	Director, Health Services, Nurse
Rodney Bingley	Coordinator, Student Mentoring
Courtney Blanton	Administrative Assistant
Timothy Bowman	Grounds
Elissia Burwell	Athletic, Director/Coach Basketball
Penisher Carter	Administrative Assistant and Project Coordinator, Upward Bound
Kay Chappell	Prospect Researcher
Orentha Davis	Grounds
Melanie Durden	Residence Hall Coordinator
Ophelia Else	Reproduction/Mailroom Clerk
Alfred Everhart	Grounds
Eddie Fisher	Custodian/Facilities
R. Anita Freeman-Taylor	Administrative Assistant
Olin Fregia	Campus Pastor
Rosamond Gholston	Sr. Accountant/Perkins Loan
Cory Gipson	Coordinator, Student Activities
Mark Hagan	Maintenance
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William Hampton	Dean of Students and Director, Housing
Jamie Hoadley	Custodian
Angela Hodges	Head Track and Field Coach
Teresa Holland	Residence Hall Coordinator
Derek Hollman	Coordinator, Student Retention
Michael Holochuck	Head Men's Baseball Coach
Joyce Holt	Coordinator, Writing Center

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Keasa Johnson	Assistant Volleyball Coach
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