JARVIS
CHRISTIAN UNIVERSITY

UNDERGRADUATE CATALOG

2025-2027

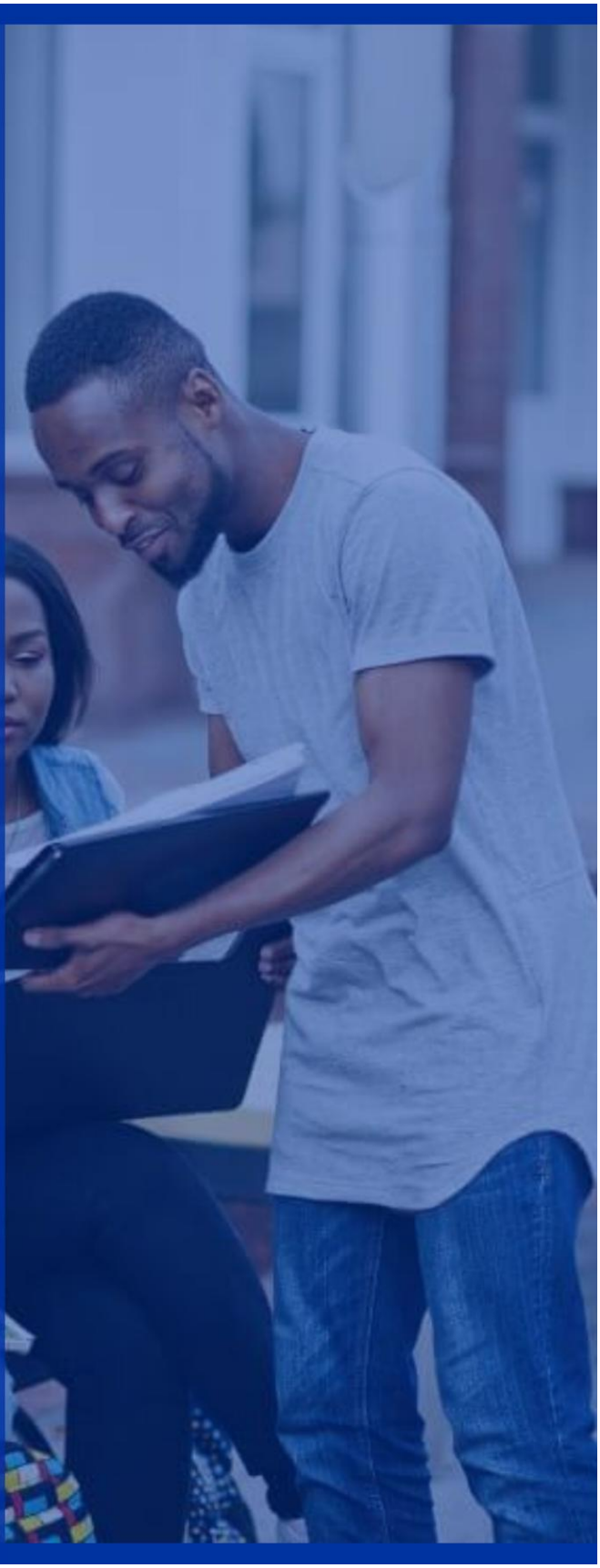


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ACCREDITATION STATUS

Jarvis Christian University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404-679-4500, or at http://www.sacscoc.org for questions about the accreditation of Jarvis Christian University.

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

SPECIALIZED ACCREDITATIONS

Accreditation Council for Business Schools and Programs (ACBSP)

Council on Social Work Education (CSWE)

Texas Education Agency (TEA)

UNIVERSITY ACADEMIC CALENDAR

FALL 2025-2026 TRADITIONAL	DATE
Faculty Return/ Department and Division Meetings	Thursday, July 31, 2025
Faculty and Staff Institute	Friday, August 1, 2025
New Students Arrival	Saturday, August 2, 2025
New Student Registration, Parent Orientation & Parting Ceremony	Saturday, August 2, 2025
New Student Orientation/Welcome Week	Monday, August 4 - Friday, August 8, 2025
Fall Assessment Roundup	Tuesday, August 5, 2025
Fall Assessment Roundup	Thursday, August 7, 2025
Returning Student Registration Starts	Thursday, August 7, 2025
Returning Student Registration Ends	Friday, August 8, 2025
Welcome Back Weekend Starts	Friday, August 8, 2025
Welcome Back Weekend Ends	Saturday, August 9, 2025
Classes Begin	Monday, August 11, 2025
12th Class Day/ Add and Drop Ends (Census Date)	Tuesday, August 26, 2025
Labor Day (University Closed)	Monday, September 1, 2025
Classes Resume	Tuesday, September 2, 2025
Constitution Day	Tuesday, September 16, 2025
Early Registration for Spring 2024 Begins	Tuesday, September 22, 2025
Initial Date to Apply for Graduation (Dec. – May)	Monday, September 23, 2025
Initial Recommendation -Graduation from Advisors Due	Friday, September 26, 2025
Mid- Term Exams Start	Monday, October 6, 2025
Mid-Term Exams End	Friday, October 10, 2025
Fall Convocation	Tuesday, October 8, 2025
Jarvis Fest	Monday, October 6 – Saturday, October 11, 2025
Mid-term Grades are Due	Monday, October 13, 2025
Last day to withdraw with a “W”	Friday, October 17, 2025
Last day for paperwork if completing in December	Friday, October 17, 2025
Last day to remove an “I” grade (from previous semester)	Friday, October 17, 2025
Religious Emphasis	Tuesday, October 21, 2025
Religious Emphasis	Wednesday, October 22, 2025
Study Day/ Midnight Breakfast	Monday, November 17, 2025
Final Exam Period Starts	Tuesday, November 18, 2025
Final Exam Period Ends	Friday, November 21, 2025

Last Day of Class	Friday, November 21, 2025
Final Grades Due	Monday, November 24, 2025
Thanksgiving Break (University Closed) Starts	Thursday, November 27, 2025
Thanksgiving Break (University Closed) Ends	Friday, November 28, 2025
Faculty Development/ Enrollment Management Starts	Monday, December 1, 2025
University Giving Day	Tuesday, December 2, 2025
Faculty Development/ Enrollment Management Ends	Friday, December 5, 2025
University Closed for Holiday Starts	Monday, December 22, 2025
University Closed for Holiday Ends	Friday, January 2, 2026
WINTER MINIMESTER	**DATE**
Winter Classes Begin Online	December 1, 2025
Add/Drop Periods Ends	December 5, 2025
Last Day of Winter Class	December 26, 2025
Winter Grades Due	December 29, 2025
SPRING 2025-2026 TRADITIONAL	**DATE**
New Year's Day (University Closed	Thursday, January 1, 2026
Faculty and Staff Institute	Monday, January 5, 2026
New/Returning Students Arrival Begins	Saturday, January 10, 2026
New/ Returning Students Arrival Ends	Sunday, January 11, 2026
New Student Registration	Saturday, January 10, 2026
Classes Begin	Monday, January 12, 2026
MLK Holiday (University Closed)	Monday, January 19, 2026
12th Class Day/ Add and Drop Ends (Census Date)	Wednesday, January 28, 2026
Last day to apply for Graduation/ Pay Fees (May)	Friday, February 13, 2026
Early Registration for Summer and Fall 2025 Begins	Monday, February 23, 2026
Black History Month Celebration	Tuesday, February 24, 2026
Mid-Term Examination Period Starts	Monday, March 2, 2026
Mid-Term Examination Period Ends	Friday, March 6, 2026
Mid- Term Grades are Due	Monday, March 9, 2026
Spring Break Starts	Monday, March 9, 2026
Spring Break Ends	Friday, March 13, 2026
Classes Resume	Monday, March 16, 2026
Founders/ Homecoming Week	Monday, March 16 – Sunday, March 22, 2026
Last day to withdraw with a "W"	Monday, March 23, 2026
Good Friday (University Closed)	Friday, April 3, 2026
Easter Monday (University Closed)	Monday, April 6, 2026

Classes Resume	Tuesday, April 7, 2026
Honors Convocation	Tuesday, April 7, 2026
Final Exams for Graduating Seniors Starts	Monday, April 20, 2026
Final Exams for Graduating Seniors Ends	Thursday, April 23, 2026
Last Day of Class	Friday, April 24, 2026
Senior Grades Due	Monday, April 27, 2026
Study Day/Midnight Breakfast	Monday, April 27, 2026
Final Examination Period Starts	Tuesday, April 28, 2026
Final Examination Period Ends	Friday, May 1, 2026
Commencement	Saturday, May 2, 2026
Final Grades Due	Monday, May 4, 2026
Spring Assessment Roundup Starts	Wednesday, May 6, 2026
Spring Assessment Roundup Ends	Thursday, May 7, 2026
2026 SUMMER I TRADITIONAL	**DATE**
Classes Begin	Monday, May 18, 2026
Add/Drop Ends (Census Day)	Monday, May 25, 2026
Last Day of Class	Friday, June 12, 2026
Grades Due	Monday, June 15, 2026
2026 SUMMER II TRADITIONAL	**DATE**
Classes Begin	Monday, June 15, 2026
Juneteenth Holiday	Friday, June 19, 2026
Add/Drop Ends (Census Day)	Monday, June 22, 2026
Fourth of July Holiday	Friday, July 3, 2026
Last Day of Class	Friday, July 10, 2026
Grades Due	Monday, July 13, 2026
2026 ESSP SUMMER (Early Start Program)	**DATE**
Classes Begin	Monday, June 8, 2026
Add/Drop Ends (Census Day)	Monday, June 15, 2026
Juneteenth Holiday	Friday, June 19, 2026
Fourth of July Holiday	Friday, July 3, 2026
Last Day of Class	Friday, July 17, 2026
Grades Due	Monday, July 20, 2026
2025-JARVIS ONLINE (FALL I)	**DATE**
Classes Begin	Monday, September 1, 2025
Add/Drop Ends (Census Day)	Friday, September 5, 2025

Last Day to Withdraw with a "W"	Friday, September 19, 2025
Last Day of Class	Monday, October 20, 2025
Grades are Due	Tuesday, October 21, 2025
2025-JARVIS ONLINE (FALL II)	**DATE**
Classes Begin	Tuesday, October 21, 2025
Add/Drop Ends (Census Day)	Friday, October 27, 2025
Last Day to Withdraw with a "W"	Friday, November 7, 2025
Last Day of Class	Tuesday, December 9, 2025
Grades are Due	Wednesday, December 10, 2025
2026 JARVIS ONLINE (SPRING I)	**DATE**
Classes Begin	Monday, January 5, 2026
Add/ Drop Period Ends (Census Date)	Friday, January 9, 2026
Last Day to Withdraw with a “W”	Friday, January 23, 2026
Last Day of Class	Monday, February 23, 2026
Grades are Due	Tuesday, February 24, 2026
2026 JARVIS ONLINE (Spring II)	**DATE**
Classes Begin	Monday, March 9, 2026
Add/ Drop Period Ends (Census Date)	Friday, March 13, 2026
Last Day to Withdraw with a “W”	Friday, March 27, 2026
Last Day of Class	Monday, April 27, 2026
Grades are Due	Tuesday, April 28, 2026
Commencement	Saturday, May 2, 2026
2026 JARVIS ONLINE (Summer I)	**DATE**
Classes Begin	Monday, May 4, 2026
Add/ Drop Period Ends (Census Date)	Friday, May 8, 2026
Last Day to Withdraw with a “W”	Friday, May 22, 2026
Juneteenth Holiday	Friday, June 19, 2026
Last Day of Class	Monday, June 22, 2026
Grades are Due	Tuesday, June 23, 2026
2026 JARVIS ONLINE (Summer II)	**DATE**
Classes Begin	Monday, July 6, 2026
Add/ Drop Period Ends (Census Date)	Friday, July10, 2026
Last Day to Withdraw with a “W”	Friday, July 24, 2026
Last Day of Class	Monday, August 24, 2026
Grades are Due	Tuesday, August 25, 2026

GRADUATE SCHOOL	
FALL 2025-2026 (Graduate School)	**DATE**
Fall I Classes Begin	Monday, September 1, 2025
Add/Drop Period Ends	Monday, September 8, 2025
Midterm Examination Date	Friday, September 26, 2025
Last Day to Withdraw with a grade of "W"	Monday, September 29, 2025
Fall I Classes End	Friday, October 24, 2025
Final Examination Date	Friday, October 24, 2025
Fall I Grades Due	Monday, October 27, 2025
Fall II Classes Begin	Monday, October 27, 2025
Add/Drop Period Ends	Monday, November 3, 2025
Midterm Examination Date	Friday, November 21, 2025
Last Day to Withdraw with a grade of "W"	Monday, November 24, 2025
Final Examination Date	Friday, December 19, 2025
Fall II Classes End	Friday, December 19, 2025
Fall II Grades Due	Monday, December 22, 2025
SPRING 2025-2026 (Graduate School)	**DATE**
Spring I Classes Begin	Monday, January 5, 2026
Add/Drop Period Ends	Monday, January 12, 2026
Midterm Examination Date	Friday, January 30, 2026
Last Day to Withdraw with a grade of "W"	Monday, February 2, 2026
Spring I Classes End	Friday, February 27, 2026
Final Examination Date	Friday, February 27, 2026
Spring I Grades Due	Monday, March 2, 2026
Spring II Classes Begin	Monday, March 9, 2026
Add/Drop Period Ends	Monday, March 16, 2026
Midterm Examination Date	Friday, April 3, 2026
Last Day to Withdraw with a grade of "W"	Monday, April 6, 2026
Final Examination Date	Friday, May 1, 2026
Spring II Classes End	Friday, May 1, 2026
Spring II Grades Due	Monday, May 4, 2026
SUMMER 2025-2026 (Graduate School)	**DATE**
Summer I Classes Begin	Monday, May 4, 2026
Add/Drop Period Ends	Monday, May 11, 2026
Midterm Examination Date	Friday, May 29, 2026
Last Day to Withdraw with a grade of "W"	Monday, June 1, 2026
Juneteenth Holiday	Friday, June 19, 2026

Summer I Classes End	Friday, June 26, 2026
Final Examination Date	Friday, June 26, 2026
Summer I Grades Due	Monday, June 29, 2026
Summer II Classes Begin	Monday, July 6, 2026
Add/Drop Period Ends	Monday July 13, 2026
Midterm Examination Date	Friday, July 31, 2026
Last Day to Withdraw with a grade of "W"	Monday, August 3, 2026
Final Examination Date	Friday, August 28, 2026
Summer II Classes End	Friday, August 28, 2026
Summer II Grades Due	Monday, August 31, 2026

2026-2027 ACADEMIC CALENDAR

FALL 2026-2027 TRADITIONAL	DATE
Faculty Return/ Department and Division Meetings	Thursday, July 30, 2026
Faculty and Staff Institute	Friday, July 31, 2026
New Students Arrival	Saturday, August 1, 2026
New Student Registration, Parent Orientation & Parting Ceremony	Saturday, August 1, 2026
New Student Orientation/Welcome Week	Monday, August 3 - Friday, August 7, 2026
Fall Assessment Roundup	Tuesday, August 4, 2026
Fall Assessment Roundup	Thursday, August 6, 2026
Returning Student Registration Starts	Thursday, August 6, 2026
Returning Student Registration Ends	Friday, August 7, 2026
Welcome Back Weekend Starts	Friday, August 7, 2026
Welcome Back Weekend Ends	Saturday, August 8, 2026
Classes Begin	Monday, August 10, 2026
12th Class Day/ Add and Drop Ends (Census Date)	Tuesday, August 25, 2026
Labor Day (University Closed)	Monday, September 7, 2026
Classes Resume	Tuesday, September 8, 2026
Fall Convocation	Tuesday, September 8, 2026
Constitution Day Celebration	Tuesday, September 15, 2026
Last day to remove an "I" grade (from previous semester)	Friday, September 18, 2026
Application for Graduation Due (December Graduates)	Monday, September 21, 2026
Early Registration for Spring 2027 Begins	Tuesday, September 22, 2026

Mid-Term Exam Period	Monday-Friday, October 5-9, 2026
Jarvis Fest	Monday, October 5 – Saturday, October 10, 2026
Mid-term Grades are Due	Monday, October 12, 2026
Last day to withdraw with a “W” or “AW”	Friday, October 16, 2026
Religious Emphasis	Tuesday -Wednesday, October 20-21, 2026
Study Day/ Midnight Breakfast	Monday, November 16, 2026
Final Exam Period	Tuesday-Friday, November 17-20, 2026
Last Day of Class	Friday, November 20, 2026
Final Grades Due	Monday, November 23, 2026
Thanksgiving Break (University Closed)	Thursday-Friday, November 26-27, 2026
Faculty Development	Monday-Friday, November 30 – December 4, 2026
University Giving Day	Tuesday, December 1, 2026
University Closed for Holiday Starts	Monday, December 21, 2026
University Closed for Holiday Ends	Friday, January 1, 2027
WINTER MINIMESTER	**DATE**
Winter Classes Begin Online	November 30, 2026
Add/Drop Periods Ends	December 4, 2026
Last Day of Winter Class	December 28, 2026
Winter Grades Due	December 30, 2026
SPRING 2026-2027 TRADITIONAL	**DATE**
New Year’s Day (University Closed)	Friday, January 1, 2027
Faculty and Staff Institute	Monday, January 4, 2027
New/Returning Students Arrival	Friday-Saturday, January 8-9, 2027
New Student Registration	Friday-Saturday, January 8-9, 2027
Classes Begin	Monday, January 11, 2027
MLK Holiday (University Closed)	Monday, January 18, 2027
12th Class Day/ Add and Drop Ends (Census Date)	Wednesday, January 27, 2027
Last day to apply for Graduation/ Pay Fees (May)	Friday, February 19, 2027
Early Registration for Summer and Fall 2027 Begins	Monday, February 22, 2027
Black History Month Celebration	Tuesday, February 23, 2027

Mid-Term Examination Period	Monday-Friday, March 1-5, 2027
Mid-Term Grades are Due	Monday, March 8, 2027
Spring Break	Monday-Friday, March 8-12, 2027
Classes Resume	Monday, March 15, 2027
Founders/ Homecoming Week	Monday-Sunday, March 15 – 21, 2027
Good Friday (University Closed)	Friday, March 26, 2027
Easter Monday (University Closed)	Monday, March 29, 2027
Classes Resume	Tuesday, March 30, 2027
Honors Convocation	Tuesday, March 30, 2027
Last day to withdraw with a “W” or “AW”	Monday, April 5, 2027
Final Exams Period for Graduating Seniors	Monday-Friday, April 26-30, 2027
Last Day of Class	Friday, April 30, 2027
Study Day/ Midnight Breakfast	Monday, May 3, 2027
Senior Grades Due	Monday, May 3, 2027
Final Examination Period	Tuesday-Friday, May 4-7, 2027
Commencement	Saturday, May 8, 2027
Final Grades Due	Monday, May 10, 2027
Spring Assessment Roundup	Wednesday-Thursday, May 13-14, 2027
2027 SUMMER I TRADITIONAL	**DATE**
Classes Begin	Monday, May 17, 2027
Add/Drop Ends (Census Day)	Friday, May 21, 2027
Last Day to Withdraw with a “W” or “AW”	Friday, May 28, 2027
Last Day of Class	Friday, June 11, 2027
Grades Due	Monday, June 14, 2027
2027 SUMMER II TRADITIONAL	**DATE**
Classes Begin	Monday, June 14, 2027
Add/Drop Ends (Census Day)	Friday, June 18, 2027
Juneteenth Holiday	Friday, June 18, 2027
Last Day to Withdraw with a “W” or “AW”	Friday, June 25, 2027
Last Day of Class	Friday, July 9, 2027
Grades Due	Monday, July 12, 2027
2027 ESSP SUMMER (Early Start Program)	**DATE**

Classes Begin	Monday, June 7, 2027
Add/Drop Ends (Census Day)	Friday, June 11, 2027
Juneteenth Holiday	Friday, June 18, 2027
Last Day of Class	Friday, July 16, 2027
Grades Due	Monday, July 19, 2027
2026-JARVIS ONLINE (FALL I)	**DATE**
Classes Begin	Monday, August 31, 2026
Add/Drop Ends (Census Day)	Friday, September 4, 2026
Last Day to Withdraw with a "W"	Friday, September 18, 2026
Last Day of Class	Monday, October 19, 2026
Grades are Due	Tuesday, October 20, 2026
2026-JARVIS ONLINE (FALL II)	**DATE**
Classes Begin	Tuesday, October 20, 2026
Add/Drop Ends (Census Day)	Wednesday, October 28, 2026
Last Day to Withdraw with a "W"	Friday, November 6, 2026
Last Day of Class	Tuesday, December 8, 2026
Grades are Due	Wednesday, December 9, 2026
2027 JARVIS ONLINE (SPRING I)	**DATE**
Classes Begin	Monday, January 11, 2027
Add/ Drop Period Ends (Census Date)	Friday, January 15, 2027
Last Day to Withdraw with a “W” or “AW”	Friday, February 5, 2027
Last Day of Class	Friday, March 5, 2027
Grades are Due	Monday, March 8, 2027
2027 JARVIS ONLINE (Spring II)	**DATE**
Classes Begin	Monday, March 8, 2027
Add/ Drop Period Ends (Census Date)	Friday, March 12, 2027
Last Day to Withdraw with a “W” or “AW”	Friday, April 2, 2027
Last Day of Class	Friday, April 30, 2027
Grades are Due	Monday, May 3, 2027
Commencement	Saturday, May 8, 2027
2027 JARVIS ONLINE (Summer I)	**DATE**
Classes Begin	Monday, May 3, 2027
Add/ Drop Period Ends (Census Date)	Friday, May 7, 2027
Last Day to Withdraw with a “W” or “AW”	Friday, May 21, 2027
Juneteenth Holiday	Friday, June 18, 2027

Last Day of Class	Monday, June 21, 2027
Grades are Due	Tuesday, June 22, 2027
2027 JARVIS ONLINE (Summer II)	**DATE**
Classes Begin	Tuesday, July 6, 2027
Add/ Drop Period Ends (Census Date)	Wednesday, July14, 2027
Last Day to Withdraw with a “W” or “AW”	Wednesday, July 28, 2027
Last Day of Class	Monday, August 23, 2027
Grades are Due	Tuesday, August 24, 2027
GRADUATE SCHOOL	
FALL 2026-2027 (Graduate School)	**DATE**
Fall I Classes Begin	Monday, August 31, 2026
Add/Drop Period Ends	Tuesday, September 8, 2026
Midterm Examination Date	Friday, September 25, 2026
Last Day to Withdraw with a grade of “W”	Monday, September 28, 2026
Fall I Classes End	Friday, October 23, 2026
Final Examination Date	Friday, October 23, 2026
Fall I Grades Due	Monday, October 26, 2026
Fall II Classes Begin	Monday, October 26, 2026
Add/Drop Period Ends	Monday, November 2, 2026
Midterm Examination Date	Friday, November 20, 2026
Last Day to Withdraw with a grade of “W”	Monday, November 23, 2026
Final Examination Date	Friday, December 18, 2026
Fall II Classes End	Friday, December 18, 2026
Fall II Grades Due	Monday, December 21, 2026
SPRING 2026-2027 (Graduate School)	**DATE**
Spring I Classes Begin	Monday, January 11, 2027
Add/Drop Period Ends	Friday, January 15, 2027
Last Day to Withdraw with a grade of “W” or “AW”	Friday, February 5, 2027
Final Examination Date (Spring I Classes End)	Friday, March 5, 2027
Spring I Grades Due	Monday, March 8, 2027
Spring II Classes Begin	Monday, March 8, 2027
Add/Drop Period Ends	Friday, March 12, 2027
Last Day to Withdraw with a grade of “W” or “AW”	Friday, April 2, 2027
Final Examination Date (Spring II Classes End)	Friday, April 30, 2027

Spring II Grades Due	Monday, May 3, 2027
Commencement	Saturday, May 8, 2027
SUMMER 2026-2027 (Graduate School)	**DATE**
Summer I Classes Begin	Monday, May 3, 2027
Add/Drop Period Ends	Friday, May 7, 2027
Last Day to Withdraw with a grade of "W" or "AW"	Friday, May 28, 2027
Juneteenth Holiday	Friday, June 18, 2027
Final Examination Date (Summer I Classes End)	Friday, June 25, 2027
Summer I Grades Due	Monday, June 28, 2027
Summer II Classes Begin	Tuesday, July 6, 2027
Add/Drop Period Ends	Monday, July 12, 2027
Last Day to Withdraw with a grade of "W" or "AW"	Monday, August 2, 2027
Final Examination Date (Summer II Classes End)	Monday, August 30, 2027
Summer II Grades Due	Tuesday, August 31, 2027

Jarvis Christian University reserves the right to change dates in this calendar if warranted.

DIRECTORY OF CORRESPONDENCE

Inquiries concerning aspects of the University's operations and policies should be addressed to the following officials:

President & Chief Executive Officer	Dr. Glenell M. Lee-Pruitt President 903-730-4890 ext. 2515 gpruitt@jarvis.edu
General Matters Concerning the University	Cynthia Stancil Chief of Staff, Director of Administrative Management Programs and Title III Programs 903-730-4890 ext. 2515 cstancil@jarvis.edu
Curriculum, Instruction, and Faculty	Dr. Regina S. Robinson Provost/Vice President for Academic Affairs 903-730-4890 ext. 2105 rrobinson@jarvis.edu

Budgetary and Administration Matters	Dr. Benson Kariuki Vice President for Finance and Administration 903-730-4890 ext. 2704 bkariuki@jarvis.edu
Institutional Effectiveness/Institutional Research	Dr. Yolanda Jones Director for Institutional Research and Effectiveness 903-730-4890 ext. 2139 yjones@jarvis.edu
Institutional Advancement and Development	Reverend Dominique Grate Interim Vice President for Institutional Advancement and Development 903-730-4890 ext. 3001 dgrate@jarvis.edu
Student Affairs	Dr. Kishia James Vice President for Student Affairs 903-730-4890 ext. 2250 kjames@jarvis.edu
Financial Aid	Cecilia Jones Director of Financial Aid 903-730-4890 ext. 2410 ckjones@jarvis.edu
Human Resources	Dr. Danielle Delint Director of Human Resources 903-730-4890 ext. 2901 ddelint@jarvis.edu
Academic Records	Rosamond Gholson Registrar 903-730-4890 ext. 2453 rgholson@jarvis.edu
Library Services	Rodney Atkins Director of the Olin Resource Center 903-730-4890 ext. 2171 **ratkins@jarvis.edu**
Admissions and Recruitment	Dr. Darrin Rankin Vice President for Enrollment Management & Retention 903-730-4890 ext. 2201 drankin@jarvis.edu
Athletics	Bobby Ladner Director of Athletics 903-730-4890 ext. 2526 bladner@jarvis.edu
Religious Life	Pastor Sedric Dinkens Religious Life Chaplain 903-730-4890 ext. 2620 sdinkens@jarvis.edu
Online Learning	Patricia Smith Special Assistant to the President for External Relations & Strategic Partnerships/Director of Online Learning and Training 903-730-4890 ext. 2154

	psmith@jarvis.edu
Public Relations	Reverend Dominique Grate Director, Public Relations 903-730-4890 ext. 3006 dgrate@jarvis.edu
Enrollment Management	Dr. Darrin Rankin Vice President of Enrollment Management 903-730-4890 ext. 2201 drankin@jarvis.edu

Main Telephone Number of the University : 903-730-4890
Main Fax: **903-769-1282**

BOARD OF TRUSTEES

The first Jarvis Christian University 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 University on policy. In 1958, Jarvis Christian University 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 University as a mission institution. The current structure was created in December 1974, to include representatives from the student body, the Jarvis Christian University /Southern Christian Institute National Alumni and Ex-Students Association, and the faculty.

TRUSTEES

Ms. LeKetia L. Blair, Chair

Mr. William F. Fisher, III, Vice Chair

Mr. Glenn R. Etienne, Treasurer

Ms. Deborah Mitchell, Secretary

Rev. Dani Cartwright

Rev. Bernard "Chris" Dorsey

Mr. Carl Johnson

Major General John F. Phillips

Dr. Rolanda Randle

Mrs. Dietra Reeves-Green

Dr. Kent Willis

Mr. Shiervan Ursin

Dr. Maurice McMillion

Mr. Cedric Abney

UNIVERSITY PERSONNEL

PRESIDENT'S EXECUTIVE CABINET

Glenell M. Lee-Pruitt..... President and Professor of Social Work
Cynthia H. Stancil.....Chief of Staff, Director of Administrative Management Programs and Title III Programs
Regina S. Robinson ..... Provost/Vice President for Academic Affairs/SACSCOC Liaison
Dominique Grate.....Interim Vice President for Institutional Advancement and Development
Kishia James..... Vice President for Student Services
Benson Kariuki.....Vice President for Finance and Administration
Patricia Smith.....Special Assistant to President for External Relations & Strategic Partnerships

OFFICE OF THE PRESIDENT

Glenell M. Lee-Pruitt..... President and Professor of Social Work
Cynthia H. Stancil.....Chief of Staff, Director of Administrative Management Programs and Title III Programs
Drewvette Zomalt.....Assistant Director of Title III and Sponsored Programs
Yolanda Jones.....Director of Institutional Research and Effectiveness
Bobby Ladner.....Director of Athletics
Danielle Delint .....Director of Human Resources /Title IX Coordinator
Dorothy Langley..... Director Sponsored Programs

OFFICE OF ACADEMIC AFFAIRS

Regina S. Robinson .....Provost/Vice President for Academic Affairs
Talia Sanders.....Assistant Vice President for Academic Affairs
Saliba Mukoro …… Dean of Graduate Studies
Herman Howard .....Dean, Arts, Humanities, Sciences and Math
DaMesia Starling ..... Dean of Professional Studies
Rodney Atkins..... Director, Olin Library
Jason Lewis.....Executive Director Student Success Services
DaMesia Starling ….. Department Chair/Director of Clinical Teaching and Field Experiences
Henry Kerich ……. MBA Coordinator
Daff Kalulu …….. Interim Chair, Business Administration
Melody Threadcraft ……..Department Chair Social and Behavioral Sciences
Trenton Judson ……. Department Chair of Humanities & Assist. to The Vice President for International Affairs
Antoinesha Hollman ……..……. Department Chair of Science & Mathematics
Cheryl Kariuki.....Director, Honors Program
Carla Mott .....Director, Upward Bound
Jason Lewis..... Director of 1st Year Experience/Academic Advising
Sonia Henson …..... ADA Coordinator
Chestley Talley.....Director, Career Services

OFFICE OF FINANCE AND ADMINISTRATION

Benson Kariuki.....Vice President for Finance and Administration
Will Sandifer.....Director, Facilities
Chris Watson.....Director, Information Technology
Lakisha Simmons.....Executive Director, Food Services
Cory Gipson.....Director, Administrative and Auxiliary Services
Cecelia Jones.....Director, Financial Aid

OFFICE OF INSTITUTIONAL ADVANCEMENT & DEVELOPMENT

Dominique Grate.....Interim Vice President, Institutional Advancement and Development
Gwen Winters.....Assistant Vice President, Institutional Advancement and Development
William Hampton.....Executive Director, Alumni Affairs

OFFICE OF STUDENT SERVICES

Kishia James.....Vice President for Student Services/Director Counseling Services
Asheraka Kirkwood.....Director, Health Services
Michael Bradley.....Director, Band
Donald Aaron, III.....Director, Choral Activities
Sedric Dinkens.....Pastor/Religious Life Chaplain
Charles A. Smith.....Coordinator Student Organizations/Student Activities and Campus Life
Linda Hernandez-Meeks.....Coordinator, Student Engagement
Christopher Ortiz.....Dean of Students/Director, Student Housing

Office of Enrollment Management and Retention

Darrin Rankin……..……Vice President Enrollment Management and Retention
Gwendolyn Lee …… …. Assistant to Vice President for Enrollment Management
Rosamond Gholson …….Director of Student Records/Registrar
Ciera Ford-Ward…….…… Director of Admissions and Recruitment
Cecelia Jones……..…Director, Financial Aid
Bria Nix ……. …….Scholarship Specialist
Kenocha Epperson …… … Director, Post-Secondary Success

FOUNDED BY

THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST) AFFILIATED

With

DIVISION OF HIGHER EDUCATION: CHRISTIAN CHURCH (DISCIPLES OF CHRIST), INC.

CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN THE SOUTHWEST CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN OKLAHOMA CHRISTIAN CHURCH (DISCIPLES OF CHRIST) IN ARKANSAS

APPROVALS

By

TEXAS EDUCATION AGENCY

TEXAS ASSOCIATION OF COLLEGES AND UNIVERSITIES

INSTITUTIONAL MEMBERSHIPS

Of

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)

INDEPENDENT COLLEGES AND UNIVERSITIES OF TEXAS AMERICAN COUNCIL OF EDUCATION

NATIONAL ASSOCIATION FOR EQUAL OPPORTUNITY IN HIGHER EDUCATION

TEXAS ASSOCIATION OF DEVELOPING COLLEGES

UNITED NEGRO COLLEGE FUND (UNCF) COUNCIL OF INDEPENDENT COLLEGES

NATIONAL COUNCIL OF EDUCATIONAL OPPORTUNITIES ASSOCIATION

NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS AND PROGRAMS

Equal Employment Opportunity/Affirmative Action Plan

Jarvis Christian University is an equal employment, equal access, equal educational opportunity, and affirmative action institution which adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education.

Jarvis Christian University declares as policy that all applicants for admission and employment, student, parents, employees, sources of referral of applicants and employment, and all entities having business with the University are hereby notified that this University does not discriminate on the basis of race, color, national origin, religion, sex, age, veteran status, physical or mental disabilities, or sexual orientation.

The University assures that all applicants for employment and all University employees are given equal consideration based solely on job-related factors, such as qualifications, experience, performance, and availability. Equal consideration applies to all personnel actions, including, but not limited to, recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates, and fringe benefits. The Human Resources Director reviews, evaluates, and monitors all personnel matters to ensure that they are in accordance with this policy

It is the policy of Jarvis Christian University to comply with all federal and state laws, rules, guidelines, including the

Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Executive Order 11246, and all subsequent amendments and regulations which prohibit discrimination as described herein.

The University is committed to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The University will also provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.
The Human Resources Director will take seriously and investigate, promptly and thoroughly, all charges of alleged discrimination in employment, and inform University employees of their rights in regard to equal employment.

AMERICANS WITH DISABILITIES ACT (ADA)

Jarvis Christian University is committed to both the spirit and letter of federal equal opportunity legislation (reference Public Law 92-112-The Rehabilitation Act of 1973 as amended). With the passage of the federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is a renewed focus on providing this population with the same opportunities enjoyed by all citizens. The University is required by law to provide "reasonable accommodations" to students with disabilities so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Any student in the class who has a disability that may prevent full demonstration of ability should contact the instructor personally before the end of the first week of classes so that a discussion can be held regarding accommodations necessary to ensure full participation and facilitate individual educational opportunities.

DISABILITY SUPPORT SERVICES

The Disability Support Services (DSS) Office at Jarvis Christian University acts as an advocate for students with disabilities and seeks to ensure that these students receive reasonable and appropriate accommodations, outlined by the federal law, to have equal access to all institutional programs and services regardless of the type and extent of disability. Students' needs are assessed and reasonable accommodations are provided for students attending Jarvis to be academically successful.

SEXUAL HARASSMENT POLICY

Jarvis Christian University prohibits sexual harassment in any form by any member of the faculty, staff, or student body. The University is committed to creating and maintaining an environment for all University 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 University 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 University 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 University and any applicant, student, student's family, faculty or staff member. Jarvis Christian University 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 University 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.



MISSION STATEMENT

Jarvis Christian University is a historically Black institution, affiliated with the Christian Church (Disciples of Christ), offering degrees at the associate, baccalaureate, and master's levels. The mission of the University is to prepare a diverse population of lifelong learners intellectually, socially, spiritually, and personally through providing interactive services and using varied modalities of instructional delivery.

GUIDING PRINCIPLES

The entire Jarvis Christian University community values and abides by the following guiding principles to support the University's mission "to prepare a diverse population of lifelong learners intellectually, socially, spiritually, and personally through providing interactive services and using varied modalities of instructional delivery."

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

Service: To intentionally provide a quality experience for students, staff and faculty that serve the surrounding communities and the nation and that create an atmosphere of a life-long commitment to community service and civic engagement.

Integrity: To exhibit ethical behavior in and beyond the academic setting, and to be good stewards of all of our 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 celebrate 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 University, 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 University, a better community, and a better world guided by social, economic and environmental justice for all.

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, new directions and innovative ways of performing the tasks at hand.

LOCATIONS

Jarvis Christian University (JCU), which is located at U.S. Highway 80 East, PR 7631, Hawkins, Texas is an accredited, private, co-educational, church-related university, located 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 107,405 and 82,287, 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.

Dallas Teaching Site
7222 S. Westmoreland, Ste 250
Dallas, TX 75237

HISTORY OF THE UNIVERSITY

Jarvis Christian University is a historically Black institution that has been affiliated with the Christian Church (Disciples of Christ) since its inception. The University began as Jarvis Christian Institute, modeled after Southern Christian Institute in Edwards, Mississippi. The recorded history began in 1904. Then, 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 to plan for a school for Black youth. The Negro Disciples of Christ in Texas were to raise $1,000 for a school and the Christian Woman's Board of Missions would contribute $10,000 if this were done. Meanwhile, Miss Virginia Hearne, 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 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 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, the university has ever continued to attempt to educate "head, heart, and hand." Shortly after the land was donated, the Negro Disciples of Christ in Texas, largely through the efforts of the women of the churches, completed their fund-raising campaign. The $1,000 collected by the churches was augmented with $10,000 by the Christian Woman's Board of Missions.

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

Despite austere circumstances, the project flourished. Mr. Zach Howard, another Southern Christian Institute graduate, came to run the sawmill that produced building lumber. The children who were to attend the school assisted with the construction. In doing so they participated in the initial work-study program. This plan was a necessity. Jarvis has never enjoyed the luxury of being a free school. Barter and labor were the major sources available to students and their families, most with meager financial resources, to help pay the costs of an education. Since then, the barter system ceased, but a work-study program has always been available to the students who come to Jarvis who are willing to invest their energies and talents to help defray their educational expenses. Its formal instructional program commenced January 13, 1913, with an enrollment of fourteen students, all in the elementary grades. Names of twelve of the fourteen students are listed below:

JARVIS CHRISTIAN INSTITUTE
Enrollment of Students

Barber, Roy
Cozine, Minnie
Frost, Thelma
Frost, Howard
Frost, Thomas Edward
Flaming, Willie
Lewis, Mamie
Lewis, George
Marshall, Hawlin
McCoy, Clarence
Normal, James
Townser, J.D.

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 existed as one of the few schools available in East Texas in which Black youth had the opportunity to complete a high school education. Jarvis remained the only accredited high school for Blacks in the Hawkins area until 1937. Although fragmentary records indicate some college work was offered as early as 1916, junior college courses were included as regular curricular offerings in 1927 and the school was incorporated as a college in 1928. Senior College courses were introduced in 1937. Built in 1936, the Emma B. Smith Building, now used to house administrative offices, is the only campus structure that remains 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 University proposes to offer — ". . . practical, domestic, manual, and agricultural training, as well as high grade instruction in the arts and sciences…"

The Florence Robinson House (built in 1939), now the Alumni Heritage House (remodeled in 1976), 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 University 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. Several of the buildings constructed during this presidency are still in use: Fellowship Center, now the Ida V. Jarvis Student Center, 1955; the James Aborne Health Center, 1961; the Barton-Zeppa Agro-industrial Building, now the Maintenance Building, 1961; and four dormitories, two each for men and women, 1962.

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, 1965; reaffirmed, 1969; discontinued, 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 sociocultural enrichment.

In 1966, Dr. Perpener became the fifth president of the College. He was the first alumnus to be appointed to the office. The next year, Jarvis Christian College became affiliated with the Texas Association of Developing Colleges, a six-college consortium of historically Black colleges. It also achieved membership in the Southern Association of Colleges and Schools during that year. 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 was 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 1974. The Advanced Summer Enrichment Program began in 1976. The major focus of this program was providing entering freshmen an academic introduction to college. 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 as they complete the General Education Requirements. In 1978 the Gladys A. Gill Early Childhood Education Center opened. The Facilitators Program was initiated the following year. This paraprofessional counseling program utilizes members of the faculty, staff, and administration to provide one-to-one personalized assistance to each student from initial entry through graduation. That same year, the Southern Christian Institute National Alumni and Ex- Students merged with the National Alumni and Ex-Students of Jarvis, a relationship that has continued since Mr. Frost and Mr. Berry came to Texas in 1912. Additionally, the E. W. Rand Health, Physical Education and Recreation Center were dedicated December 1. 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. As the first woman to hold this position, she sparked many triumphs. Jarvis Christian College received reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1993. Major renovations and capital improvements occurred during 1993 and 1994. In the fall of 1996, courses in Japanese were taught by a visiting instructor from Japan, and an American Humanics program was designed to prepare students for employment with non-profit agencies. Additionally, students interested in careers in teaching were given an opportunity to take advantage of the Center for Teacher Education, which increased the depth of their learning by providing extended observation assignments and practicum experiences.

The student learning experience was broadened even more with the implementation and upgrade of a campus-wide network and data management system. The construction of a Distance Learning lab (Community and Technology Center) in 1996 allowed students to participate in classroom activities simultaneously with students in courses held on other college campuses without having to leave Jarvis.

Other milestones realized during Dr. Jenkins' tenure included the launching of a $7.5-million-dollar capital campaign, the Living and Learning Center, 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 that was dedicated in the spring of 1997. Also during the Jenkins years (1991-2009), the college's regional accreditation was reaffirmed twice and the business program gained accreditation by the

Accreditation Council for Business Schools and Programs (ACBSP).

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 become 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.

In April of 2012, Dr. Lester C. Newman was appointed as the twelfth president of Jarvis Christian College. Dr. Newman continues to build and refine the strong traditions of education and personal attention to students at Jarvis Christian College. Under Dr. Newman's administration, more faculty with terminal degrees in their fields have been hired, financial stability attained, new policies and procedures have been established for operations campus-wide and new athletic teams added. Also, Dr. Newman has reorganized the academic divisions to optimize the educational experience for Jarvis students. In 2014, the College successfully completed the 10-year reaffirmation process of the Southern Association of Colleges and Schools Commission on Colleges with no recommendations.

JCU Board of Trustees selected Dr. Glenell M. Lee-Pruitt as the university's thirteenth president, effective July 1, 2023. Dr. Pruitt brings a wealth of experience and knowledge to the university.

CAMPUS BUILDINGS

ACADEMIC

The Olin Library and Communication 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 University

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 efficiencies 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 University, 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 is divided equally for the male and female occupants.

Goodwin Nature Trail and Pavilion. On March 25, 2011, the 2-mile Goodwin 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.

ADMISSIONS POLICY AND PROCEDURES

Jarvis Christian University maintains an admissions policy that is flexible and affords prospective students the opportunity to benefit from the Jarvis educational experience. New students seeking admissions to the University or in a specific program must provide official transcripts and standardized test scores (ACT/SAT). Entrance examinations are used for placement in college-level coursework. Admission to the University does not constitute admission to a specific program. Students should consult with an advisor and review programmatic admissions policies, where applicable. Admission to Jarvis will be considered for applicants who are a freshman, transfer, international, re-admit or transient student. NOTE: Any information withheld or falsified on the application may subject a student to dismissal.

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 is a former Jarvis student who has not attended school for one or more regular semester(s), excluding summer sessions; students must reapply for admission.

Transient or Visiting: A transient or visiting student is enrolled as a degree-seeking student at another college or university and intends to enroll at Jarvis for one semester to transfer credit back to their home institution.

Admissions Statuses

Provisionally Admitted: A student admitted to this category is admitted provisionally as they will submit unofficial transcripts for their application. While a provisionally admitted student is eligible to enroll for one semester, all admissions requirements must be cleared by the end of the first semester of enrollment. Students are strongly encouraged to meet the terms of their provisional admissions prior to the start of their first semester. Students must submit OFFICIAL transcripts from their high school prior to the last day of their first semester in order to continue with their program.

Fully Admitted: A student admitted to this category has met all requirements for admissions and has been deemed fit to register for classes.

Requirements for Admissions

Freshman

For full admission, freshmen applicants must:

1. have graduated from an accredited high school or have successfully completed the General Education Development (GED) Test.
2. submit an official high school or GED transcript.

3. provide proof of Meningitis Vaccination for applicants under 22 years of age.
4. submit a $50.00 non-refundable application fee.

Transfer

For full admission, transfer applicants must:

1. submit an official transcript from the last attended regionally or nationally accredited college or university attended with an overall GPA of 2.0 from previous college coursework.
2. be in "good academic standing" and eligible to return to the last college or university attended.
3. provide proof of Meningitis Vaccination for applicants under 22 years of age; and
4. submit a $50.00 non-refundable application fee.
   NOTE: For students desiring to transfer credit from previous institutions other than the last institution attended, an official transcript must be provided.

Re-admit

For full admission, re-admits must:

1. submit an official transcript from the college(s) attended while absent from Jarvis Christian University, if applicable.
2. be in "good academic standing" and eligible to return to the last college or university attended, if applicable.
3. provide proof of Meningitis Vaccination for applicants under 22 years of age; and
4. submit a $50.00 non-refundable application fee.

Transient or Visiting

For admission, transient or visiting students must:

1. submit an official college transcript from their home institution—must be a regionally or nationally accredited college or university.
2. be in "good academic standing" and eligible to return to their home institution.
3. provide proof of Meningitis Vaccination for applicants under 22 years of age; and
4. submit a $50.00 non-refundable application fee.

International Students

International students who apply for admission to Jarvis Christian University 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 University 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 22)
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 University. 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 following exams:
   - ❒ 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 University. 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 University I-20 Form will be terminated.

The following item is not required for admission, but is needed prior to registration for students planning to stay on-campus:

1. Housing Reservation form and non-refundable $200 room reservation fee.

ONLINE DEGREE COMPLETION PROGRAM

The online, accelerated degree-completion program target students who have earned some college coursework. There are two tracks:

POLICY

Students admitted to the adult degree-completion program must meet the following specialized admission requirements. For flexibility, students can be admitted to two tracks: Track I, for full admission to the degree-completion program or Track II, which affords students the opportunity meet the requirements for admission to the degree-completion program at an accelerated pace.

Track I:
Students admitted in Track I, gain admission to the degree-completion program.

- 21 years of age; **and** have a
- minimum of 60 hours of earned college credits with a minimum cumulative G.P.A. of 2.0; **or**
- an associate's degree.

Track II:
Students admitted in Track II, gain admission to the fast-track program to complete essential program requirements to be fully admitted to the degree-completion program, Track I. Students will be encouraged to participate in prior learning assessment to accelerate admission to the degree-completion program (Track I). To be admitted, students must:

- be 21 years of age; **and** have a
- have a minimum of 36-59 hours of earned college credits with a minimum cumulative G.P.A. of 2.0.



GENERAL FINANCIAL INFORMATION

The cost of an education at Jarvis Christian University is kept at the lowest possible level while providing the highest quality of service. As a private, church-related institution, Jarvis Christian University 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 University must be in cash, certified or cashier's checks, bank drafts, or money orders payable to Jarvis Christian University. For the sender's protection, cash should never be mailed to the University. Payments may be made with the following major credit cards: Master Card, VISA, American Express, or Discover. The University provides Western Union Quick Collection Services for payments only.

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

SCHEDULE OF TUITION, FEES, ROOM AND BOARD
BOARDING STUDENTS

Jarvis Christian University Tuition and Fee Schedule Fall 2025-Sum 2026

	2025-2026 First Semester	2025-2026 Second Semester	2025-2026 Total Per School Year
On-Campus Students – New Halls North or South			
Tuition	$5,200	$5,200	$10,400
Technology Fee	$440	$440	$880
Student Activity Fee	$220	$220	$440
Room	$2,470	$2,470	$4,940
Board (Dining Hall)	$1,894	$1,894	$3,788
Board Tax	$128	$128	$256
Total	**$10,352**	**$10,352**	**$20,704**
On-Campus Students – (LLC & Waddleton Halls)			
Tuition	$5,200	$5,200	$10,400
Technology Fee	$440	$440	$880
Student Activity Fee	$220	$220	$440
Room	$2,265	$2,265	$4,530
Board (Dining Hall)	$1,894	$1,894	$3,788
Board Tax	$128	$128	$256
Total	**$10,147**	**$10,147**	**$20,294**
On-Campus Students–(Other Dorms)			
Tuition	$5,200	$5,200	$10,400
Technology Fee	$440	$440	$880
Student Activity Fee	$220	$220	$440
Room	$2,010	$2,010	$4,020
Board (Dining Hall)	$1,894	$1,894	$3,788
Board Tax	$128	$128	$256
Total	**$9,892**	**$9,892**	**$19,784**
On-Campus Students–(Student Parents Apts.)			
Tuition	$5,200	$5,200	$10,400
Technology Fee	$440	$440	$880
Student Activity Fee	$220	$220	$440
Room	$2,250	$2,250	$4,500
Total	**$8,110**	**$8,110**	**$16,220**

Off-Campus Students

Tuition	$5,200	$5,200	$10,400
Technology Fee	$440	$440	$880
Student Activity Fee	$220	$220	$440
Total	**$5,860**	**$5,860**	**$11,720**
Additional Cost for a Private Room – North & South Hall	$2,223	$2,223	$4,446
Additional Cost for a Private Room LLC	$2,040	$2,040	$4,080
Additional Cost for a Private Room – Other Dorms	$1,770	$1,770	$3,540
Books – Approximately	$500	$500	$1,000

Tuition for part-time enrollment (less than 12 hours) or an overload (19 or more hours) is assessed at $435 per semester hour.

Admission Application Fee $50 (non-refundable); Housing Commitment Fee $200 (non-refundable).

Mandatory Parking Fee for each on campus vehicle is $35.

Pricing subject to change without notice

It is each student's responsibility to ensure that you have adequate medical insurance as required by the Affordable Care Act (ACA).

REQUIRED FEES

Tuition: The tuition rate for less than 12 hours is $435.00 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 University. 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 that does not complete the final registration process at the time designated by the University is charged a $200 late fee and increases going forward up to $600. Fee schedule – $200 late fee assessed the first day and $35 late fee for each additional day.

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 University 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 University property must be registered and students must provide proof of valid insurance coverage. The fee is $35 per academic year. The amount is subject to change.

Student Activity Fee: A fee of $440 is charged each student, each academic year.

Technology Fee: A fee of $880.00 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 university 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 university calendar for this date.

PAYMENT PLAN

If a student's Financial Aid does not cover 100% of their tuition, fees, room and board charges, the student must set up a Payment Plan to pay their remaining balance. ***Students must pay 25% of their balance on or before the first day of class.***

Any student, who has not completed all financial aid eligibility requirements at the time of registration is considered to be a cash-paying student and must set up a payment plan.

Fees: Service Charge Fee - $50.00
(This charge IS NOT deducted from the TOTAL)

- ➢ Due on or before registration

Late Fee - $25.00

Payment Schedule

The Payment Plan allows students to pay in four monthly installments.

First Installment: Due on or before first day of class plus the $50.00 Service Charge

Remaining Installments: Due the 19th of each month for Fall Semester (September, October, November)

Remaining Installments: Due the 7th of each month for Spring Semester (February, March, April)

Non-payment

A student can be administratively withdrawn for not meeting their financial obligations. This includes but limited to not completing verification and making monthly installments.

NOTE: Payment plans are for the Fall and Spring Semesters only. Students must have sufficient financial aid or pay in full for Winter and Summer Sessions.

Considerations:

No student will be permitted to register if there is a balance owed to the University from a prior semester. In addition, at least one-third of the current charges must be paid to the University either by currency, certified or cashier's checks, bank drafts, money order, credit card and/or financial aid, excluding a portion of the University Work-Study award. Payments may be made with the following major credit cards: Master Card, VISA, American Express, or Discover. The University 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 University will not accept Work-Study awarded to a student or any portion thereof in lieu of cash required at registration. Wages earned through University Work-Study may be used, at the student's option, to pay for educational expenses. The University also has a work program that students can apply for to assist in the paying their balance. The program is provided to students on a first come and first serve basis.

REFUND POLICY

A student who wishes to withdraw from the University must obtain a "Request for Withdrawal" from the Office of the Registrar. 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 appropriate administrative officers sign the withdrawal form, the request will be processed.

Upon official withdrawal from the University, the Refund Policy allows refundable charges to be adjusted according to the following schedule:

A. 100% Refund: Withdrawal from the University on or before the 100% Fees Assessment Date, which is the 12th class day. (includes tuition, fees, room and board)
B. Partial Refund: Withdrawal from the University after the 100% Fees Assessment Date, which is the 12th class day is subject to the following special circumstances:
    a. Student's voluntary call to active duty
    b. Death of the student or member of his/her immediate family (parent, spouse, child. sibling)
    c. Illness of the student of such severity or duration and confirmed by a physician, such that completion of the semester or term is precluded.,
    d. Cancellation of the course(s) or program by the University
    e. Other exceptional circumstances, with the approval of the President or his designee.
C. Refund for Special Circumstances
    a. Up to 50% of all charges for withdrawal from the University before the end of the third or fourth week of class.
    b. Up to 20% of all charges for withdrawals from the University before the end of the fifth week of class.

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 Direct Loan Program
2. Federal Pell Grant Program
3. Federal Supplemental Educational Opportunity Grant Program
4. Other Student Financial Aid Programs

FINANCIAL AID INFORMATION

Jarvis Christian University administers a comprehensive program of scholarships, grants, work programs, loans, and financial aids. This includes the Jarvis Christian University 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 Expected Family Contribution (EFC) from the Cost of Attendance (COA). 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 University, 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 University.

SATISFACTORY ACADEMIC PROGRESS

Federal and State regulations require all schools participating in federal and state aid programs to have a standard for Satisfactory Academic Progress (SAP) to measure a student's progress toward achieving a degree. The measurements shall be used to determine student eligibility for all need-based and Federal Title IV financial assistance, unless the terms or a particular grant or funding source state otherwise.

The Title IV 1992 Higher Education Amendments requires that institutions establish a minimum standard of "Satisfactory Academic Progress" for students. A minimum standard for "Satisfactory Academic Progress" is defined as follows:

"SAP" is a measure of whether a student is progressing adequately toward completion of his or her degree. It is determined in terms of grade point average and course completion. For a student to be eligible for Title IV aid during his/her attendance at Jarvis Christian University, the student must matriculate based on the establish policy.

Frequency of Monitoring and Evaluation
Jarvis Christian University will review a student's progress at the end of each academic year. For this purpose, Jarvis Christian University academic year is defined as two semesters of 15 weeks of course work occurring between August 1st and May 31st.

Transfer students must meet the same SAP requirements and maximum enrollment limit as other students.

At the end of each academic year, The SAP Committee and the Financial Aid Office determines whether or not a student is making SAP towards his/her program of study and is thus eligible to continue to receive federal student financial aid during the next academic year. A student's progress is measured both qualitatively and quantitatively according to the eligibility stated below.

The following are considered when evaluating a student's satisfactory academic progress:

- Grades of A, B, C, or D are considered attempted and earned hours.
- Withdrawals (W), Administrative Withdrawals (AW), Incompletes (I), No Credit (NC), Work In Progress (WIP), and Withdraw while failing (WF) are grades considered attempted but not earned.
- Audited courses are included in the attempted hours but not in the total hours earned.
- Remedial courses are included in the calculation of both attempted and earned hours.

- ❖ Transfer credits are included in the calculation of both attempted and earned hours but not in the cumulative GPA.
- ❖ IF the removal of an incomplete grade (I) or Work In Progress (WIP) makes the student eligible, the student must make sure the Financial Aid Office is informed of the removal of the incomplete or pending grade.

SAP Requirements: Undergraduate

Jarvis Christian University will determine the eligibility of a student for financial assistance based on the following:

Cumulative Hours Attempted	Minimum Hours (%) to Complete	Minimum GPA
1-30	67%	1.50
31-60	67%	1.75
61 and above	67%	2.00

Pace
In calculating the student's pace, **all hours attempted**, including courses from which the student withdrew, received a grade of no credit (NC), incomplete (I), and/or work in progress (WIP) are considered.

Credit Completion Rate
Each student is required to complete successfully 67% of all credit hours attempted, including transfer hours accepted. Attempted hours are credit hours that the student is enrolled in after the drop/add period and includes grades of A, AW, B, C, D, F, I, W, and WIP.

Maximum Time Frame
The maximum timeframe a student is eligible for financial aid is 150% of the published length of the educational program in which the student is **currently** enrolled. Most baccalaureate degrees at Jarvis Christian University requires a minimum of 120 credit hours; and associate degrees require a minimum of 60 credit hours. Therefore, a student working towards a bachelor's degree is eligible for financial aid up to 180 credit hours attempted. A student working towards an associate degree is eligible for financial aid up 90 credit hours attempted. All attempted hours are counted in determining the maximum hours' limit, including transfer hours, whether or not financial aid was received or the course work was successfully completed.

To determine the maximum allowable hours for a specific major, refer to the University catalog, locate the total hours required for the degree, and multiply that number by 1.5.

The maximum timeframe is **not** increased for changes in major, double majors, or adding a minor in another subject area.

NOTE: MAXIMUM TIME FRAMES FOR SECOND DEGREES WILL BE DETERMINED ON A CASES-BY-CASE BASIS.

Financial Aid Suspension
Students who fail to meet the standards at the end of the academic year will be placed on Financial Aid Suspension and will become ineligible for financial aid beginning the next semester of attendance. Financial aid, once lost, cannot be reinstated retroactively for previous semesters. The student must pay expenses incurred while a student's aid is suspended until the minimum SAP standards at met again. This policy applies to all students at Jarvis Christian University receiving financial aid.

Financial Aid Suspension does not prevent a student from enrollment but it does prevent them from receiving aid. However, the student should be aware that the university's policies for academic eligibility and financial aid eligibility closely mirror one another. Both are measures of satisfactory academic progress intended to encourage behavior which leads to academic success.

Satisfactory Academic Progress Review

- Satisfactory academic progress will be reviewed at the end of the spring semester for currently enrolled and re-admitted students.

Notification of Grade Change
If a student's grade changes after grades were initially posted, it is the student's responsibility to notify the Financial Aid Office of the change. If the student meets the standards of satisfactory academic progress after the grade change, financial aid will be reinstated.

Appeal Procedures
Students who fail to meet the SAP standard may appeal the suspension of their student financial aid funds. Letters of appeal must be based on some type of mitigating circumstances that impacted negatively upon the student's ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the students (i.e. hurricanes, earthquakes, etc.) or other personal or family matters/situations which may have negatively impacted the student ability to meet the required standards.

- Student must submit a typed letter of appeal to the Financial Aid Office,
  PO Box 1470, Hawkins, Texas 75765

- The appeal letter must describe the student's special or mitigating circumstance. It must include how the circumstance affected the academic performance: include dates and time-periods involved. An appeal should explain how the situation has changed and the steps being taken to resolve the circumstances.

- Students must attach all necessary documents. Important documents such as police reports, death certificates, birth certificates, medical records, medical bills, court or police documents, letters from third party professionals on his/her letterhead and other documents should be attached which may help with the Committee's decision.

- Appeals will be reviewed by the SAP Committee and will issue a decision in writing to the student. If the appeal is approved, the student will be placed on Financial Aid

Probation for one term and will be expected to successfully complete the appropriate number of credits for their level of enrollment and earn the appropriate GPA.

- If the appeal is denied, the student will be responsible for their own educational costs and will remain on Financial Aid Suspension. Financial Aid will be suspended for the full academic year which includes, Fall, Spring, and Summer terms.

- Notification of the decision will be sent to the student's email account. All SAP Committee's decisions are final. Explanation of justification for the decision is not provided to the student or parent(s).

Financial Aid Probation
If the student's appeal is approved, the student can reestablish SAP in one semester. The student will be placed on SAP Probation (this type of probation is for financial aid purposes only and is separate from academic standing with the university). The probationary period shall commence for one term. (Example: if a student completes an appeal for the fall semester, at the end of the fall semester the student's SAP will be evaluated to determine if he/she is meeting minimum SAP requirements or successfully completing an academic plan to receive aid for the upcoming spring semester.) The student's progress will be evaluated again at the end of the spring semester to determine if he/she is meeting minimum SAP requirements. If not, the student shall be placed on financial aid suspension again.

Academic Plan
Students placed on Financial Aid Probation are given an academic plan to ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. Academic plans vary in length and is determined by the Student Success Services. If the student does not maintain the academic plan stipulations, they will be placed on Financial Aid Suspension. The student must show academic progress.

Summer Course Work
Summer course work can be used to clear a student's Financial Aid Suspension status. The student must notify the office that he or she has completed summer courses. The office will then re-evaluate the student's suspension status and notify the student after review.

Reinstatement of Financial Aid
Students who demonstrate mitigating circumstances that interfered with academic performance will have financial aid eligibility until the next SAP review period. To maintain financial aid eligibility a student must meet the SAP policy or successfully follow an approved academic plan.

Tuition Equalization Grant (TEG)
Students receiving TEG are required to complete a minimum of 24 hours each academic year and maintain a cumulative GPA of at a 2.5. State of Texas funds and Satisfactory Academic Progress standards are established by the Texas Higher Education Coordinating Board.

FINANCIAL AID APPLICATION PROCEDURE

All continuing and prospective students who wish to receive financial aid from any of the programs administered by the University 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 University 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 University 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 University 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 University 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 University criteria. Scholarships are not officially awarded until the fall registration period.

No student may receive a Jarvis Christian University 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.

Academic Pathways Scholarship (APS)

As a monetary incentive to remain on track toward graduation, the institution offers a scholarship or rebate of $500 per semester to entering first-time freshmen and returning students who meet the following academic performance measures:

- Enroll and pass fifteen credit hours each semester;
- Remain continuously enrolled throughout the four years;
- Remain in good academic standing each semester; and
- Use the scholarship rebate as a reduction in tuition and fees.

The reduction of $500 per semester or $4,000 over the four-year period for students who comply with APS guidelines translates to a 8.5% reduction in tuition and fees. This will reduce the student's overall indebtedness, completion time, and the total cost of education.

United Negro College Fund

Jarvis Christian University is one of 37 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 $6,195 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.

ACADEMIC SCHOLARSHIPS REQUIREMENTS

FRESHMEN ACADEMIC SCHOLARSHIPS

FIRST TIME FRESHMEN STUDENTS MUST HAVE THE FOLLOWING UNWEIGHTED GPA TO QUALIFY:

- 3.0 = $4000
- 3.2 = $6000
- 3.5 = $8000
- 3.8 AND UP = PRESIDENTIAL SCHOLARSHIP (PRIOR APPROVAL NEEDED)

TRANSFER ACADEMIC SCHOLARSHIP

TRANSFER STUDENTS MUST HAVE THE FOLLOWING CUMULATIVE GPA TO QUALIFY:

- 3.0 = $4000
- 3.2 = $6000
- 3.5 = $8000

ESSP

Students who attend the Early Start Summer Program (ESSP) without the necessary GPA can earn a $4000.00 scholarship for the upcoming fall if they earn a 3.0 at the end of ESSP.

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 level.

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 3/4 time;
(3) Show financial need;
(4) Not be the recipient of any form of athletic scholarship; and
(5) 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.

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, and Direct PLUS 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.

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. 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 loan's amount to be paid.

<u>A dependent undergraduate student can borrow up to</u>:

- $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 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.
- $10,500 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.
- $12,500 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 $23,000 in subsidized (includes FFELP and Stafford Loans).

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.

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 paychecks 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 University, 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 University 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.

STUDENT ORGANIZATIONS

All students are encouraged to participate in organizations and activities at Jarvis Christian University. 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) National Pan-Hellenic Council – The governing body of all Black Greek Lettered 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

Africana and Latin American Studies Organization	Alpha Iota Sigma – International Interdisciplinary Honor Society
Alpha Psi Omega – Jarvis Players	Net Impact / Up to Us Challenge
Clinton Global Initiative University (CGI U)	Computer Information Systems Club
Delta Mu Delta – Project Management Club	ENACTUS
Kinesiology Club	M.A.L.E. (Males Achieving Leadership and Excellence)
National Association of Black Accountants (NABA)	Black Data Processing Associates (BDPA)
National PanHellenic Council	Peer Educator Program
Phi Beta Delta – JCC International Club	Poetry Club
Pre-Alumni Association	Spirit Team – Cheering J & Gold N' Beauty
Student Association of Social Work	Student Government Association
Student Ministers Association	Tau Kappa Tau – Fine Arts Society
The Expression – Society of Professional Journalists	The Jarvis Agency (J'aime Modeling)
Women to Women	Young Sophisticated Leaders – YSL
Jarvis Martial Arts Club	National Black Law Students Association
Association for Nontraditional Students in Higher Education (ANTSHE)	Cybersecurity Club

C. Honors Organizations

- Honors Program Ambassadors (HPA)
- Honors Mentors Association (HMA)
- Honors Research Scholars (HRS)
- Creative Arts in Honors (CAH)

All Honors Program students are required to join and remain active each year in one of the four Honors Program Student Organizations. A detailed description of each organization is located on the Jarvis Christian University Barbara Charline Jordan Honors Program page of this catalog.

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. Students desiring to join a Greek Letter Organization must meet the following University requirements, in addition to the requirements of individual organizations:

- The student must have a cumulative grade point average of 2.5 or better on a 4.0.
- The student must have earned a minimum of thirty-one (31) credit hours.
- The student must be a full time student at Jarvis Christian University enrolled in 12 credit hours or more.
- A student on disciplinary ***Probation*** or ***Academic Probation*** cannot be inducted into any Greek-lettered organization during such period of probation.
- The student must have a zero-balance and be in good financial standing with the Institution.

Following are the chapters of fraternities and sororities on the Jarvis Christian University 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.
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 University Choir
- The Jarvis Christian University Band (S3-Sophisticated Sounds of Soul)

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 University 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 University 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 University 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.

Kappa Delta Pi (KDP), International Honor Society in Education

Kappa Delta Pi (KDP), International Honor Society in Education, was founded in 1911 to foster excellence in education and promote fellowship among those dedicated to teaching. For over a century, the Society has consistently grown, starting with a local chapter to become the international organization it is today, with an initiated membership that exceeds 1.2 million!

Using a variety of programs, services, and resources, KDP supports and advances educators throughout the phases and levels of their teaching careers. The Society recognizes and celebrates the achievements of its members and chapters who strive to a high degree of professionalism, leadership, and growth in the field of education through its myriad awards

programs. Kappa Delta Pi was chartered at Jarvis Christian University in 2016.

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 University 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 Student Activity Board (J-SAB)
- National Pre-Alumni Council

RESIDENCE LIFE AND HOUSING

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 University.

Housing Procedures
To apply for housing, applicants must submit the housing application and a $200 non-refundable deposit. This is a one-time fee that must be paid on your initial request for on campus housing. The application and deposit must be submitted before a room assignment is made and contact is issued. The housing contract must be signed and returned to the Office of Residence Life. 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 and Residence Life 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 21 years of age; those married; those living within a 60-mile radius; those with dependent children; those living with parents; and those students living off campus at the discretion of the University. 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.

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

Students residing off-campus are still subject to the University'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 University.

IDENTIFICATION CARDS

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

JCU 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 the Student Handbook and the *University Catalog*. Between normal publication dates of the Student Handbook and the *University Catalog*, the University reserves the right to make changes in policies and regulations.

ATHLETICS

Jarvis Christian University participates in intercollegiate athletics and holds membership in the National Association of Intercollegiate Athletics (NAIA) and the Red River Athletic Conference. The University competes in men's and women's basketball, men's and women's cross country, men's and women's soccer, women's volleyball, bowling, softball, baseball, and men's and women's track and field.

RELIGIOUS LIFE

The Jarvis Christian University Church wants to be your church while you are in college. The pastor of the University 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 University 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 University 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 University 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 University Pastor or SMA members.

All-University 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 University. Thus, attendance is mandatory for all members of the University family. All events designated as Annual University Traditional Events require mandatory attendance of all students.

All students 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. University 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 University students in services at the campus Church.

DINING SERVICES

The Dining Hall is located in the Ida V. Jarvis Student Center. For more information, contact the Office of Finance and Administration.

SECURITY

Jarvis Christian University 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 COMPLAINT PROCEDURE

The Student Complaint Procedure is a process for students to express and resolve misunderstandings, concerns, or disputes that they have with any faculty, staff or administrator in a prompt, fair and equitable manner. 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 University. **This procedure is not used in cases of Sex and Gender Based Misconduct, Discrimination or Harassment. In those cases, please contact the Director of Human Resources.** When a student has a complaint about mistreatment by another student, the procedure under the Student Code of Conduct should be followed.

All complaint records are maintained and stored in the respective Offices of the Vice Presidents and Chief of Staff. All files and records related to sexual harassment, sexual misconduct, discrimination, personnel and personnel related issues are maintained and stored in the Office of the Director of Human Resources.

Informal Complaint: An informal complaint is defined as an academic or non-academic dispute or complaint that a student has with faculty, staff or administrator that is verbally communicated.

Formal Complaint: A formal complaint is defined as an academic or non-academic dispute or complaint that a student has with faculty, staff or administrator that is in writing. All formal complaints shall be in writing.

Complainant: A complainant is a student who files a grievance or complaint.

Respondent: A respondent is a University official subject of the complaint, if applicable.

Appellant: An individual who is filing an appeal.

Appeal: The resolution of an academic or non-academic complaint may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

Confidentiality: Faculty, staff and administrators involved in the discussion of complaints or grievances will maintain professional standards of confidentiality. Students should be aware that every effort will be made to maintain confidentiality; however, University officials may be obligated to disclose information to law enforcement or other agencies as required by law. Copies of the reports are kept in the offices where they originated.

Filing a Student Complaint

It is assumed that most student concerns or complaints can be resolved informally through communication between the students and appropriate University official. 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 University is in operation as specified in the University 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 University official 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. University officials will maintain confidentiality to the extent reasonably possible.

The student must first discuss and attempt to resolve the dispute with whomever the issue arose, if at all possible. This requirement does not apply in cases of **Sex and Gender Based Misconduct, Discrimination or Harassment.** In those cases, the student should contact the Director of Human Resources. Academic grievances should follow the chain of command as listed below.

- Faculty/Instructor
- Department Chair (if applicable)
- Dean
- Provost & Vice President for Academic Affairs

In the event that such an informal discussion is not possible or the issue is not resolved, then the student should submit a written, formal complaint within ten (10) business days of the informal complaint. The written, formal complaint shall be submitted to the appropriate University official as follows:

Complaint/Issue	University Official
Sexual Harassment/Misconduct	Director of Human Resources
Discrimination	
Academic Matters	Provost & Vice President for Academic Affairs
Financial, Facilities, Food Services Matters	Vice President for Finance and Administration
Athletics Matters	Chief of Staff
Student Services, Residence Halls Matters	Vice President for Student Services

The written complaint must contain the following information:

- The name of complainant(s), student identification number (if applicable) and contact information, including email address
- The name(s) of the respondent(s)
- A detailed description of the nature of the complaint and the actual harm suffered by the student (if applicable) including date(s) of occurrence
- A detailed description of attempts at informal resolution
- A detailed description of the solution sought
- Signature of the complainant(s)
- Date of complaint submission

Review and Decision
The University official will review the written complaint and attempt to resolve the matter. He/she may choose to meet with the student and/or other parties as identified and respond in writing to all parties concerning the decision of the complaint within ten (10) business days.

Appeal
Should the student desire to appeal the decision of the University official, the student may submit a signed statement of appeal within five (5) business days to the appropriate Vice President with the written response to previous resolution attempts by a University official. The Vice President will review the appeal, may choose to meet with the student and/or other parties as identified and respond in writing to all parties concerning the disposition of the appeal within ten (10) business days.

Final Review
Should the student desire to request a final review of the appropriate Vice President's decision, the student may submit a signed statement of appeal within five (5) business days to the President. The President will review the appeal, may choose to meet with the student, and/or other parties as identified and respond in writing to all parties concerning the final review within ten (10) business days. **Academic grievances may not be submitted for review by the President.** The Provost & Vice President for Academic Affairs has the final decision for all academic grievances or complaints.

ACADEMIC REGULATIONS AND POLICIES

ACADEMIC INTEGRITY

Jarvis Christian University 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

Department 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 Department 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 university.

Offenses of academic integrity are cumulative throughout the student's academic career at Jarvis Christian University. 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.

MINIMUM ACADEMIC STANDARDS

During any given semester, students must meet the minimum academic standards established at Jarvis Christian University. That is, students must maintain a cumulative and semester GPA of 2.0 when enrolled in 12 or more semester credit hours, not including activity or remedial courses. Failure to meet these standards will result in the status of *Academic Warning, Academic Probation, Academic Suspension*, or *Academic Dismissal*.

NOTES

I. "Term" includes all sessions or semesters on the university's academic calendar (fall, winter, spring, summer, adult education terms (semesters)).
II. Regular term(s) refer to fall and spring semesters.
III. GPA is an acronym for grade point average refers to the average of the earned hours at Jarvis Christian University.
IV. "Good Standing" means that the student maintains a cumulative and term GPA of 2.0 or higher.

ACADEMIC WARNING

A student will be placed on *Academic Warning* for the immediately following term (semester) in which the student enrolls if he/she fails to earn and maintain a cumulative GPA of 2.0 or higher or fails to complete 67% of the total attempted credit hours for that semester. For students placed on Academic Warning, the following actions apply:

1. an *Academic Warning* hold will be placed on the students account for registration;
2. the student must meet with the Academic Success Coach (previously titled "SAP Coordinator") to review their course schedule and are restricted to enrolling in 13 semester credit hours; and
3. **the student must sign a contract**, enrolling in and adhering to the "Bulldog Student Success Program" until the student returns to good academic standing.

Students placed on *Academic Warning* can be restored to good academic standing when the student earns a term AND cumulative GPA of 2.0 or higher and passes 67% or more of the total credit hours for that term and/or subsequent terms. A student shall remain on *Academic Warning* status if the term or cumulative GPA is below 2.0 for no more than two semesters. After two regular semesters with the standing of *Academic Warning*, the status will automatically change to *Academic Probation*.

ACADEMIC PROBATION

A student will be placed on *Academic Probation* if he/she fails to a) earn a cumulative GPA of 1.50 and complete at least 67% of the first 30 credit hours attempted or b) earn a cumulative GPA of 1.75 and complete at least 67% of 31 or more hours attempted (not including activity or remedial courses). For students placed on *Academic Probation*, the following actions apply:

a) an *Academic Probation* hold will be placed on the students account for registration;

b) the student must meet with the Academic Success Coach (previously titled "SAP Coordinator") to register for their courses and are restricted to enrolling in 13 semester credit hours;
c) the student must sign a contract, enrolling in and adhering to the "Bulldog Student Success Program" until the student returns to good academic standing; and
d) the student may not hold appointed or elected office in any student organization and may not participate in intercollegiate competition.

Students placed on *Academic Probation* can be restored to good academic standing when the student earns a term and cumulative GPA of 2.0 or higher and passes 67% or more of the total credit hours attempted. If the student fails to do so, he/she is suspended for the following regular term.

ACADEMIC SUSPENSION

FIRST ACADEMIC SUSPENSION

If a student fails to earn a term GPA of 2.0 and pass 67% or more of the total credit hours attempted while on *Academic Probation* (not including activity or remedial courses), the student will be academically suspended the following regular term (semester). If there are extenuating circumstances, students may appeal for reinstatement to the *Committee on Academic and Financial Aid Appeals* ***and to the Provost and Vice President for Academic Affairs***. A student who has been suspended is prohibited from enrolling in any credit courses offered for one regular term and any mini-terms, to include winter and summer terms. If the student has pre-registered for an upcoming term, he/she will be automatically dis-enrolled.

For students with GPA's of 0.0, the *Committee on Academic and Financial Aid Appeals* may elect to bypass the standing of *Academic Probation* and place students with 30 or more attempted credit hours on *Academic Suspension* **with consultation and approval of the Provost and Vice President for Academic Affairs.**

If reinstated, in addition to any special conditions imposed by the *Committee on Academic and Financial Aid Appeals,* students are reinstated to the *Academic Probation* status and must meet the actions under *Academic Probation*.

If denied reinstatement, a student may reapply for admission after the suspension period. If admitted, the student will be placed on *Academic Probation*. If a student fails to earn a term GPA of 2.0 and pass 67% or more of the total credit hours attempted while on *Academic Probation* (not including activity or remedial courses) after two consecutive regular terms (semesters), the student will be academically suspended, recommended for *Academic Dismissal* **to the Provost and Vice President for Academic Affairs** and may not be permitted to continue enrollment at Jarvis Christian University.

SECOND ACADEMIC SUSPENSION

Following a regular term suspension or an approved appeal from the first academic suspension, students are reinstated to *Academic Probation*. If a student fails to earn a term GPA of 2.0 and pass 67% or more of the total credit hours attempted while on *Academic Probation* (not including activity or remedial courses) after two consecutive regular terms (semesters), the student will be academically suspended, recommended for *Academic Dismissal* and not permitted to continue enrollment at Jarvis Christian University. If there are extenuating circumstances, students may appeal for reinstatement to the *Committee on Academic and Financial Aid Appeals.*

ACADEMIC DISMISSAL

Following the second *Academic Suspension*, if a student fails to earn a term GPA of 2.0 and pass 67% or more of the total credit hours attempted while reinstated to *Academic Probation* (not including activity or remedial courses) after two consecutive regular terms (semesters), the student will be academically suspended, recommended for *Academic Dismissal* and not permitted to continue enrollment at Jarvis Christian University. A student who has been academically dismissed is prohibited from enrolling in any credit courses offered for **one** academic year. If the student has pre-registered for an upcoming term, he/she will be automatically disenrolled.

ACADEMIC STANDING APPEAL

Academically suspended students may appeal the suspension by filing a written petition within 14 days of the dated notification letter to the University Registrar. If the student has also been suspended from financial aid, the student is only required to file one appeal within the designated timeframe. The student must write a professional letter and demonstrate the following for approval:

- reasonable cause as to unusual reasons for failure and/or extraordinary personal circumstances;
- evidence of capability for success; and
- an objective plan to ensure success toward obtaining a degree.

PROCEDURES

ACTIONS BY THE REGISTRAR'S OFFICE

When students are placed on *Academic Warning, Academic Probation, Academic Suspension*, or *Academic Dismissal,* the status will be permanently indicated on the student's academic record (transcript).

ACTIONS BY THE COMMITTEE ON ACADEMIC AND FINANCIAL AID APPEALS

At the end of each semester, the standing Committee on Academic and Financial Aid Appeals will review and take action on the record of every student whose semester or cumulative GPA is below 2.0. **The Committee may recommend to the Provost and Vice President for Academic Affairs** that a student be suspended, dismissed, or placed on Academic Warning or Probation. All students will be notified via university email and mail within three weeks of the

date that "final grades" are due. However, all students are responsible for monitoring their own academic record and performance and failure to receive the notification does not nullify the academic standing action.

CLASS ATTENDANCE

Students are expected to attend all meetings of their classes at Jarvis Christian University 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 University (class field trips, University-sponsored workshops, musical performances, and intercollegiate sports participation).

In any course offered during the fall or spring semester, faculty are authorized by Jarvis Christian University 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**),** no more than two (2) absences are allowed, per semester**,** in a class meeting twice a week, and no more than one (1) in a class meeting once 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
Performance of co- or extra-curricular obligations to the University (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 University 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.
4. Transient/Visiting student: One who is enrolled as a degree-seeking student at another college or university and intends to transfer credit back to their home institution.

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 EDUCATION POLICY

Jarvis Christian University is committed to providing students from diverse backgrounds high quality distance education opportunities that are consistent with its mission and role. The distance education policy adheres to established best practices, including those outlined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Southern Regional Education Board (SREB). Following these best practices, the University employs both asynchronous and synchronous learning technologies and delivery formats to offer a variety of courses and programs to include internet, satellite, wireless communication devices, audio conferencing, or other technologies as a part of the distance learning course or program. In the delivery of instruction through distance education, the University ensures the academic freedom of the faculty. All content, supplemental materials, technologies, and delivery formats are the property of Jarvis Christian University.

ACADEUM POLICY

Jarvis Christian University (JCU) partners with Acadeum, a college Consortium that has a network of accredited colleges and universities that share online course offerings. Courses taken through Acadeum are considered institutional credit and will impact the student's GPA and graduation requirements in the same manner as a JCU course. The courses appear on the student's transcript as a JCU course.

JCU's ability to offer Acadeum courses allows students with extenuating circumstances that would interrupt their matriculation through the academy, to seamlessly advance toward and complete their degree.

Policy Goals (Policy Scope and Audience)

The Acadeum courses are designed to support students classified as Juniors and Seniors. However, other students, i.e., a Jarvis Online (JOL) student, may be granted permission to take an Acadeum course. Other extenuating circumstances include: 1) Students need a course(s) not offered by JCU during the current semester; and 2) students are graduating in the current semester.

Policy Compliance

The following statements of compliance exist:

- Students must be enrolled in courses at JCU to take a course through Acadeum.
- The number of Acadeum courses should not exceed two (6 - 8 credit hours)
- If a course is offered at JCU, students will not be allowed to register in the same course through Acadeum.
- Acadeum courses must be identified during the add/drop period. Request forms will not be approved after add/drop period.
- If a student wishes to withdraw or drop an Acadeum course, the student will need to contact the Acadeum Liaison.

Approval Protocols

Students who are interested in taking courses via Acadeum should follow the following approval protocol:

- Students contact the Academic Advisor
    - Academic Advisor reviews the degree plan to determine course needs Academic Advisor contacts the Acadeum Liaison to ensure the availability of the requested course.
    - Academic Advisor completes the Acadeum Course Request Form and forward completed and signed form to the Acadeum Liaison
- Acadeum Liaison reviews the submitted form, signs, and forwards the completed form to the relative Department Chair and Dean for approval.
- The Department Chair and Dean reviews and signs the request and forwards the completed form to the Provost & Vice President of Academic Affairs.
- The Provost & Vice President of Academic Affairs reviews and approves the completed form and forwards to the Registrar.
- Upon receipt of the completed and approved Acadeum Course Request Form, the Registrar registers the student into the course (for JCU records). Consequently, the Acadeum Liaison registers students through Acadeum.

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 had 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.

CREDIT HOUR POLICY

Jarvis Christian University defines a credit hour in accordance with the federal definition: "… a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (except as provided in 34 CFR 668.8(k) and (l)*):*

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 or trimester hour of credit…or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

An equivalent amount of work is required in courses and academic activities where direct instruction is not the primary mode of learning, such as online and hybrid courses, laboratory work, independent study, internships, practicums, studio work, etc. Credits will be awarded on the basis of documented learning objectives, expected learning outcomes, and student workload expectations within a specified period of academically engaged time.

Application of the Credit Hour Policy by Course Type

1. For face-to-face or traditional instruction: The completion of one credit hour of classroom or direct faculty instruction and a minimum of two credit hours of out-of-class student work each week for one semester (15 weeks); or

2. For online, hybrid, and accelerated courses: The completion of an equivalent amount of faculty instruction and student work, as stipulated above in paragraph (1), that may occur over a different amount of time; or

3. For other academic instructional activities: The completion of an institutionally sanctioned academic activity (e.g., externship, practicum, internship, independent study, studio work, laboratory work, and fieldwork) that is equivalent to the amount of work stipulated in paragraph (1), that may occur over a different amount of time.

Description of the Credit Hour Policy by Instructional Activity

Accelerated Sessions: Courses offered within a timeframe that is less than the standard 15-week semester, but are the same as standard semester courses. The content and learning outcomes are

the same. Accelerated courses meet the minimum contact hour requirement within the specified timeframe.

Lecture/Seminar: A course in which the instructor's primary emphasis is on transmitting knowledge or information, explaining ideas or principles, and/or modeling skills. In some courses, students may be expected to participate in classroom activities by means appropriate to the subject matter, such as discussion, performance, skill development, etc. A semester credit hour is earned for fifteen, 50-minute sessions of direct faculty instruction and a minimum of two hours of student preparation time outside of class per week throughout the semester. A *typical* three-credit hour course meets for three, 50-minute sessions or two, 75-minute sessions a week for fifteen weeks. Most lecture and seminar courses are awarded 3 credits.

	Traditional in-class Credit Bearing Course or Online Course (Per Semester)		**Non-Traditional Credit Bearing Experience (e.g. Internship, Independent Study)**
Credit Hours Earned	**Minimum Instruction Time Required**	**Minimum Outside of Class Time Required**	**Amount of Time required for all activities (Note: same as the previous two columns combined)**
1 Credit	12.5 hours	25 hours	37.5 hours
2 Credits	25 hours	50 hours	75 hours
3 Credits	37.5 hours	75 hours	112.5 hours
4 Credits	50 hours	100 hours	150 hours
5 Credits	62.5 hours	125 hours	187.5 hours

Laboratory: Practical application courses where the major focus is on "hands-on" experience to support student learning (use of equipment, activities, tools, machines generally found in a laboratory. Labs give students first-hand experience in developing and practicing skills, translating theory into practice, and developing, testing, and applying principles. 1- 2 Laboratory credits represent a minimum of 1 hour per week of lecture or discussion plus a minimum of 2–4 hours of scheduled supervised or independent laboratory work.

Studio: Courses taught as applied study on a private or semi-private basis. Students receive anywhere from 1–2 credits for applied music courses. Private instruction ranges from 30 to 60 minutes with independent practice as prescribed by the instructor.

Internship/Field Experience/Student Teaching: Courses developed for independent learning and the development and application of job related or practical skills in a particular discipline. These courses allow for observation, participation, and fieldwork, and are generally offered off- campus. Internship time includes a combination of supervised time by approved experts outside the university, student assignments, and supervised evaluations by a university instructor and internship/field supervisor.

- 3 credit hour internship – ranging from 112.5 to 150 hours throughout the semester
- 1 credit hour internship - ranging from 50 to 100 hours throughout the semester
- 12 credit hour field experience/student teaching – ranging from 350 to 500 clock hours in alignment with accreditation associations.

Independent Study: Undergraduate or graduate directed study in an area of special interest not readily available through conventional course offerings. The student works with a chosen faculty member who approves the student's individualized plan of study and supervises his/her progress.

An independent study may be project-oriented, research-oriented, and/or focus on directed readings and writing in the area of interest. The terminology used by program may vary (e.g., independent study, individual study, directed study, problems, undergraduate problems, graduate problems, research problems, honors problems, senior honors research, reading and research for honors, readings, directed readings, etc.). Credit hours are assigned based on the amount of activity associated with the course, faculty supervision, and amount of student outside work.

Hybrid: A course is considered hybrid (or blended) when it is composed of both online learning and classroom learning and incorporates the best features of both environments to meet the learning objectives of the course. No less than 51% of the course is to be scheduled as face-to-face, and no more than 49% of the course is to be scheduled as online. For a three-credit course, no less than 76.50 minutes (1.275 hours) a week can be scheduled face-to-face and no more than 73.50 minutes (1.225 hours) per a week can be scheduled online equaling a total of 150 minutes of instruction per week.

Online (Asynchronous): Courses where "instructors and students do not meet in the same space". Regardless of mode of instruction, courses should be consistent in terms of quality, assessment, learning outcomes, requirements, etc. as courses offered face-to-face with the same department prefix, number, and course title. Faculty must demonstrate active academic engagement through interactive methods, including but not limited to, interactive tutorials, group discussions, virtual study/project groups, discussion boards, chat rooms, etc. Simply logging on, either by faculty or students does not constitute active student learning. Credit hours assigned to a course delivered online must equal the number of credit hours for the same course delivered face-to-face.

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 Department Chair. If after discussion with the Department Chair and faculty member, the student is still dissatisfied, the next recourse of appeal is to the Dean. If still dissatisfied, the Vice President for Academic Affairs is the next recourse. 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 Department Chair, Dean 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 University.

GRADE DISTRIBUTION

The Office of the Registrar makes mid-semester grades available to students on-line. Final grades are available to students on CANVAS at the end of each semester. Grades are accessed on the Jarvis website through CANVAS. 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**	**-**
WF	**Withdraw while Failing**	**-**
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 six weeks into the next regular term immediately following the submission of the "I" as the grade. If the student fails to remove the "I" 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 has the responsibility 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 Department Chair, Dean and the Vice President for Academic Affairs.

COMPUTATION OF THE GRADE POINT AVERAGE

Course Number	Course Title	Grade	Hours Attempted	Quality Points
ENGL-1301	Composition I	A	3	12
RELI-1301	Christian Ethics	B	3	9
KINE-1101	Defying Diabetes/Heart Disease	A	1	4
MATH-1314	College Algebra	C	3	6
BIOL -1406	General Biology I	B	4	12
MCOM- 1311	Voice and Diction	C	3	6
			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.

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 University.

Official transcripts, which bear the signature of the issuing officer and the University 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 University
PO 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 University, 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 University 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 Department 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 highest grade will stand as the official grade and only the highest grade earned will be calculated in the cumulative grade point average.

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 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 University will provide each approved transfer applicant with an evaluation of previously earned credits. Faculty advisors, with the signature of the Department 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 University 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 University 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 UNIVERSITY

A student who wishes to withdraw from the University 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 University.

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

VETERANS BENEFITS

Jarvis Christian University certifies Veteran students for Chapter 33 and 35. Students applying for VA benefits must supply the following prior to start of each attending term:

• Produce the VA's Certificate of Eligibility by the first day of class. This only needs to be submitted once for verification of eligibility.
• Fill out and return the VA Enrollment Verification form to: Registrar@Jarvis.edu
All requests will be processed after census day.

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

JARVIS CHRISTIAN UNIVERSITY
BARBARA CHARLINE JORDAN
HONORS PROGRAM

The Barbara Jordan Honors Program at Jarvis Christian University is an interdisciplinary academic program designed for undergraduate students with a demonstrated record of excellence. Honors students may choose two different program options: a general education core, an enhanced curriculum within academic departments, or a combination of both.

Students may graduate with the designation of a Barbara Jordan Honors Program Scholar by achieving the following:

(1) completing a minimum of 24 hours of honors course work.
(2) enrolling in a minimum of six hours of honors course work during each academic year of undergraduate study.
(3) maintaining a cumulative grade point average of at least 3.25.

Mission

The mission of the program is to offer academically motivated students a diverse interdisciplinary curriculum that has an intense focus on research, service, and experiential learning through a community of faculty, staff, and students at Jarvis Christian University and within the state, nation, and world.

Admission

To be considered for admission into the program, students must complete and submit a Barbara Jordan Honors Program application, with all requested information listed on the application. The Honors Committee considers the applicant's demonstrated academic excellence, as well as character traits such as perseverance, inquisitiveness, and hard work. Students may apply for admission into the program as new freshmen with a high school grade point average of 3.25 or higher. Prospective applicants must be admitted to Jarvis Christian University prior to being considered for the honors program. Student recruits must also demonstrate strong written skills based upon their writing samples in a 750-1000-word essay (approximately three to four pages) on one of two topics given. Additionally, student recruits must submit at least three letters of recommendation (on the school's letterhead) from school teachers, counselors, or other school personnel. This information may be mailed or e-mailed (please reference contact information).

Participants entering after the first semester of the freshman year are selected on the basis of cumulative grade point average plus the recommendations of two faculty members within their academic department. The required average for second semester freshmen, sophomores, juniors and seniors is 3.25 or above.

Honors Program Advantages

- Graduating as an Honors Program Scholar
- Special consideration for scholarships, internships, and research opportunities
- Special cultural and travel opportunities
- Membership in the Honors Students' Organizations
- Exceptional and personalized academic advising and counseling

- Outstanding faculty
- Exciting and challenging honors courses
- Provide undergraduate education that will enhance students' chances of getting admitted to graduate and professional schools
- Honors Program Ambassadors, a group of honors student volunteers, serve as the "front line" for information about Jarvis Christian University (JCU) and the honors program during activities and visitations.

Course Offerings

Students may enroll in honors courses throughout their tenure at the university. The built-in flexibility of the program allows students to concurrently earn honors credit towards their degree as follows:

- Special honors sections of general education course. Core courses in English, History, Biology, Chemistry and Mathematics are a component of all curricula.
- Honors enhancement courses allow the opportunity for students to receive honors credit for non-designated honors courses. Upon the completion of a contract agreement between the student, instructor, and the Director of Honors, honors credit is given for work done in a course found in the student's curriculum but which has not been designated as an honors section.

HONORS STUDENT ORGANIZATIONS

The Honors Program Ambassadors (HPA) is the Honors Program's own student recruitment organization. As a member of a HPA, students will share their experiences with prospective students and parents, giving them an idea of what it's really like to be an honors student at Jarvis Christian University. Whether hosting prospective students on campus, assisting with honors events and programs, attending recruitment workshops or college fairs, serving on student panels, or meeting with students one-on-one, there will be plenty of opportunities to show real Bulldog Honors pride.

The Honors Mentors Association (HMA) is a club designed to guide new honors students through their first year of college. Students are paired with a mentor who survived their freshman year and can share the knowledge and experience they gained throughout their time at Jarvis Christian University and Honors. HMA will also organize several social events throughout the year to help mentees make new friends and realize all that Jarvis has to offer.

Honors Research Scholars (HRS) is a student research organization designed to foster undergraduate research and has as its focus interdisciplinary. Members of HRS will host an annual Undergraduate Symposium consisting of honors students as presenters, which will be open to the entire college community. HRS students will be paired with Jarvis faculty who will direct their research and mentor them in their preparation for formal presentations of their research in the Honors Program.

Creative Arts in Honors (CAH) enhances the arts at Jarvis Christian University and serves to foster creativity in students of all majors and disciplines. The AH is a group of honors students who value the performance of poetry, fiction, drama, memoir, etc. Every semester, CAH students will host various performance pieces that give honors students a chance to express their inner creativity and invite family, friends, and other JCC students to enjoy and witness their creative pieces.

All Honors Program students are required to join and remain active each year in one of the four Honors Program student organizations.

HONORS LAMP OF KNOWLEDGE BADGES

Honors students will have an opportunity to earn one or more "Lamp of Knowledge" Honors Badges following successful completion of designated community service activities, internships, assignments, outstanding service & achievement in honors organizations and participation in scholarly research presentations. The four "Lamp of Knowledge" Honors Badges are: (1) Ethics; (2) Integrity; (3) Respect; and, (4) Leadership.

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 University, 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 or concentration/specialization.
- Earn a minimum grade of "C" in English Composition 1301 and 1302.
- Earn a minimum grade of "C" in College Algebra.
- Completion of the last 30 semester hours in residence. Exceptions must be approved by the Office of Academic Affairs.
- Approval of the faculty.
- Every semester for 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 University 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 & CONDITIONAL PARTICIPATION IN GRADUATION

Students that meet all graduation requirements may participate in the graduation ceremony. Undergraduate students who have applied for graduation and are within 3 to 6 semester credit hours of fulfilling all degree requirement for the Spring semester, has no balance, and no disciplinary suspension, may be granted conditional approval to participate in the graduation ceremony upon the approval of the Provost and Vice President for Academic Affairs.

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 University Board administers the Advanced Placement Program. The University will grant credit to individuals who achieve Advanced Placement scores of three or higher.

CREDIT BY EXAMINATION

Jarvis Christian University provides an excellent opportunity for students to obtain college credit by examination. Credit is granted to individuals who achieve satisfactory scores on an examination from the College Level Examination Program (CLEP). There are general examinations and subject examinations. The University offers the opportunity for advanced placement. It is possible to receive a maximum of eighteen semester credit hours of college credit through CLEP. Under the advanced placement policy, regular tuition charges are waived. The Registrar's Office will post the credit on the student's permanent academic record upon receipt of documentation of a passing score and proof of payment.

The College Level Examination Program (CLEP) is a national program of credit through standardized examinations that provides a student the opportunity to obtain recognition for college level achievement. All students who plan to sit for a CLEP examination must first obtain permission from their advisor, division dean and Vice President for Academic Affairs; then pay a fee to the Office of Business and Finance plus an additional pass-through fee set by the CLEP Testing Service. The student presents the receipt to the campus test administrator. The Office of

Institutional Research, Planning and Assessment will ensure that the CLEP fees have been paid and all authorizations are received in writing (advisor, division dean(s), and Vice President for Academic Affairs) before administering examinations. The passing scores for CLEP examinations are listed with the exams. Course credit is awarded for CLEP examinations and appears on transcripts. Courses passed by examination count toward graduation. However, no letter grade will be awarded and the grade will not be calculated in your total grade point average. If a passing score is earned, the University Registrar will enter the credit earned on the transcript as equivalent to the appropriate Jarvis Christian University course. Credit will be awarded to prospective Jarvis Christian students only after they have enrolled at Jarvis. Colleges awarding credit based on CLEP

examinations have the right to set their own passing scores; however, Jarvis Christian University follows the recommended scores established by the American Council on Education (ACE).
If you pass a CLEP subject examination for a course you are taking, you may (1) stay in the course and get the grade earned in class or (2) drop the course and receive credit by examination. If you drop the course to receive credit by examination, it must be dropped with a "W" by the official catalog final day for dropping a course for that semester. If the subject examination passed covers two courses, including a course you are taking, you may finish the course to earn a letter grade and quality points, and still receive credit by examination for the course you have not taken.

The University Board provides the retest policy for the College Level Examination Program. A failed test may be repeated no sooner than six months after the initial date of the examination. Credit cannot be granted for any examination repeated before a six-month period has elapsed. Credit is not permitted for courses previously taken for credit or audit. Courses taken by CLEP testing may not be used to substitute/credit courses in the major, concentration or minor. Credit earned by examination or CLEP testing may not be used to reduce the requirement that 25 percent of the semester credit hours required for degree completion must be earned through instruction at Jarvis Christian University.

For a listing of the course exams and equivalents currently approved for credit at Jarvis Christian University, please contact the Office of Institutional Research, Planning and Assessment.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment (PLA) allows students to demonstrate knowledge equivalent to college-level coursework in a number of content areas for credit. Prior learning assessment is a process by which individuals identify, document, have assessed and gain recognition for their prior learning. Credit awarded for prior learning must be college-level; that is, the learning demonstrated must be equivalent to the quality, rigor and level of achievement ascertained in a college-level course.

ELIGIBILITY

All students who have been admitted to the University and are currently in good academic standing eligible to participate in prior learning assessment as it pertains to their program of study requirements.

NUMBER OF CREDITS TO BE AWARDED

PLA may be awarded in three broad categories--credit-by-examination, externally evaluated credit and portfolio assessment—and can only be awarded when it applies to a JCU Program of Study. A maximum of 24 credit hours may be awarded through PLA and used to satisfy degree requirements. Of the 24 credit hours, no more than 12 credit hours may be awarded toward the completion of major course requirements and no more than 12 credit hours may be awarded toward the completion of general education requirements and/or electives. If a specialized accrediting agency imposes a specific maximum for PLA credits, the limits set by the accrediting agency will be honored.

TRANSFERABILITY

PLA credit cannot be transferred from another institution.

PRIOR LEARNING ASSESSMENT OPTIONS

Credit-By-Examination

Credit by examination may be earned through the College Board Advanced Placement Program (AP®), the College Level Examination Program (CLEP®) Subject Examination, International Baccalaureate® (IB) Diploma Program; and DANTES Subject Standardized Test Program. Credit by examination may not be used to satisfy the minimum residence requirements for the degrees awarded at graduation. Credit-by-examination assumes the student has had no formal classroom instruction, as an enrolled student or as an auditor. JCC has established equivalent course credit for minimum passing scores.

- College Level Examination Program (CLEP®)
- College Board Advanced Placement (AP®) Program
- International Baccalaureate® (IB) Diploma Program
- Prometric DANTES Subject Standardized Test (DSST) Program

Portfolio Assessment

Portfolio assessment enables student to document non-traditional learning experiences for review and evaluation by Jarvis Christian University (JCU) faculty members. JCU will not award credit based solely on years of employment. Students must demonstrate achievement of learning outcomes for the course credit requested. In addition to documentation, students may be asked to display specific skills and/or complete an interview to assess content knowledge. Students seeking credit by portfolio assessment must register for a one credit hour, non-credit Portfolio Development course.

Credit Recommendations from Recognized External Evaluators

Credit recommendations are provided for credit after a recognized external evaluator reviews the training or learning material that is offered by the military, employers, or other educational or training institutions. The University will evaluate and consider credit recommendations from the following external evaluators. All credit received from external evaluators must be approved for transfer from a faculty advisor.

- American Council on Education (ACE) National Guide to College Credit for Workforce Training and the ACE Military Guide: expert evaluators review workplace training, military experiences and national exams for potential college credit matches.
- College Credit for Heroes: partnership between the Texas Workforce Commission and the Texas Higher Education Coordinating Board to ensure that active duty, former and retired military personnel receive the credit they earned for their service to our country.

PROCEDURES

ASSESSMENT FEES

Fees charged in relation to PLA are related to the assessment and transcription processes and are not based on the number of credits awarded.

PLA Option	Fee
Credit-by-Examination	$25.00
Portfolio	
Portfolio Assessment	$150.00
Required Portfolio Course	$75.00
Credit Recommendations	$25.00
Fees for all military students are waived	

TRANSCRIPTION OF PLA CREDIT

PLA credits should appear on students' transcripts as 'transfer' credit and it is recommended that the following information be recorded in order to meet quality standards as well as to facilitate tracking and evaluation of PLA within the institution:

- **Course number** (Campus course number that matches learning evaluated & credit awarded)
- **Course title** (Campus course title that matches learning evaluated & credit awarded)
- **Grade** (CR—Credit, No Credit (NC). The grade will not be calculated in the student's grade point average (GPA).
- **Hours**

Source *(e.g., PLA: CLEP®, PLA: AP®, PLA: DSST, PLA: Portfolio, etc.)*

REFUND AND APPEAL

PLA fees cover administrative and assessment costs incurred by the University and are therefore nonrefundable if credit is denied. If the student is denied credit, the student can appeal the decision by following the institution's appeal process. No new additional information will be considered in the appeal process.

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 University 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 University. Students with grade point averages of 4.00 receive presidential honor status. Students with incompletes do not receive recognition.

EARLY START SUMMER PROGRAM

The Early Start Summer Program (ESSP) 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. ESSP students are enrolled for college credit while participating in the program.

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

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

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 pre-med 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.

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 University. 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.



STUDENT SUCCESS SERVICES

The Office of Student Success Services

Unit Mission

The mission of Student Success Services is to advocate for, support, and empower students to persist and progress toward graduation through efficient, holistic, and appreciative advising. By creating an equitable environment for our diverse student population, we will promote the benefits and value of a liberal arts education, foster student development and success, and stimulate academic and career exploration. It is also our mission to collaborate with campus partners to ensure continuity of service and provide an excellent educational experience for our students.

Two-Tier Academic Advising Model

Jarvis Christian University takes a student-centered approach when it comes to assisting students with reaching their academic potential by implementing the Two-Tier Academic Advising Model. Two-Tier advising is a collaborative model used by Jarvis Christian Faculty and Professional Academic Advisors which approaches advising at two progressive levels: Tier One and Tier Two. Tier one is developmental advising carried out by Student Success Services (SSS) until the student has earned 61 hours, and in Tier Two, the student will be transitioned to their faculty advisor until matriculation from the University. This model establishes an ongoing intentional relationship between advisors and/or faculty and students.

First-Year Experience (FYE)

FYE is a course designed to help students make the transition from high school to college. The class meets on Thursdays from 11:00 am to 11:50 a.m. Each week the class focuses on a topic that provides information and opportunities that will lead students to have a successful University experience.

Tutoring and Academic Support

SSS provides free tutoring services in a wide range of subjects, helping the students strengthen their understanding of course material and improve their grades. Our academic support services also include study skills workshops, test preparation, and time management strategies.

The Writing Lab

The Writing Lab is an integral part of the Student Success Services Program, providing all-level writing support to students. One-on-one tutoring sessions are available to all students. The Writing Coordinator will edit and critique students' original work.

Computer Lab and Testing

The Computer Lab may be used for all scholarly activities (academic research, course assignments, etc.) The Office of Student Success Services also serves as a center for evaluation of students for course placement purposes and any other university testing.

Disability Support Services

The Disability Support Services is an advocate for students with disabilities and seeks to assist the students with reasonable and appropriate accommodations outlined by the American

Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The appropriate academic support, deemed reasonable and necessary by law, will be provided to the student with documented disabilities.

THE OFFICE OF CAREER SERVICES

The **Mission** of the Office of Career Services is to help current students and recent graduates reach their career goals by incorporating those essential skills, both hard and soft, our Industry Partners stress are most important to ensure curricula and degree plans support acquiring and practicing timely industry/career competencies.

The **Purpose** of the Career Services Center is to:

- Assist current students and recent graduates in reaching their career goals by offering programs and services to bridge the pathway from college to the professional workforce or into higher education.

- Align career readiness practice and skills acquisition with (1) academic programs being offered at Jarvis, and (2) respective industry feedback about observed gaps between skills and competencies required in the workplace or institutions of higher education, and what students are learning in college classrooms.

- Empower current students and recent graduates to compete in the global marketplace or for programs at institutions of higher education with confidence and efficacy, guided by an associated Career Development Plan.

Expected Learning Outcomes are chosen to describe the knowledge or skills students should acquire by participating in Career Services experiential learning initiatives and internship opportunities. These hands-on experiences help students understand why this knowledge and these skills are useful to them individually in achieving their higher education and post-graduation employment objectives.

1. **Choosing a Career Plan:** researching occupational alternatives and making decisions based on interests, soft (transferable) and hard (competence) skills, values, and academic alignment with degree requirements of individual majors. Students may choose to use the optional Seek *Career Planner: Five Steps to Your Future* workbook, available from Career Services as a starting point:

- ☐ Creating a Career Plan
- ☐ Self-Evaluation
- ☐ Aspirations
- ☐ Take the "Princeton Review Career Quiz"
- ☐ Explore the Possibilities
- ☐ Weigh Up Your Options – Pros & Cons
- ☐ Set Your Goals – S.M.A.R.T.
- ☐ Share Your Goals with Advisors

2. **Preparing an Effective Resume:** providing workshops and related resume writing resources such as the Career Services *Resume Writing Guide*.
3. **Developing Interviewing Skills:** providing workshops and related tips, strategies, and practice for successful interviewing modes while utilizing CLYVER to practice Video Mock Interviews with online expert feedback.
4. **Engaging in the Jarvis Student Professional Development Digital Badge Program:** offering guided pathway micro-credentialing in direct relationship to the curriculum, career, community and experience areas to increase student employability, including Career Services designated Badges:

- **Career Readiness Level 1:** create Handshake profile, use Resume Writing Guide to draft a professional Resume specific to student's Major/Concentration, and participate in CLYVER Video Mock Interviewing practice.
- **Career Readiness Level II:** show Level 1 confirmation to Career Services, create LinkedIn profile, attend Career Center sponsored Resume Writing Class, join professional association specific to student's Major/Concentration, and schedule Office Hours with Career Services to start building individualized Career Plan.
- **Experiential Learning:** research Career Services supported Professional Associations, join organization(s) of interest, and complete assigned projects.

Career Readiness Applications and Experiential Learning Organizations

- **Black Data Processing Associates (BDPA):** BDPA is an international organization with a diverse membership of professionals and students at all levels in the fields of information technology, computer science and related S.T.E.M fields. Members are actively engaged in serving the community through outreach and charting the future of the IT industry.

- **Clinton Global Initiative University (CGI U):** CGI U is a dynamic community of young leaders (Commitment Makers) dedicated to developing innovative solutions to the world's most pressing challenges. Commitment Makers connect with leading experts in business, technology, and social impact.

- **CLYVER – Practice Video Mock Interviews with Expert Feedback:** Clyver helps students calmly prepare for job interviews or admissions interviews at institutions of higher learning at their own pace in settings that build confidence. Students can practice anywhere with an Internet connection to avoid awkwardness during the interview or interviewing surprises because of unfamiliarity with potential topics or styles of questioning.

- **ENACTUS:** Enactus is the world's largest experiential learning platform dedicated to creating a better world while developing the next generation of entrepreneurial leaders and social innovators. The Enactus network of global business, academic and student leaders are unified by a single vision—to create a better, more sustainable world.

- **HANDSHAKE:** Handshake is a comprehensive College-to-Career Network to "supercharge" student engagement and enhance the connection with potential employers. The Handshake platform seeks to "level the playing field for students" by enabling each student to connect with more than 650,000+ employers, democratizing student access to opportunity, and positioning Jarvis to prove its value as an outcome-focused institution.

- **LINKED-IN:** The official Linked-In website boosts 500 million+ members. Besides managing one's own professional identity (profile), Jarvis students can build and engage with their own professional network. An effectively curated profile (professional brand) enables job seekers to access knowledge, insights, and opportunities to stand out to hiring agents that utilize Linked-In's Talent Solutions and Recruiter Tools.

- **National Association of Black Accountants (NABA):** NABA, Inc. is a nonprofit membership association dedicated to bridging the opportunity gap for Black professionals in the accounting, finance and related business professions. Representing more than 200,000 professionals in these fields, NABA advances people, careers, and the mission by providing education, resources, and meaningful career connections to both professional and student members, fulfilling the principle of their motto: *Lifting as We Climb*.

- **Net Impact:** Net Impact's *Up to Us Challenge* inspires and equips emerging leaders to build a more just and sustainable world. Now in their 28th year, Net Impact has continued to expand its grassroots, global movement of students and emerging impact leaders who want to use their skills to make a positive impact for people and planet by tackling such issues as the National Debt.

INTELLECTUAL PROPERTY POLICY

Jarvis Christian University 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 make 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 rights holder(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, 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:

1. *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.*
2. *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.
3. *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.

JARVIS CHRISTIAN UNIVERSITY
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 1000-1199 are freshman-level courses; 2000-2999 are sophomore level courses; 3000-3999 are junior level courses; and 4000-4999 are senior level courses.

SUBJECT ABBREVIATIONS

The University uses the following abbreviations:

ACCT	Accounting	MATH	Mathematics
BIOL	Biology	MCOM	Mass Communications
BUSI	Business Administration	MGMT	Management
CBCI	Cyber Security	MUAP	Applied Music
CHEM	Chemistry	MUED	Music Education
COSC	Computer Science	MUEN	Music Ensembles
CRIJ	Criminal Justice	MUHI	Music History
ECON	Economics	MUSI	Music
EDUC	Education	MUTC	Music Theory
ENGL	English	NUTR	Nutrition
ENVR	Environmental Science	PHYS	Physical Science
GOVT	Government	PHYS	Physics
HIST	History	PSYC	Psychology
INTS	Interdisciplinary Studies	RELI	Religion
KINE	Kinesiology	SOCI	Sociology
MARK	Marketing	SOCW	Social Work
		SPAN	Spanish

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 and Education require 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 specialization requirements must be fulfilled.

DEGREES

Jarvis Christian University confers the following degrees:

Associate of Arts
Criminal Justice
General Studies
Religion

Bachelor of Arts
English
History
Interdisciplinary Studies
Religion

Bachelor of Science
Biology
Chemistry
Criminal Justice
Education**
Kinesiology
Mathematics
Mass Communication

Bachelor of Social Work

Education**
Physical Education EC-12
Elementary Education EC-6
Business 6-12
English, Language Arts, Reading 4-8 and 8-12
History 8-12
Life Science 4-8, 8-12 (Biology)
Mathematics 4-8, 8-12
Physical Science 8-12 (Chemistry)
Science 4-8
Music EC – 12

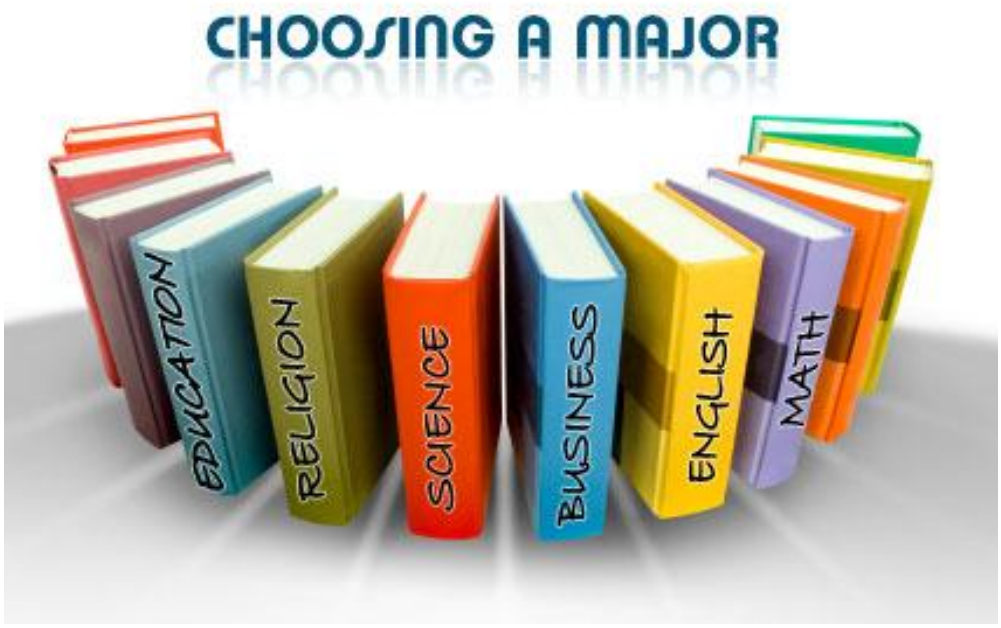
Bachelor of Business Administration
General Business

Concentrations
Accounting
Computer Information Systems
Cyber Security
Management
Healthcare Management

COLLEGE MAJORS

Biology
Business Administration
Chemistry
Criminal Justice
Education**
English
History
Interdisciplinary Studies
Kinesiology
Mathematics
Religion
Social Work

**Education has several teaching areas.



COLLEGE MINORS

Accounting
Biology
Chemistry
Computer Information Systems
Cyber Security
Criminal Justice
English
Creative Writing
Mass Communication
Mathematics
History
Kinesiology
Management
Music
Religion

DEGREE PLAN

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

GENERAL EDUCATION CORE CURRICULUM REQUIREMENTS

Jarvis Christian University will substitute completed core curriculum coursework of at least 48 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 University requires 3 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.

ENGL 1301	English Composition I	3 hours
ENGL 1302	English Composition II	3 hours
MCOM 1311	Voice & Diction	3 hours
COSC 1300	Introduction to Computer Information Systems/Data Science	3 hours
MATH 1314	College Algebra	3 hours
MATH 2342	Introduction to Statistics, Data Mining, and Analytics	3 hours
HIST 1301 or HIST 1302	United States History I United States History II	3 hours
HIST 2381	African American History (Required)	3 hours
GOVT 2305 GOVT 2306	American Government or Texas Government (Required for EDUC and Social Work)	3 hours
	Science*	8 hours

RELI 1301 or RELI 1302 or RELI 3305	RELI 1301 Christian Ethics, or RELI 1302 New Testament, or RELI 3305 World Religions	3 hours
INTS 1101	First Year Experience	1 hour
SOCI 1301 or PSYC 2301	Introduction to Sociology or General Psychology	3 hours
MUSI 1306 or any Humanities course	Music Appreciation	3 hours
	Foreign language, literature, philosophy, humanities**	3 hours
INTS 1000	Assembly/chapel	NC
INTS	Career Readiness courses	NC
		48 hours

*All science courses require a laboratory component. Any two of the following courses with associated laboratories may be used to satisfy the Science requirements: BIOL 1306-General Biology I and BIOL 1106-General Biology Laboratory, BIOL 1307-General Biology II and BIOL 1107-General Biology II Laboratory; CHEM 1311-General Chemistry I and CHEM 1111-General Chemistry I Laboratory, CHEM 1312-General Chemistry II and CHEM 1112-General Chemistry Laboratory II; ENVR 1301 Environmental Science I and ENVR 1101-Environmental Science II Laboratory, ENVR 1302-Environmental Science II and ENVR 1102-Environmental Science II Laboratory; PHYS 1315-Physical Science and PHYS 1115 Physical Science Laboratory; PHYS 1301 Physics I and PHYS 1100 Physics Laboratory or PHYS 1302 Physics II and PHYS 1102-Physics II Laboratory.

**A partial list of courses that would fulfill the foreign language, literature, philosophy and humanities requirement would include: ENGL 2321 British Literature Survey, ENGL 2323 Intro to Creative Writing, 2326 American Literature Survey, ENGL 2345 African American Literature, ENGL 3303 Masterpieces in World Literature, SPAN 1311 Elementary Spanish I, and SPAN 1312 Elementary Spanish I.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 University. 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 and is required for graduation, and all students must attend every semester with the exception of those students in the Adult Education Program. Faculty, staff, and administrators are expected to participate as well.

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.

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, Department Chair, Division Dean and the Vice President for Academic Affairs. Typically, a student must be classified as a senior to receive a course overload.

ASSOCIATE OF ARTS DEGREE (A.A.)

CRIMINAL JUSTICE MAJOR

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	SCIENCE	3
	----------		SCIENCE LAB	1
	RELI 1301 Christian Ethics/ RELI 1302 New Testament or RELI 3305 World Religions	3	COSC 1300 Intro to Computer Information Systems/Data Science	3
	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	CRIJ 1301 Intro to Criminal Justice	3	CRIJ 1306 Court Systems and Practices	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**16**

	THIRD SEMESTER		FOURTH SEMESTER	
SECOND YEAR	MCOM 1311 Voice & Diction	3	CRIJ 2328 Police System and Practice	3
	GOVT 2306 Texas Government	3	CRIJ 3300 Methods of Research	3
	CRIJ Criminal Justice Elective	3	MUSI 1306 or any Humanities course	3
	SCIENCE	3	CRIJ 1310 Fundamentals of Criminal Law	3
	SCIENCE LAB	1	----------	0
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	----------	0
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**12**

TOTAL Number of Hours for the Degree = 60

GENERAL STUDIES MAJOR

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	SCIENCE	3
	----------		SCIENCE LAB	1
	RELI 1301 Christian Ethics RELI 1302 New Testament RELI 3305 World Religions	3	COSC 1300 Intro to Computer Systems/Data Science	3
	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	SOCI 1301 Intro to Sociology	3	----------	
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**13**

	THIRD SEMESTER		FOURTH SEMESTER	
SECOND YEAR	MCOM 1311 Voice & Diction	3	PSYC 2301 General Psychology	3
	ELECTIVE	3	GOVT 2305 American Government or GOVT 2306 Texas Government	3
	MATH 2342 Intro to Statistics, Data Mining, and Analytics	3	FOREIGN LANGUAGE or any Humanities course	3
	SCIENCE	3	MUSI 1306 or any Humanities course	3
	SCIENCE LAB	1	----------	
	INTS 2001 Career Readiness	0	INTS 2002 Career Readiness	0
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	ELECTIVE	3	ELECTIVE	3
		16		**15**

TOTAL Number of Hours for the Degree = 60

RELIGION MAJOR

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	SCIENCE	3
	----------		SCIENCE LAB	1
	RELI 1301 Christian Ethics	3	COSC 1300 Introduction to Computer Information Systems/Data Science	3
	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	RELI 2301 Survey of Old Testament	3	RELI 1302 Survey of New Testament	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**16**

	THIRD SEMESTER		FOURTH SEMESTER	
SECOND YEAR	MCOM 1311 Voice & Diction	3	FOREIGN LANGUAGE	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	MUSI or any Humanities course	3
	GOVT 2305 American Government	3	RELI 3300 The History of the Black Church	3
	SCIENCE	3	RELI 3303 Church Administration	3
	SCIENCE LAB	1	----------	
	RELI 2300 – Intro to Theology	3	----------	
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**12**

TOTAL Number of Hours for the Degree = 60

BACHELOR OF ARTS DEGREE (B.A.)

ENGLISH MAJOR

In support of the mission of the University, 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 2343	Introduction to Creative Writing	3
ENGL 3301	Introduction to Criticism	3
ENGL 3303	Masterpieces of World Literature	3
ENGL 3312	Semantics and Word Building	3
ENGL 3345	African American Literature	3
ENGL 4301	Shakespeare	3
ENGL 4303	Advanced Grammatical Systems	3
ENGL 4305	History and Development of the English Language	3

Choose 6 hours:

ENGL 3307	Advanced Composition	3
ENGL 4399	Topical Seminar	3
ENGL 4350	Advanced Creative Writing: Workshop in Poetry…	3
ENGL 4352	Advanced Creative Writing: Workshop in Fiction	3
ENGL 4351	Advanced Creative Writing: Workshop in Creative Non-Fiction…..	3
ENGL 4357	Advanced Creative Writing: Creative Writing and Social Action …..	3
ENGL 4358	Advanced Creative Writing: Workshop in Song Lyric Writing	3
ENGL 4359	Digital Writing …….	3
ENGL 4390	Special Topics in Creative Writing	3

Creative Writing Specialization:
A major in English with a specialization in Creative Writing requires thirty-six semester hours as listed below:

ENGL 2343 is a prerequisite for the Creative Writing Program. **(3 hours)**

Core courses:

Reading Historically (choose 9 credit hours)
ENGL 2321 British Literature Survey
ENGL 2326 American Literature Survey
ENGL 3303 Masterpieces of World Literature

ENGL 3345 African American Literature
ENGL 4301 Shakespeare

Criticism and Theory (3 hours)

ENGL 3301 Introduction to Criticism

Language and Structure (9 hours)
ENGL 4303 Advanced Grammatical Systems
ENGL 3312 Semantics and Word Building
ENGL 4305 History and Development of the English Language

Creative Writing Courses (choose 12 hours)
ENGL 4350 Advanced Creative Writing: Workshop in Poetry
ENGL 4352 Advanced Creative Writing: Workshop in Fiction
ENGL 4351 Advanced Creative Writing: Workshop in Creative Non-Fiction
ENGL 4357 Advanced Creative Writing: Creative Writing and Social Action
ENGL 4358 Advanced Creative Writing: Workshop in Song Lyric Writing
ENGL 4359 Digital Writing
ENGL 4390 Special Topics in Creative Writing

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

Four-Year Degree Plan for English

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	SCIENCE	3
	----------		SCIENCE LAB	1
	RELI 1301/1302/3305 (Choose one)	3	COSC 1300 Intro to Computer Information Systems/Data Science	3
	HIST 1301/1302 (choose one)	3	HIST 2381 African American History	3
	MUSI 1306	3	FOREIGN LANGUAGE or any Humanities course	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1030 Career Readiness	0	INTS 1031 Career Readiness	
	INTS 1101 First Year Exp.	1		
		16		**16**

SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	ENGL 2321 American Literature	3
	ENGL 2326 British Literature	3	SCIENCE	3
	----------		SCIENCE LAB	1
	ELECTIVE or Minor	3	GOVT 2305American Government or GOVT 2306 Texas Government	3
	MATH 2342 Introduction to Statistics, Data Mining and Analytics	3	ENGL 2343 Intro to Creative Writing	3
	SOCI 1301 or PSYC 2301	3	ELECTIVE	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 2001 Career Readiness	0	INTS 2002 Career Readiness	0
		15		**16**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 3301 Introduction to Criticism	3	ENGL 3307 Advanced Composition	3
	ENGL 3305 Masterpieces of World Literature	3	ENGL 3312 Semantics and Word Building	3
	ENGL 3345 African American Literature	3	ENGL 4301 Shakespeare	3
	ENGL Elective	3	ENGL Elective	3
	ELECTIVE	3	ELECTIVE	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 3001 Career Readiness	0	INTS 3002 Career Readiness	0
		15		**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 4303 Advanced Grammar	3	ENGL Elective	3
	ENGL 4305 History of the English Language	3	ENGL 4399 Topical Seminar	3
	ENGL Elective	3	ENGL Elective	3
	ENGL Elective	3	ENGL Elective	3
	ELECTIVE or (Minor)	3	----------	
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 4001 Career Readiness	0	INTS 4002 Career Readiness	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

HISTORY MAJOR

A major in history for the Bachelor of Arts or the Bachelor of Science degree requires thirty-nine 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 4394	Senior Seminar	3
HIST 4399	Topical Seminar	3
HIST	Advanced History Electives	18
	Total	**39**

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

Four Year Degree Plan for History

FIRST YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Systems/Data Science	3	SCIENCE	3
	SCIENCE	3	SCIENCE LAB	1
	SCIENCE LAB	1	MATH 1314 College Algebra	3
	HIST 1301 U.S. History I	3	HIST 2301 Texas History	3
	ELECTIVE	3	HIST 1302 U.S. History II	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1030 Career Readiness	0	INTS 1031 Career Readiness	0
			INTS 1101 First Year Exp.	1
		16		**17**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	MUSC 1306 or any Humanities course	3
	HIST 2321World Civilization I	3	FOREIGN LANGUAGE	3
	HIST 2381 African American History	3	----------	0
	RELI 1301/1302/3305 (choose one)	4	MATH 2342 Intro to Statistics, Data Mining & Analytics	3
	SOCI 1301 or PSYC 2301	3	HIST 3303 Research Methods and Writing Techniques	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 2001 Career Readiness	0	HIST 2322 World Civilization II	3
	----------	0	INTS 2002 Career Readiness	0
		16		**15**

THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	GOVT 2305 American Government	3	GOVT 2306 Texas Government	3
	ELECTIVE	3	ELECTIVE	3
	HIST 3383 Modern Europe or HIST 4311 Modern Early Europe	3	HIST 4312 Global Issues and Historical Geography	3
	FOREIGN LANGUAGE	3	HIST 4362 African Diaspora History	3
	HIST 4308 History of Latin America or HIST 4306 History of the Far East	3	HIST 4372 History and Culture of African Americans	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 3001 Career Readiness	0	INTS 3002 Career Readiness	0
		15		**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	HIST 4314 Civil War and Reconstruction	3	HIST 4394 Senior Seminar	3
	ELECTIVE	3	ELECTIVE	3
	HIST 4334 Women in the U.S.	3	HIST 4399 Topical Seminar	3
	ELECTIVE	3	ELECTIVE	3
	ELECTIVE	3	----------	
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 4001 Career Readiness	0	INTS 4002 Career Readiness	0
		15		**12**

TOTAL Number of Hours for the Degree **120**

INTERDISCIPLINARY STUDIES MAJOR

In addition to the conventional major fields of study, the University 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 12 CORE Courses and 60 semester hours of coursework:

- 24-1st Major concentration (inclusive of INTS 4300 – Interdisciplinary Studies Capstone Course)
- 18-2nd Major concentration
- 18-3rd Major concentration

51 hours of the individualized major must consist of junior (3000) and/or senior (4000) level coursework.

EXAMPLE

General Education			Interdisciplinary Studies	
ENGL 1301 – Composition I	3		Concentration I (Major)	3
ENGL 1302 – Composition II	3		Concentration I (3000)	3
MCOM 1311 – Voice & Diction	3		Concentration I (3000)	3
COSC 1300 – Intro to CIS	3		Concentration I (3000)	3
GOVT 2305/2306 – Am/Texas Govt.	3		Concentration I (4000)	3
MATH 1314 – College Algebra	3		Concentration I (4000)	3
SOCI 1301 or PSYC 2301	3		Concentration I (4000)	3
MATH 2342 – Intro to Statistics, Data Mining, and Analytics	3		INTS 4300 – Interdisciplinary Studies Capstone Course	3
HIST 1301/1302 – US History I or II	3		Concentration II (2nd Major)	3
Science Course plus Science Lab.	4		Concentration II (3000)	3
Science Course plus Science Lab.	4		Concentration II (3000)	3
RELI 1301/1302 or 3305	3		Concentration II (3000)	3
Foreign language, literature, humanities	3		Concentration II (4000)	3
INTS 1101 First Year Experience	1		Concentration II (4000)	3
MUSI 1306 – Music Appreciation	3		Concentration III (3rd Major)	3
HIST 2381 – African American	3		Concentration III (3000)	3
			Concentration III (3000)	3
			Concentration III (3000)	3
			Concentration III (4000)	3
			Concentration III (4000)	3
			CORE Course	3
			CORE Course	3
			CORE Course	3
			CORE Course	3
Total	48		Total	72
			Grand Total	120

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

Four-Year Degree Plan for Interdisciplinary Studies

FIRST YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	SCIENCE	3
	----------		SCIENCE LAB	1
	RELI 1301/1302/3305 (choose one)	3	1st Major Concentration	3
	HIST 1301/1302 (choose one)	3	GOVT 2305 American Government	3
	MUSI 1306 or any Humanities course	3	COSC 1300 Intro to Computer Information Systems/Data Science	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1030 Career Readiness	0	INTS 1031 Career Readiness	0
	INTS 1101 First Year Exp.	1		
		16		**16**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	1st Major Concentration	3
	CORE Course	3	SCIENCE	3
	----------		SCIENCE LAB	1
	1st Major Concentration	3	1st Major Concentration	3
	FOREIGN LANGUAGE	3	HIST 2381 African American History	3
	SOCI 1301 or PSYC 2301	3	1st Major Concentration	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 2001 Career Readiness	0	INTS 2002 Career Readiness	0
		15		**16**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	1st Major Concentration	3	2nd Major Concentration	3
	2ndMajor Concentration	3	GOVT 2306 Texas Government	3
	1st Major Concentration	3	2nd Major Concentration	3
	FOREIGN LANGUAGE	3	3rd Major Concentration	3
	1st Major Concentration	3	2nd Major Concentration	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 3001 Career Readiness	0	INTS 3002 Career Readiness	
		15		**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	2nd Major Concentration	3	CORE Course	3
	2nd Major Concentration	3	3rd Major Concentration	3
	3rd Major Concentration	3	3rd Major Concentration	3
	3rd Major Concentration	3	----------	
	3rd Major Concentration	3	CORE Course	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 4001 Career Readiness	0	INTS 4002 Career Readiness	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

RELIGION MAJOR

In support of the mission of the University, 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.

A major in religion requires 27 hours of Core Courses and 6 hours of foreign language:

Core Courses

Course Number	Course Title	Semester Hours
RELI 1302	Survey of New Testament	3
RELI 2300	Introduction to Theology	3
RELI 2301	Survey of Old Testament	3
RELI 2303	Women in Ministry	3
RELI 3300	The History of the Black Church	3
RELI 3303	Church Administration	3
RELI 3304	Christian Education	3
RELI 3305	World Religions	3
RELI 4302	Introduction to Homiletics	3

Foreign Language (any)

CHIN, SPAN, ETC.	Foreign Language	6

Preaching Track

The Preaching Track requires students to successfully complete **30** hours (24 concentration hours in preaching courses and 6 hours of any electives). Required Preaching Core Courses:

RELI 3302	The History of Preaching	3
RELI 3306	Exegesis & Interpretation	3
RELI 3312	Expository Preaching	3
RELI 4395	Internship	3
RELI 4398	Sermon Delivery	3
RELI 4402	Narrative Preaching	3
RELI 4408	Preaching Difficult Texts & Topics	3
RELI 4404	Christ-Centered Preaching	3
ELECTIVES	Open electives	6
Total		**30**

Four Year Degree Plan for Religion (Preaching Track)

	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	SCIENCE	3
	----------		SCIENCE LAB	1
	RELI 1301 Christian Ethics	3	COSC 1300 Introduction to Computer Information Systems/Data Science	3
	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	RELI 2301 Survey of Old Testament	3	RELI 1302 Survey of New Testament	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**16**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	FOREIGN LANGUAGE	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	MUSI or any Humanities course	3
	SCIENCE	3	RELI 2303 Women in Ministry	3
	SCIENCE LAB	1	KINE any course	3
	GOVT 2305 American Govt.	3	RELI 3305 World Religions	3
	RELI 2300 Intro to Theology	3	----------	0
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**15**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	RELI 3303 Church Administration	3	RELI 3302 History of Preaching	3
	RELI 3304 Christian Education	3	RELI 3306 Exegesis & Interpretation	3
	RELI 4302 Homiletics	3	RELI 3312 Expository Preaching	3
	RELI 3300 The History of the Black Church	3	RELI 4398 Sermon Delivery	3
	FOREIGN LANGUAGE	3	RELI 4402 Narrative Preaching	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	RELI 4395 Internship	3	ELECTIVE (any course)	3
	RELI 4408 Preaching Difficult Text & Topics	3	ELECTIVE (any course)	3
	RELI 4404 Christ-Centered Preaching	3	ELECTIVE (any course)	3
	ELECTIVES (Preaching Track or any course)	6	ELECTIVE (any course)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

Pastoral Care & Counseling Track

The Pastoral Care & Counseling Track requires students to successfully complete **30** hours (24 concentration hours in Pastoral Care & Counseling courses that are cross listed with some Social Work courses and 6 hours of any electives). Required courses listed below:

RELI 3308 Introduction to Counseling Theories 3
Cross-Listed: SOCW 3302 – Interviewing and Recording
RELI 3310 Counseling Ethics 3
Cross-Listed: SOCW 3306 – Ethical Practice & the Professional Self
RELI 3314 Marriage Counseling 3
RELI 3340 Family Systems 3
Cross-Listed: SOCW 3340 – Human Behavior & Social Environment I: Micro & Mezz
RELI 4307 Mental Health Skills 3
RELI 4333 Sexuality Counseling 3
Cross-Listed: SOCW 4333 – HIV: Aids & Social Work
RELI 4341 Life Cycle Counseling 3
Cross-Listed: SOCW 4341 – Aging & Social Work
RELI 4395 Internship 3
ELECTIVES Open electives 6
Total **30**

Four Year Degree Plan for Religion (Pastoral Care & Counseling Track)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	SCIENCE	3
	----------		SCIENCE LAB	1
	RELI 1301 Christian Ethics	3	COSC 1300 Introduction to Computer Information Systems/Data Science	3
	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	RELI 2301 Survey of Old Testament	3	RELI 1302 Survey of New Testament	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**16**

SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	FOREIGN LANGUAGE	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	MUSI or any Humanities course	3
	SCIENCE	3	RELI 2303 Women in Ministry	3
	SCIENCE LAB	1	KINE any course	3
	GOVT 2305 American Govt.	3	RELI 3305 World Religions	3
	RELI 2300 Intro to Theology	3	----------	0
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**15**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	RELI 3303 Church Administration	3	RELI 3308 Intro to Counseling Theories (SOCW 3302- Interviewing & Recording)	3
	RELI 3304 Christian Education	3	RELI 3310 Counseling Ethics (SOCW 3306 – Ethical Practice & the Professional Self)	3
	RELI 4302 Homiletics	3	RELI 3340 Family Systems (SOCW 3340 – Human Behavior & Social Environment I: Micro & Mezz)	3
	RELI 3300 The History of the Black Church	3	RELI 4341 Life Cycle Counseling (SOCW 4341 – Aging & Social Work)	3
	FOREIGN LANGUAGE	3	RELI 3314 Marriage Counseling	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
FOURTH YEAR	**FIRST SEMESTER**		**SECOND SEMESTER**	
	RELI 4395 Internship	3	ELECTIVE (any course)	3
	RELI 4333 Sexuality Counseling (SOCW 4333 – HIV: Aids and Social Work)	3	ELECTIVE (any course)	3
	RELI 4307 Mental Health Skills (SOCW 3301 – Behavioral Health Skills)	3	ELECTIVE (any course)	3
	ELECTIVES (Pastoral Care & Counseling Track or any course)	6	ELECTIVE (any course)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

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

Jarvis Christian University Division of Business Administration provides a cutting edge business education that integrates technology, innovation, and global perspective. This is accomplished through dedicated instructional and learning processes that prepare students for careers in business sectors and admission in advanced education programs. Business courses provide students with essential skills, concepts, attitudes, and knowledge needed to be a productive member of society.

The Division offers a degree in Business Administration with a major in business administration. However, students can elect to concentrate in accounting, computer information system, management, healthcare management and cybersecurity. Students in other disciplines can minor in accounting, computer information system, management, and marketing.

Special Note: Student interested in taking the CPA exam, in Texas, are required to have 150 semester hours to be eligible to take the exam. The division offers courses that meet the guideline of Texas State Board of Public Accountancy.

Mission

The mission of the Division of Business is to prepare students that can pursue employment and education opportunities of their choosing.

Goals

The goal of the program is to impart skills and experiences that enable students to compete in today's fiercely competitive business world. Infused in the business programs are students' activities through business associations and clubs such as ENACTUS (Entrepreneurial Action in Us), NABA (National Association of Black Accountants), Jarvis Business Club and Association of Project Management that acclimate students with real world experiences.
Students are required to complete the following five (5) requirements to satisfy the requirement of Bachelor of Business Administration degree.

1. Complete forty-nine (48) credits of general education courses tabulated below:

ENGL 1301	English Composition I	3 hours
ENGL 1302	English Composition II	3 hours
MCOM 1311	Voice & Diction	3 hours
COSC 1300	Introduction to Computer Information Systems/Data Science	3 hours
MATH 1314	College Algebra	3 hours
MATH 2342	Introduction to Statistics, Data Mining, and Analytics	3 hours
HIST 1301 or HIST 1302	United States History I United States History II	3 hours
HIST 2381	African American History (Required)	3 hours
GOVT 2305 GOVT 2306	American Government or Texas Government (Required for EDUC and SOCW)	3 hours
	Science* plus labs	8 hours
RELI 1301, 1302 or RELI 3305	RELI 1301 Christian Ethics, 1302 New Testament, or RELI 3305 World Religions	3 hours

INTS 1101	First Year Experience	1 hour
SOCI 1301 or PSYC 2301	Introduction to Sociology or General Psychology	 3 hours
MUSI 1306 or any humanities course	Music Appreciation or any humanities course	3 hours
	Foreign language, literature, philosophy, humanities**	3 hours
INTS 1000	Assembly/chapel	
INTS	Career Readiness	
TOTAL:		**48 hours**

*All science courses require a laboratory component. Any two of the following courses with associated laboratories may be used to satisfy the Science requirements: BIOL 1306-General Biology I and BIOL 1106-General Biology Laboratory, BIOL 1307-General Biology II and BIOL 1107-General Biology II Laboratory; CHEM 1311-General Chemistry I and CHEM 1111-General Chemistry I Laboratory, CHEM 1312-General Chemistry II and CHEM 1112-General Chemistry Laboratory II; ENVR 1301 Environmental Science I and ENVR 1101-Environmental Science II Laboratory, ENVR 1302-Environmental Science II and ENVR 1102-Environmental Science II Laboratory; PHYS 1315-Physical Science and PHYS 1115 Physical Science Laboratory; PHYS 1301 Physics I and PHYS 1100 Physics Laboratory or PHYS 1302 Physics II and PHYS 1102-Physics II Laboratory.

**A partial list of courses that would fulfill the foreign language, literature, philosophy and humanities requirement would include ENGL 2321 British Literature Survey, ENGL 2323 Intro to Creative Writing, 2326 American Literature Survey, ENGL 2345 African American Literature, ENGL 3303 Masterpieces in World Literature, SPAN 1311 Elementary Spanish I, and SPAN 1312 Elementary Spanish II.

2. 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	3
	Total	**36**

3. Complete six (6) hours of COGNATE REQUIREMENTS

Course Number	Course Title	Semester Hours
BUSI 1301	Introduction to Business	3
BUSI 1325	Business Mathematics	3
	Total	**6**

4. Complete six (6) hours of unrestricted electives

5. Students that do not select a concentration may take four 3000 level and four 4000 level courses from any of the concentration.

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
(No Concentration)

Four-Year Degree Plan for Business Administration

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Info/Data Science	3	MATH 1314 College Algebra	3
	BUSI 1301 Introduction to Business	3	HIST 1301 United States History	3
	RELI 1301 Christian Ethics	3	SOCI 1301 or PSYC 2301	3
	MUSI 1306 or any Humanities course	3	BUSI 3333 Business Information Systems	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**15**
	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	MCOM 1311 Voice & Diction	3	BUSI 1325 Business Mathematics	3
	SCIENCE	3	SCIENCE	3
	SCIENCE LAB	1	SCIENCE LAB	1
	ACCT 2301 Principles of Financial Accounting	3	ACCT 2302 Principles of Managerial Accounting	3
	BUSI 2304 Business Communication	3	BUSI 2301 Business Law	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	HIST 2381 African American History	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**16**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	ECON 2301 Macroeconomics	3	ECON 2302 Microeconomics	3
	ACCT/MGMT/MARK/COSC 3000	3	ACCT/MGMT/MARK/COSC 3000	3
	MGMT 3300 Principles of Management	3	ACCT/MGMT/MARK/COSC 3000	3
	FOREIGN LANGUAGE/LIT/PHIL/HUMANITIES	3	GOVT 2305 American Government	3
	MARK 3300 Principles of Marketing	3	BUSI 3301 Quantitative Business Analysis	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	ACCT/MGMT/MARK/COSC 3000	3	ACCT/MGMT/MARK/COSC 4000 (choose one)	3
	ACCT/MGMT/MARK/ COSC 4000	3	BUSI 4318 Business Policy	3
	BUSI 3303 Finance	3	ACCT/MGMT/MARK/COSC 4000 (choose one)	3
	Unrestricted Elective	3	ACCT/MGMT/MARK/COSC 4000 (choose one)	3
			BUSI 4399 Topical Seminar	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
			INTS 4002 Career Readiness	0
		12		**15**

TOTAL Number of Hours for the Degree = 120

Areas of Concentration for the BBA degrees are as follows:

ACCOUNTING CONCENTRATION

Four-Year Degree Plan for Business Administration

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Info/Data Science	3	MATH 1314 College Algebra	3
	BUSI 1301 Introduction to Business	3	HIST 1301 United States History	3
	RELI 1301 Christian Ethics	3	SOCI 1301 or PSYC 2301	3
	MUSI 1306 or any Humanities course	3	BUSI 3333 Business Information Systems	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**15**

SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	BUSI 1325 Business Mathematics	3
	SCIENCE	3	SCIENCE	3
	SCIENCE LAB	1	SCIENCE LAB	1
	ACCT 2301 Principles of Financial Accounting	3	ACCT 2302 Principles of Managerial Accounting	3
	BUSI 2304 Business Communication	3	BUSI 2301 Business Law	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	HIST 2381 African American History	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**16**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ECON 2301 Macroeconomics	3	ECON 2302 Microeconomics	3
	ACCT 3301 Intermediate Accounting	3	ACCT 3302 Intermediate Accounting	3
	MGMT 3300 Principles of Management	3	ACCT 3304 Cost Accounting	3
	FOREIGN LANGUAGE/LIT/PHIL/HUMANITIES	3	GOVT 2305 American Government	3
	MARK 3300 Principles of Marketing	3	BUSI 3301 Quantitative Business Analysis	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ACCT 4303 Accounting for Non-Profit Organization	3	ACCT 4304 Auditing	3
	CCT 4310 Advanced Accounting	3	BUSI 4318 Business Policy	3
	BUSI 3303 Finance	3	ACCT 4307 Taxation	3
	Unrestricted Elective	3	ACCT 4000 Elective	3
			BUSI 4399 Topical Seminar (Capstone)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**15**

TOTAL Number of Hours for the Degree = 120

CONCENTRATION COURSES

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	3
	Total	**24**

COMPUTER INFORMATION SYSTEMS CONCENTRATION

FIRST YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Info/Data Science	3	MATH 1314 College Algebra	3
	BUSI 1301 Introduction to Business	3	HIST 1301 United States History	3
	RELI 1301 Christian Ethics	3	SOCI 1301 or PSYC 2301	3
	MUSI 1306 or any Humanities course	3	BUSI 3333 Business Information Systems	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**15**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	BUSI 1325 Business Mathematics	3
	SCIENCE	3	SCIENCE	3
	SCIENCE LAB	1	SCIENCE LAB	1
	ACCT 2301 Principles of Accounting	3	ACCT 2302 Principles of Accounting II	3
	BUSI 2304 Business Communication	3	BUSI 2301 Business Law	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	HIST 2381 African American History	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**16**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ECON 2301 Macroeconomics	3	ECON 2302 Microeconomics	3
	COSC 1315 Fundamental of Programming	3	COSC 3303 Introduction to Web Page Design	3
	MGMT 3300 Principles of Management	3	COSC 3312 Presentation Graphics	3
	FOREIGN LANGUAGE/LIT/PHIL/HUMANITIES	3	GOVT 2305 American Government	3
	COSC 3301 Operating System	3	BUSI 3301 Quantitative Business Anal.	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	COSC 4311 Advanced Microcomputer App.	3	COSC 4315 Database Management	3
	COSC 4317 Management Information Sys.	3	BUSI 4318 Business Policy	3
	BUSI 3303 Finance	3	COSC CIS Elective	3
	MARK 3300 Principles of Marketing	3	Unrestricted Elective	3
			Unrestricted Elective	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**15**

TOTAL Number of Hours for the Degree = 120

CONCENTRATION COURSES

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	3
	Total	**24**

CYBER SECURITY CONCENTRATION

FIRST YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BUSI 1301 Introduction to Business	3	HIST 1301 United States History	3
	RELI 1301 Christian Ethics	3	SOCI 1301 or PSYC 2301	3
	MUSI 1306 or any Humanities course	3	BUSI 3333 Business Information Systems	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Experience	1		
		16		**15**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	BUSI 1325 Business Mathematics	3
	SCIENCE	3	SCIENCE	3
	SCIENCE LAB	1	SCIENCE LAB	1
	CBCI 1350 Fundamentals of Cyber Security	3	CBCI 1400 Management Information Cybercrime and Inquiry	3
	BUSI 2304 Business Communication	3	BUSI 2301 Business Law	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	HIST 2381 African American History	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**16**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ECON 2301 Macroeconomics	3	ECON 2302 Microeconomics	3
	ACCT 2301 Principles of Accounting I	3	ACCT 2302 Principles of Accounting II	3
	MGMT 3300 Principles of Management	3	CBCI 2333 Networking Information Assurance and Security	3
	FOREIGN LANGUAGE	3	GOVT 2305 American Government	3
	CBCI 2320 Principles of Management Information Security	3	BUSI 3301 Quantitative Business Analysis	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MARK 3300 Principles of Marketing	3	CBCI 3500 Intrusion Detention and Incident and Response	3
	CBCI 3300 Cyber Security Management, Laws and Ethics	3	BUSI 4318 Business Policy	3
	BUSI 3303 Finance	3	CBCI 4100 Web Security Technology	3
	Unrestricted Electives	3	CBCI 4399 Special Topics in Cyber Security	3
	_____	0	BUSI 4399 Topical Seminar (Capstone)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**15**

TOTAL Number of Hours for the Degree = 120

CONCENTRATION COURSES

Course Number	Course Title	Semester Hours
CBCI 1305	Fundamentals of Cyber Security	3
CBCI 1400	Management Information Cybercrime and Inquiry	3
CBCI 2320	Principles of Management Information Security	3
CBCI 2333	Networking Information Assurance and Security	3
CBCI 3300	Cyber Security Management, Laws and Ethics	3
CBCI 3500	Intrusion Detection and Incident and Response	3
CBCI 4100	Web Security Technology	3
CBCI 4399	Special Topics in Cyber Security	3
	Total	**24**

Healthcare Concentration

FIRST YEAR	**FIRST SEMESTER**		**SECOND SEMESTER**	
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BUSI 1301 Introduction to Business	3	HIST 1301 United States History	3
	RELI 1301 Christian Ethics	3	SOCI 1301 or PSYC 2301 Intro to Sociology or General Psychology	3
	MUSI 1306 or any Humanities course	3	BUSI 3333 Business Information Systems	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INST 1101 First Year Experience	1		
		16		**15**
SECOND YEAR	**FIRST SEMESTER**		**SECOND SEMESTER**	
	MCOM 1311 Voice & Diction	3	BUSI 1325 Business Mathematics	3
	SCIENCE	3	SCIENCE	3
	SCIENCE LAB	1	SCIENCE LAB	1
	ACCT 2301 Principles of Acct I	3	ACCT 2302 Principles of Acct II	3
	BUSI 2304 Business Communication	3	BUSI 2301 Business Law	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	HIST 2381 African American History	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**16**
THIRD YEAR	**FIRST SEMESTER**		**SECOND SEMESTER**	
	ECON 2301 Macroeconomics	3	ECON 2302 Microeconomics	3
	BUSI 3301 Quantitative Business Analysis	3	MGMT 3307 Organization Behavior	3
	MGMT 3300 Principles of Management	3	HCMG Health Care Management	3
	FOREIGN LANGUAGELIT/PHIL/HUM	3	GOVT 2305 American Government	3
	MARK 3300 Principles of Marketing	3	HCMG 3310 Health Care Regulation and Accountability	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
FOURTH YEAR	**FIRST SEMESTER**		**SECOND SEMESTER**	
	MGMT 3315 Human Resource Management	3	HCMT 4308 Allocation	3
	HCMG 3305 Health Care Facilities Operation	3	BUSI 4318 Business Policy	3
	BUSI 3303 Finance	3	HCMT 4399 Health Care Option	3
	Unrestricted Elective	3	BUSI 4399 Topical Seminar – Business Elective	3
	HCMG 4303 Insurance and Managed Care	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

CONCENTRATION COURSES

Course Number	Course Title	Semester Hours
MGMT 3307	Organizational Behavior	3
MGMT 3315	Human Resource Management	3
HCMG 3301	Health Care Management	3
HCMG 3305	Healthcare Facilities Operations	3
HCMG 3310	Health Care Regulations and Accountability	3
HCMG 4303	Insurance and Managed Care	3
HCMG 4308	Health Care Policy Making and Resource Allocation	3
HCMG 4399	Healthcare Management Capstone	3
	Total	24

MANAGEMENT CONCENTRATION

FIRST YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BUSI 1301 Introduction to Business	3	HIST 1301 United States History	3
	RELI 1301 Christian Ethics	3	SOCI 1301 or PSYC 2301	3
	MUSI 1306 or any Humanities course	3	BUSI 3333 Business Information Systems	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Experience	1		
		16		**15**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	BUSI 1325 Business Mathematics	3
	SCIENCE	3	SCIENCE	3
	SCIENCE LAB	1	SCIENCE LAB	1
	ACCT 2301 Principles of Accounting	3	ACCT 2302 Principles of Accounting II	3
	BUSI 2304 Business Communication	3	BUSI 2301 Business Law	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	HIST 2381 African American History	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**16**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ECON 2301 Macroeconomics	3	ECON 2302 Microeconomics	3
	MGMT Elective	3	MGMT 3307 Organization Behavior	3
	MGMT 3306 Principles of Management	3	MGMT 3310 Production and Operation Management	3
	FOREIGN LANGUAGE	3	GOVT 2305 American Government	3
	MARK 3300 Principles of Marketing	3	BUSI 3301 Quantitative Business Analysis	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MGMT 3315 Human Resource Management	3	MGMT 4303 Labor Relations	3
	MGMT 4302 Small Business Management	3	BUSI 4318 Business Policy	3
	BUSI 3303 Finance	3	MGMT Management Elective	3
	Unrestricted Electives	3	MGMT 4307 Managerial Economics	3
	_____	0	BUSI 4399 Topical Seminar (Capstone)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**15**

TOTAL Number of Hours for the Degree = 120

CONCENTRATION COURSES

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	6
	Total	**24**

BACHELOR OF SCIENCE (B.S.)

BIOLOGY MAJOR

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.

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

Course Number	Course Title	Semester Hours
BIOL 2301/2101	Human Anatomy & Physiology I w/Lab	4
BIOL 2302/2102	Human Anatomy & Physiology w/Lab	4
BIOL 3300/3100	General Microbiology w/Lab	4
BIOL 3306/3106	Genetics w/Lab	4
BIOL 4399	Topical Seminar	3
BIOL 4303/4103	Cell & Molecular Biology w/Lab	4
BIOL 4307/4107	Biochemistry w/Lab	4
BIOL 4309/4109	Ecology w/Lab	4
BIOL 4310/4110	Botany w/Lab	4
BIOL 4490	Undergraduate Research	2
	Total	**37**

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

Course Number	Course Title	Semester Hours
CHEM 1311/1111	General Chemistry I w/Lab	4
CHEM 1312/1112	General Chemistry II w/Lab	4
CHEM 2323/2123	Organic Chemistry I w/Lab	4
CHEM 2325/2125	Organic Chemistry II w/Lab	4
MATH 2413	Calculus I	4
PHYS 1301/1100	General Physics I w/Lab	4
PHYS 1302/1102	General Physics II w/Lab	4

A minor in Chemistry is recommended.

Four-Year Degree Plan for a Major in Biology

FIRST YEAR	FIRST SEMESTER		SECOND SEMESTER	
	BIOL 1306 Biology I	3	BIOL 1307 Biology II	3
	BIOL 1106 Biology Lab I	1	BIOL 1107 Biology Lab II	1
	CHEM 1311 General Chemistry I	3	CHEM 1312 General Chemistry II	3
	CHEM 1111 General Chemistry I Lab	1	CHEM 1112 General Chemistry II	1
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	INST 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1	MATH 2342 Intro to Statistics, DataMining and Analytics	3
	MATH 1314 College Algebra	3	RELI 1301/1302/3305 (Choose One)	3
		15		**17**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	BIOL 2301 Human Anatomy & Physiology I	3	BIOL 2302 Human Anatomy & Physiology II	3
	BIOL 2101 Human Anatomy & Physiology I Lab	1	BIOL 2102 Human Anatomy & Physiology II Lab	1
	CHEM 2323 Organic Chemistry I	3	CHEM 2325 Organic Chemistry II	3
	CHEM 2123 Organic Chemistry I Lab	1	CHEM 2125 Organic Chemistry II Lab	1
	COSC 1300 Intro to Computer Systems	3	HIST 1301/1302 U.S. History I/ U.S. History II (Choose One)	3
	MATH 2413 Calculus I	3	HUMANITIES	3
	----------		SOCI 1301 or PSY 2301 Sociology or General Psychology (Choose One)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**17**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	BIOL 3300 Microbiology	3	BIOL 3306 Genetics	3
	BIOL 3100 Microbiology Lab	1	BIOL 3106 Genetics Lab	1
	BIOL 4303 Cell & Molecular	3	BIOL 4310 Botany	3
	BIOL 4103 Cell & Mol. Lab	1	BIOL 4110 Botany Lab	1
	GOVT 2305/GOVT 2306 (Choose One)	3	MUSI 1306 or any other Humanities	3
	PHYS 1301 Physics I	3	PHYS 1302 Physics II	3
	PHYS 1100 Physics I Lab	1	PHYS 1102 Physics II Lab	1
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
FOUR TH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	BIOL 4309 Ecology	3	BIOL/CHEM 4307 Biochemistry	3
	BIOL 4109 Ecology Lab	1	BIOL/CHEM 4107 Biochemistry Lab	1
	BIOL 4490 Undergraduate Res	2	BIOL 4399 Topical Seminar	3

	Elective	3	Elective or (Minor)	4
	MCOM 1311: Voice & Diction	3	HIST 2381: African American History	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**14**

TOTAL Number of Hours for the Degree = 120

CHEMISTRY MAJOR

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.

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

Course Number	Course Title	Semester Hours
CHEM 2323/2123	Organic Chemistry I w/Lab	4
CHEM 2325/2125	Organic Chemistry II w/Lab	4
CHEM 3303/3103	Analytical Chemistry I w/Lab	4
CHEM 3306/3106	Descriptive Inorganic Chemistry w/Lab	4
CHEM 4301/4101	Physical Chemistry I w/Lab	4
CHEM 4302/4102	Physical Chemistry II w/Lab	4
CHEM 4307/4107	Biochemistry w/Lab	4
CHEM 4490	Undergraduate Research	4
CHEM 4499	Topical Seminar…	4
	Total	**36**

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

Course Number	Course Title	Semester Hours
BIOL 1306/1106	General Biology I w/Lab	4
BIOL 1307/1107	General Biology II w/Lab	4
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
PHYS 1301/1100	Physics I w/Lab	4
PHYS 1302/1102	Physics II w/Lab	4
	Total	**24**

Four-Year Degree Plan for a Major in Chemistry

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Information Systems/Data Science	3	MATH 2342 Intro to Statistics, Data Mining and Analytics	3
	MUSI 1306 or any Humanities	3	CHEM 1112 Chemistry II Lab	1
	CHEM 1311 Chemistry I	3	CHEM 1312 Chemistry II	3
	CHEM 1111 Chemistry I Lab	1	HIST 1301/1302 (choose one)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1	RELI 1301/1302/3305 (choose one)	3
	MATH 1314 College Algebra	3		
		17		**16**
	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR				
	GOVT 2305/GOVT 2306 American Govt./Texas Govt.	3	HIST 2381 African American	3
	CHEM 2323 Organic I	3	CHEM 2325 Organic II	3
	CHEM 2123 Organic I Lab	1	CHEM 2125 Organic II Lab	1
	MATH 2413 Calculus I	4	MATH 2414 Calculus II	4
	MCOM 1311 Voice & Diction	3	----------	
	HUMANITIES	3	SOCI 1301 or PSYC 2301	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	CHEM 3303 Quantitative I	3	CHEM 3306 Inorganic Chemistry	3
	CHEM 3103 Quantitative I Lab	1	CHEM 3106 Inorganic Chemistry Lab	1
	PHYS 1301 Physics I	3	PHYS 1302 Physics II	3
	PHYS 1100 Physics I Lab	1	PHYS 1102 Physics II Lab	1
	ELECTIVES	3	ELECTIVES	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	BIOL 1306 Biology I	3	BIOL 1307 Biology II	3
	BIOL 1106 Biology I Lab	1	BIOL 1107 Biology II Lab	1
		15		**15**
	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	CHEM 4301 Phys Chem I	3	CHEM 4302 Phys Chem II	3
	CHEM 4101 Phys Chem I Lab	1	CHEM 4102 Phys Chem II Lab	1
	CHEM 4490 Research	4	CHEM 4307 Biochemistry	3
	ELECTIVE	3	CHEM 4107 Biochemistry Lab	1
	ELECTIVE	3	CHEM 4499 Topical Seminar	4
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		14		**12**

TOTAL Number of Hours for the Degree = 120

CRIMINAL JUSTICE MAJOR

A major in criminal justice for the Bachelor of Science degree program requires twenty-seven hours of core courses and eighteen hours of Criminal Justice electives listed below:

Course Number	Course Title	Semester Hours
	Core Curriculum	
CRIJ 1301	Intro to Criminal Justice	3
CRIJ 1307	Criminology	3
CRIJ 1310	Criminal Law	3
CRIJ 2328	Police Systems	3
CRIJ 2338	Constitutional Law	3
CRIJ 3000	Research Methods	3
CRIJ 3303	Correctional Systems	3
CRIJ 3304	Juvenile Delinquency	3
CRIJ 4339	Criminal Justice Capstone	3
	Total	**27**
	Criminal Justice Electives	
CRIJ XXXX	Criminal Justice	3
CRIJ XXXX	Criminal Justice	3
CRIJ XXXX	Criminal Justice	3
CRIJ XXXX	Criminal Justice	3
CRIJ XXXX	Criminal Justice	3
CRIJ XXXX	Criminal Justice	3
	Total	**18**

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

Four-Year Degree Plan for a Major in Criminal Justice

FIRST YEAR	FIRST SEMESTER		SECOND SEMESTER	
	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	SCIENCE	3
	----------		SCIENCE LAB	1
	RELI 1301/1302/3305 (choose one)	3	COSC 1300 Intro to Computer Information Systems/Data Science	3
	HIST 1301/1302	3	HIST 2381 African American History	3
	CRIJ 1301 – Intro. to Criminal Justice	3	CRIJ 2310 – Criminology	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**16**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MCOM 1311 Voice & Diction	3	CRIJ 3313 Constitutional Law	3
	CRIJ 2307 – Criminal Law	3	SCIENCE	3
	----------		SCIENCE LAB	1
	ELECTIVE	3	CRIJ 3303 –Police Systems	3
	SPAN 1311 Elementary Spanish	3	CRIJ Elective (2000 LEVEL)	3
	CRIJ Elective (2000 LEVEL)	3	SOCI 1301 – Intro to Sociology	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**16**
THIRD YEAR	FIRST SEMESTER		SECOND SEMESTER	
	CRIJ 3305 – Correctional Systems	3	CRIJ – 3306 Research Methods	3
	GOVT 2305 American Government	3	CRIJ 3318 – Juvenile Delinquency	3
	CRIJ Elective	3	CRIJ Elective	3
	CRIJ Elective	3	GOVT 2306 Texas Government	3
	ELECTIVE	3	ELECTIVE	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	CRIJ 4399 Special Topics	3	CRIJ Elective	3
	CRIJ Elective	3	MUSI 1306 or any Humanities course	3
	MATH 2342 Intro to Statistics, Data Mining and Analytics	3	ELECTIVE	3
	ELECTIVE	3	ELECTIVE	3
	ELECTIVE	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

KINESIOLOGY MAJOR

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.

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

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 2356	Prevention and Care od Athletic Injuries	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	3
	Total	**30**

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

Course Number	Course Title	Semester Hours
BIOL 2301	Human Anatomy and Physiology I w/Lab	4
BIOL 2302	Human Anatomy and Physiology II w/Lab.	4
Total		**8**

Four-Year Degree Plan for a Major in Kinesiology

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	MATH 1314 College Algebra	3	BIOL 1306 General Biology I	3
	----------		BIOL 1106 General Biology I LAB	1
	RELI 1301 Christian Ethics	3	MUSI 1306 Music Appreciation or any Humanities	3
	HIST 1301 or HIST 1302 (Choose One)	3	HIST 2381 African American History	3
	COSC 1300 Intro to Computer Information Systems/Data Sci.	3	MATH 2342 Intro to Statistics, Data Mining and Analytics	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		16		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	MCOM 1311 Voice and Diction	3	KINE 1338 Concepts of Fitness	3
	KINE 1301 Intro to KINE	3	KINE 2200 Series	2
	KINE 1110 or KINE 1101	1	SOCIAL & BEHAVIORAL SCIENCES any course	3
	HUMANITIES	3	GOVT 2305 American Govt. or GOVT 2306 Texas Govt. (Choose One)	3
	BIOL 1307 General Biology II	3	KINE 2356 Prevention & Care of Athletic Inj.	3
	BIOL 1107 General Biology II LAB	1	----------	
			----------	0
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		13		**14**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	KINE 1308 Officiating I or KINE 1309 Officiating II	3	KINE 3304 – Exercise Physiology	3
	KINE 3301 Biomechanics	3	KINE 3306 Motor Learning	3
	KINE 2200 Series	2	KINE 2200 Series	2
	BIOL 2301 Human Anatomy & Physiology I	3	BIOL 2302 Human Anatomy & Physiology II	3
	BIOL 2101 Human Anatomy & Physiology I Lab	1	BIOL 2102 Human Anatomy & Physiology II Lab	1
	Elective	3	Elective	3
	INTS Chapel	0	INTS Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	KINE 4303 Tests & Measures	3	KINE 4304 Administration Ex. Programs	3
	ELECTIVES	6	ELECTIVE	9
	ELECTIVES	6	KINE 4399 Topical Seminar	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

TOTAL Number of Hours for the Degree 120

MASS COMMUNICATIONS MAJOR

A major in Mass Communications for the Bachelor of Science degree program requires twenty-four hours of core courses listed below:

Core Curriculum

Course Number	**Course Title**	**Semester Hours**
MCOM 1301	Intro to Mass Communications	3
MCOM 2312	Mass Communication Law & Ethics…	3
MCOM 2321	Media Writing Fundamentals	3
MCOM 2322	Grammar for Journalists	3
MCOM 3100	History of Mass Media	3
MCOM 4301	Professional Seminar	3
MCOM 4313	Mass Communication Theory…	3
MCOM 4342	Mass Communication Capstone	3
	Total	**24**

Four-Year Degree Plan for a Major in Mass Communications

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	BIOL 1306 General Biology I	3	BIOL 1307 General Biology II	3
	BIOL I LAB	1	BIOL II LAB	1
	RELI 1301/1302/3305 (choose one)	3	COSC 1300 Intro to Computer Information Systems/Data Science	3
	MATH 1314 College Algebra	3	MCOM 1311 Voice and Diction	3
	MCOM 1301 Intro to Mass Communication	3	FOREIGN LANGUAGE	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		

		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History	3	HIST 2381 African American History	3
	GOVT 2305 American Govt.	3	GOVT 2306 Texas Govt.	3
	MCOM 1311 Voice & Diction	3	MCOM 2321 Media Writing Fundamentals	3
	MUSI 1306 Music Appreciation	3		3
	MCOM 2312 Mass Communications Law & Ethics	3	----------	0
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	----------		MATH 2342 Statistics, Data Mining and Analytics	3
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	MCOM 3100 History of Mass Media	3	MCOM 3200 The Black Press and US History	3
	MCOM 2322 Grammar for Journalists	3	MCOM 3220 Mass Media and Society	3
	MCOM 3101 Introduction to Sports	3	MCOM 3224 Multimedia Sports Reporting	3
	MCOM 3102 Sports and Culture	3	MCOM 3304 Multimedia Writing and Storytelling	3
	MCOM 3104 Sports and the Media	3	MCOM 3448 Writing for Public Relations and Advertising	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	MCOM 4313 Mass Communication Theory	3	MCOM 4342 Mass Comm Capstone	3
	MCOM 4100 Intro to Public Communications	3	Elective	3
	MCOM 4301 Prof Seminar	3	Elective	3
	Elective	3	Elective	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**15**

TOTAL Number of Hours for the Degree = 120

MATHEMATICS MAJOR

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 2305	Discrete Mathematics	3
MATH 2318	Linear Algebra	3
MATH 2320	Differential Equations	3
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
MATH 2415	Calculus III	4
MATH 3302	Statistics II	3
MATH 3310	Modern Algebra	3
MATH 4305	Numerical Methods I	3
MATH 4316	Real Analysis I (Advanced Calculus)	3
MATH 4399	Topical Seminar	3
	Total	**36**

Four-Year Degree Plan for a Major in Mathematics

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Intro to Computer Systems/Data Science	3	MATH 2342 Intro to Statistics, Data Mining and Analytics	3
	HUMANITIES	3	RELI 1301/1302/3305 (choose one)	3
	SCIENCE*	3	SCIENCE*	3
	SCIENCE LAB	1	SCIENCE LAB	1
	MATH 1314 College Algebra	3	HIST 1301/1302 (choose one)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
	Total Hours	**17**	**Total Hours**	**16**

*Students may choose from BIOL 1406/1407 or CHEM 1411/1412 or ENVR 1401/1402 or PHYS 1415/1401/1402

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	GOVT 2305 American Govt. or GOVT 2306 Texas Govt.	3	HIST 2381 African American History	3
	MATH 2413 Calculus I	4	MATH 2414 Calculus II	4
	MCOM 1311 Voice & Diction	3	MATH 2318 Linear Algebra	3
	MATH 2305 Discrete Math	3	SOCI 1301 or PSYC 2301	3
	HUMANITIES	3	MATH 3390 Computational and Mathematical Biology (ComMathBio)	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	Total Hours	**16**	**Total Hours**	**16**

	FIRST SEMESTER		SECOND SEMESTER	

	MATH 2320 Differential Equations	3	MATH 4305 Numerical Methods	3
	MATH 2415 Calculus III	4	MATH 3302 Statistics II	3
	ELECTIVES	6	ELECTIVES	9
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	Total Hours	**13**	**Total Hours**	**15**
FOURTH YEAR	FIRST SEMESTER		SECOND SEMESTER	
	MATH 3310 Modern Algebra	3	ELECTIVES	6
	MATH 4316 Real Analysis I	3	MATH 4399 Topical Seminar	3
	ELECTIVES	9	MATH 3399 Applications of Parallel Computer in ComMathBio.	3
	----------	0	----------	0
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	Total Hours	**15**	**Total Hours**	**12**

TOTAL Number of Hours for the Degree = 120

SOCIAL WORK MAJOR

The primary purpose of the BSW program is to prepare students for *competent and effective generalist social work practice* with knowledge, skills, and values to enhance the well-being of human systems to meet the basic needs of all people, with attention placed on the empowerment of people who are vulnerable, oppressed, and living in poverty.

The BSW Program at JCU defines generalist social work practice, as follows:
Generalist practice serves client systems utilizing an ecological systems approach focusing on persons, families, groups, organizations, and communities. It is not confined by a narrow cadre of theories; rather it is versatile enough to allow problems and situations, as well as strengths, capacities, and resources, to determine the practice approach. Generalist practice employs a problem-solving framework and a broad knowledge, value, and skill base which demands ethical practice and on-going self-assessment. Briefly, generalist social work practice:

- Is multi-level to include individuals, families, groups, organizations, and communities
- Is multi-theory, allowing for the free selection of theories as appropriate
- Utilizes a problem identification and solving focus that follows a problem-solving framework
- Utilizes multiple interventions at multiple levels, as appropriate
- Addresses the complexity of individual, family, group, organizational, and community system interactions
- Requires an integration of awareness, competence, and professional response to issues of values, ethics, diversity, culture, social justice, and populations-at-risk.

The curriculum is comprised of a liberal arts base, combined with courses addressing the knowledge, skills and values of the profession. Preparation for a career as a generalist

practitioner in Social Work is augmented by a supervised field practicum of 450 clock hours.

To qualify for consideration as a Provisional/Pre-major in the program, applicants must:

- Must be accepted and admitted to Jarvis Christian University.

Applications for admission into the Social Work Program are accepted during the Spring (March-April) and Fall (October-November) semesters. Prospective students are assessed by the Admissions Committee of the program who makes the final decisions based on the students' overall strength of their application materials. Students' application materials must be submitted directly to the Social Work Program.

To qualify for consideration as a major in the Program, applicants must:

- Be admitted and enrolled at Jarvis Christian University with a completion of a minimum of 45 accumulative general studies credit hours
- Or transfer student/or returning student in the process of admission, with a minimum of 45 accumulative college credit hours
- Submit all official undergraduate transcript(s)
- Have at least a 2.00 overall GPA
- Have completed two of the following cognate courses with at least a 2.0 grade point average or better: Introduction to Sociology (SOCI 1301), Introduction to Psychology (PSYC 2301), and Economics (Micro & Macro).
- Submit autobiographical essay
- Two letters of recommendation from professors, student organizations, and academic personnel that addresses student's development.
- Successfully complete faculty interview.

Admissions Essay

Each applicant must write an autobiographical essay that meets the following guidelines:

- Typewritten, doubled space with a font size of 12
- One page or more that supports your interest in social work (e.g., special challenges/obstacles that you have met/overcome, examples of leadership, and other influences that help shaped your interest in social work)

The Admissions essay is one of the critical elements that the Admissions Committee will review for consideration into the program. Applicants must carefully follow the instructions that are given above for the essay. The essay must be as thorough as possible.

There are several attributes that are very important in students who desire to enter into the social work career. These attributes consist of good judgment, integrity, openness to new ideas, and to be receptive to the development of self-awareness, the ability or willingness to change, and to acquire a nonjudgmental attitude regarding differences in people. Other essential attributes require a dedication to values of the National Association of Social Workers Code of Ethics such as commitment to social work‘s role in institutional change and a broad-based respect for human rights and diversity.

Admissions Appeal Procedures

If students would like to appeal their admission status, they must submit a formal letter requesting an appeal. In the letter, the student must address the reason(s) for their appeal. Copies of the appeal must be sent to the Social Work Program Director, Chair of the Behavioral and Social Sciences, Dean of the Division Business and Professional Studies, and the Vice President of Academic Affairs. The aforementioned process must be submitted within fifteen days of receipt of their admission decision.

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 3306	Ethical Practices and Professional Self	3
SOCW 3340	Human Behavior and Social Environment I	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 4340	Human Behavior and Social Environment II	3
SOCW 4343	Field Seminar	3
SOCW 4346	Diversity, Social, Economic and Environmental Justice	3
SOCW 4358	Evidence-based and Informed Practice	3
SOCW	Advanced social work electives	6
	Total	**57**

Four-Year Degree Plan for a Major in Social Work

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	BIOL 1306 General Biology	3	BIOL 1307 General Biology II or ENVR 1301 Intro to Environmental Science I	3
	BIOL LAB	1	BIOL LAB/ENVR LAB	1
	RELI 1301/1302/3305 (choose one)	3	COSC 1300 Intro to Computer Information Systems/Data Science	3
	MATH 1314 College Algebra	3	MUSI 1306 Music Appreciation	3
	SOCI 1301 – Intro to Sociology	3	ELECTIVE	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	INTS 1101 First Year Exp.	1		
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History	3	HIST 2381 African American History	3
	GOVT 2305 American Govt.	3	GOVT 2306 Texas Govt.	3
	MCOM 1311 Voice & Diction	3	SOCW 2361 Intro to Social Work	3
	SPAN 1311 Elementary Spanish	3	ECON 2301 or 2302 Economics	3
	PSYC 2301 General Psychology	3	----------	0
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	----------		MATH 2342 Statistics, Data Mining and Analytics	3
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	SOCW 3306 Ethical Practice & Professional Self	3	SOCW 4358 Evidence-based and Informed Practice	3
	SOCW 3302 Interview & Recording	3	SOCW Elective	3
	SOCW 3346 Social Welfare Policies & Programs	3	SOCW 4340 Social Work HBSE II	3
	SOCW 3340 Social Work HBSE I	3	SOCW 3341 Social Work Practice I: Individuals & Families	3
	SOCW 3300 Research Methods	3	SOCW 3342 Social Work Practice II: Groups	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	SOCW 3343 Social Work Practice III: Communities & Organizations	3	SOCW 4320 Social Work Field Exp.	12
	SOCW 4346 Diversity, Social, Economic and Environmental Justice	3	SOCW 4343 Field Seminar	3
	SOCW Elective	3	----------	
	SOCW 4352 CAPSTONE: Generalist Practice	3	----------	
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**15**

TOTAL Number of Hours for the Degree = 120

REQUIRED COGNATE COURSES

Course Number	Course Title	Semester Hours
ECON 2301/2302	Macro or Microeconomics	3
PSYC 2301	General Psychology	3
SOCI 1301	Introduction to Sociology	3
	Total	**9**

SOCIAL WORK ELECTIVES (choose two= 6 credit hours)

Course Number Course Title Semester Hours

SOCW 3303 Chemical Dependency …… 3
SOCW 3333 Child Welfare & Law ……. 3
SOCW 4342 Health Care & Social Worker ……. 3
SOCW 4333 HIV-AIDS and Social Work Practitioner ……... 3
SOCW 4348 Social Work Legislation ……. 3
SOCW 4341 Aging and Social Work ……. 3
SOCW 4300 Rurality Social Work ……. 3
SOCW 3262 Social Justice in the 21st Century..... 3
SOCW 3334 Families and Social Work …..... 3
SOCW 2301 Writing in Social Work …..... 3
FREE ELECTIVE.…..... 3

BACHELOR OF SCIENCE DEGREE TEACHER EDUCATION PROGRAM

TEACHER EDUCATION

Teacher certification programs are an integral part of the University. 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, (4) embrace lifelong learning, and (5) attain teacher certification prior to graduation.

The Teacher Education Program is comprised of certification programs in elementary education (Generalist EC-6), middle (4^{th} – 8^{th}) school, secondary (8^{th} – 12^{th}), and all-level education programs. Pedagogy courses are designed to prepare students for Texas educator certification. Faculty members in the Teacher Education Preparation Program work collaboratively with the other disciplines on campus to prepare students for the content field of 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 Texas Education Agency 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 University 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 University 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 prepare a professional portfolio that contains:

- An application
- A degree plan signed by the student's advisor and Declaration of Major Form
- 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; which includes 12 hours in the content area.
- 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.
- Three (3) recommendations from content and professional education faculty with whom the student has taken classes.
- Documentation of an interview with faculty in the Division of Education.

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.
3. Complete requirements for admission to teacher education.

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. Following the completion of Benchmark 1, the student is to resubmit the portfolio with the following additions:

- Updated degree plan information.
- 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.
- Reflective entries from each early clinical field experience.
- Documented evidence of an 85% pass rate on each of the respective content TExES preparation courses.
- Pass the content examination prior to the semester of student teaching.
- Two additional different references from education and content faculty.
- Evidence of a completed criminal history check.

Students must 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.
3. Present a passing score on the content examination.

Benchmark 3: Completion of Certification Requirements:

To complete student teaching, a student must:

- During student teaching, strictly adhere to all policies and procedures outlined in the *Student Teaching Handbook* and school policies.
- One week prior to the end of student teaching, submit to the student teaching supervisor the final portfolio, containing:
    - Documentation of community involvement.
    - Copies of university/ 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 University 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 University.

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 University.

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 Education may be pursued in the following teaching fields by specific levels:

ELEMENTARY SCHOOL
K-6 Grades
Elementary Education
Early Childhood - EC-6

MIDDLE SCHOOL
4-8 Grades
English, Language Arts & Reading (ELAR)
Math
Business Ed 6-8

HIGH SCHOOL
8-12 Grades
English, Language Arts & Reading (ELAR)
Math
Business Ed 8-12
History
Life Sciences
Physical Science

Physical Education - All Levels K-12 Grades

GENERAL EDUCATION CORE REQUIREMENTS

(To be completed during the Freshman and Sophomore years)

Course Number	Course Title	Semester Hours
MUSI 1306	Music Appreciation	3
BIOL 1306/1106	General Biology w/Lab	4
COSC 1301	*Intro to Computer Information Systems/Data Science	3
ENGL 1301	Composition I	3
ENGL 1302	Composition II	3
	Foreign Language	3
GOVT 2305	American 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
MATH1314	College Algebra	3
MATH2342	Intro to Statistics, Data Mining, and Analytics	3
PHYS 1315/1115	Physical Science w/Lab	4
RELI 1301	Christian Ethics	3
SOCI 2323	Diversity and Inclusion	3
M C O M 1311	Voice & Diction	3
	Total	**48**

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

EC-6
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.

EC-6 GENERALIST

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**

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

The Middle School (4-8) and High School (8-12) 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 University, 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 University offers middle school (4-8) and high school (8-12) 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 programs. These programs are subject to changes made by the State Board for Educator Certification.

REQUIREMENTS
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	TExES Prep Content	2
EDUC 4250	TExES Prep PPR	2
EDUC 4331	Instructional Strategies	3
EDUC 4603	Student Teaching	6
READ 3301	Reading in Content Area	3
	Total	**34**

Academic Specialization Courses

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

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/Data Science	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	3
	Total	**42**

Four-Year Degree Plan for a Major in Business Education (6-12)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab or PHYS 1315 Physical Science I w/ Lab or CHEM 1311 Chemistry I w/ Lab	4	BIOL 1307 Biology II w/ Lab or CHEM 1312 Chemistry II w/ Lab	4
	BUSI 3333 Business Information Systems	3	BUSI 2304 Business Communications	3
	MUSI 1306 Music Appreciation	3	RELI 1301/1302/3305 (choose one)	3
	INTS 1101 First Year Exp.	1	INTS 1000 Chapel	0
	INTS 1000 Chapel	0		
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	BUSI 1301 Introduction to Business	3	ACCT 2302 Principles of Accounting II	3
	ACCT 2301 Principles of Accounting	3	GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	EDUC 3304 Classroom Management	3	BUSI 4300 International Business	3
	BUSI 3301 Quantitative Business Analysis	3	COSC 3300 Introduction to Programming	3
	BUSI 3303 Finance	3	COSC 3301 Operating Systems	3
	EDUC 1301 Introduction to Education	3	ECON 2301 Microeconomics	3
	MARK 3300 Principles of Marketing	3	MGMT 3306 Principles of Management	3
			READ 3301 Reading in the Content Area	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**18**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3300 Technology in Education *	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 122

Four-Year Degree Plan for a Major in Elementary Education - (EC-6 Core Subjects)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab or PHYS 1315 Physical Science I w/ Lab or CHEM 1311 Chemistry I w/ Lab	4	BIOL 1307 Biology II w/ Lab or CHEM 1312 Chemistry II w/ Lab	4
	READ 3301 Reading in the Content Area	3	KINE 3305 Kinesiology in Elementary Schools	3
	MUSI 1306 Music Appreciation or Art Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey Of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	PSYC 2301 Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	HIST 2301 Texas History	3	HIST 1302 U.S. History II	3
	HLTH 2202 Personal Health	3	GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	EDUC 3304 Classroom Management	3	READ 3304 Corrective & Remedial Reading	3
	MATH 3306 Modern Geometry	3	READ 3309 Reading in EC-6	3
	MUED 3303 Music for Elementary Education	3	EDUC 3303 Mathematics in EC-6	3
	READ 4302 Language Arts & Children's Literature	3	EDUC 3307 Science in Elementary Schools	3
	EDUC 1301 Intro to Education	3	EDUC 3308 Social Studies in EC-6	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3300 Technology in Education *	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

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	3
	Total	**30**

Four-Year Degree Plan for a Major in English, Language Arts & Reading (4-8)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab or PHYS 1315 Physical Science I w/ Lab or CHEM 1311 Chemistry I w/ Lab	4	BIOL 1307 Biology II w/ Lab or CHEM 1312 Chemistry II w/ Lab	4
	GOVT 2306 Texas Government	3	READ 3301 Reading in the Content Area	3
	MUSI 1306 Music Appreciation or Art Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey Of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		17		**16**
SECOND YEAR	FIRST SEMESTER		SECOND SEMESTER	
	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	PSYC 2301 Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	ENGL 2321 British Literature	3	ENG 3303 Masterpieces in World Literature	3
	ENGL 2326 American Literature	3	GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	ENGL 3305 American Minority Literature	3	ENGL 4303 Advanced Grammatical Systems	3
	ENGL 3307 Advanced Composition	3	READ 3304 Corrective & Remedial Reading	3
	ENGL 3312 Semantics & Word Building	3	READ 3308 Teaching Reading in Middle School	3
	ENGL 4301 Shakespeare	3	EDUC 1301 Introduction to Education	3
	EDUC 3304 Classroom Management	3	ENGL 4399 Topical Seminar	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3300 Technology in Education *	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0		
		15		**12**

TOTAL Number of Hours for the Degree = 120

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**

Four-Year Degree Plan for a Major in English, Language Arts & Reading (8-12)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	
	BIOL 1306 Biology I w/ Lab or PHYS 1315 Physical Science I w/ Lab or CHEM 1311 Chemistry I w/ Lab	4	BIOL 1307 Biology II w/ Lab or CHEM 1312 Chemistry II w/ Lab	4
	READ 3301 Reading in the Content Area	3	SPCH 1318 Interpersonal Communication	3
	MUSI 1306 Music Appreciation or Art Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	ENGL 2321 British Literature	3	ENGL 3301 Introduction to Criticism	3
	ENGL 2326 American Literature	3	GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	ENGL 3303 Masterpieces in World Literature	3	READ 3304 Corrective & Remedial Reading	3
	ENGL 3305 American Minority Literature	3	READ 3308 Teaching Reading in Middle & Secondary Schools	3
	ENGL 3307 Advanced Composition	3	READ 4302 Language Arts & Children's Literature	3
	ENGL 3312 Semantics & World Building	3	SPCH 1342 Voice & Diction	3
	EDUC 1301 Introduction to Education	3	EDUC 3304 Classroom Management	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3300 Technology in Education *	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

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**

Four-Year Degree Plan for a Major in History Education (8-12)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab or PHYS 1315 Physical Science I w/ Lab or CHEM 1311 Chemistry I w/ Lab	4	BIOL 1307 Biology II w/ Lab or CHEM 1312 Chemistry II w/ Lab	4
	HIST XXXX Elective	3	HIST XXXX Elective	3
	MUSI 1306 Music Appreciation or Art Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey Of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	HIST 2301 History of Texas	3	HIST 1302 U.S. History II	3
	HIST 2321 World Civilization	3	HIST 2322 World Civilization II	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	HIST 3303 Research Methods & Writing Techniques	3	GOVT 2305 American Government	3
	EDUC 1301 Introduction to Education	3	EDUC 3304 Classroom Management	3
	HIST XXXX Elective	3	HIST XXXX Elective	3
	HIST XXXX Elective	3	HIST 4399 Topical Seminar	3
	GOVT 2306 Texas Government	3	READ 3301 Reading in the Content Area	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3300 Technology in Education *	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

LIFE SCIENCE (4-8)

Course Number	**Course Title**	**Semester Hours**
BIOL 4309/4109	Ecology w/Lab	4
BIOL 4310/4110	Botany w/Lab	4
CHEM 1311/1111	General College Chemistry I w/Lab	4
CHEM 1312/1112	General College Chemistry II w/Lab	4
CHEM 3306/3106	Descriptive Inorganic Chemistry w/Lab	4
CHEM 3311/3111	Environmental Chemistry w/Lab	4
PHYS 1301/1100	College Physics I w/Lab	4
PHYS 1302/1102	College Physics II w/Lab	4
PHYS 1315/1115	Physical Science w/Lab	4
	Total	**36**

Four-Year Degree Plan for a Major in Life Science Education (4-8)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab	4	BIOL 1307 Biology II w/ Lab	4
	PHYS 1315 Physical Science w/ Lab EDUC	4	READ 3301 Reading in the Content Area	3
	MUSI 1306 Music Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1	INTS 1000 Chapel	0
	INTS 1000 Chapel	0		
		18		**16.5**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	FOREIGN LANGUAGE	3
	PSYC 2301 Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	CHEM 1311 General Chemistry I w/Lab	3 1	CHEM 1312 General Chemistry II w/Lab	3 1
	GOVT 2305 American Govt.	3	KINE 1101 Defying Diabetes and Heart Disease	1
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**14**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	1301 Introduction to Education	3	PHYS 1402 Physics II	4
	PHYS 1301 Physics I w/Lab	3 1	CHEM 3311 Environmental Chemistry w/Lab	3 1
	BIOL 4310 Botany w/Lab	3 1	BIOL 4309 Ecology w/Lab	3 1
	CHEM 3306 Descriptive Inorganic Chemistry w/Lab	3 1	EDUC 3304 Classroom Management	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3300 Technology in Education *	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 120

LIFE SCIENCE (8-12)

Course Number	**Course Title**	**Semester Hours**
BIOL 2301/2101	Human Anatomy and Physiology I w/Lab	4
BIOL 2302/2102	Human Anatomy and Physiology II w/Lab	4
BIOL 3300/3100	General Microbiology w/Lab	4
BIOL 3306/3106	General Genetics w/Lab	4
BIOL 4303/4103	Cell and Molecular Biology w/Lab	4
BIOL 4310/4110	Botany w/Lab	4
BIOL 4311/4111	Invertebrate Zoology	4
CHEM 1311/1111	General College Chemistry I w/Lab	4
CHEM 1312/1112	General College Chemistry II w/Lab	4
CHEM 2323/2123	Organic Chemistry I w/Lab	4
CHEM 2325/2125	Organic Chemistry II w/Lab	4
	Total	**44**

Four-Year Degree Plan for a Major in Life Science Education (8-12)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab	4	BIOL 1307 Biology II w/ Lab	4
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	MUSI 1306 Music Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey Of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1	INTS 1000 Chapel	0
	INTS 1000 Chapel	0		
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	CHEM 1311 Chemistry II w/ Lab	3 1	CHEM 1312 Chemistry II w/ Lab	3 1
	BIOL 2301 Human Anatomy & Physiology I w/Lab	3 1	BIOL 2302 Human Anatomy & Physiology II w/Lab	3 1
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		14		**14**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	EDUC 1301 Introduction to Education	3	EDUC 3304 Classroom Management	3
	BIOL 3300 General Microbiology w/Lab	3 1	BIOL 3306 General Genetics w/Lab	3 1
	CHEM 2323 Organic Chemistry w/Lab	3 1	CHEM 2325 Organic Chemistry II w/Lab	3 1
	READ 3301 Reading in the Content Area	3	GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
	TOTAL	**15**	TOTAL	**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	BIOL 4303 Cell & Molecular Biology w/Lab	4	EDSP 3300 Introduction to Exceptional Children *	3
	BIOL 4307 Biochemistry w/Lab	4	EDUC 3300 Technology in Education *	3
	BIOL 4310 Botany w/Lab	4	EDUC 3302 Curricula & Instructional Planning *	3
			EDUC 3306 Psychological Foundations *	3
			EDUC 4331 Instructional Strategies *	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FIFTH YEAR	EDUC 4603 Clinical Teaching **	12		
		12		

TOTAL Number of Hours for the Degree = 130

MATHEMATICS (4-8)

Course Number	**Course Title**	**Semester Hours**
MATH 2318	Linear Algebra	3
MATH 2320	Differential Equations	3
MATH 2342	Intro to Statistics, Data Mining, and Analytics	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 3 302	Modern Algebra	3
MATH 4416	Advanced Calculus	4
	Advanced Mathematics electives	3
	Total	**37**

Four-Year Degree Plan for a Major in Mathematics Education (4-8)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab or PHYS 1315 Physical Science I w/ Lab or CHEM 1311 Chemistry I w/ Lab	3 1	BIOL 1307 Biology II w/ Lab or CHEM 1312 Chemistry II w/ Lab	3 1
	READ 3301 Reading in the Content Area	3	MATH XXXX Elective	3
	MUSI 1306 Music Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey Of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1	INTS 1000 Chapel	0
	INTS 1000 Chapel	0		
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I or any FOREIGN LANGUAGES	3
	PSYC 2301 Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	MATH 2318 Linear Algebra	3	MATH 2413 Calculus I	4
	MATH 2320 Differential Equations	3	GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	
		15		**16**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	MATH 2414 Calculus II	4	MATH 2415 Calculus III	4
	MATH 3302 Statistics II	3	MATH 3306 Modern Geometry	3
	MATH 3310 Modern Algebra	3	MATH 4416 Advanced Calculus	4
	EDUC 1301 Introduction to Education	3	EDUC 3304 Classroom Management	3
	GOVT 2306 Texas Government	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		16		**14**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3300 Technology in Education *	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 121

MATHEMATICS (8-12)

Course Number	**Course Title**	**Semester Hours**
MATH 2342	Intro to Statistics, Data Mining, and Analytics	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 3310	Modern Algebra	3
MATH 4416	Advanced Calculus	4
	Advanced mathematics electives	3
	Total	**37**

Four-Year Degree Plan for a Major in Mathematics Education (8-12)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab or PHYS 1315 Physical Science w/ Lab or CHEM 1311 Chemistry I w/ Lab	3 1	BIOL 1307 Biology II w/ Lab or CHEM 1312 Chemistry II w/ Lab	3 1
	READ 3301 Reading in the Content Area	3	EDUC 3300 Technology in Education *	3
	MUSI 1306 Music Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey Of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1	INTS 1000 Chapel	0
	INTS 1000 Chapel	0		
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	MATH 2318 Linear Algebra	3	MATH 2413 Calculus I	4
	MATH 2320 Differential Equations	3	GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**16**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	MATH 2414 Calculus II	4	MATH 2415 Calculus III	4
	MATH 3302 Statistics II	3	MATH 3306 Modern Geometry	3
	MATH 3310 Modern Algebra	3	MATH 4416 Advanced Calculus	4
	EDUC 1301 Introduction to Education	3	MATH XXXX Advanced Elective	3
	GOVT 2306 Texas Government	3	INTS 1000 Chapel	0
	INTS 1000 Chapel	0		
		16		**14**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3304 Classroom Management	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**12**

TOTAL Number of Hours for the Degree = 121

PHYSICAL SCIENCE (8-12)

Course Number	**Course Title**	**Semester Hours**
CHEM 1311/1111	General College Chemistry I w/Lab	4
CHEM 1312/1112	General College Chemistry II w/Lab	4
CHEM 2323/2123	Organic Chemistry I w/Lab	4
CHEM 2325/2125	Organic Chemistry II w/Lab	4
CHEM 4301/4101	Physical Chemistry I w/Lab	4
CHEM 4307/4107	Biochemistry w/Lab	4
MATH 2413	Calculus I…	4
MATH 2414	Calculus II	4
GEOL 1301/1101	Earth Science w/Lab	4
PHYS 1301/1100	College Physics I w/Lab	4
PHYS 1302/1102	College Physics II w/Lab	4
	Total	**44**

Four-Year Degree Plan for a Major in Physical Science Education (8-12)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab	4	PHYS 1315 Physical Science I w/ Lab	4
	GEOL 1301 Earth Science w/Lab	4	EDUC 4331 Instructional Strategies *	3
	MUSI 1306 Music Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey Of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1	INTS 1000 Chapel	0
	INTS 1000 Chapel	0		
		18		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	CHEM 1311 General Chemistry w/Lab	4	CHEM 1312 General Chemistry II w/Lab	4
	_____		GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		14		**16**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	CHEM 2323 Organic Chemistry I w/Lab	3 1	CHEM 2325 Organic Chemistry II w/Lab	3 1
	PHYS 1301 Physics I w/Lab	3 1	PHYS 1302 Physics II w/Lab	3 1
	MATH 2413 Calculus I	4	MATH 2414 Calculus II	4
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		12		**12**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDUC 1301 Introduction to Education	3	EDSP 3300 Introduction to Exceptional Children *	3
	CHEM 4301 Physical Chemistry w/Lab	3 1	EDUC 3300 Technology in Education *	3
	CHEM 4307 Biochemistry w/Lab	3 1	EDUC 3302 Curricula & Instructional Planning *	3
	READ 3301 Reading in the Content Area	3	EDUC 3306 Psychological Foundations *	3
			EDUC 3304 Classroom Management	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		14		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FIFTH YEAR	EDUC 4603 Clinical Teaching **	12		
		12		

TOTAL Number of Hours for the Degree = 129

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 University 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.

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	TExES Prep Content	2
EDUC 4250	TExES Prep PPR	2
EDUC 4331	Instructional Strategies	3
EDUC 4603	Student Teaching	6
READ 3301	Reading in Content Area	3
	Total	34

MUSIC EDUCATION

Course Number	Title	Semester Hours
MUSI 1306	Music Appreciation	3
MUSI 1311	Music Theory I	3
MUSI 1116	Sight Singing & Ear Training	1
MUSI 1312	Music Theory II	3
MUSI 1117	Sight Singing & Ear Training	1
MUSI 2312	Music Theory III	3
MUSI 2116	Sight Singing and Ear Training III	1
MUHI 3301	Music History I	3
MUHI 3302	Music History II	3
MUSI 4301	Form and Analysis	3
MUSI 4302	Conducting	3
MUED 3306	Fundamentals of Music for Adolescence	3
MUED 4303	Musical Activities for Children	3
MUED 4304	Organization of Vocal and Instrumental Ensembles	3
Total		**36**

Concentration 1-Voice

Course Number	Title	Semester Hours

MUEN-1141 – 2141	Concert Choir.....3
MUAP 1181 -3182	Applied Voice.....6
MUSI 1181	Piano Class I.....1
MUSI 1182	Piano Class II.....1
MUSI 2181	Piano Class III.....1
MUSI 2182	Piano Class IV.....1
	Total.....13

Concentration 2-Instrument

Course Number	**Title**	**Semester Hours**
MUEN 1169 – 2170	Concert Band	3
MUAP 1133-3134	Applied Instrument	6
MUSI 1181	Piano Class I	1
MUSI 1182	Piano Class II	1
MUSI 1166	Woodwind Class	1
MUSI 1168	Brass and Percussion Class	1
Total		**13**

Concentration 3-Piano

Course Number	**Title**	**Semester Hours**
MUEN 1141-2141	Concert Choir	
or	or	
MUEN 1133-2141	Concert Band	3
MUAP 1169 – 3170	Applied	6
MUSI 1183	Voice Class I	1
MUSI 1184	Voice Class II	1
MUSI 1166	Woodwind Class	1
MUSI 1168	Brass and Percussion Class	1
Total		**13**

Four-Year Degree Plan for a Major in Music Education (All-Levels)

	First Semester	**Hr**	**Second Semester**	**Hr**
1st	ENGL 1301: Composition I	3	ENGL 1302: English Composition II	3
	MATH 1314: College Algebra	3	SCIENCE	3
	RELI 1301/02/05 (Choose 1)	3	Science Lab	1
	MUSI 1306	3	MUSI 1311: Music Theory I	3
			MUSI 1116 Sight Singing & Ear Training I	1
	MUAP 11__ Applied Instrument/Voice I	1	HIST 1301/02: United State History I/II (Choose 1)	3
Year	MUSI 1000 Applied Music Program	CR	MUSI 1000 Applied Music Program	CR
	MUEN 11__ Ensemble Band/Choir	1	MUAP 11__ Applied Voice/Instrument II	1
	INTS 1000 Chapel	CR	MUEN __ Ensemble Band/Choir	1
	INTS 1101 First Year Experience	1	MUSI 1182 Piano Class II	1
	MUSI 1181 Piano Class I	1	MUSI 1184 Voice Class II	1
	MUSI 1183 Voice Class I	1	INTS 1000 Chapel	CR
	Total	**17**	**Total**	**18**

	Third Semester		**Fourth Semester**	
2nd	HIST 1301/02: United State History I/II (Choose 1)	3	HIST 2381: African American History	3
	MCOM 1311: Voice and Diction	3	Language	3
	PSYCH 2301: Intro. To Psychology SOCI 1301: Intro to Sociology SOCI 2301: Diversity & Inclusion (Choose 1)	3	MATH 2342: Introduction to Statistics, Data Mining, and Analytics	3
Year	GOVT 2305: American Government GOVT 2306: Texas Government (Choose 1)	3	MUSI 2313: Music Theory III	3
	INTS 1000 Chapel	CR	MUSI 2116: Sight Singing & Ear Training III	1
	MUSI 1312: Music Theory II	3	INTS 1000 Chapel	CR
	MUSI 1117: Sight Singing & Ear Training II	1	MUSI 1182: Piano Class II MUSI 2183: Voice Class III (Depends on Concentration)	1
	MUAP21 __: Applied Voice/Instrument	1	MUAP 21__: Applied Voice/Instrument IV	1
	MUSI 1000 Applied Music Program	CR	MUSI 1000 Applied Music Program	CR
	MUEN 21__: Ensemble Band/Choir	1	EDUC 1301: Introduction to Education	3
	MUSI 1181: Piano Class I MUSI 1183: Voice Class I (Depends on Concentration)	1		
	Total	**19**	**Total**	**18**
	Fifth Semester		**Sixth Semester**	
3rd	EDUC 3302: Curriculum & Instruction	3	EDSP 3300: Introduction to Exceptional Children	3
	EDUC 3300: Technology in Education	3	EDUC 3304: Classroom Management	3
	MUSI 1000 Applied Music Program	CR	MUSI 1000 Applied Music Program	CR
	MUAP 31__ Applied Voice/Instrument V	1	MUAP 31__: Applied Voice/Instrument VI	1
	MUHI 3301: Music History I	3	MUHI 3302: Music History II	3
	MUSI 4301: Form and Analysis	3	MUSI 4302: Conducting	3
	MUED 3306: Fundamentals of Music for Adolescence	3	MUED 4303: Musical Activities for Children	3
	INTS 1000 Chapel	CR	INTS 1000 Chapel	CR
Year	MUSI 1166: Woodwind Class MUSI 2181: Piano Class III (Depends on Concentration)	1	MUSI 1168-88 Brass & Percussion Class MUSI 2182: Piano Class IV (Depends on Concentration)	1
	Total	**17**	**Total**	**17**
4th	**Seventh Semester**		**Eighth Semester**	
	EDUC 4235: TExES Prep Content	3	EDUC 4603: Student Teaching	12
Year	EDUC 4331: Educational Strategies	3		
	EDUC 4250: TExES Prep PPR	3		
	READ 33001: Reading in Content Area	3		
	MUED 4304: Organization of Vocal and Instrumental Ensembles	3		
	Elective	3		
	Total	**18**	**Total**	**12**

TOTAL Number of Hours for the Degree = 136

PHYSICAL EDUCATION

Course Number	Title	Semester Hours
KINE 1338	Concepts of Physical Fitness	1
KINE 1301	Introduction to Kinesiology	3
KINE 2201	Basketball Skills and Training	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	9
	Total	**36**

Four-Year Degree Plan for a Major in Physical Education (All-Levels)

	FIRST SEMESTER		SECOND SEMESTER	
FIRST YEAR	ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
	COSC 1300 Introduction to Computer Information Systems/Data Science	3	MATH 1314 College Algebra	3
	BIOL 1306 Biology I w/ Lab or PHYS 1315 Physical Science I w/ Lab or CHEM 1311 Chemistry I w/ Lab	3 1	BIOL 1307 Biology II w/ Lab or CHEM 1312 Chemistry II w/ Lab	3 1
	READ 3301 Reading in the Content Area	3	KINE 4309 Teaching Physical Education	3
	MUSI 1306 Music Appreciation	3	RELI 1301 Christian Ethics or RELI 1302 Survey Of New Testament or RELI 3305 World Religions	3
	INTS 1101 First Year Exp.	1	INTS 1000 Chapel	0
	INTS 1000 Chapel	0		
		17		**16**

	FIRST SEMESTER		SECOND SEMESTER	
SECOND YEAR	HIST 1301 U.S. History I	3	HIST 2381 African American History	3
	MCOM 1311 Voice & Diction	3	SPAN 1311 Spanish I	3
	PSYC 2301 General Psychology or SOCI 1301 Introduction to Sociology or SOCI 2323 Diversity & Inclusion	3	MATH 2342 Introduction to Statistics, Data Mining, and Analytics	3
	KINE 1301 Introduction to Kinesiology	3	KINE 220X Skills	2
	KINE 110X Activity	1	KINE XXXX Elective	3
	KINE 110X Activity	1	GOVT 2305 American Government	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		14		**17**

	FIRST SEMESTER		SECOND SEMESTER	
THIRD YEAR	KINE 3301 Biomechanics	3	EDUC 3304 Classroom Management	3
	KINE XXXX Elective	3	KINE 3302 Adaptive Kinesiology	3
	KINE XXXX Elective	3	KINE 3306 Motor Learning	3
	KINE 4303 Test & Measurements	3	KINE 3304 Exercise Kinesiology	3
	EDUC 1301 Introduction to Education	3	KINE 4304 Administration of Exercise Related Programs	3
	INTS 1000 Chapel	0	INTS 1000 Chapel	0
		15		**15**

	FIRST SEMESTER		SECOND SEMESTER	
FOURTH YEAR	EDSP 3300 Introduction to Exceptional Children *	3	EDUC 4603 Clinical Teaching **	12
	EDUC 3300 Technology in Education *	3		
	EDUC 3302 Curricula & Instructional Planning *	3		
	EDUC 3306 Psychological Foundations *	3		
	EDUC 4331 Instructional Strategies *	3		
	INTS 1000 Chapel	0		
		15		**12**

TOTAL Number of Hours for the Degree = 121

MINORS

ACCOUNTING MINOR

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

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

BIOLOGY MINOR

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

Course Number	Course Title	Semester Hours
BIOL 2301/2101	Human Anatomy & Physiology I w/Lab	4
BIOL 2302/2102	Human Anatomy & Physiology II w/Lab	4
BIOL 3300/3100	General Microbiology w/Lab	4
BIOL 3306/3106	General Genetics w/Lab	4
BIOL 4310/4110	Botany w/Lab	4

Additionally, the following courses are required:

Course Number	Course Title	Semester Hours
CHEM 1311/1111	General College Chemistry I w/Lab	4
CHEM 1312/1112	General College Chemistry II w/Lab	4
PHYS 1301/1100	General Physics I w/Lab	4
PHYS 1302/1102	General Physics II w/Lab	4
	Total	**16**

CHEMISTRY MINOR

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

Course Number	Course Title	Semester Hours
CHEM 2323/2123	Organic Chemistry w/Lab	4
CHEM 2325/2125	Organic Chemistry II w/Lab	4
CHEM 3303/3103	Analytical Chemistry w/Lab	4
CHEM 3306/3106	Descriptive Inorganic Chemistry w/Lab	4
CHEM 4301/4101	Physical Chemistry I w/Lab	4
CHEM 4302/4102	Physical Chemistry II w/Lab	4
CHEM 4307/4107	Biochemistry w/Lab	4

COMPUTER INFORMATION SYSTEMS MINOR

A minor in computer information systems requires eighteen semester hours as listed below:

Course Number	Course Title	Semester Hours
BUSI 1301	Introduction to Business	3
BUSI 1325	Business Mathematics	3
BUSI 3333	Business Information Systems	3
COSC1315	Fundamentals of Programming	3
COSC 3301	Operating Systems	3
COSC 3303	Introduction to Web Page Design	3
COSC	Advanced computer information systems electives	3

CREATIVE WRITING MINOR

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

Course Number	Course Title	Semester Hours

CHOOSE 3 HOURS (READING HISTORICALLY):

ENGL 2321	British Literature Survey	3
ENGL 2326	American Literature Survey	3
ENGL 3303	Masterpieces of World Literature	3
ENGL 3345	African American Literature	3
ENGL 4301	Shakespeare	3
ENGL 4303	Advanced Grammatical Systems	3

CRITICISM AND THEORY (3 HOURS)

ENGL 3301	Introduction to Criticism	3

LANGUAGE AND STRUCTURE (3 HOURS)

ENGL 4303	Advanced Grammatical Systems	3
ENGL 3312	Semantics and Word Building	3
ENGL 4305	History and Development of the English Language	3

CREATIVE WRITING COURSES (CHOOSE 9 HOURS):

ENGL 4350	Advanced Creative Writing: Workshop in Poetry	3
ENGL 4352	Advanced Creative Writing: Workshop in Fiction ….	3
ENGL 4351	Advanced Creative Writing: Workshop in Creative Non-Fiction	3
ENGL 4357	Advanced Creative Writing: Workshop in Creative Writing and Social Action……..	3
ENGL 4358	Advanced Creative Writing: Workshop in Song Lyric Writing …..	3
ENGL 4359	Digital Writing	3
ENGL 4390	Special Topics in Creative Writing	3

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 2310	Criminology	3
CRIJ 2307	Fundamentals of Criminal Law	3
CRIJ 3306	Methods of Research	3
CRIJ 4305	Correctional Systems	3
CRIJ 3000/4000	Advanced Criminal Justice elective	9

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 3307	Advanced Composition	3
ENGL 3345	African American Literature	3
ENGL 4301	Shakespeare	3
ENGL 4303	Advanced Grammatical Systems	3

FINE ARTS

In support of the mission of the University, the mission of Fine Arts activities is to provide the University 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.

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 3303	Research Methods	3
HIST	Advanced History electives	6

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

MANAGEMENT MINOR

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

Course Number	Course Title	Semester Hours
BUSI 1301	Introduction to Business	3
MGMT3306	Principles of Management	3
MGMT3307	Organizational Behavior	3
MGMT 3315	Human Resources Management	3
MGMT 4301	Organizational Theory	3
COSC 3303	Introduction to Web Page Design	3
COSC	Advanced Computer Information Systems electives	6

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 3310	Modern Algebra	3

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	4
MUAP	Applied Instrument or Voice	3
MUSI 1311	Music Theory I	3
MUSI 1116.	Ear Training and Sight Singing I	1
MUSI 1312	Music Theory II	3
MUSI 1117	Ear Training and Sight Singing II	1
	Choice of 3 Credit Music Course	
	Choice of 1 Credit Music Course	

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. Interdisciplinary majors will be required to perform a junior and senior recital. All-Level majors will only be required to perform a senior recital.

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 4302	Introduction to Homiletics	3
RELI 4301	Systematic Theology	3

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 3306	Ethical Practice and Professional Self	3
SOCW 3340	Dynamics in Human Behavior and Social Environment	3
SOCW 3346	Social Welfare Policies and Programs	3
SOCW	Advanced Social Work Elective	3



COURSE DESCRIPTIONS

ACCOUNTING (ACCT)

ACCT 2301 Principles of Financial Accounting **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 Managerial Accounting **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.

BIOLOGY (BIOL)

BIOL 1106 General Biology I Lab
1 Semester Hour
This course is the laboratory component to accompany BIOL 1306 lecture. Emphasis is placed on the cellular and sub-cellular aspects of biology and reinforcing principles offered in the lecture portion of the course. Two hours of interactive laboratory-based activities. Co*requisite: BIOL 1306*.

BIOL 1107 General Biology II Lab
1 Semester Hour
This course is the laboratory to accompany BIOL 1307 lecture course. includes activities which will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Two hours of laboratory work per week. *Corequisite:* BIOL 1307.

BIOL 1306 General Biology I
3 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. *Corequisite:* BIOL 1106

BIOL 1307 General Biology II **3**
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. Co*requisite:* BIOL 1107.

BIOL 2101 Human Anatomy and Physiology I Lab
1 Semester Hour
This course is the laboratory component of an introductory overview of human anatomy and
physiology that includes basic fundamental concepts of tissues and organs making up the
joints, integumentary, skeletal, muscular and nervous systems. Two hours of laboratory work per week. *Corequisite*: BIOL 2301

BIOL 2102 Human Anatomy and Physiology II Lab
1 Semester Hour
This course is the second laboratory of a two-semester sequence in which anatomy and
physiology is studied with emphasis on structure and functions of systems. Two hours of
laboratory work per week. *Corequisit*e: BIOL 2302

BIOL 2301 Human Anatomy and Physiology I
3 Semester Hours
The course covers an emphasis on cells, tissues, skin, skeletal system, muscular system, nervous system, sense organs, and circulatory system. *Prerequisites:* BIOL 1307. *Corequisite:* BIOL 2101

BIOL 2302 Human Anatomy and Physiology II **3**
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. *Prerequisites:* BIOL 2301. *Corequisite:* BIOL 2102

BIOL 3100 General Microbiology Lab
1 Semester Hour
This course is designed for students to do both hands-on and computer simulation experiments in allied health programs. It includes preparing stained smears, culturing microorganisms, conducting aseptic techniques, performing tests to identify bacteria and fungi, and studying microbial growth control methods.
Two hours of laboratory work per week. *Corequisite*: BIOL 3300

BIOL 3106 General Genetics Lab
1 Semester Hour
This course is designed for students to do both hands-on and computer simulation experiments that cover basic genetics concepts and techniques including Mendelian Genetics, and modern molecular genetics. Two hours of laboratory work per week. *Corequisite*: BIOL 3306.

BIOL 3300 General Microbiology **3**
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. *Prerequisite: BIOL 1307.* Corequisite: BIOL 3100.

BIOL 3306 General Genetics **3**
Semester Hours The course covers the principles of heredity at the

cellular and population levels, placing emphasis on phylogenetic similarities and differences. Prerequisite: *BIOL 1307.*
Corequisite: BIOL 3106.

BIOL 4103 Cell and Molecular Biology Lab
1 Semester Hour
This course is designed for students to do both hands-on and computer simulation experiments to standard genetic and biochemical techniques common in a molecular biology lab, such as DNA isolation, agarose-gel electrophoresis, transformation, gene function, protein synthesis, and understanding the cellular function.
Two hours of laboratory work per week. Corequisite: BIOL 4303.

BIOL 4107 Biochemistry Lab
1 Semester Hour
Two hours of laboratory work per week. *Corequisite: BIOL 4307*

BIOL 4109 Ecology Lab
1 Semester Hour
Two hours of laboratory work per week. Corequisite: BIOL 4309.

BIOL 4110 Botany Lab
1 Semester Hour
This course is designed for students to do both hands-on and computer simulation experiments
that cover a survey of the major groups of plants, higher plant anatomy and different plant organs, their functions and life cycles. Two hours of laboratory work per week.
Corequisite: BIOL 4310

BIOL 4199 Topical Seminar Lab
1 Semester Hour
Two hours of laboratory work per week. *Co-Requisite: BIOL 4399. A maximum of 3 semester hours of BIOL 4399 can count toward the 36-hour requirement for the major.*

BIOL 4303 Cell and Molecular Biology **3**
Semester Hours The course is a study of structure and function of cells involving cellular physiology and biosynthesis of macromolecules, especially in animal cells. *Prerequisites: BIOL 1307 and CHEM 2323.*
Corequisite: BIOL 4103

BIOL 4307 Biochemistry **3**
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. *Prerequisites: CHEM 2325 and BIOL 1307 with BIOL 4303 recommended*. Corequisite: BIOL 4107.
(Cross-listed with CHEM 4307).

BIOL 4309 Ecology 3 Semester Hours
The course is a study of plant and animal populations and community ecology with emphasis on local flora and fauna. *Prerequisite: BIOL 1307.* Corequisite: BIOL 4109.

BIOL 4310 Botany 3 Semester Hours
The course is a comprehensive treatment of plants with emphasis on development and function of plant organs. *Prerequisite: BIOL 1307.* Corequisite: BIOL 4110

BIOL 4399 Topical Seminar Capstone Course in Biology 3 Semester Hours This course is designed to reinforce concepts that were covered throughout the degree plan of the biology major who are nearing graduation. The course provides advanced subjects not covered in the published curriculum. It is team taught by the biology faculty based on their differing areas of expertise. *Prerequisites: Junior or senior standing and consent of instructor.*

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 2 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. *Prerequisites: BIOL 1307, and at least one upper division biology course designated by the instructor, plus permission of the instructor.*

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: ACCT 2302 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 the dean.

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.

CYBER SECURITY (CBCI)

CBCI 1305 Fundamentals of Cybersecurity
3 Semester Hours
This course offers a high-level overview of the potential benefits of information systems, cyber-technology and risks management. In addition, the course will focus on private, public, healthcare and higher education organizations, management information security, cyber-security, cybercrimes, forensic inquiry and effect of cyber-attacks on law enforcement units and vulnerable innocent community. *Prerequisite: COSC 1301*

CBCI 1306 Management Information Cybercrime and Inquiry
3 Semester Hours
The course provides an analysis of organizational information security, systematic procedures for developing information systems, hardware

and software tools, organizational structures, formal and problem-solving techniques. In addition, students will deal with topics directly related to organizational controls, security, globalization, changing technologies and problem solving approach. *Prerequisite: CBCI 1305*

CBCI 2320 Principles of Management Information Security
3 Semester Hours
The course provides students the fundamental aspects of networking and information security apparatus, organization facility security, data center security, information privacy, intellectual property, viruses, spam and software installation, configuration and management.
Prerequisite: CBCI 1306

CBCI 2333 Networking Information Assurance and Security
3 Semester Hours
This course will expose students to most current research areas such as social engineering, buffer overflow, malicious code, spyware, denial of service, information warfare, computer forensics, recovery and response, enterprise security, clandestine channels and emissions security, security analysis, security models and formal techniques, best practices and national policy for information assurance. In addition, the course will focus on intrusion detection, firewalls, operating systems security and fundamentals of cryptology. *Prerequisite: CBCI 2320*

CBCI 3300 Cybersecurity Management, Laws and Ethics
3 Semester Hours
The course will expose students to principles of laws and ethics standards concerning cyber-security and cyber-crime, legal impact affecting law enforcement, corporations, investigators preservation, collection, and analysis of digital data. In addition, the course will prepare students on how to examine computer crime laws, civil and criminal laws such as electronic evidence, research and seizure of electronic evidence, judicial issues involving the admissibility of electronic evidence and related testimony in court. *Prerequisites: CBCI 2320 and CBCI 2333*

CBCI 3300 Intrusion Detection and Incident and Response
3 Semester Hours
The course will provide students with an in-depth knowledge of intrusion detection methodologies, tolls and approaches to handling intrusions, examines laws and regulations directly related to cybercrime, intellectual property issues, computer network systems, forensics procedures, identification and tracking of intruders and prosecution of criminal activities. *Prerequisite: CBCI 2333*

CBCI 4300 Web Security Technology
3 Semester Hours

The course will provide students opportunity to explore web application authentication, and authorization, web browser and web database security and principles. In addition, various web application security tools, such as code injection, cross-site scripting, and cross-site request forgery, including group discussions relative to private and public corporations. *Prerequisite: CBCI 2333*.

CBCI 4399 Special Topics in Cybersecurity
3 Semester Hours
This course examines investigations, digital forensic analysis, techniques, control mechanisms. Operating system, non-standard file systems, mobile devices, malware, volatile and non-volatile memory. Students will gain experience with state-of-the-art forensics techniques to investigate illegal activities and Information Technology. Issues and developments in marketing not covered in published curriculum. May be repeated for a maximum of six hours if topic changes. *Prerequisites: CBCI 4300 and CBCI 2333*

CHEMISTRY (CHEM)

CHEM 1111 General College Chemistry I Lab
1 Semester Hour Laboratory activities cover selected topics covered in CHEM 1311: fundamental principles and concepts of chemistry, atomic and molecular structure, reaction stoichiometry, gas laws, and thermochemistry. Two hours of laboratory work per week. *Co-requisite: CHEM 1311*.

CHEM 1112 General College Chemistry II Laboratory
1 Semester Hour Laboratory activities cover selected topics in CHEM 1312: solutions, chemical equilibrium, kinetics, acid-base chemistry, electrochemistry, and organic chemistry. Two hours of laboratory work per week. *Co-requisite: CHEM 1312.*

CHEM 1311 General College Chemistry I
3 Semester Hours Topics covered include fundamental principles and concepts of chemistry, atomic and molecular structure, reaction stoichiometry, gas laws, and thermochemistry.
Co-requisites: MATH 1314 and CHEM 1111.

CHEM 1312 General College Chemistry II
3 Semester Hours Continuation of CHEM 1311. Topics covered include solutions, chemical equilibrium, kinetics, acid-base chemistry, electrochemistry and organic chemistry. Three hours of lecture per week. *Prerequisites: CHEM 1311 and MATH 1314. Co-requisite: CHEM 1112.*

CHEM 2123 Organic Chemistry I Lab
1 Semester Hour
The laboratory will include an introduction to organic methods of analysis and synthesis. Two hours of laboratory work per week. *Corequisite: CHEM 2323*.

CHEM 2125 Organic Chemistry II Lab
1 Semester Hour
This course is the laboratory to accompany CHEM 2325 lecture and covers the fundamental facts, laws, principles, theories and concepts of chemistry necessary for further work in science or science-related subjects. Emphasis is placed on techniques, properties and reactions, and reinforcing principles offered in the lecture portion of the course. Two hours of laboratory work per week. Corequisite: CHEM 2325

CHEM 2323 Organic Chemistry I **3**
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. chemical nomenclature of organic compounds is included. *Prerequisite: CHEM 1312. Corequisite: CHEM 2123.*

CHEM 2325 Organic Chemistry II **3**
Semester Hours This course is a continuation of CHEM 2323. 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. *Prerequisite: CHEM 2323. Corequisite: CHEM 2125.*

CHEM 3103 Quantitative Analysis I Lab
1 Semester Hour
Two hours of laboratory work per week. *Co-requisite: CHEM 3303.*

CHEM 3104 Quantitative Analysis II Laboratory
1 Semester Hour
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. *Corequisite: CHEM 3304.*

CHEM 3106 – Descriptive Inorganic Chemistry Lab
1 Semester Hour 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. Two hours of laboratory work per week. *Corequisite: CHEM 3306*.

CHEM 3303 Quantitative Analysis I **3**
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. *Prerequisite: CHEM 1312*. *Corequisite: CHEM 3103*.

CHEM 3304 Quantitative Analysis II **3**
Semester Hours Continuation of CHEM 3303. Statistical Methods, Instrumentation design.
Prerequisite: CHEM 3303. *Corequisite: CHEM 3104.*

CHEM 3306 Descriptive Inorganic Chemistry
3 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 1312. Co-requisite: CHEM 3106.

CHEM 4101 Physical Chemistry I Lab **1**
Semester Hour
Two hours of laboratory work per week. *Corequisite: CHEM 4301.*

CHEM 4102 Physical Chemistry II Lab
1 Semester Hour 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.
Corequisite: CHEM 4302.

CHEM 4107 Biochemistry Lab
1 Semester Hour
Two hours of laboratory work per week. *Corequisite: CHEM 4307.*

CHEM 4301 Physical Chemistry I **3**
Semester Hours Theories of gases, properties of solutions, thermodynamics, introduction to quantum mechanics and molecular structure. *Prerequisites: PHYS 1301, and MATH 2413*.
Corequisite: CHEM 4101.

CHEM 4302 Physical Chemistry II **3**
Semester Hours Thermochemistry, chemical equilibrium, electrochemistry, chemical kinetics, and quantum chemistry. Calculus-based theoretical framework. *Prerequisite: CHEM 4301*. *Corequisite: CHEM 4102.*

CHEM 4307 Biochemistry **3**
Semester Hours Carbohydrates, fats and proteins, and nucleic acids and a survey of the chemistry and function of enzymes, vitamins, and hormones. *Prerequisites: CHEM 2325 and BIOL 1307 with BIOL 4303 recommended*. *Corequisite: CHEM 4107.* (Cross-listed with BIOL 4307)

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. *Prerequisites: CHEM 2325 and junior or senior standing and consent of instructor*.

COMPUTER INFORMATION SYSTEMS (COSC)

COSC 1300 Introduction to Computer Information Systems/Data Science

3 Semester Hours
This introductory course presents students with fundamental principles of computing and data science. Students will be introduced to third-party word processing, spreadsheet, and presentation software along with database accessing and manipulating techniques. It includes industry standard processes, procedures, and algorithmic methods utilized in a data-analytic thinking environment. *Prerequisites: None*

BUSI 3333 Business Information Systems **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: BUSI 3333.*

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: BUSI 3333.*

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: BUSI 3333*.

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: BUSI 3333*.

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: BUSI 3333*.

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: BUSI 3333*.

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.

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 2313 Constitutional Law **3**
Semester Hours This introductory course focuses on the issues raised

by the structural parts of the United States Constitution. Consideration will be given to judicial processes in constitutional cases; judicial review; and the federal courts functioning in the constitutional system. Attention will then be given to the relationships of the three federal branches of government, with emphasis on some of the powers and limitations of the executive, legislative and judicial bodies that arise from principles of separation of powers and national checks and balances.
The course will also consider federalism and the respective roles of the national and state governments in some detail. Both general principles and their specific application to sources of federal and states powers and their limitations will be discussed, with particular emphasis on examples under the commerce clause. This is a second year course. *Pre-requisites: CRIJ 1301 Intro to CJ; 1306 Courts.*

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.

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. *Pre- requisite 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.*

CRIJ 3307 Victimology **3**
Semester Hours
A study of the literature and current trends affecting victims in the criminal justice system. Emphasis is given to fear of crime, victim impact surveys, victim rights and compensation, and the impact of victimization on the individual. This is a Junior level course. *Pre-requisites: CRIJ 1301 Intro to CJ; CRIJ 1307 Crime in America; CRIJ 2314 Investigations; CRIJ 2328 Police Systems.*

CRIJ 3308 Terrorism **3**
Semester Hours
This module examines the growing range of threats from improvised explosive devices as the terrorist weapon of choice in military and civilian arenas and how they are dealt with and prevented by bomb squads, first-responders, and security and intelligence services in selected countries. The module introduces the history of IEDs and the techniques of groups and 'lone wolf' individuals before considering countermeasures. This is a Junior level course. *Pre- requisites: CRIJ 1301 Intro to CJ; CRIJ 1307 Crime in America; CRIJ 2314 Investigations; CRIJ 2328 Police Systems.*

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 4306 Organized Crime **3**
Semester Hours An examination of organized crime in America through a comparison of past and present activities, historical development, areas of influence and current roles and enforcement

efforts by agents of the criminal justice system. This is a senior level course. *Pre-requisites: CRIJ 1301 Intro to CJ; CRIJ 1310 Criminal Law; CRIJ 2314 Investigations; CRIJ 2328 Police Systems*.

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.

CYBER SECURITY (CBCI)

CBCI 1305 Fundamentals of Cybersecurity
3 Semester Hours
This course offers a high-level overview of the potential benefits of information systems, cyber-technology and risks management. In addition, the course will focus on private, public, healthcare and higher education organizations, management information security, cyber-security, cybercrimes, forensic inquiry and effect of cyber-attacks on law enforcement units and vulnerable innocent community.

CBCI 1306 Management Information Cybercrime and Inquiry
3 Semester Hours
The course provides an analysis of organizational information security, systematic procedures for developing information systems, hardware and software tools, organizational structures, formal and problem-solving techniques. In addition, students will deal with topics directly related to organizational controls, security, globalization, changing technologies and problem solving approach.

CBCI 2320 Principles of Management Information Security
3 Semester Hours
The course provides students the fundamental aspects of networking and information security apparatus, organization facility security, data center security, information privacy, intellectual property, viruses, spam and software installation, configuration and management.

CBCI 2333 Networking Information Assurance and Security
3 Semester Hours

This course will expose students to most current research areas such as social engineering, buffer overflow, malicious code, spyware, denial of service, information warfare, computer forensics, recovery and response, enterprise security, clandestine channels and emissions security, security analysis, security models and formal techniques, best practices and national policy for information assurance. In addition, the course will focus on intrusion detection, firewalls, operating systems security and fundamentals of cryptology. *Prerequisite: CBCI 2320*

CBCI 3300 Cybersecurity Management, Laws and Ethics
3 Semester Hours
The course will expose students to principles of laws and ethics standards concerning cyber-security and cyber-crime, legal impact affecting law enforcement, corporations, investigators preservation, collection, and analysis of digital data. In addition, the course will prepare students on how to examine computer crime laws, civil and criminal laws such as electronic evidence, research and seizure of electronic evidence, judicial issues involving the admissibility of electronic evidence and related testimony in court. *Prerequisites: CBCI 2320 and CBCI 2333*

CBCI 3301 Intrusion Detection and Incident and Response
3 Semester Hours
The course will provide students with an in-depth knowledge of intrusion detection methodologies, tolls and approaches to handling intrusions, examines laws and regulations directly related to cybercrime, intellectual property issues, computer network systems, forensics procedures, identification and tracking of intruders and prosecution of criminal activities. *Prerequisite: CBCI 2323*

CBCI 4300 Web Security Technology
3 Semester Hours
The course will provide students opportunity to explore web application authentication, and authorization, web browser and web database security and principles. In addition, various web application security tools, such as code injection, cross-site scripting, and cross-site request forgery, including group discussions relative to private and public corporations. *Prerequisite: CBCI 2323*.

CBCI 4399 Special Topics in Cybersecurity
3 Semester Hours
This course examines investigations, digital forensic analysis, techniques, control mechanisms. Operating system, non-standard file systems, mobile devices, malware, volatile and non-volatile memory. Students will gain experience with state-of-the-art forensics techniques to investigate illegal activities and Information Technology. Issues and developments in marketing not covered in published curriculum. May

be repeated for a maximum of six hours if topic changes. *Prerequisites: CBCI 4300 and CBCI 2323*

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 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 **12**
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 1301 Composition I **3**
Semester Hours A combined lecture/lab, performance-based course designed to further strengthen students' critical reading and writing skills. This course 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. The course integrates the development of critical reading and writing skills through practice and discussion. Has a required lab. Multiple required expository essays.
ENGL 1302 Composition II **3**
Semester Hours A combined lecture/lab, performance-based course designed to further the critical reading and writing skills established in English 1301. These skills will be demonstrated by writing one source-based essay and completing reading assessments throughout the semester. The course places emphasis on grammar and usage. The course integrates development of critical reading and writing skills through practice and discussion. Has a required lab.
Prerequisite: ENGL 1301.

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 2323 Introduction to Creative Writing **3**
Semester Hours Discussion of techniques in the genre of fiction, poetry or creative non-fiction, with emphasis on student's creative writing. May be repeated once under a separate genre.

ENGL 2325 (ENGLISH) -Yoga and Creative Writing (3 credit hours)

This is a creative writing course designed for students who wish to write creatively and explore the nuances of Yoga. Yoga and Creative Writing will combine practicing physical poses, breathing, and meditation with the act of writing creatively. It offers students introductory study and practice of both Yoga and Creative Writing in a workshop setting. Prerequisite: None.

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 Intro to Criticism: Critical Analysis of Lit 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 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 3345 African-American Literature 3 Semester Hours
In this course, students read, analyze, and discuss literary works and media written by African Americans. This course provides a survey of writings from the Reconstruction period to today. Topics to be discussed include the rise of the "New Negro," the Harlem Renaissance, black realism, modernism and postmodernism.

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 Lang 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.

ENGL 4350 Advanced Creative Writing: Workshop in poetry 3 Semester Hours

This is a creative writing course designed for students who wish to concentrate on poetry writing. It offers students advanced study and practice of poetry in a workshop setting. This includes the study of published work and critical discussion using poetry writing techniques and methodologies. Writers critique other class members' work during workshop and examine critically the elements of poetry creation including form, structure, and editorial processes. Prerequisite: ENGL 2343.

ENGL 4352 Advanced Creative Writing: Workshop in fiction.

This is a creative writing course designed for students who wish to concentrate on fiction writing. It offers students advanced study and practice of fiction in a workshop setting. This includes the study of published work and critical discussion using fiction writing techniques and methodologies. Writers critique other class members' work during workshop and examine critically the elements of fiction creation including narration, plot, structure, point of view, and editorial processes. Prerequisite: ENGL 2343.

ENGL 4351 Advanced Creative Writing: Workshop in Creative Non-Fiction.

This is a creative writing course designed for students to combine creative writing and nonfiction. It offers students advanced study and practice of nonfiction in a workshop setting. This includes the study of published work and critical discussion using nonfiction writing techniques and methodologies, with emphasis on memoir, personal essay, profiles, and travel writing. Writers critique other class members' work during workshop and examine critically the elements of nonfiction creation including narration, plot, structure, point of view, and editorial processes. Prerequisite: ENGL 2343.

ENGL 4357 Advanced Creative Writing and Social Action.

This course is for students who wish to write fiction and to do so with an awareness of fiction's role in social justice issues. Students will study the relationship between cultural events, literary conventions, and narrative reaction. While students become familiar with the cultural place of fiction, they will be writing and analyzing fiction of their own. Students will be encouraged both to write from personal experience and situate their writing in relation to current events that require immediate action. This course will include workshop, readings, lecture, and work

with surrounding communities. Prerequisite: ENGL 2343.

ENGL 4350 Advanced Creative Writing: Workshop in Song Lyric Writing.
This is a creative writing course designed for students who wish to learn more about the process of song lyric writing. It offers students advanced study and practice of song lyric writing in a workshop setting. This includes the study of published work and critical discussion using song lyric writing techniques and methodologies. Students will study song lyrics based on their form, structure, and mood. Writers critique other class members' work during workshop and examine critically the elements of song lyric creation including genre, lyrical rhythmic scheme, rhyme scheme, form, and editorial processes. Prerequisite: ENGL 2343.

ENGL 4359 Digital Writing
This course builds on students' previous knowledge about writing and reading texts to consider public interaction between literature, social media, new media, and computing. Emphasis is on the production and circulation of text within a digital framework. Students will utilize collaborative writing, multimodal and multimedia composing, and workshop revision. Students will learn how to use rhetorical strategies to produce text with digital technologies for distribution and circulation. Prerequisite: ENGL 2343.

ENGL 4359 Special Topics in Creative Writing
Advanced topics not covered in published curriculum.

ENVIRONMENTAL SCIENCE (ENVR)

ENVR 1301 Introduction to Environmental Science I
3 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 1101.*

ENVR 1101 Introduction to Environmental Science I Lab
1 Semester Hour
Two hours of laboratory work per week. *Corequisite: ENVR 1301.*

ENVR 1302 Introduction to Environmental Science II **3**

Semester Hours This course is a continuation of ENVR 1301 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. *Corequisite: ENVR 1102.*

ENVR 1102 Introduction to Environmental Science II Lab
1 Semester Hour
Two hours of laboratory work per week. *Co-Requisite: ENVR 1302.*

ENVR 4309 Ecology **3**
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 1306 and BIOL 1307*.
Corequisite: ENVR 4109. (Cross-listed with BIOL 4309.)

ENVR 4109 Ecology Lab
1 Semester Hour
Two hours of laboratory work per week. *Corequisite: ENVR 4309.*
(Cross-listed with BIOL 4109)

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 for History majors only.*

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 3383 Modern Europe 3 Semester Hours
Major currents, which have helped to shape modern Europe, including, but not limited to: political revolutions – English (1668), French (1789), and Russian (1917); the Industrial
Revolution; 19th and 20th Century patterns of imperialism and the rise of the modern nation state. European international relations in the 19th and 20th Century will be addressed. *Prerequisites: HIST 2321 and HIST 2322.*

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 4334 Women in the U.S. 3 Semester Hours
The status, work, role and leadership activities of white, Native American and African American women in United States history. Exceptional women and the feminist, suffrage and liberation movements examined within the perspective of the life and attitudes of the mass of women in the United States. Cross-listed: History 386/Women's Studies 386. Students may receive credit for only one of the two cross-listed courses. *Prerequisites: HIST 1301 and HIST 1302.*

HIST 4362 African Diaspora History 3 Semester Hours
The course is a conceptual and thematic exploration of the forces that have shaped African- Diasporic identities and communities in the Americas and parts of Western Europe. The comparative approach that the course adopts also exposes students to common issues that descendants of enslaved Africans in various parts of the Americas and Western Europe have continued in their attempts to construct Africa-Diasporic identities. *Prerequisites: HIST 2321 and HIST 2322.*

HIST 4372 History and Culture of African Americans 3 Semester Hours
The Black experience from African origin to the present; the slave experience; African-American culture; the civil rights movement and beyond. *Prerequisites: HIST 1301 and HIST 1302.*

HIST 4394 Senior Seminar 3 Semester Hours Advanced topics not covered in published curriculum. May be repeated once when topic changes. *Prerequisites: HIST 1301 and HIST 1302.*

HIST 4399 Topical Seminar 3 Semester Hours
HIST 4394 Senior Seminar in History is the culmination of your work as a history major at Jarvis Christian University. The class is divided into three main parts:

- Researching and writing your senior thesis, with guidance from a faculty member in the history department who will act as the advisor.
- Attending and participating in a seminar that meets five times on Tuesday nights.

- Giving an oral presentation of your research to history faculty, students, friends, and family at the end of the semester. *Prerequisites: Take course after the culmination of all history courses.*

INTERDISCIPLINARY STUDIES (INTS)

INTS 1000 Chapel/Convocation Credit
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 university. Students complete one 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 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 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 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 place 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.*

MASS COMMUNICATIONS (MCOM)

MCOM 1301 Introduction to Mass Communications 3 Semester Hours
Overview of all mass communications media and their impacts.

MCOM 1311 Voice and Diction 3 Semester Hours
Focuses on analysis and improvement of specific communication skills, including evaluation of vocal weaknesses and overall improvement of speech patterns and voices.

MCOM 2312 Mass Communication Law & Ethics 3 Semester Hours
A survey of foundational areas of media and communications law including constitutional protections of speech and free press, libel, privacy, privileged communications, regulatory issues and other relevant areas.

MCOM 2321 Media Writing Fundamentals 3 Semester Hours
Provides foundations for effective researching, interviewing and writing for print and broadcast journalism, as well as public relations, including all facets of the writing process – writing, critiquing, editing and revising.

MCOM 2322 Grammar for Journalists 3 Semester Hours
Focused grammar course designed to help mass communications majors master the essentials of grammar and publication styles commonly used in print media.

MCOM 2450 Fundamental of Audio & Video 3 Semester Hours
Introduction to major concepts in audio and video production including history, theory and practice of audio-video communication.

MCOM 2454 Principles of Public Relations 3 Semester Hours
Survey of public relations including the nature of communication, public opinion,

and
persuasion, theories, principles, techniques, and media use.

MCOM 2455 Writing for Social Media 3 Semester Hours

Focus on theories and practices relevant to multiple social media platforms for public
relations and communication. This practicum-based class will require students to maintain a social media presence for a specific real life client.

MCOM 2460 Digital Photography 3 Semester Hours

Involves basic photography theory and practice including design principles, human perception, psychology of color and composition for publication.

MCOM 3100 History of Mass Media 3 Semester Hours

Explores American journalism and mass media and their relationship to American society
With emphasis on socio-cultural and political aspects.

MCOM 3101 Introduction to Sports 3 Semester Hours

Introduction and overview of sports communication, including models of sport communication, print and electronic media, sport advertising, public relations, media relations, and employment opportunities. Students will engage in the critical assessment of communication efforts of sports organization.

MCOM 3102 Sports and Culture 3 Semester Hours

Informs awareness of the impact of sports upon American culture, including historical
contexts that created and shaped the growth of sports, political and economic influences
and the relationship between the media, sports and social institutions.

MCOM 3104 Sports & the Media 3 Semester Hours

Introductory study and analysis of sports professions including opportunities, responsibilities and contemporary issues affecting sports media professionals.

MCOM 3200 The Black Press and US History 3 Semester Hours

Course will focus on historical and contemporary impacts of the black press, a critical,
but often ignored aspect of African American history and culture, and how, as a cultural

institution it has been central to community formation, protest and advocacy, education
and literacy, and economic self-sufficiency.

MCOM 3220 Mass Media and Society 3 Semester Hours
Examines social, economic, political, and cultural changes around the world from the
perspective of mass communication theory and practice and their impacts on the public's
knowledge, attitudes and behavior. Emphasis on both the developed and developing nations
of the world.

MCOM 3224 Multimedia Sports Reporting 3 Semester Hours
Involves analysis of and instruction in researching, compiling and writing sports information, as well as interviewing, reporting and generating sports content in a digital age. Emphasis is placed on sports writing skills and reporting judgement, as well as research and analysis of sports events and issues.

MCOM 3304 Multimedia Writing and Storytelling 3 Semester Hours
Covers basic elements of multimedia journalistic storytelling, including writing for audio,
video, photo slideshows, and other online journalism formats.

MCOM 3343 Interactive Multimedia Design 3 Semester Hours
This course covers multimedia concepts and applications utilizing text, graphics, animation, sound, video, WEB, and various multimedia applications in the design, development, and creation of multimedia presentations.

MCOM 3346 Public Relations Campaign Design 3 Semester Hours
Studies communications in its influence on public opinion, solving public relations problems, and practice in developing an effective public relations campaign.

MCOM 3404 Race, Class & Gender in the Media 3 Semester Hours
Analysis of issues of race, gender, and class present in traditional as well as social media in their relevance for national and global diversity.

MCOM 3448 Writing for Public Relations and Advertising 3 Semester Hours
Analysis of issues of race, gender, and class present in traditional as well as social media in their relevance for national and global diversity.

MCOM 4100 Introduction to Political Communications 3 Semester Hours
Studies the influences of mass media on Americans' political opinions and actions, as
well as public policy and how the news shapes perceptions of government, campaigns
and the democratic process.

MCOM 4104 History and Impact of HBCU Sports 3 Semester Hours
In a world where Historically Black Colleges and Universities (HBCUs) were the only
option for the most talented Black athletes, this course looks at the historical and contemporary impacts of HBCU sports and the shift in their media coverage.

MCOM 4301 Professional Seminar 3 Semester Hours
This course is an independent study course with a curriculum that is designed by the assigned faculty member. The curriculum is based on the student's chosen area of expertise and is intended to familiarize and transition them to the career field.

MCOM 4313 Mass Communication Theory 3 Semester Hours
Introduction to mass communication theory and research, with focus on theories of audience and effects, media structures and processes, and on mass media content and meaning.

MCOM 4340 Editing in a Multimedia 3 Semester Hours
Focuses on the news production process using technologies that have created new media, languages and interfaces and how the concepts principles and best practices of visual communication are used in digital media.

MCOM 4342 Mass Communication Capstone 3 Semester Hours
Capstone experience for Mass Communications majors, culminating in production of
a professional portfolio and defense of knowledge and skills acquired. Must be taken
in the final semester of the senior year.

MATHEMATICS (MATH)

MATH 1314 College Algebra 3 Semester Hours

Topics include real numbers, exponents and radicals, linear, quadratic and general polynomial functions, logarithmic and exponential functions, word problems, systems of equations, matrices, and determinants. 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 Intro to Statistics, Data Mining and Analytics **3**
Semester Hours Students collect, organize, analyze, represent, and draw conclusions about data sets using various methods of analysis and a variety of software packages. Methods of analysis include central tendency, variability, probability distribution, correlation, regression, and hypothesis testing.
The student experience will culminate in a data mining project that solves a real-world problem. *Prerequisites: COSC 1300 and MATH 1314*

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 Geometry **3 Semester Hours**
Traditional and modern aspects of Euclidean geometry and non-Euclidean geometry. *Prerequisite: MATH 1314*.

MATH 3310 Modern Algebra **3 Semester Hours** Introduction to algebraic structures, groups, and rings with emphasis on rigorous justifications of results. *Prerequisite: MATH 2414*.

MATH 3312 Introduction to Operations Research **3 Semester Hours**
An introduction to linear programming and the theory of probability. *Prerequisite: MATH 1316.*

MATH 3390 Computational and Mathematical Biology
3 Semester Hours
In some cases, it is too dangerous or impossible to do an experiment, so we can do numerical experiments through mathematical modeling and simulation. Besides learning mathematical modeling, the students in this course will learn basic commands and syntaxes in Python and use them for doing simulation in solving Biology problems. *Prerequisites: Introduction to computer* course.

MATH 3399 Applications of Parallel Computers

3 Semester Hours
Introduction to parallel computers, multi-taskings, multi-processors, MPI, OpenMP, Parallel Python, PETSc for Python, some applications in Computational and Mathematical Biology.
Prerequisites: MATH 3390 Computational and Mathematical Biology

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 4316 Real Analysis I (Advanced Calculus) **3**
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*.

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.

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[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."

MUSI 1000 Applied Recital Programs **1**
CR per Semester Students enrolled in applied music will be required to attend bi-weekly recitals given by applied music students. Enrolled students should also participate as performers at least 2 times per semester.

MUAP 3100 Junior Recital **1**
Semester Hour
Required public performance for junior level interdisciplinary music majors. The recital program should contain 30 minutes of music and be approved by faculty committee. This course should be taken in the Junior year along with the course in the applied music sequence in whichever semester (first or second) the student elects to present their junior recital. Prerequisites: Consent of instructor and at least 4 previous semesters of applied music in the specific concentration.

MUAP 4100 Senior Recital **1**
Semester Hour
Required public performance for senior level interdisciplinary and All-Level music majors. Senior Recital, will be designated as a co-requisite of the capstone course for the Bachelor of Arts majors in interdisciplinary music. This course will serve as the culmination of the student's undergraduate studies in applied music. During the course, the student will complete the preparation of a printed recital program with program notes and a recital performance, both of which will be evaluated

according to previously determined rubrics. The recital program should contain 45 minutes of music and be approved by faculty committee. Subject to faculty approval, this work may be completed during the seventh semester of applied music. This course should be taken in the senior year along with the course in the applied music sequence, in whichever semester (first or second) the student elects to present their senior recital. Prerequisites: Consent of instructor, and at least 6 previous semesters of applied music in the specific concentration, and completion of most courses required for the bachelor of interdisciplinary studies in music.

MUAP 1133-4134 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 3306 Fundamentals of Music for Adolescence
3 Semester Hours Study of principles, objectives, materials and procedures for presenting music to teenagers.

MUED 4303 Musical Activities for Children
3 Semester Hours
Study of musical experiences and activities through which children acquire basic musical skills and knowledge.

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 1301 Basic Musicianship **3**
Semester Hours
A course in the rudiments of music. The study of notation, music literacy, elements of melody, harmony and rhythm, elementary aural skills, analysis, and composition of music. This course is designed for students who are pursuing a concentration which involves music theory, but who require extra assistance to obtain **proficiency**.
Prerequisite: None

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 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 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 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 1301 General Physics I 3 Semester Hours
This course focuses on vectors, Newton's Laws of Motion, work, power, energy and momentum, gravitation, heat, and calorimetric sound. *Prerequisites: MATH 1314 and MATH 1316; Corequisite: PHYS 1100.*

PHYS 1100 General Physics I Lab 1 Semester Hour
Two hours of laboratory work per week. *Corequisite: PHYS 1301.*

PHYS 1302 General Physics II 3 Semester Hours
This course places emphasis on the theory of electricity, potential, current, resistance, Ohm's Law, and electrical power, theory of light including reflection, lenses, and optical instruments.
Prerequisite: PHYS 1301. Corequisite: PHYS 1102.

PHYS 1102 General Physics II Lab 1 Semester Hour
Two hours of laboratory work per week. *Corequisite: PHYS 1302.*

PHYS 1315 Physical Science 3 Semester Hours
The course is designed to give an understanding of the fundamental concepts in physics, chemistry, astronomy, and meteorology.
Prerequisite: MATH 1314. Corequisite: PHYS 1115.

PHYS 1115 Physical Science Lab 1 Semester Hour
Two hours of laboratory work per week. *Corequisite: PHYS 1315.*

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.

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 2300 Intro to Theology **3**
Semester Hours An introduction to the most salient doctrines of Christianity with an emphasis on Liberation Theology.

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 3302 History of Preaching **3**
Semester Hours
This course examines the historical development, methodologies and artistic expression of preaching with specific emphasis on African American preaching.

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 3306 Exegesis & Interpretation **3**
Semester Hours
Students become acquainted with proven methods for effectively reading and interpreting the Biblical text.

RELI 3308 Introduction to Counseling Theories **3**
Semester Hours
Cross-Listed with SOCW 3302 Interviewing & Recording

RELI 3310 Counseling Ethics **3**
Semester Hours
Cross-Listed with SOCW 3308 Ethical Practice & the Professional Self

RELI 3312 Expository Preaching **3**
Semester Hours
An in-depth & practical examination of Expository Preaching covering the classical approaches of Haddon Robinson, Gardner C. Taylor & et al.

RELI 3314 Marriage Counseling **3**
Semester Hours

RELI 3340 Family Systems **3**

Semester Hours
Cross-Listed with SOCW 3340 Human Behavior and Social Environment I: Micro & Mezz

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 4307 Mental Health Skills 3 Semester Hours
This course defines and describes current modalities and theories, examining the mental health perspectives of oppressed "at risk" populations with specialized focus to guide ministers toward psychological and emotional health.

RELI 4333 Sexuality Counseling 3 Semester Hours
Cross-Listed with SOCW 4333 – HIV: Aids & Social Work

RELI 4341 Life Cycle Counseling 3 Semester Hours
Cross-Listed with SOCW 4341 – Aging & Social Work

RELI 4395 Internship 3 Semester Hours
A pre-approved and supervised semester learning experience in a church or other religious organization.

RELI 4398 Sermon Delivery 3 Semester Hours

Students receive instruction in the art of finding a personal preaching style, proper utilization and maintenance of the voice and becoming an overall effective communicator.

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.

RELI 4404 Christ Centered Preaching **3**
Semester Hours
Exegesis and interpretation of texts and development of sermons to bring the message of Christ Jesus to life via every text and topic.

RELI 4408 Preaching Difficult Texts and Topics **3**
Semester Hours
Exegesis and interpretation of texts and development of sermons to bring the message of Christ Jesus to life via every text and topic.

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.

SOCIAL WORK (SOCW)

SOCW 2301 Writing for the Social Work Profession **3**
Semester Hours This course prepares the student majoring in social work to complete scholarly writing tasks successfully. Topics include expectation and standards for scholarly writing, conducting searches of professional literature, using effective paraphrasing, and summarizing skills, writing logically and coherently, and citing references correctly by adhering to APA format. The course is intended to support students' efforts on writing tasks assigned in future courses. In the field of social work, the professional social worker must have a strong understanding of the vocabulary of the profession and be able to effectively write progress notes, reports, assessments, and research. The student in this course learns to organize their thoughts, write freely, and edit their writing effectively. The student also learns and correctly utilizes the APA style. Finally, the student learns the importance of performing research and utilizes that research to inform their knowledge base.

SOCW 2361 Introduction to Social Welfare and Social Work **3**

Semester Hours This course provides an overview of the field of social work and the profession of social work. It characterizes people having needs and illustrates how these needs are met or unmet through social welfare institutions. This course provides 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 Methods **3**
Semester Hours This course introduces students to a full range of research designs and methods that includes problem definition, survey, and experimental method, single-subject design, statistical applications, interpretation, authoring research results, and program evaluation. Students will be engaged in qualitative and qualitative research methods.

SOCW 3301 Behavioral 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 V mental diagnoses, psychiatric treatment, etc.) in order to communicate effectively with inter- professional treatment team.

SOCW 3261 Social Justice in the 21ST Century **3**
Semester Hours
The course will expose students to historical information that highlights social justice and social activism with special emphasis on those organizations established in the 20th Century. Special attention will be given to the role of students in social activism and their impact upon the world. Contemporary movements such as Black Lives Matter, Me Too, Fight for Our Lives and Time Up will be discussed as well as movements and issues related to gender and sexual orientation to bring awareness around the importance of these movements in social activism.

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. Fifteen essential interviewing skills are analyzed for their appropriate application with various populations, particularly with persons of cultural differences. The second component of the course focuses on the process recording of information received from the interview process. *Co-Requisites: SOCW 3340 and SOCW 3341.* (Majors 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 3306 Ethical Practice and the Professional Self 4352 (Delete) **3**
Semester Hours This course is designed to prepare students to engage in ethical practice as professional social workers. Students will examine the NASW Code of Ethics and its implications. Additionally, it helps students develop awareness of self and the use of self as a professional. The student will examine his/her identity, interpersonal relationships skills, problem-solving skills, styles of communication, and value system.

SOCW 3340 Human Behavior and Social Environment I: Micro & Mezzo
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 3305, SOCW 3301 and SOCW 3341.*

SOCW 3341 Social Work Practice I: Individuals & Families **3**
Semester Hours This course focuses on the competencies of 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 3302 and SOCW 3342. (Majors ONLY)*

SOCW 3342 Social Work Practice II: Groups **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-requisite: SOCW 3302. (Majors ONLY)*

SOCW 3343 Social Work Practice III: Communities & Organizations **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 and SOCW 3346, C-requisites: SOCW 4340, SOCW 3342. (Majors ONLY)*

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 human rights of diversity, social, economic and environmental justice.
Prerequisites: SOCW 2361, GOVT 2305.

SOCW 3334 Families & Social Work
3 Semester Hours
This course is an overview of the theory and models of social work intervention with families. Students will learn the theoretical constructs of traditional and emerging models of social work practice with families and develop assessment & intervention skills based on a systems perspective of the family as the center of focus and in its environmental context.

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 **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 (Master of Social Work) social work professional. Students are to apply, examine and test the competencies of the generalist principles, theories, values, and skills as they work with individuals, families, groups, and communities. Students must complete 420 clock hours of field experience. *Co-Requisite SOCW 4343 and SOCW 4352.*

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 Human Behavior and the Social Environment II: Marco Practice

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 rights and 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, loneness, recreational activism, and ageism.

SOCW 4342 Health Care Social Work
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, particularity 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. *Co- Requisite: SOCW 4320. (Majors ONLY)*

SOCW 4346 Diversity, Social, Economic and Environmental

Justice 3 Semester Hours Theory, practice, and research relevant to race, ethnicity, culture, class, gender, sexuality, religion, physical or mental abilities, age, and national origin. Additionally, this course is designed to address human rights of persons or constituencies of social, economic and environmental justice. 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 populations. Analyzes social welfare policies and services while considering the role of social workers in implementing programs.

SOCW 4358 Evidence-Based Practice **3**
Semester Hours This course builds on the SOCW 3300- Research Methods course. It focuses on the use of quantitative and qualitative research methods to improve social work practice, policy, and service delivery for clients and constituencies. An overview of the use, capabilities, implementation, ethical, and legal concerns, and limitations of computer technology in social work practice. The student will conceptualize, design, and carry out an evidence base practice- relevant research project.

SOCW 4352 Capstone: Generalist Social Worker **3**
Semester Hours This course is designed to provide students an overview of the core competencies of the generalist social worker. Students will construct a portfolio of their knowledge, skills, and values in working with individuals, families, groups, communities, and organizations of diverse
populations and the societal conditions in which live. They will reflect their understanding of the complexity of helping vulnerable people in the context of social, economic, and environmental justice. They will synthesize the Council of Social Work nine core competencies, and their experiences in the social work program. (Majors ONLY)

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.*

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 & 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 ofservices.
Prerequisite: EDSP 3300.

EDSP 4307 Diagnosis and Evaluation of Exceptional Children3 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.

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