

# TEXAS A&M UNIVERSITY-TEXARKANA



**2007-2008**  
**GENERAL CATALOG**  
**VOLUME 25**

**A MEMBER OF**  
**THE TEXAS A&M UNIVERSITY SYSTEM**

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## President's Message

I want to personally thank you for expressing an interest in Texas A&M University-Texarkana. Here you will find a very dedicated team of faculty and staff who are eager to assist you with your educational needs. Our focus is to produce quality graduates within a career-oriented curriculum at both the undergraduate and graduate levels.

A&M-Texarkana is committed to assessing the needs of the community and providing a strong curriculum. Valuable feedback from the community has prompted us to launch an aggressive plan to expand downward and build a new campus. Downward expansion will provide educational opportunities for freshman and sophomore students, thus reducing the number of students who leave to attend a four-year university and never return to the area. Constructing a new campus will allow us to grow and accommodate more students.

I am excited to share with you that construction is well under way at the new campus at Bringle Lake. The Science & Technology Building is under construction with an expected completion date of January 2008. I invite you to watch our progress by logging on to the university's website at [www.tamut.edu](http://www.tamut.edu) and click on the "Webcam" tab.

I look forward to having you as a student, and wish you much success with your studies. At A&M-Texarkana, you will be able to obtain a quality education at a reasonable cost. With all of us working together, we can ensure that the university will continue to meet the educational needs of our students now and well into the future.

Dr. Stephen Hensley, President  
Texas A&M University-Texarkana



## A&M-Texarkana In Profile

Located on the border of Texas and Arkansas, Texas A&M University-Texarkana is an upper-level university serving junior, senior and graduate students and proudly providing the citizens of northeast Texas and three neighboring states a convenient opportunity to earn a four-year or graduate degree.

A&M-Texarkana is a non-residential institution dedicated to offering career-oriented studies. Degrees are awarded from three colleges; The College of Business, College of Arts & Sciences and Education and the College of Health and Behavioral Sciences. A proposed fourth college, The College of Engineering and Information Sciences is being developed. A baccalaureate degree program in computer and information sciences is available. A&M-Texarkana is one of three institutions which became members of The Texas A&M University System in 1996.

The university's faculty members emphasize teaching and advising. Over 90% of A&M-Texarkana's faculty have a doctoral degree in their field of instruction. The faculty to student ratio is 1 to 14, and the Spring 2007 semester enrollment was 1628. The average student age is 32. Each semester, approximately 73% of students are female and 61% are enrolled part-time. Students in Oklahoma and Arkansas attend at in-state tuition rates, and historically, 28% of the student body is from Arkansas. Distant education centers are located at Northeast Texas Community College near Mt. Pleasant and the Hallsville Independent School District.

A&M-Texarkana offers flexible, year-round courses. Students may select from 8 degrees and 18 majors at the undergraduate level, 5 degrees and 12 disciplines at the master's level, and can obtain 24 teaching certifications and endorsements.

Located 175 miles east of Dallas, Texarkana is a city of 65,000 at the northeast corner of the state sharing a state line with Texarkana, Arkansas. A&M-Texarkana shares a campus with the community college, Texarkana College, and shares the college's physical education center and student center. The university and Texarkana College jointly operate the Palmer Memorial and John F. Moss Library of more than 170,000 volumes. This library was doubled in size in 1985 with the completion of a building expansion project. A&M-Texarkana and Texarkana College also cooperate by sharing faculty and facilities to offer a joint four-year science specialization for elementary education majors.

The university's first building was the A.M. and Welma Aikin Instructional Systems Center, a modern building of three stories and 52,000 sq. ft. completed in 1978 which contains staff, administrative and student services offices. In 1997, construction began on a new addition to add classroom space, faculty offices and state-of-the-art instructional facilities. The almost \$5 million Academic Building was dedicated in February 1999. The university received a gift of 300 plus acres of land in 2004 from the City of Texarkana, Texas for a new campus site. The new site is located on the north side of the city near Bringle Lake. The Science & Technology Building is currently under construction. The three level, 42,000 square foot building will house computer and information sciences and future engineering degree programs.

To recognize academic achievement, the university has established chapters of national honor societies in English, history, business, psychology and education. A&M-Texarkana counseling students have among the highest passing rates on the Licensed Professional Counselor exam. In past years, one university accounting student scored first in Texas and third in the nation on the CPA exam. Another has scored second on the CPA exam given in Oklahoma. The passage rate of the Texas teacher certification exam by A&M-Texarkana education students has been extremely high. The Professional Development School, a partnership program with Texarkana, Texas ISD, was introduced in the 2004 fall semester. This exciting new program will better equip future teachers by providing them more experience in the classroom and by allowing them to work side-by-side with other teachers.

The university's total budget for the 2007 fiscal year is \$ 17,005,001. The state appropriations portion of the total budget is \$12,584,750.

Additional information about A&M-Texarkana can be obtained from the university's web site: <http://www.tamut.edu>. A webcam has been set up at the new campus so that building progress can be monitored. Click on the Webcam tab on the homepage to view progress at the new campus. The university's main telephone number is (903) 223-3000 and the FAX number is (903) 223-3140.



## A&M-**Texarkana** in Prespective

During the period 1969 to 1973, the Texas Legislature created nine upper-level institutions. Five were designated "free-standing" and four were designated "centers." East Texas State University at **Texarkana**, established in 1971, fell into the "center" category.

The institutions were similar in that: (1) They were located on the campus of a community college; (2) They were created to serve relatively isolated populations and to increase educational access for students "place bound" because of family, job, or economic circumstances; (3) While they held separate accreditation from the Southern Association of Colleges and Schools, they offered baccalaureate and masters degrees in the name of a parent institution.

ETSU-T conducted its activities in accordance with guidelines for upper-level institutions issued by the Texas Higher Education Coordinating Board in 1973. They included: (1) Maintain a commitment to excellence in teaching and openness to innovation in educational methods and materials; (2) Give special consideration to the needs of older students who want to re-enter college to enter a new vocation; (3) Provide an atmosphere of openness, adaptability, maturity, and scholarship; (4) Permit transfer students with diverse backgrounds to work toward educational goals with minimum loss of time, credits or money; (5) Provide programs responsive to student interests and needs of area industry which serve as direct entry into occupations rather than research oriented professions; (6) Offer admission, orientation, guidance, counseling, academic and career assistance specifically for the student ready to begin program specialization.

The university began its service to the Northeast Texas area in 1971 with a planning year directed by Dr. John F. Moss, its first president. In the fall of 1972, 323 students were admitted. Today, the university has over 1600 students.

In the first years, the university leased space from **Texarkana** College. In 1977-78, the A.M. and Welma Aikin Instructional Systems Center was built in honor of the late Texas State Senator and his wife from Paris who were instrumental in the progress of education.

In 1983, the legislature appropriated funds to build a new library which effectively doubled the size of the old one.

Dr. Stephen Hensley became the second president of A&M-**Texarkana** in September of 1994, and two years later in September of 1996, the university became of a member The Texas A&M University System, changing its name from East Texas State University at **Texarkana** to Texas A&M University-**Texarkana**.

The "typical" A&M-**Texarkana** student was early-on termed nationally as being non-traditional. Now students across the country are similar to the typical A&M-**Texarkana** student.

More than 80 percent of A&M-**Texarkana** graduates remain in the university's service area. With over 10,000 graduates, the university has an active alumni organization.

In August 2006, construction began at a new campus site near Bringle Lake. Construction of the Science & Technology Building is well underway with an expected completion date of January 2008. This new 42,000 square foot state-of-the art building will house computer and information sciences, as well as, future engineering programs.





# A&M-**Texarkana** in the Future

## Downward Expansion

The University is committed to broadening access to a college education, expanding educational opportunities for its citizens and achieving the status of a comprehensive regional university enrolling freshman and sophomore level students. To ensure that the citizens of the region have access to a four-year university without leaving the area, the university is adding new degree programs and improving access to courses work. House Bill 1566 changed the University's mission to that of a comprehensive university, allowing the offering of freshman and sophomore classes.

With the change in mission will also come a new campus. Completion of the first building is projected for the spring semester of 2008. A great deal of planning and hard work has gone into the effort that will mark a giant step in the life of the university and the community. Most importantly, it will result in greater access and educational opportunities for our students.

## Engineering and Information Sciences

The need for engineers, computer scientists and technologists is ongoing and will increase in the future. In response, A&M-**Texarkana** has developed a baccalaureate degree program in Computer and Information Sciences that has been authorized by Texas Higher Education Coordinating Board. In addition there is an initiative to develop degree programs in electrical and mechanical engineering in the near future.

The first building on the new campus will be home to the Computer and Information Sciences program as well as future engineering programs. Dr. Douglas Green is charged with the responsibility for coordinating, planning and developing the programs. Three faculty members are currently meeting the needs of students in this area. As growth and expansion occurs, additional faculty will be employed to meet programmatic needs.

## Strategic Plan

The mission of Texas A&M University-**Texarkana** (A&M-**Texarkana**) is to provide residents of Northeast Texas with access to quality educational opportunities, and services. Within the scope of its legislative mandate as an upper-level regional university and its commitment to becoming a comprehensive regional university, the University has established the following goals:

1. Increase the student enrollment to 2800
2. Become a comprehensive university
3. Increase overall state funding and diversify the revenue stream in order to reduce the level of dependence on state funding
4. Obtain and maintain national accreditation in Business, Education, Nursing, Counseling and Engineering
5. Increase scholarly activity and research productivity
6. Enhance the university's role as a center for life-long learning and cultural enrichment



# Texas A&M University-Texarkana 2007-2008 University Calendar

## Fall 2007 (August 22 - December 10)

August 15, 16, 17	Fall Advisement & Registration
August 21	General Faculty & Staff Meeting
August 22	First Class Day
August 22, 23, 24	Late Registration w/\$25.00 late fee
September 3	Labor Day Holiday (University Closed)
November 21	Thanksgiving Holidays (no classes)
November 22, 23	Thanksgiving Holidays (University Closed)
December 10	Last Class Day
December 13 (9:00 AM)	Final Grades for Graduating Students Due
December 15 (10:00 AM)	Commencement
December 17	Final Grades Due (for all students)
December 24-31	Christmas Holidays (University Closed)
January 1	New Year's Holidays (University Closed)

## Spring 2008 (January 22 - May 12)

January 14, 15, 16	Advisement & Registration
January 18	General Faculty & Staff Meeting
January 21	Martin Luther King Holiday (University Closed)
January 22	First Class Day
January 22, 23, 24	Late Registration (with \$25.00 late fee)
March 17-21	Spring Break (University Closed)
May 12	Last Class Day
May 15 (9:00 AM)	Final Grades for Graduating Students Due
May 17 (10:00 AM)	Commencement
May 19 (9:00 AM)	Final Grades Due (for all students)
May 26	Memorial Day Holiday (University Closed)

## Summer 2008 (June 9 - August 15)

June 3, 4	Advisement & Registration for Summers I & II
June 9, 10	Summer I Late Registration (\$25.00 late fee)
June 9 - July 7	First Summer Session (4 week)
June 9 - July 11	First Summer Session (5 week)
July 4	July 4th Holiday (University Closed)
July 16 (9:00 AM)	Final Grades Due (Summer I - 4 & 5 wk)
June 9 - August 15	Ten Week Summer Session
July 8, 9	Advisement & Registration for Summer II
July 14, 15	Summer II Late Registration (\$25.00 late fee)
July 14 - August 8	Second Summer Session (4 week)
July 14 - August 15	Second Summer Session (5 week)
August 20 (9:00 AM)	Final Grades Due (Summer I - 10 wk and Summer II)

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# Authorized Degree Programs At Texas A&M University-Texarkana

Programs	Baccalaureate	Masters	CIP Code
<b>College of Arts &amp; Sciences and Education</b>			
Adult Education		MS	13.1201.00
Applied Arts and Sciences	BAAS		30.9999.40
Biology	BS		26.0101.00
Computer and Information Sciences	BS		11.0101.00
Curriculum and Instruction		MS	13.0301.00
Education		MS	13.0101.00
Educational Administration		MEd	13.0401.00
English	BA/BS	MA	23.0101.00
General Studies	BGS		24.0102.00
History	BA/BS	MS	54.0101.00
Instructional Technology		MS	13.0501.00
Interdisciplinary Studies	BSIS	MS	30.9999.01
Mass Communications	BS		09.0102.00
Mathematics	BA/BS		27.0101.00
Special Education		MEd/MS	13.1001.00
<b>College of Business</b>			
Accounting	BBA	MSA	52.0301.00
Business Administration		MS/MBA	52.0201.00
Finance	BBA		52.0801.00
General Business	BBA		52.0101.00
Management	BBA		52.0201.00
Management Information Systems	BBA		52.1201.00
Marketing	BBA		52.1401.00
<b>College of Health and Behavioral Sciences</b>			
Counseling Psychology			
Licensed Professional Counselor		MS	42.0601.00
School Counseling		MS	42.1701.00
Criminal Justice	BSCJ		43.0104.00
Nursing	BSN		51.1601.00
Psychology	BA/BS		42.0101.00

## Teacher Certification Preparation Programs

(Note: Passing appropriate Texas Examination of Educator Standards (TEXES) is required for certification as a Texas educator.)

Early Childhood through Grade 4:

- Generalist
- Generalist with EC-12 Special Education

Grades 4 through 8 with the following teaching fields:

- English Language Arts & Reading
- Mathematics
- Mathematics/Science
- Science
- Social Studies

Grades 8 through 12 with the following teaching fields:

- English Language Arts & Reading
- Composite Science
- History
- Life Science
- Mathematics
- Social Studies
- Technology Applications

Supplemental Certifications:

- Special Education



# The Texas A&M University System

## The Texas A&M University System Universities

Prairie View A&M University  
 Tarleton State University  
 Texas A&M International University  
 Texas A&M University  
 Texas A&M University-Commerce  
 Texas A&M University-Corpus Christi  
 Texas A&M University-Kingsville  
 Texas A&M University-Texarkana  
 West Texas A&M University  
 The Texas A&M University Health Science  
 Center

## Agencies

Texas Agricultural Experiment Station  
 Texas Cooperative Extension  
 Texas Engineering Experiment Station  
 Texas Engineering Extension Service  
 Texas Forest Service  
 Texas Transportation Institute  
 Texas Veterinary Medical Diagnostic  
 Laboratory

## Board of Regents

John D. White, Chairman—The Woodlands  
 Bill Jones, Vice Chairman—Austin  
 Phil Adams—Brian/College Station  
 Lupe Fraga—Houston  
 Wendy Gramm—Washington, D.C.  
 Lowery Mays—San Antonio  
 Eric A. Nye—Dallas

Gene Stallings—Powderly  
 Ida Clements Steen—San Antonio  
 Cassie Daniel—Student Regnt

## System Executive Committee

Michael D. McKinney, Chancellor  
 Gregory R. Anderson, Associate Vice  
 Chancellor and Treasurer  
 Frank Ashley, Vice Chancellor for Academic  
 Affairs  
 Stanton C. Calvert, Vice Chancellor for  
 Governmental Relations  
 B. J. Crain, Associate Vice Chancellor for  
 Budgets and Accounting  
 Guy Diedrich, Vice Chancellor for Technology  
 Commercialization  
 Vergel L. Gay, Jr., Managing Director, Facilities  
 Planning and Construction  
 Cullen M. Godfrey, General Counsel  
 Jay Kimbrough, Deputy General Counsel  
 Teri H. Parker, Director of Communications  
 K. L. Peddicord, Vice Chancellor for Research  
 and Federal Relations  
 Janet Smalley, Chief of Staff  
 Catherine A. Smock, Chief Auditor

## Texas A&M University-Texarkana Administration

Stephen R. Hensley, President  
 Ann Candler Lotven, Provost and Vice  
 President for Academic Affairs  
 Joan C. Beckham, Vice President for  
 Finance and Administration  
 Sandra J. Rogers, Vice President for  
 Student and Academic Support Services

# Accreditation, Memberships and Affiliations

Texas A&M University-Texarkana is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools: 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4501, to award bachelors and masters degrees. The University is also accredited by the Texas Education Agency and complies with the rules and regulations of the Texas Higher Education Coordinating Board. In addition, A&M-Texarkana holds numerous memberships in selective associations and societies dedicated to the promotion of high standards in university programs. Some organizations with which the University maintains affiliation include:

American Accounting Association  
American Association of Colleges of Nursing (AACN)  
American Association of Higher Education  
American Association for Marriage & Family Therapy  
American Association of Collegiate Registrars and Admissions Officers  
American Association of State Colleges and Universities  
American Council on Education  
American Mathematical Society  
American Political Science Association  
American Psychological Association  
American Sociological Association  
Amigos Library Services  
Area Health Education Centers-Southwest (AHEC-SW)  
Association of Institutional Research  
Association of Texas Colleges & Universities  
Association of Texas Graduate Schools  
College and University Professional Association for Human Resources  
Commission on Collegiate Nursing Education  
Conference of Southern Graduate Schools  
Council for the Advancement and Support of Education (CASE)  
Council for Exceptional Children  
Council for Higher Education Accreditation  
Council of Faculty Governance Organizations  
Council of Public University Chief Academic Officers  
Council of Public University Presidents and Chancellors  
Council of Student Service Vice Presidents  
Faculty Senate  
Financial Management Association  
Innovative Users Group  
Institute of Electrical and Electronics Engineers Computer Society  
Instructional Technology Council (ITC)  
International Reading Association  
International Society for Technology in Education (ISTE)  
Marketing Educators' Association  
Mid-South Sociological Association  
National Association of College Auxiliary Services  
National Association of Colleges and Employers (NACE)  
National Association of Educational Buyers  
National Association of Education Procurement  
National Association of Student Financial Aid Administrators  
National Writing Project  
Northeast Texas Consortium (NETnet)  
Recording for the Blind and Dyslexic

Small Business Association  
Southern Association of Colleges & Schools  
Southern Association of Collegiate Registrars and Admissions Officers  
Southern Association for Institutional Research  
Southwestern Business Administration Association  
Southwestern Business Deans' Association  
Southwestern Psychological Association  
Southwestern Social Science Association  
Society for College and University Planning  
Southwest Association of Student Financial Aid Administrators  
Texarkana Chamber of Commerce  
Texarkana Education, Culture and Arts Partners  
Texarkana Regional Arts & Humanities Council (TRAHC)  
Texas Alternative Certification Association  
Texas Association for Institutional Research  
Texas Association of Alcohol and Drug Abuse  
Texas Association of Business  
Texas Association of College and University Student Personnel Administrators  
Texas Association of Colleges for Teacher Education  
Texas Assoc of Collegiate Registrars and Admission Officers  
Texas Association of Deans and Directors of Professional Nursing Program  
Texas Association of Institutional Research  
Texas Association of Physical Plant Administrators  
Texas Association of State Senior College and University Business Officers  
Texas Association of State Systems for Computing and Communications  
Texas Association of Student Financial Aid Administration  
Texas Campus Compact  
Texas Chief Academic Officers  
Texas Council of Academic Libraries  
Texas Council of Senates  
Texas Counseling Association (TCA)  
Texas Distance Learning Association  
Texas Middle School Association  
Texas Organization for Baccalaureate & Graduate Nursing Education  
Texas Psychological Association  
The Adult Higher Education Alliance (AHEA)  
The American Political Science Association  
The American Society of Criminology  
The American Society of Victimology  
Toastmasters International  
United States Distance Learning Association

# Role, Scope, Mission, Vision and Goals

## Description

Texas A&M University-Texarkana (A&M-Texarkana), formerly East Texas State University at Texarkana, was established by the Texas Legislature in 1971 as an upper-level, operationally separate unit of the East Texas State University complex. The University is authorized to offer courses and programs at the junior, senior, and masters levels. In 1993, House Bill 1666 gave the institution authority to award degrees in its own name. In September 1996, the university became a member of The Texas A&M University System and is governed by The Texas A&M University System Board of Regents. Like other Texas public colleges and universities, A&M-Texarkana also operates under the jurisdiction of the Texas Higher Education Coordinating Board.

By legislative mandate and Coordinating Board policy, A&M-Texarkana offers a career-oriented curriculum to students residing in a limited geographic area of Northeast Texas. Currently, a non-residential institution, the university shares a campus and library facility with Texarkana College (TC).

In 2003, the 78th Legislature passed House Bill 1566 which will allow the university to expand downward to become a four-year university by adding freshmen and sophomore level courses. As a part of the expansion, the university will develop a new campus and relocate to provide greatly expanded services and academic opportunities for students.

## Role and Scope

A&M-Texarkana is authorized by the Texas Higher Education Coordinating Board to offer degree and certificate programs in the various areas of Arts & Sciences and Education, Health and Behavioral Sciences, and Business.

## Mission

The mission of A&M-Texarkana is to provide residents of Northeast Texas with the broadest possible access to quality educational opportunities and services. A&M-Texarkana offers a wide array of undergraduate and graduate programs. As such, the university serves many groups, including traditional and nontraditional students. We believe that higher education should be accessible to all qualified students and that cultural diversity is integral to the learning experience.

A cornerstone of university philosophy is the conviction that education should form a foundation for continuing intellectual development or lifelong learning, while preparing individuals to be contributing citizens in a participatory democracy, and to be prepared for successful careers in a world in which the requisites for success in the workplace will require great flexibility and adaptability. Thus, A&M-Texarkana stresses the development of leadership skills that enhance work and personal relationships. Internships, practicum, and service learning experiences offer opportunities for student engagement in preparation for leadership roles. Because the work place of the future will require higher-level skills performed from an international perspective, A&M-Texarkana prepares students for a knowledge-based, technology-oriented, global economy and society.

In addition to teaching and community service, through scholarly research, the institution seeks to expand or clarify existing knowledge and create new solutions to practical problems. The fruits of such research enrich university teaching and, as they are disseminated, enhance our region's businesses; school districts; and private, non-profit, and governmental agencies.

## Vision Statement

*Texas A&M University-Texarkana is committed to becoming a distinguished comprehensive regional university.*

## Goals

1. Increase the student enrollment to 2800.
2. Become a comprehensive university.
3. Increase overall funding and diversify the revenue stream in order to reduce the level of dependence on state funding
4. Obtain and maintain national accreditation in Business, Education, Nursing, Counseling and Engineering within the next 5 to 10 years
5. Increase scholarly activity and research productivity in the next 6 years.
6. Enhance the university's role as a center for lifelong learning and cultural enrichment.



# General Information

## Directory Information

In compliance with the Family Educational Rights and Privacy Act of 1974, Texas A&M University-Texarkana gives notice that the following directory information will be released upon request: student's name, address (permanent and local), telephone listing, photograph, date and place of birth, enrollment status (undergraduate, graduate, classification, etc.), major field of study, participating in officially recognized activities and sports, date of attendance, degrees, certificates and awards received, type of award received, full or part-time status, and most recent previous educational agency or institution attended by the students.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Admissions Office, in writing, that he or she does not wish to have such information released. This request will be honored, and all of the information will be held confidential.

## General Purpose of the Catalog

This catalog is an official publication of Texas A&M University-Texarkana and is intended to give general information concerning regulations, rules, procedures and fees in effect when the catalog was published. A&M-Texarkana reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law, fee changes, academic requirements, and calendars. Students are responsible for observing the regulations contained herein; therefore, they are urged to read this catalog carefully. It is the student's responsibility to be aware of the Student Code of Conduct which is contained in this catalog and in the Student Handbook. Both are available on the website.

## Equal Opportunity Statement

It is the policy of Texas A&M University-Texarkana not to discriminate on the basis of sex, race, creed, religion, color, national origin, disability, age, or veteran status in its educational programs, activities or employment policies. Inquiries regarding compliance may be directed to Dee Broderick at P.O. Box 5518, Texarkana, Texas 75505-5518, Phone (903) 223-3012, or to the Director of the Office for Civil Rights, Department of Health, Education & Welfare, (Educational Issues) Washington, D.C. or Civil Rights Division of the Texas Workforce Commission.



## Institutional Effectiveness

The Department of Institutional Effectiveness provides Texas A&M University-Texarkana with informational services to support all levels of decision making, accountability, University planning, and national and regional accreditations. This department maintains working relationships with all levels of the university to ensure quality enhancement and to maintain continual accreditation compliance.

## Sexual Harassment Policy

Sexual harassment of students and employees at Texas A&M University-Texarkana is unacceptable and will not be tolerated. Guidelines governing the policy are available from the Office of Student & Academic Support Services, and from the Office of Human Resources/EEO for employees. A student who believes he/she has been subjected to sexual harassment should file a complaint with the Vice President for Student and Academic Support Services, or with the Director of Student Services, who is also the Title IX Coordinator. Complaints may also be directed to the Director of Human Resources/EEO. The rights of the offended party shall be guarded during any investigation.

# Admissions

For admission application forms and catalog write the Office of Admissions, P.O. Box 5518, Texarkana, Texas 75505-5518, or telephone 903-223-3069. Applications may also be obtained from our homepage at [www.tamut.edu](http://www.tamut.edu).

A&M-Texarkana accepts the Texas Common Application for Transfers, Readmits, Transients and Graduates. This application should be available from any community college or public university in Texas. You may also complete the electronic version of the Common Application by accessing the A&M-Texarkana home page (address above) or [www.applytexas.org](http://www.applytexas.org).

To avoid registration delay, applications should be submitted by July 15 for Fall semester, December 1 for Spring semesters and April 15 for summer terms. All questions must be answered fully. Admission is invalid if granted on the basis of incorrect information or omitted facts which, if known, would have caused the applicant to be ineligible. The completed application forms, official transcripts from all previous colleges and/or universities, official documentation showing satisfactory completion of the Texas Success Initiative (TSI), and supporting documents constitute the basis upon which eligibility for admission is determined.

Students are classified as undergraduate or graduate and as degree seeking or non-degree seeking. These classifications determine which transcripts are required and whether a degree plan is to be produced. (International Students should refer to specific section for detailed requirements.)

## Transcripts Required

It is the applicant's responsibility to see that official transcripts are provided from all colleges and universities attended. Students cannot disregard any part of their college record except under provisions of the Academic Fresh Start policy. Failure to submit all transcripts could result in administrative withdrawal from the university. Transcripts are considered official only when they bear the signature of the Registrar and the seal of the issuing school and are mailed directly to the Office of Admissions and Records from the Registrar's Office of each school attended. Transcripts hand carried by the student, mailed by the student, or stamped "issued to student" will not be accepted. Records from one institution posted on a transcript from a second institution cannot be used for admissions purposes.

Prior to enrollment, official transcripts must be mailed directly to A&M-Texarkana from all previous colleges or universities. Students may be admitted for one semester pending receipt of all official transcripts. Failure to comply will prevent re-enrollment and release of an official A&M-Texarkana transcript until all transcripts are received.

Any work attempted at another college subsequent to admission to the university must be submitted whether or not credit was earned. Transcripts become the property of the University and cannot be returned to the student. They will be kept on file for one year if the student does not enroll.

1. **Undergraduate Transcript Requirements** Official transcripts from each college/university previously attended are required.
2. **Graduate Transcript Requirements** Degree seeking students must submit official transcript(s) showing all academic credit and grades (undergraduate and graduate). Transcript(s) must show possession of at least a bachelor's degree from a regionally accredited institution. The transcript is required even if enrolled only in undergraduate courses. Non-Degree seeking students must submit an official transcript from the last college attended and verification of a bachelor's degree.

## Undergraduate Requirements

Whether transferring from a junior/community college or a four-year institution students must meet eligibility requirements for admission to undergraduate study, unless entering under the special admission category:

1. Prior college level transfer credit is required.
2. Students enrolling with at least 30 semester credit hours but less than 60 semester credit hours will be admitted as degree-seeking (if desired), but should complete a Petition for Special Admission form. Students must also meet the minimum GPA and Texas Success Initiative (TSI) requirements.
3. Students must submit official evidence **prior to enrolling** that they have satisfied the Texas Success Initiative (TSI). See TSI Requirement in this catalog. Students who are allowed to enroll pending receipt of official TSI documentation will be withdrawn from the university if satisfactory TSI documentation is not received by the first class day of the semester.



4. Degree-seeking students with 75 hours or more must have a cumulative grade point average of 2.00 or above on all course-work attempted to be eligible for unconditional admission. Students who have less than 75 hours with a cumulative GPA between 1.75 and 2.00 may be admitted on Probation. Such students must maintain a 2.00 GPA each semester to continue enrollment and will remain on Probation until the overall GPA reaches 2.00. (See section on Scholastic Standards).
5. Students on academic or disciplinary suspension (or "not in good standing") from another institution are ineligible for admission to A&M-Texarkana until their designated suspension (or "not in good standing") period has passed. If the student registers for classes at A&M-Texarkana during a period of suspension from another institution and gains admission by giving false information to the Office of Admissions, the student will be withdrawn from all classes without refund of tuition and fees. The student may appeal to the Vice President for Academic Affairs for admission prior to the end of the suspension period upon presentation of a written statement from an appropriate institutional representative of the university where the student was suspended. The statement must indicate that the institution would recommend early reentry. In cases of disciplinary suspension, the Vice President for Student and Academic Support Services will appoint a committee to review the student's application for admission. The VP-SASS may then refuse admission based on the committee's recommendation or his own review of the case. Admission may be refused if the University determines:
  - a. The student would not abide by rules and regulations of the university or has been unable to adjust to the university environment, or
  - b. A serious intent to pursue an education is not indicated, or
  - c. The student might harm other members of the university community. Cases of expulsion (or suspension without time limit) will be reviewed on an individual basis. Appeals will be handled by the Vice President for Academic Affairs.
6. In order for the institution to collect and evaluate data necessary for state and national accreditation standards, new students may be required to take a standardized examination during the first semester of enrollment.

### Texas Success Initiative (TSI) Requirement

Prior to enrolling at A&M-Texarkana, undergraduate students must submit official evidence that they have satisfied the TSI. Students may satisfy TSI by meeting the minimum standards of the THEA (Texas Higher Education Assessment) test or by meeting one of the following exemptions (please contact the Registrar's Office for more information on these exemptions):

1. ACT: Composite score of 23 with a minimum individual math and/or English score of no less than 19. ACT scores can be no more than five years old. (Students meeting the composite and English scores will be exempt from both the reading and writing sections of TSI.)  
SAT: Composite score of 1070 or higher with a minimum of 500 on the math and/or reading (former verbal) section. Residual SAT cannot be used for TSI exemption. SAT scores cannot be more than five years old. (Students meeting the composite and reading scores will be exempt from both the reading and writing sections of TSI.)  
TAAS: A minimum scale of 1770 or higher on the writing test and a Texas Learning Index (TLI) of 86 or higher on math test and 89 or higher on reading test. TAAS scores can be no more than three years old.  
Eleventh grade exit-level TAKS: A minimum score of 2200 or higher on the math section and/or a minimum scale score on the English Language Arts section with writing subsection score of at least a 3. (The English Language Arts section and written subsection must be met together. If only one area is met, students must take both the reading and writing sections of TSI.)
2. A student who has graduated with an associate or baccalaureate degree from a regionally accredited Texas public institution of higher education.
3. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
4. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States, or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
5. Earn a "C" or better in approved courses. (Contact the Registrar for more information.)
6. Achieve minimum scores on one of the approved alternative tests. (Contact the Registrar for more information.)



7. Students who are allowed to enroll pending documentation of the Texas Success Initiative (TSI) will be withdrawn from the university if satisfactory documentation is not received by the first class day of the semester.

## TOEFL Test

Students from nonnative English speaking countries will be required to pass the TOEFL Test (Test of English as a Foreign Language) prior to enrolling at A&M-Texarkana. Minimum scores on the TOEFL Test are as follows: paper-based score of 550, computer based score of 213, or internet-based score of 79. The test score must be sent to the Admissions Office directly from Educational Testing Service and the test must have been taken within the two-year period to enrollment.

Students with degrees from postsecondary institutions in English speaking countries, or students who have successfully completed two-years of study (minimum 48 SCH) in which English was the language of instruction and have submitted an official transcript to the Admissions Office may be exempt from TOEFL Test.

## Right to Academic Fresh Start

Senate Bill 1321 entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken ten or more years prior to enrollment. The student must declare this option at the time they apply for admission to the university. Students who declare Academic Fresh Start are not eligible for graduation honors. Contact the Registrar for further information.

## Special Admission Category

This admissions category is intended to assist older adults who, (1) have no immediate interest in pursuing a total baccalaureate degree program, but, (2) do desire to enroll in some upper-level course to satisfy an immediate career or personal interest.

These applicants are not required to complete a minimum number of transfer courses prior to enrolling in the upper-level course, provided there are no prerequisites. However, students must provide official evidence that TSI has been satisfied.

Students are admitted under this category because of considerable prior experience gained in a non-academic setting, which enables the applicant to do satisfactory work. A petition for Special Admission under this category will, without exception, be subject to approval of the Registrar. Enrollment will only be permitted in undergraduate courses for credit. Persons who do not have a high school diploma or GED or who have not met the TSI requirement may enroll as an audit student (see Audit section).

If entering under these special provisions the student may at any time apply to the Office of Admissions and Records for reclassification as a regular student, effective at the beginning of the next regularly scheduled semester. The student must then follow the same procedures and meet the same standards and program requirements as stipulated for all other applicants for admission to A&M-Texarkana.

Although there is no limit on the number of hours which may be earned in this category, the acceptance of any of these courses as part of a baccalaureate degree program is at the discretion of the dean of the appropriate college. Therefore, students are urged to consult with the appropriate dean if you intend to enter a degree program at some future date.

If the student has been dismissed from A&M-Texarkana or another institution because of low academic standing, he may not apply for admission under this category until such time as he is eligible to return to the educational institution last attended.

## Readmission

Former students are those who have previously attended A&M-Texarkana but not on continuous, semester-by-semester basis. Students who have not been enrolled at A&M-Texarkana within one year prior to re-enrollment must complete a readmission application. Former students who were dismissed from A&M-Texarkana for lack of compliance with university standards are not eligible for readmission until the suspension period has lapsed.

Any former student who returns to A&M-Texarkana and has registered for courses at another institution since last enrolled at A&M-Texarkana, must submit official transcripts of all additional work attempted. The transcript must be sent directly from the issuing institution to the A&M-Texarkana Admissions Office.

## International Students

International students must complete the following admission requirements at least 60 days prior to the beginning of classes.

1. A \$25 (U.S.) matriculation fee is required before application can be processed even if transferring from another U.S. college or university.
2. Students must provide the following documents and information to the Admission Office **before** being accepted:
  - a. Application for admission
  - b. Name
  - c. Date and place of birth
  - d. Country of citizenship
  - e. Permanent address in country of citizenship
  - f. Official transcripts from each college or university attended (in English if possible) mailed directly from the institutions to the A&M-Texarkana Admissions Office. Foreign transcripts will require a course-by-course evaluation prepared by an educational evaluation service.
3. TOEFL score (See TOEFL Test).
4. A statement from a A&M-Texarkana faculty advisor that the student is qualified to enter a specific degree program.
5. A notarized Sponsor's Statement signed by someone who will support the student for a minimum amount of \$19,000 per year if single and \$26,000 per year if married, not to be signed by spouse or another student. Sponsor's Statements which are over one year old (prior to enrollment) are not acceptable.
6. Copy of I-94 form showing date of departure and Visa type.
7. Submit evidence of medical and repatriation insurance. Student insurance is available through the TAMU System.

Additional documentation will be required once the student has entered the United States and enrolls in classes.

# Registration

The Schedule of Classes is published for fall, spring and summer terms. The scheduled registration dates are listed in the Schedule and in the university calendar in the front of this catalog.

Students who have been enrolled at A&M-Texarkana within the previous calendar year are eligible for pre-registration.

## Web for Students

Web for Students is an interactive interface to the student information system via the web. It gives students access to their information when it is convenient for them.

Access Web for Students to view your admissions status, account summary, register for classes, pay tuition and fees, financial aid inquiry, grade inquiry, hold inquiry, and to request transcripts.

### How to use Web for Students:

1. Access A&M-Texarkana's web site at <http://www.tamut.edu> and click on Web for Students.
2. Click Web for Students again
3. Click Enter Student Services

4. Enter your student ID number. Effective 9/1/2005, students may use their Social Security number one time as their student ID. You will be shown your campus wide ID (CWID). All future logins will require the use of your CWID.
5. Enter your PIN. The first time you access Web for Students, your pin will be your six digit date of birth (2 digit month, 2 digit day, and the last 2 digits of your year of birth). For example, if your date of birth is April 15, 1975, you will enter 041575. You will be asked to change your PIN. Please select another six digit number that is not your date of birth. **Note:** Your PIN must be numbers.
6. The system will ask you to log out then log back in. Use your CWID and your new PIN.
7. Check to make sure the correct term is displayed. If not, click on Select Term to change to the correct term.
8. Follow instructions on screen to select your desired information.
9. To register for classes, select "Drop/Add Classes" under Registration.
10. To check grades, select "Grades" under Student Records.

To register for classes you will be required to enter the 5-digit call number for the course. The call number is listed in the Schedule of Classes.

Students who do not have access to the internet from home may use computers available in the library or via a computer terminal available for use in the Admissions Office.

### Change of Name and Address

University records of a student's name and address are based upon the information given on the Application for Admission. Subsequent address changes must be reported in writing to the Registrar or may be updated on the Web for Students. Any communication from the university mailed to the name and address on record is considered to have been properly delivered, and the student is responsible thereafter. Sufficient documentation must be presented when changing your name.

### Undergraduate Students

1. Fulfill admissions requirements.
2. Contact the appropriate academic department for a Registration Permit (degree-seeking students only).
3. Complete enrollment forms and procedures in the Admissions Office.
4. Pay tuition and fees to A&M-Texarkana Business Office.

**Note:** Persons who do not have a high school diploma or equivalent must request permission for enrollment as an audit student.

### International Students

Before registering, present the following to the Admissions Office:

1. Fulfilled admissions requirements for International Students.
2. Evidence of medical and repatriation insurance either through the TAMU System student insurance program or from another company.
3. A valid current address prior to enrollment. The address must be on file with INS. You must keep the address current through the enrollment period.
4. For degree-seeking students, a Registration Permit signed by an advisor (see enrollment procedures for Degree Seeking students).

### Graduate Students

Graduate students should refer to the Graduate Studies section of this catalog.



# Enrollment

## Concurrent Enrollment

Students may enroll concurrently with A&M-Texarkana and with another college or university (including correspondence course work). No written permission for concurrent enrollment is necessary.

**Note:** Students who are concurrently enrolled with another institution during the last semester prior to graduation must provide documentation of the off campus enrollment to the Admissions Office. (See Graduation Requirements)

## Enrollment Changes

Students should make changes or adjustments in enrollment schedules during the designated registration period. Any subsequent changes must be finalized by the deadlines posted in the Schedule of Classes published each semester. Students receiving Financial Aid or Veterans Benefits will be required to receive clearance from the Financial Aid/Veterans Office before changes in enrollment will be processed. After the last day to drop without receiving a grade, students are required to obtain the signature of the instructor or Dean prior to dropping or withdrawing from courses. (See Refund of Fees)

### A. Dropping Courses

Students who wish to drop a course(s) but remain enrolled in at least one course are required to contact the Office of Admissions to complete the official drop slip.

**Note:** No grade will be assigned if the course is dropped officially before the last day to drop a course without a grade as published in the Schedule of Classes. Between these specified dates and the “last day to drop or withdraw” as listed in the semester calendar, the instructor will assign a grade based on the student’s status in the course on the official drop date. A grade of DP (dropped passing) or DF (dropped failing) will be designated on the student’s transcript. When a grade of DF is assigned, an F will calculate in the student’s grade point average.

### B. Administrative Drop

An instructor may request that the Office of Admissions drop from class any student who has missed enough class time to prevent successful completion of the course. Upon such a request, the Admissions Office will notify the student that the drop request was made and will be executed within 7 days if the request is not rescinded by the instructor prior to that date. The student who receives this letter should contact the instructor immediately. (Note: Because of the short time frame, instructors will not be permitted to initiate administrative drops for mini-term courses.)

A student may be administratively dropped for violation of course load restrictions (Refer to Course Load section).

### C. Withdrawing from the University

To withdraw voluntarily from all courses at the university, students must complete the proper withdrawal forms in the Office of Admissions. Courses abandoned without official withdrawal will result in a grade of “F”, regardless of the time when the student ceases to attend class.

### D. Administrative Withdrawal

The student may be withdrawn from the university involuntarily for non-payment of fees, for misrepresenting facts on the application for admission, failure to secure the required transcript(s) from colleges and universities attended, failure to document required TSI status, or as a result of disciplinary suspension. (See Transcripts). If the student is withdrawn involuntarily, he is not entitled to a refund of tuition and fees.

**Note:** See regulation entitled, Refund of Fees.

## Canceling Enrollment

Once enrolled for classes, students must complete one of the following:

- (1) pay all amounts due by the specified due date, **or**
- (2) officially drop all classes prior to the first class day.

## Cancellation of Enrollment for Non-payment of Tuition and Fees

The university reserves the right to cancel registration not paid by the due date for a semester or summer term, to comply with state laws requiring payment of tuition and fees, to free the class spaces for other students, and to ensure the most efficient use of university resources.

# Academic Affairs

The university encourages all students to meet with a faculty member in their chosen major to discuss educational background, academic goals, career aspirations and curriculum requirements.

The Student and Academic Support Services staff work cooperatively with faculty by evaluating transferred college credit and preparing degree plans.

## Advisement

### Undergraduate Advisement

All new undergraduate degree-seeking students will be directed to a faculty advisor or Degree Planning to have a Registration Permit approved and signed prior to enrollment in classes. Students who do not meet with a faculty advisor prior to registering will be required to do so before registering for subsequent semesters.

A copy of previous course work (transcript) will facilitate the advising process. In consideration of previous course work, classes will be recommended for the first semester at A&M-Texarkana. These classes and degree plan instructions will be indicated on the Registration Permit which is submitted to the Admissions Office during registration.

Students who are undecided about the choice of major will be referred to the Career Counselor for further assistance.

Non-degree seeking students are not required to have an advisor. However, students should be aware that courses taken while attending under "non-degree status" are subject to approval if they subsequently decide to pursue a degree.

### Graduate Advisement

Initial advisement for graduate students is handled by the Graduate Studies Office. Graduate students should refer to the Graduate Studies section of this catalog for admission requirements, advisement/degree plan procedures, and enrollment instructions.

### Off-Campus Advisement

Faculty advisors or Degree Planning staff are available at off-campus sites on the designated registration dates. Off-campus students will be allowed to register under the assumption that a follow-up advising session will be held.

## Degree Plans

### Undergraduate Plans

After receipt of all official transcripts, an evaluation of credits is prepared by the Office of Admissions and a copy of the evaluation indicating all credits that transferred is mailed to the student. A copy of the evaluation is forwarded to the Degree Planning Office where it is further evaluated in terms of specific degree requirements.

Specific program areas or assigned academic advisors may require the student to schedule an individual appointment to discuss educational and career goals, curriculum requirements, and other relevant information.

The student's official degree plan is prepared according to the academic degree program requirements and all institutional requirements. A copy of the official plan is mailed to the student and the assigned academic advisor.

Any subsequent changes or substitutions on the degree plan must also be approved and on file in the Degree Planning Office prior to enrollment in the course. It may also be necessary for the student to obtain written approval for specific changes from the advisor, Dean and Vice President for Academic Affairs.

### Graduate Plans

Graduate students should refer to the Graduate Studies section of this catalog.

## Value and Definition of Credit

### Semester Credit Hour (SCH)

Traditionally, the semester credit hour (SCH) value of a course is determined by the number of clock hours spent in class work.

One clock hour per week in lecture or two to three hours per week in laboratory for one semester is the normal amount of class work required for one semester hour of credit. At A&M-Texarkana each course has a value of three semester credit hours unless otherwise specified. In addition to the traditional course settings, A&M-Texarkana offers courses taught in non-traditional modes, i.e. distance education, weekend or self-paced courses.

### Resident Credit

Courses completed at A&M-Texarkana are considered resident credit. Extension, correspondence, non-traditional credit and credit received for institutionally devised exams are not considered resident credit.

### Course Numbering

The course numbering system consists of three-digit numbers preceded by a letter prefix indicating the subject area in which the course is taught.

The first digit of the number indicates the level: junior level, 300-399; senior level, 400-499; and graduate courses, 500-699.

Course numbers at the 300 level or above are considered to be upper division (UD). An asterisk (\*) on the transcript indicates work not applicable to the level indicated on the transcript.

### Course Load

Traditionally, each course in the university requires two hours of outside work for each hour in class. Students who work part-time or full-time should consider this policy carefully as they plan their course load.

The total number of hours for which a student is registered, including accelerated courses, may not exceed the normal load limitation for the particular registration period as follows:

Fall or Spring Terms .....	No more than 18 SCH
Summer Terms .....	No more than 12 SCH with not more than 6 SCH in a 4 and/or 5 week term
Mini-Term (2 1/2 week) Term .....	No more than 3 SCH

Students who violate this rule may be administratively dropped from enough courses to bring his schedule within proper limits without refunding any portion of tuition and without a grade being given in any course dropped.

A student may not enroll in more than one course meeting at the same scheduled time. Any student who violates this policy may be dropped from all classes meeting at the same scheduled hour and day without a grade being given and without refund of tuition.

A student with a 3.5 cumulative GPA may appeal to his or her Dean for special permission to exceed the limits set under this policy.

### Full-Time Course Load

Full-time status for an undergraduate student is defined as enrollment in a minimum of twelve semester hours. A graduate student enrolled in at least nine semester hours will be considered a full-time student.

Notification of course cancellations will be announced as early as possible in order to permit students to enroll in substitute courses.

The Dean responsible for cancelling the course(s) is also responsible for notifying those students who have enrolled in the course(s). If all students cannot be reached by phone, the Dean or faculty member assigned to teach the cancelled course shall meet the class at the scheduled hour to inform students of the cancellation.



### **Courses in Shortened Format**

Any organized class that is shorter in length than the regular semester or summer session term shall be considered a shortened format course.

The minimum number of class contact hours shall be 15 hours for each semester hour of credit. Thus, a one-semester hour course will meet at least 15 hours, a two-hour course for 30 hours and a three-hour course for 45 hours.

All courses offered in shortened format shall consist of the same number of contact hours as courses offered in the regular semester.

### **Special Course Offerings**

#### **Independent Study Courses**

The purpose of independent study courses is to permit advanced in-depth study in an area where no regularly scheduled courses are offered. To utilize an Independent Study, the student must first confer with the appropriate faculty member in order to develop a proposal. If the faculty member concurs that such work is appropriate, the faculty member should complete an application form for Independent Study located on the web and secure the appropriate approval signatures.

Only in rare instances, and with approval of the Vice President for Academic Affairs, may students register for Independent Study for courses offered on a regular basis. Students should plan a schedule to take required courses as they are regularly offered.

No student may apply more than two independent study courses toward meeting requirements for a masters degree or more than four independent study courses toward meeting requirements for a baccalaureate degree.

#### **Workshops**

Subjects offered under this designation are taught under laboratory conditions with hands-on experiences. Students may repeat the course as topics vary. Except for Interdisciplinary Studies majors, only two workshop courses apply toward graduation.

#### **Special Topics**

These courses are designed to cover subjects of specific interest which are not addressed in existing courses. Consult the graduate section of this catalog for special instructions for graduate students.

### **Undergraduates In Graduate Courses**

The undergraduate student may enroll in graduate courses for graduate credit when lacking 12 semester credit hours or less and having met all other requirements for the baccalaureate degree.

Graduate courses taken in this manner will not apply toward an undergraduate degree. An eligible senior may enroll in graduate courses for one or two semesters but may not enroll in graduate courses for a third semester unless he has completed the baccalaureate degree. A maximum of two such graduate courses may be applied to a graduate degree unless the appropriate Dean submits written approval. Prior to the beginning of the course, the student must secure official approval on a permission form available in the Admissions Office.

### **Student Evaluation of Courses and Faculty**

Evaluation of the professor and the instructional process in each course offered each semester is required. The evaluation process occurs at the end of each semester. Ratings are compiled and written comments are summarized and presented to the Dean of the appropriate college and to the Vice President for Academic Affairs.

The Dean reviews the results with each faculty member to determine areas of strength and areas of needed improvement indicated by the results.

Student evaluations, together with other performance indicators, are important in the process of faculty and course evaluations.

When student ratings of a faculty member are consistently low, the results (again with several other considerations) support withholding tenure, promotion and/or merit pay. Consistent low ratings over an extended period of time may, with other materials, lead to faculty suspension.

The evaluations are anonymous. For that reason, the professor leaves the room while students complete the evaluation forms. A "Qualitative Comments" sheet is attached to the instructor appraisal forms so that students can add comments to their instructor appraisal. The comments are typed before the professor sees them. Therefore, there is no danger of a professor recognizing a student's handwriting. All summary sheets and typed student comments concerning each teacher and each course are carefully reviewed by the appropriate Dean and the Vice President for Academic Affairs.

The university treats these evaluations as very important in improving the instructional program and in making decisions regarding faculty.

## **Class Attendance**

### **Non-Attendance**

Students who consistently have not attended class and are not making satisfactory academic progress in a course may be involuntarily dropped from the course at the request of the instructor (See Administrative Drop).

The student may be dropped from the course only after a letter has been mailed to the address on file, notifying him of his enrollment status. Specific attendance policies are described in course syllabi.

### **Student Absences on Religious Holy Days**

In accordance with Texas Education Code 51.911, all institutions of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Texas Education Code 51.911 defines a religious holy day as a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined therein, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution or his or her designee. The student and instructor shall abide by the decision of the chief executive officer or his/her designee.

If a student's academic course work includes patient care, the university may exclude from these policies and procedures any student absence for religious holy days which may interfere with patient care.

### **Inclement Weather**

Because of the large number of students who live within 10 miles of the campus, the university will remain open and classes will be held during severe weather conditions except when the weather adversely affects the normal operation of the university.

There are occasions when road conditions make it dangerous for students to travel even on city streets. Students are expected to exercise good judgment during inclement weather. Students who find it impossible to drive to campus as a result of weather conditions will not be penalized for absences which occur during such times.

Whenever a decision is made to curtail some phase of operations, that information will be made available to the following news media for broadcast: KCMC, KTOY, KPWW, KTFS, KFYS, KBYB and KYGL radio stations as well as KTAL, KSLA and KTBS television stations.

### **Auditing**

An individual who wishes to enroll under the condition of "audit" for informational purposes only and receive no academic credit for the enrollment must notify the Admissions Office at the time of registration. The required audit form must be completed and approved. The fee is the same as the tuition amount required for academic credit. The condition of "audit" for a course may not be changed to "credit" after registration has been completed, nor may a "credit" course be changed to "audit." A student without a high school diploma or satisfactory TSI scores may audit a course if all other auditing requirements are met.



## Academic Credit

A&M-Texarkana does not offer those courses which normally comprise the first two years of undergraduate study. Therefore admission is, in a majority of cases, by transfer from another institution.

Students who intend to satisfy requirements for a baccalaureate degree at this institution should plan to complete all required lower division course work at a regionally accredited junior/community, or four-year college.

All courses intended to fulfill general education requirements or specific degree prerequisites (to total approximately twenty courses or sixty semester hours) should be completed prior to enrolling with this university. Failure to meet these guidelines upon admission may mean that the student will be required to remove deficiencies by taking additional courses at the lower level after being admitted to a degree program at A&M-Texarkana. Under specific circumstances, a student may be permitted to use approved upper-level courses to remove these deficiencies.

## Accredited Institutions

No credit will be accepted unless the institution is accredited by a regional accrediting association (North Central, Southern, New England, Middle States, etc.)

Courses taken at an institution that has only national, professional or specialized accreditation will be limited to the Bachelor of Applied Arts and Sciences degree program and the credit will not apply to other degrees. Only accreditation bodies recognized by the Council of Higher Education Accreditation (CHEA) will be accepted.

All credits transferred from an international college or university must be evaluated by an accredited evaluation service such as World Evaluation Services. For more information, contact the A&M-Texarkana Admissions Office.

## Transfer of Credit

Most courses taken at another regionally accredited post-secondary institution in which a grade of D or better is received may be transferred provided the overall transfer grade point average meets the specified Undergraduate Admission Requirements.

All credit transferred to the university will be evaluated by the Admissions Office in terms of equivalency in content, credit hours, and level. The applicability of this credit toward degree requirements will be determined by the chosen degree program in cooperation with the Admissions Office and Degree Planning Office. Any course determined to be remedial or preparatory in content is not applicable toward degree requirements.

Regardless of the number of upper-level (junior or senior) hours transferred to the university, students will be required to successfully complete a minimum of 25 percent of the credit hours required for the degree through instruction offered by A&M-Texarkana. The minimum number of resident credit hours will be specified on the student's official degree plan.

All successfully completed lower-division academic courses that are identified by the Texas Common Course Numbering System (TCCNS) and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable and shall be substituted for the equivalent course at the receiving institution. Applicability of transferred courses to requirements for specific degree programs is determined by A&M-Texarkana.

Applicants must request transfer credit from accredited schools. All transferred regular academic credit attempted will be calculated in the overall grade point average.

## Guidelines for Resolution of Transfer Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution. The following procedures shall be followed in the resolution of lower division credit transfer disputes:

- (1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner of the Texas Higher Education Coordinating Board (THECB).



- (2) A student who receives notice as specified in paragraph (1) may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
- (3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and guidelines.
- (4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
- (5) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- (6) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level or quality, it would first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course.

### **Transcribing Credit from Vocational Schools**

The Admissions Office will post to transcripts vocational courses only if they have been converted to academic credit by the community college which awarded the credit, or as specified by the Director of the Bachelor of Applied Arts and Sciences degree program.

This process will be limited to students approved for the BAAS degree. Credit for vocational courses will not be applied to other degrees.

The vocational school must be accredited by a regional accrediting agency or by an agency approved by the Council on Higher Education Accreditation (CHEA). If it is determined that the student used the vocational courses for a high school diploma, credit will not be awarded.

Clock hours will equal semester hours on the ratio of 30:1. Thirty clock hours equal one semester hour unless the issuing institution recommends otherwise. Quarter hours and semester hours on the vocational transcript will be transferred in the same manner as academic credit. Quarter hours times  $\frac{2}{3}$  equals the number of credit hours. Grades for vocational courses posted by the Registrar's office will be used to compute the overall GPA.

### **Non-Traditional Credit**

A&M-Texarkana recognizes that in some cases students may have acquired knowledge relevant to the pursuit of an undergraduate degree in other than a formal classroom setting. Credits earned in this fashion are referred to as non-traditional credit and are not applicable toward satisfying the residency requirement. The five alternative methods of establishing credit accepted by A&M-Texarkana are:

#### **Credit by Standardized Examination**

Credit for admission may be established by participation in testing programs such as the Advanced Placement Program (AP) and the College Level Examination Program (CLEP).

For questions regarding Credit by Examination, please contact the Office of Admissions and Records. A&M-Texarkana will accept courses taken by College Level Examination Program (CLEP) exam or by a local exam from a regionally accredited college. CLEP exams are administered at Texarkana College and the student should contact the TC Counseling Office (903-838-4541) for additional information, required fees, and test arrangements.

Since many colleges and universities have different minimum scores for passage of CLEP tests, students are encouraged to contact the Admissions Office to obtain required scores for receiving CLEP credit at A&M-Texarkana.

(**Note:** BAAS students may apply a maximum of 18 semester credit hours through Credit by Exam or Correspondence Course Work to their degree program.)

### Military Service Credit

Credit may be granted for military technical courses as indicated on a military transcript and listed for credit in the latest edition of *A Guide to the Evaluation of Educational Experiences in the Armed Services* and recommendations of the Commission on Accreditation of Service Experiences (CASE). Military service credit is applicable only to the Bachelor of Applied Arts and Sciences degree. Students with military credit should request that transcripts be sent to A&M-Texarkana. The following web sites may be used to request transcripts.

Navy and Marines	<a href="https://smart.navy.mil">https://smart.navy.mil</a>
Army	<a href="https://aartstranscript.army.mil/">https://aartstranscript.army.mil/</a>
Coast Guard	<a href="http://www.uscg.mil/hq/cpi/Resources/Institute_Forms/CG_form_1564.html">http://www.uscg.mil/hq/cpi/Resources/Institute_Forms/CG_form_1564.html</a>
Community College of the Air Force	<a href="http://www.au.af.mil/au/ccaf/transcripts.asp">http://www.au.af.mil/au/ccaf/transcripts.asp</a>

Courses taken through the United States Armed Forces Institute (USAFI) may transfer at face value. The veteran should contact the Admissions Office for evaluation of credits.

To receive credit, students who served in the Army, Navy, Army National Guard or Reserves should submit an AARTS transcript. Students who served in the Navy, or U.S. Marines should submit a SMART transcript. Please contact the A&M-Texarkana Admissions Office for information on requesting these transcripts. (**Note:** See Resident Credit in the catalog.)

### Institutionally Devised Examinations

Students may challenge any undergraduate course in the university's course inventory with the exception of practicum and field experience courses by successful completion of an evaluation process.

The student may initiate a challenge examination according to the following procedures:

- Obtain the proper request form from the Admissions Office,
- Contact the appropriate Dean to submit the application,
- Submit a \$50 fee to the Business Office.

The Dean will arrange for administration and evaluation of the examination. Students must apply at least two weeks prior to taking the examination(s).

After the exam is graded, the Dean forwards the request form to the Registrar indicating whether credit is to be awarded. The student is notified of the outcome and if appropriate, credit is posted to the student's academic record with a grade designation of "CR" (credit). **Note:** Credit received for an institutionally devised exam will not fulfill residence credit requirements.

### Experiential Learning

Students may receive college credit for competencies acquired through selected work experiences, in-service training programs, and vocational/technical education. Credit is awarded for learning and not for experience. Many students have been able to apply valuable learning received in non-campus settings toward fulfillment of BAAS degree requirements at A&M-Texarkana.

CAEL (Council for the Advancement of Experiential Learning) is a group of some 400 institutions of higher education, including A&M-Texarkana, which is working to advance understanding and practice in the assessment of self-acquired learning for academic credit.

Questions on procedures and requests for application forms should be directed to Dr. Glenda Ballard, Coordinator of the Bachelor of Applied Arts and Sciences Program. Additional information on this type of credit assessment is listed under the Bachelor of Applied Arts and Sciences Degree in this catalog.

### Correspondence and Extension Credit

No more than 30 semester hours of extension and/or correspondence (combined) course work may be applied toward a baccalaureate degree. No more than 18 of the 30 semester hours may be completed by correspondence.

A&M-Texarkana does not offer correspondence or extension courses. Courses taken at a university and classified as extension by notation on the student's transcript are also designated as extension courses on the A&M-Texarkana transcript.

**Grades: Meaning and Value**

Grade Marks	Grade Meaning	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
X	Incomplete	0
F	Failure	0
W	Withdrew	0
DP	Drop Passing	0
DF	Drop Failing	0
S	Satisfactory	0
U	Unsatisfactory	0
DS	Drop Satisfactory	0
DU	Drop Unsatisfactory	0
CR	Credit Only	0
NG	No Grade	0
Q	Temporary grade pending receipt of drop grade at the end of semester	0

**Grade Point Average (GPA)**

Grade point average is computed by dividing the grade points accumulated by the number of hours for which a grade, other than X, W, DP, S, U, DS, DU or NG is received.

The cumulative grade point average is based on all previous credit attempted at the undergraduate or graduate levels.

When a course is repeated, only the grade for the last enrollment for that course (even if the grade is lower) will be used for computing a cumulative grade point average. The second grade will be used to determine credit earned for the course and will invalidate the first credit earned for the course. No grade may be erased from a student's record.

Academic work at foreign colleges, universities or preparatory schools shall be excluded from GPA calculation.

**Satisfactory-Unsatisfactory (S/U) Grades**

Certain courses will be evaluated on a satisfactory/ unsatisfactory (S/U) graded basis rather than by the traditional letter-grade system.

Credit hours are awarded for courses in which an "S" is received. However, grade points are not awarded and the credit hours are not included in computation of grade point averages.

Only a grade of "S" may be counted toward fulfillment of degree requirements. In no case may a student apply more than three S/U graded courses toward fulfillment of the requirements for graduation. A grade of "U" does not earn credit hours, and it does not count against the computed grade point average.

S/U graded courses will be clearly identified in the class schedule and in the syllabus presented to students on the first class day for that course.

Courses will not be changed from S/U graded to letter grades or from letter grades to an S/U system after the first regularly scheduled meeting of the class.

Note: Since the Area of Concentration for the MSIS degree calls for a maximum of 18 semester hours, no more than one S/U graded course may be used to meet the credit hour requirements for the Area of Concentration.

No more than three S/U graded courses may apply toward fulfillment of the requirements for graduation with an MSIS degree (excluding 6 SCH practicum).

The VA requires A&M-Texarkana to calculate GPA for courses fulfilling graduate degree requirements. For VA purposes, an "S" equals 3.00 and a U equals 0.00.



**Guidelines for Assigning an Incomplete Grade “X”**

1. An incomplete grade (“X”) may be given when a student’s work is satisfactory in quality but, due to circumstances beyond his or her control, is not completed by the end of the semester.
2. It is the responsibility of the student to contact the instructor to initiate the request for a grade of incomplete and, if the request is granted, to initiate discussion with the instructor concerning fulfillment of remaining course requirements in a timely manner.
3. If the faculty member agrees to the student’s request, an Incomplete Grade form must be completed detailing the circumstances that prevented the student from completing the course and listing the remaining requirements for completing the course. The deadline for completing the course work is to be specified up to a maximum of 12 months from the end of the semester the student was enrolled in the course in question.
4. The instructor and student must sign the completed Incomplete Grade form. The form may be accessed on the university web site located in the Faculty Forms section. In cases where the student is unavailable, written agreement by the student may be given by fax, email, or letter. A representative of an incapacitated student must contact the university Registrar.
5. The original copy of the Incomplete Grade form is to be submitted to the Office of the Registrar. A copy is to be maintained by the faculty member, a copy is to be given or mailed to the student, and a copy filed in the Dean’s office.
6. In rare cases, incomplete grades may be assigned for every student in a course. In this case, one Incomplete Grade form for the entire student roster will suffice and no student signatures are required.

**No Grade (NG) Designation**

1. Under very unusual circumstances, and with appropriate documentation, an instructor may recommend to the Dean of Colleges that a student be given a No Grade “NG” as a final grade in a course.
2. It is the responsibility of the student to contact the instructor to initiate the request for a No Grade and provide the required documentation. If the instructor believes that extenuating circumstances warrant a grade of NG, the instructor and student must sign the No Grade form. The form may be accessed on the university web site located in the Faculty Forms section. In cases where the student is unavailable, written agreement by the student may be given by fax, email, or letter. A representative of an incapacitated student must contact the university Registrar.
3. The original copy of the No Grade form is to be submitted to the Office of the Registrar. A copy is to be maintained by the faculty member, a copy given or mailed to the student, a copy sent to the Financial Aid/Veteran’s office, and a copy filed in the Dean’s office.
4. If the student received financial aid or veteran’s benefits for the course, he or she is responsible for contacting the Financial Aid/Veteran’s Office regarding any adverse affects the grade of NG may have on the student’s aid/benefits.

**Repeated Courses**

It is the student’s responsibility to notify the Office of Admissions when a course is repeated to assure that an adjustment in the grade point average (GPA) will be entered on the student’s permanent record.

When a course is repeated, only the grade for the last enrollment for that course (even if the grade is lower) will be used for computing a cumulative grade point average unless the grade is an X, W, DP, or NG. The second grade will be used to determine credit earned for the course and will invalidate the first credit earned for the course. No grade may be erased from a student’s record.

Students who attempt a course for a third or more times at A&M-Texarkana since Fall 2002 will be charged out of state tuition for the repeated courses. The bill you receive at registration may not accurately reflect the additional tuition and fees for courses attempted 3 or more times. A&M-Texarkana reserves the right to adjust the student’s tuition as a result of registering for a course for the third or more times.

**Recording/Changing Grades**

After reporting a student’s grade to the Office of Admissions, the instructor may not change any grade other than “X” unless an error in calculation has been made by the instructor.

The instructor shall provide written documentation of the error to the Office of Admissions by completing the appropriate Grade Change Card.

Grades must be recorded within one week of the last official class day of the semester in which the student earned the grade. No grade may be erased from a student record.

**Grade Notification**

Grades are available via Web for Students at the end of each semester and/or mini-term. Grades are not mailed.

Grade dispute or appeals must be initiated within one calendar year from receipt of the grade in question in the Admissions Office.

**Scholastic Standards**

A minimum 2.00 cumulative GPA is required to avoid probation. Undergraduate students must maintain a minimum 2.00 cumulative GPA to avoid probation.

**Good Standing**

Undergraduate students who maintain a cumulative grade point average of 2.00 or above are considered in good standing.

A student who has been placed on academic suspension will not be considered in good standing until one semester has been completed at A&M-Texarkana and the minimum 2.00 cumulative GPA has been achieved.

**Probation**

Undergraduate students who enter or drop below a 2.00 cumulative grade point average (GPA) will be placed and remain on probation until the cumulative grade point average is raised to a 2.00 or above.

During the probation period, the student must maintain a semester GPA of 2.00 or higher. Students "placed on probation" will be officially notified by the Office of Admissions and a statement will be posted on the student's transcript. Students leaving the university on Probation will be re-admitted on Probation. An official transcript must be provided to the Admissions Office to remove Probation status if the student attends another university and raises the cumulative GPA to 2.00.

Failure to maintain a minimum 2.00 GPA each semester while on probation, will result in the student being placed on suspension for a period of one year and he will not be eligible to re-enroll until such time period has elapsed.

**Suspension**

Undergraduate students may be suspended from the university for one calendar year for failure to meet the terms of probation or for grade point deficiency. Students placed on Suspension will be officially notified by the Office of Admissions and a statement will be posted on the student's transcript indicating "Placed on Suspension".

After a period of suspension the student will be permitted to enroll again on probation. Students on suspension from other institutions will not be admitted to A&M-Texarkana until their specified periods of suspension expires unless approval is given by the institution which placed the student on suspension.

Students who wish to appeal the status of academic suspension may do so through the Vice President for Academic Affairs (see Admissions Rules and Procedures). Early re-entry is possible only once with permission from the VPAA and only if extenuating circumstances warrant such action. A&M-Texarkana reserves the right to deny admission to a student suspended from another college even though the suspension period has expired.

**Note:** Enrollment restrictions as a result of suspension are imposed only at the end of the Fall and Spring terms.

**Note:** The graduate level Probation/Suspension policy can be found in the graduate section of this catalog.

**Academic Achievement****Academic Honors**

Undergraduate students may qualify for academic achievement recognition on a semester basis. These designations are posted on the student's permanent transcript. Honors categories are not calculated for summer sessions or mini-terms and are not calculated for graduate students. Honors designation will not be posted until all incomplete grades are removed. The criteria for President's Honors and University Honors are listed below:



**President's Honors**

An undergraduate student must be enrolled for a minimum of nine hours, excluding "S/U" graded courses, for a fall or spring semester and achieve a 4.00 grade point average for the semester.

**University Honors**

An undergraduate student must be enrolled for minimum of nine hours, excluding "S/U" graded courses, for a fall or spring semester and achieve a 3.50 grade point average or higher for the semester.

**Honors Graduate Recognition**

Students who complete a minimum of 45 hours of their baccalaureate program course work at A&M-Texarkana will be considered for recognition as honor graduates. (Non-traditional credit and credit from advanced placement exams does not fulfill the 45 hour resident course work requirement.) The grade point average will be computed on all course work attempted at any school. (Note: Students who declare Academic Fresh Start are not eligible for graduation honors.) The following honors designations are posted on the student's permanent academic record (transcript) and diploma. Students graduating Summa Cum Laude, Magna Cum Laude and Cum Laude are recognized individually at commencement ceremonies.

Summa Cum Laude .....	overall GPA of 4.000
Magna Cum Laude .....	overall GPA of 3.850 to 3.999
Cum Laude .....	overall GPA of 3.750 to 3.849
Academic Distinction .....	overall GPA of 3.5 to 3.749

**Academic Dishonesty**

The university expects all students to pursue their academic careers with honesty and integrity and assumes that the products of a student's efforts in a course reflect solely the work of that student unless otherwise authorized by the instructor. Academic dishonesty includes, but is not limited to, cheating on a test or other course work, plagiarism, and unauthorized collaboration with another person. Plagiarism is defined as "taking and using as one's own idea" the writing, invention, expression, or ideas of another person.

When an instructor believes academic dishonesty has occurred, procedures will include documentation, an individual conference with the student, notification of the instructor's decision and consequence and the process for requesting an appeal hearing.

Maximum consequence is a grade of "F" in the course for the first offence. Repeated offences constitute a breach of campus standards (see Student Code of Conduct).

**Student Academic Grievance Procedure**

Students with an academic grievance regarding course content, grades or conduct of the course may register a grievance by following appropriate due process procedures.

If the grievance involves a single faculty member, the student should first confer with that faculty member.

If satisfactory resolution is not reached in conference with the faculty member, or if the student feels that a conference with the faculty member would be counter-productive, he should confer with the Dean. If resolution is not reached at the Dean's level, the student may present an appeal to the Vice President for Academic Affairs. When the grievance involves the Dean, the student may appeal to the Vice President Academic Affairs.

If resolution is not reached at the VPAA level, the formal appeal process may be initiated with the Vice President for Student and Academic Support Services. The VP-SASS will organize an Appeals Committee comprised of the Faculty Senate Chair (unless involved), one student and one member of the staff or faculty selected by the Student Affairs Council; and one uninvolved faculty member appointed by the Dean. Both the involved student and faculty member may attend the meeting. Each may bring one additional person, but neither the involved faculty member, the student, or their guests are voting members.

Decisions of the Appeals Committee are final. However, a decision regarding whether to change a grade rests with the faculty member who awarded the initial grade. The decision will be delivered in writing to the appropriate Dean for action. **Note:** Grade disputes or appeals must be initiated within one calendar year from receipt of the grade in question in the Admissions Office.



## Student Records

### Data Maintained by the University

The university accumulates data and maintains records to enable staff and faculty to plan educational opportunities to meet the needs of individual students, to understand students better, to counsel more effectively with them and to assist them in continuing in graduate education or securing employment after graduation.

The university maintains student records in the offices of Admissions, Financial Aid, Fiscal Affairs, Academic Services, Teacher Certification, Deans, Faculty, Placement Office, Institutional Advancement, and Graduate Studies. Provisions are made in these offices for students, and the parents of dependent students, to review and challenge the accuracy of records when appropriate and upon request.

A student must file all changes regarding name, address and major with the Office of Admissions during the current semester. Students' records are regarded as confidential.

The Office of Admissions, Registration and Records retains the minimum of the following documents in a student's permanent education record: admission application(s), transfer transcripts, test scores (if applicable), correspondence and any other documents pertaining to the student's academic career at A&M-Texarkana. Student records are released only for use by faculty and professional staff for authorized university-related purposes. A student's academic records are released only with written consent of the student or due to subpoena by a court of law.

### Notification of Rights under FERPA

The Family Educational Rights and privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar a written request that identify the records(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar she shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the university to amend a record that they believe is inaccurate. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisor, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by A&M-Texarkana to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

**Confidentiality**

In compliance with the Family Educational Rights and Privacy Act of 1974, Texas A&M University-Texarkana gives notice that the following directory information will be released upon request: student's name, address (permanent and local), telephone listing, photograph, date and place of birth, enrollment status (undergraduate, graduate, classification, etc.), major field of study, participating in officially recognized activities and sports, date of attendance, degrees, certificates and awards received, type of award received, full or part-time status, and most recent previous educational agency or institution attended by the students.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Admissions Office, in writing, that he or she does not wish to have such information released. This request will be honored, and all of the information will be held confidential.

**Release of Student Academic Records**

Written authorization from the student is required to release a student's academic record. No phone requests will be accepted.

The student may come to the Admissions Office in person to complete the appropriate request form, may mail or fax a written request to the Admissions Office or access Web for Students.

Requests must be dated and the student's ID number provided. If the transcript is to be mailed to a third party, the name and address must be provided. If the student sends a third party to obtain a transcript, a signed statement authorizing the release to the designated person must be presented.

The Admissions Office personnel will verify the request and generate an official transcript. (**Note:** Requires minimum of 24 hours).

The official transcript is computer generated on maroon security paper. It is validated with the signature of the Registrar, date and university seal. When the transcript is issued to the student, it is stamped "Issued to Student." Transcripts printed on plain white paper are unofficial.

**Release of Information to a Third Party**

Third party, in this case, refers to a Veteran's Administration official, a government agent, a Department of Immigration official, etc., who presents a signed release and asks to see a student's academic record. Admissions staff will examine the release and make a copy, then allow the investigator to examine the record.

The Admissions staff person will complete the appropriate form documenting the situation and attach it to the copy of the release, both of which will be retained in the student's file.

**Release of Transcripts from Other Schools**

A student may obtain an unofficial copy of his transcript from a previous school by coming to the Admissions Office in person, and completing the appropriate request form.

Requests by mail will be honored, provided the date, student's ID number and student's signature are included. Transcripts will be provided to the student only. They will not be released or sent to a third party.

Each transcript is stamped "Issued To Student" and "Unofficial Transcript". The transcripts are not certified or validated in any way.

**Release of Records to Faculty/Staff**

Designated school officials, administrative officers, faculty and staff within the institution may have access to student academic records provided they have legitimate educational interests such as advising or other educational concerns. A Request to View Education Records must be completed by the official and a record is maintained in the student's admissions file to document who reviewed the record and the purpose.

Copies of student transcripts provided to school officials are to be stamped "unofficial" and are not to be released to students or third parties.



# Fiscal Information

## Tuition Status

Tuition is assessed each student according to residence classification and the number of semester credit hours for which (s)he registers. Tuition and fee rates are set by the State Legislature and the Texas A&M University System Board of Regents. Current Tuition and Fee Schedules are available in the Office of Admissions and the Fiscal Office.

## Oath of Residency

The student is responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question as to an individual's right to be classified as a resident of Texas, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the Admissions Office for official determination. Students classified as residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the Admissions Office. Failure to notify the institution constitutes a violation of the Oath of Residency and will result in disciplinary action.

## Resident Students

Tuition rates are pending the approval of the Board of Regent's actions during the July 2007 meeting.

## Non-Resident Students

Tuition rates are pending the approval of the Board of Regent's actions during the July 2007 meeting. A non-resident student is legally defined to be a student 18 years of age or older who resides out of the state or who has not been a resident of Texas 12 months immediately preceding the date of registration.

There can be no change of residence status except upon expressed authorization by the Registrar. Attempts on the part of a non-resident to evade the non-resident fee by deliberate concealment of facts or misrepresentation of facts will be taken seriously and may lead to expulsion and/or penalties.

A person classified as a non-resident based on information provided through the Core Residency Questionnaire, may request reclassification by providing the institution with supporting documents as described in the questionnaire. A&M-*Texarkana* students classified as non-resident students will retain that status until they make written application for reclassification as prescribed by the Admission Office and are officially reclassified in writing as residents of Texas by the Registrar.

Persons who have been classified as residents of Texas will be reclassified as non-resident students whenever they report, or there is found to exist, circumstances indicating a change in legal residence to another state.

If students who have been classified as residents of Texas are found to have been erroneously classified, those students will be reclassified as non-residents and will be required to pay the difference between resident and non-resident fees for those semesters in which they were so classified. In addition, the students will be required to pay back all monies borrowed from the Hinson-Hazelwood College Student Loan Program.

If students have been erroneously classified as non-resident students and subsequently prove to the satisfaction of the Registrar that they should have been classified as resident students, they will be reclassified as residents of Texas and will be entitled to a refund of the difference between the resident and non-resident fees for the semesters in which they were so classified. Normally, the refund must be requested and substantiated during the current term.

## Exemption of Non-resident Status

Special exceptions to the foregoing residence classifications are:

1. Arkansas and Oklahoma residents (based on provisions of House Bill 1384, 75th Legislature) are entitled to pay in-state tuition rates.



2. An individual who resided in Texas for at least 5 years prior to moving from the state and who has returned to the state for residence purposes before having resided out of the state for a year shall be classified as a resident student for tuition purposes.
3. A teacher or professor employed at least half-time on a regular monthly salary basis (not an hourly employee) by any Texas public institution of higher education with an effective date of employment on the official census date of the relevant term(s) may pay the same tuition as a resident of Texas for themselves, their spouses, and their dependent children, regardless of length of residence in the state. Teaching or research assistants employed at least half-time in a degree program-related position may also qualify for exemption under the above conditions including their spouse and dependent children.
4. A non-resident student who receives a competitive scholarship from the institution is entitled to pay resident tuition if the competitive scholarship totaled at least \$1,000.00 for the period of time covered by the scholarship, not to exceed 12 months, be awarded by a scholarship committee authorized by the institution to waive non-resident tuition, and be awarded according to published criteria.
5. Usually a member of the United States military force on active duty is entitled to pay the resident tuition fee for himself or dependents providing that each semester he submits to the Admissions and Records Office a letter from his commanding officer stating that he is currently on permanent assignment in the State.
6. An alien who has been lawfully admitted for permanent residence in the United States shall not by reason of that status alone be disqualified from classification as a resident provided however that aliens who are present in the United States on a temporary or student visa shall not be eligible for classification as residents.

### **Tuition and Fee Exemptions**

Certain students are exempt from paying tuition and some of the required fees by action of the State of Texas and Texas A&M University Board of Regents. Specific eligibility requirements under these provisions can be obtained from either the Business or Admissions Offices. Applications for exemptions must be completed thirty (30) days prior to registration. Exempt classifications are as follows:

1. Residents of the State of Texas who are children of Prisoners of War or Persons Missing in Action are exempt from paying all fees. If enrolled for the first time in Fall 2005 or later, must have graduated within four calendar years.
2. Blind and Deaf students who are eligible for the rehabilitation services of the State Commission for the Blind and/or the Division of Vocational Rehabilitation of the Texas Education Agency may be exempt from certain fees.
3. Dependent children of disabled or killed-on-duty firemen or peace officers may be exempt from paying tuition and laboratory fees.
4. Students who are residents of the State of Texas who are 65 years of age or older may audit courses without paying the regular audit fees. However, enrollment in this category is subject to space availability in specific courses.
5. Senior citizens (65 or older) may enroll in up to 6 SCH for credit with free tuition, if approved by the governing board and space is available.

### **Limitation on In-State Tuition Rates for Some Undergraduates**

New undergraduate students enrolling in an institution of higher education in Fall 1999 or afterward are subject to the conditions of Senate Bill 345 passed in the 76th Legislative Session. The law states that a resident undergraduate student whose attempted hours exceeds, by at least 45 semester credit hours, the number of hours required for completion of the degree program may be charged tuition at a higher rate. The higher rate will not exceed the rate charged to non-resident undergraduate students. A resident student is one who pays the in-state rate for tuition purposes.

For students who enroll for the first time in any institution beginning fall 2006, excessive hours will be calculated at 30 hours above the hours required for completion of the degree program.

### **Tuition Rebate Program for Undergraduates**

The State of Texas has authorized tuition rebates for students who complete baccalaureate degrees with no more than 3 credits in excess of those required for their degrees. Students graduating with their first

baccalaureate degree may be eligible for a \$1000 tuition rebate. To qualify, students must meet all of the following conditions:

1. Enrolled for the first time in an institution of higher education in the Fall 1997 semester or later.
2. Request a rebate for work related to a first baccalaureate degree received from a Texas public university.
3. Must have been a resident of Texas and must have attempted all course work at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree.
4. If enrolled for the first time in Fall 2005 or later, graduates within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering, or any other program determined by the Board to require more than four years to complete.
5. Must have attempted no more than three hours in excess of the minimum number of semester credit hours required for completion of the degree as specified in the catalog under which the student graduated. Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

### Option to Pay by Installment

Students attending Texas A&M University-Texarkana shall be allowed to pay all tuition and mandatory fees during the Fall and Spring semesters using the installment payment alternative described in Section 54.007, Education Code, as amended. If you would like to be on the Installment Plan, you **MUST** have a signed Promissory Note on file in the Business Office for the current semester. Please call (903) 223-3115 before attempting to make your first payment. If partial payment is made without a signed Promissory Note, you **WILL BE DROPPED** from your classes and your payment refunded.

#### Installment Payment Plan Terms:

- A. Students electing the installment payment plan option shall be obligated to pay the full amount of all tuition, mandatory fees and incidental fees specified in this installment plan agreement.
- B. The installment payment plan option selected may not be changed after a student's fee schedule has been produced.
- C. The first installment payment shall be due at the time of registration and shall be equal to 1/2 of all tuition and mandatory fees due for the semester, plus the full amount of the processing fee.
- D. Failure to make any installment payment by the end of the semester shall not cancel the obligation to pay the total installment payments and late payment fees.
- E. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for work done that semester. The university shall notify a student of any delinquent tuition or fee payment as soon as practicable. University records may be adjusted to reflect the student's failure to have properly enrolled for that semester.
- F. A student seeking reinstatement to the university after withdrawing from the university without paying the full amount of tuition and fees, or having been dropped from the rolls of the university for failure to make installment payments when due, shall pay all past due installment payments and applicable late payment fees before reinstatement will be processed.

#### Processing and Incidental Fees:

- A. A student paying tuition and required fees in three installments shall pay a processing fee of twenty-five dollars (\$25).
- B. A student making an installment payment after the due date shall also pay a \$25.00 late payment fee. Each installment payment must be received at the university Cashier's Office by the due date specified in the installment payment plan agreement.



**Outstanding Financial Obligations**

Students are responsible for paying all financial obligations owed to the university when due. Prior to the end of each semester or term each student should determine that all accounts are paid. In the event your account becomes delinquent, you will be responsible for all costs of collection. These costs include collection agency fees, attorney fees, court costs, judgment interest and any other allowable charges in accordance with state regulations. Non-payment of any accounts will be entered on the students record and the Registrar's Office will be prohibited from registering the student for classes or providing an official A&M-Texarkana transcript until full payment is made.

**Payment of Tuition and Fees**

All checks submitted for payment for any tuition and/or fees will have the student's Campus Wide ID Number (CWID) written on it. University staff will write the CWID number on the checks when a student has not done so already.

Installment Payment Fees Processing Fee .....	\$25.00
Late Installment Fee .....	\$25.00 per late payment

**Designated Tuition**

The Designated Tuition, as authorized by State Law and approved by the Board of Regents, is required of all students. The tuition is collected for the purpose of retirement of bond indebtedness, service on educational plant or on renewal, replacement of furnishings, additions to the plant, or other operational purposes as designated by the Board.

**Student Service Fee**

The Student Service Fee, as authorized by State law, is required of all students. The income from this fee supports extracurricular and recreational activities, artist and lecture series, cultural entertainment series, student publications and government, enforcement and administration of parking regulations, and other student services as authorized by State law. The Student Affairs Council recommends expenditures from this fund to the Administration.

**General Property Deposit**

A \$10 general property deposit shall be collected to insure the institution against losses, damages, and breakage in libraries and laboratories. This fee is assessed to each person who registers as a student at A&M-Texarkana and will remain on deposit until the student either graduates or permanently withdraws from the university. This is a one-time \$10 charge as long as the fee remains on deposit. If the \$10 deposit is refunded, or any claim for damages is filed against it, the student will again be assessed the \$10 general property deposit.

**Computer Access Fee**

This fee, as approved by the Board of Regents, is required of all students. The fee supports the cost of computer access, and is used to enhance the computing services associated with the instruction needs of students. It also helps defray the cost of printing of handout materials for all classes.

**International Education Fee**

The International Education Fee, as authorized by State law, is required of all students. This fee supports international student programs.

**Transcript Fee**

A transcript fee in the amount of \$5 will be assessed to all students each semester as part of tuition and fees. Official transcripts will be provided (maximum 10 per request) at no charge to all current and former students. **Note:** See Release of Student Academic Records.

**Student Endowment Scholarship Fee**

The Student Endowment Scholarship and Internship Program (SESIP) is an optional state grant program for all general academic teaching institutions. This fee will provide revenue to build an endowment fund for student scholarships and internships. Matching funds from the State, as provided in provisions of the legislation, will be sought through the legislative appropriation request process.

**Laboratory/Materials Fee**

Laboratory fees ranging from \$10 to \$30 per course are applicable to some courses for materials and lab usage. See semester schedule for listing.



**Miscellaneous Special Fees—2007-2008**

Alternative Certification Program (ACP) Internship Fee (Rates are pending the approval of the Board of Regent's actions during the March 2007 meeting.)	TBA
Alternative Teacher Certification Program Application Fee	\$50.00
Alternative Teacher Certification Practice TExES Fee	\$15.00
Bachelor of Applied Arts & Sciences Workshop Fee	\$50.00
Cap, Gown, Diploma & Photo—Bachelor's (Full-Fit Gown, add \$6.00)	\$38.00
Cap, Gown, Hood, Diploma & Photo—Master's (Full-Fit Gown, add \$6.00)	\$52.00
Credit by Exam Fee	\$50.00
Deficiency Plan Evaluation Fee	\$15.00
Diploma Fee	\$ 7.00
Diploma Mailing Fee	\$ 7.50
Excess Course Repeat Fee (current non-resident rate)	\$328.00
Foreign Exchange Evaluation & Application Fee	\$25.00
Reactivation Fee	\$7.00
Post Census Registration Fee	\$200.00
Late Registration Fee	\$25.00
Returned Check	\$25.00
Installment Processing Fee	\$25.00
Installment Delinquent Payment Fee	\$25.00
Test Administration Fees (applicable only to non-A&M- Texarkana course exams administered by the A&M-Texarkana Testing Center)	\$10.00 – students \$15.00 – non-students

**Note:** The university reserves the right to make a special assessment against any student guilty of inexcusable breakage or loss of instructional equipment or other university property. The university also reserves the right to adjust graduation related rates as per changes of fees assessed to the university by the vendors.

**Refund of Fees**

- A student withdrawing officially in a fall or spring term will receive a refund of fees according to the following scale:
  - Prior to the first class day of the semester ..... 100 percent
  - During the first 5 class days of the semester ..... 80 percent
  - During the second 5 class days of the semester ..... 70 percent
  - During the third 5 class days of the semester ..... 50 percent
  - During the fourth 5 class days of the semester ..... 25 percent
  - After the fourth 5 class days of the semester ..... None
- A student withdrawing officially in a summer term will receive a refund of fees according to the following scale:
  - Prior to the first class day of the semester ..... 100 percent
  - During the first, second, or third class day of the semester ..... 80 percent
  - During the fourth, fifth, or sixth class day of the semester ..... 50 percent
  - Seventh day of class and thereafter ..... None
- Students who drop courses within the first 12 class days of a fall or spring term or within the first 4 days of a summer term will receive a full refund for those courses dropped, provided the student remains enrolled for that semester. Refunds for courses dropped by a student who later withdraws are calculated according to the schedules above.
- Refunds will be made for mini-terms according to the schedule for summer terms.
- If a scheduled course fails to materialize, by reason of lack of required students, all fees for same will be refunded.
- No refunds will be made on auditor's fees.

Students receiving financial aid should consult the Financial Aid section of the catalog regarding withdrawal refunds.

**Withdrawal refund for students paying in installments** are calculated as follows:

100% means you will receive a 100% refund of tuition paid

80% means you will receive a refund of 30% (50% paid less 20% owed = 30% refund)

70% means you will receive a refund of 20% (50% paid less 30% owed = 20% refund)

50% means you will not receive a refund and do not owe any additional tuition (50% paid less 50% owed = 0)

25% means you owe an additional 25% of total assessed tuition (50% paid less 75% owed = 25% balance due)

**Vehicle Registration Fee**

All students attending A&M-Texarkana and parking a vehicle on the A&M-Texarkana/Texarkana College campus must purchase an A&M-Texarkana parking permit in the Business Office from 8:00 a.m. to 5:00 p.m.

Parking fees:

Fall Permit (Sept - Aug) .....	\$25.00
Spring Permit (Jan - Aug) .....	\$20.00
Summer Permit (June - Aug) .....	\$12.00
Additional Permits .....	\$5.00

**Library Fines**

Students must have library fines paid before they will be permitted to re-enroll in the university.

**Student Insurance**

Sickness and accident insurance is available to all A&M-Texarkana students and their dependents on a voluntary basis and offers students who may not have insurance an opportunity for coverage. Additional information regarding the student insurance program may be obtained from the Office of Student and Academic Support Services, Room 223.

**Textbooks and Supplies**

It is your responsibility to provide your own textbooks and supplies. The Texarkana College Bookstore is the major source of these materials. Subject to availability, used textbooks are offered at a reduced price.

At the beginning of each Fall and Spring semester, the Student Affairs Council sponsors a consignment book sale in which students may exchange books or purchase books from each other.

Information about the book sale is distributed with pre-registration packets and flyers are posted throughout the building.

# Financial Aid

## (NEED BASED PROGRAMS)

### How to Determine Eligibility

The first step in determining whether a student qualifies for need based aid is to fill out a Free Application for Federal Student Aid (called FAFSA). An analysis is done to determine eligibility for federal or state aid to help pay some of the costs of education. Qualification depends upon the personal income, assets and dependency status. Many people are pleased to discover that they do qualify for some form of financial aid.

Undergraduate students must be degree-seeking with a minimum of 54 hours and a 2.00 cumulative Grade Point Average (GPA). Graduate students must be admitted to a graduate degree program upon completion of 12 consecutive months at A&M-Texarkana and maintain a cumulative 3.00 GPA in order to continue receiving financial aid.

### How To Apply

Financial Aid applications are available in January for the next fall and spring terms. Information from the previous year's Federal Income Tax return is required in order to complete the application. Other records possibly needed are: non-taxable income such as Veterans' Administration benefits, Social Security or welfare benefits, current bank and mortgage information, possibly medical and dental bills, and business and farm information. Students must be prepared to provide documentation of all information used on the application. Academic progress and scholastic standing are taken into consideration when aid is being awarded. Recipients are required to maintain the number of hours in which they are registered on the university's official census date (12<sup>th</sup> class day fall and spring; 4<sup>th</sup> class day summer). Prorated repayment of aid is expected from students who withdraw or drop hours. Because financial aid is administered on a first-come, first-served basis, early application is important. Contact the Financial Aid Office, Room 221 for applications. **Note:** Priority deadlines for submitting applications are:

Fall/Spring	May 1
Spring only	May 1
Summer	March 15 (approximate date-varies annually)

### Financial Aid Standing

Students in default on financial aid loans or who owe repayment to any financial aid program are not in good financial aid standing. In order to register for classes, receive financial aid, or request an official A&M-Texarkana transcript, students must receive clearance from the A&M-Texarkana Financial Aid Office. Documentation from external agencies may be required in order to receive clearance.

### Satisfactory Academic Progress

Students must maintain satisfactory academic progress (SAP) to be eligible for financial aid. The academic year begins with the fall semester and ends with the second summer semester. SAP is monitored at least once per academic year (which normally occurs after spring grades are posted). SAP is monitored if the university has received an official Student Aid Report for the student for the academic year being monitored. The student must meet both the qualitative and quantitative requirements specified below to be considered for financial aid:

#### Qualitative Standard:

- 1) Grade Point Average (GPA): Undergraduates must maintain a 2.00 cumulative GPA; Graduates 3.00 cumulative GPA. The student's GPA is monitored at the end of each semester. If the student receives aid in the fall, and fails to meet the minimum cumulative GPA requirement after fall grades are posted, the student may still receive his/her spring aid. However, in order for the student to be considered for aid beyond the spring semester, he/she must achieve the minimum cumulative GPA. Students on academic suspension are not considered in good standing with the university and are, therefore, ineligible for financial aid.
- 2) Withdrawal: Students who withdraw while receiving financial aid will be ineligible for future financial aid until a like number of hours has been completed at the student's expense. Students who withdraw must repay the Financial Aid Office any funds, or portion of funds, granted to



him/her for that semester as required by federal and/or university regulations, and all refunds made by the university as a result of withdrawal, must be credited to the program(s) from which the funds were originally disbursed.

**Quantitative Standard:**

- 1) **Completed/Attempted Hours:** The number of hours the student satisfactorily completes will be checked at least once per academic year, and the student will be notified of any deficient hours. Attempted hours are based on the number of hours for which the student was enrolled on the official census date (12<sup>th</sup> class day fall or spring; 4<sup>th</sup> class day summer) regardless of whether or not the student received financial aid. A course in which a grade of A, B, C, D, or S is received, will be considered a satisfactorily completed course.  
Undergraduate students who enroll full-time are expected to complete a minimum of 24 semester hours per academic year. Students who enroll three-quarter time are expected to complete at least 18 semester hours of course work per academic year, (or if enrolled for only one semester, 9 semester hours). Students who enroll half-time are expected to complete 12 semester hours of course work per academic year, (or if enrolled for only one semester, 6 semester hours).  
Graduate students who enroll full-time are expected to complete a minimum of 18 semester hours of coursework per academic year, (or if enrolled for only one semester, 9 graduate hours). Graduate students who enroll half-time are expected to complete a minimum of 12 graduate semester hours of course work per academic year, (or if enrolled for only one semester, 6 graduate semester hours).
- 2) **Excessive Hours:** The maximum number of hours a student may attempt is limited to 150% of the student's degree program. The student's enrollment status (attempted hours) is based on his/her enrollment on the university's official census date. Once the student attempts 150 semester hours, he/she will not be deemed making SAP until documentation is submitted indicating that he/she will graduate within the 150% limit. All attempted hours for which a student registers at A&M-Texarkana and hours transferred to A&M-Texarkana are included in the excessive hour calculation. Remedial and orientation courses, however, are excluded from this calculation.

**Appeals**

Students have the right to appeal Satisfactory Academic Progress standards. However, the submission of an appeal is only a request and does not imply that financial aid will be reinstated or that approval of the appeal is guaranteed. The appeal must be submitted to the Financial Aid Office in writing and should demonstrate that extenuating circumstances occurred which were beyond the student's control. The student may request an appeal form from the Financial Aid Office. For more details concerning Satisfactory Academic Progress, or a copy of the university's SAP policy, students may contact the Financial Aid Office.

**Financial Aid Students Who Drop Classes**

For students awarded financial aid before the university's official census date, the student's award is based on his/her actual enrollment status on the university's official census date. Awards made after the census date will be based on the student's enrollment as of the award date. If the student drops below the number of hours for which he/she was paid on or before the official census date, repayment for some or all of the financial aid may be required. If the student drops after the census date, makeup hours may be required.

**Financial Aid Students and Non-attendance Students**

Students who are awarded financial aid who fail to attend any of his/her classes must repay **all** financial aid received. If a student is awarded and disbursed financial aid funds, and the Financial Aid Office is later informed that the student failed to attend one or more of their classes, the student must repay any overpayment of his/her financial aid due to non-attendance.

**FA Students Who Withdraw from All Classes**

Students who receive financial aid and withdraw from A&M-Texarkana on or before the 60% point in the semester must repay a portion of their financial aid award as specified by the federal formula. The student is only eligible to maintain the amount of financial aid he has earned at the time attendance ceases. The student will be required to repay both the federal programs and A&M-Texarkana for institutional charges and satisfactorily complete a like number of hours at the student's expense before receiving future financial aid.

A&M-Texarkana will use the federal formula in determining the amount to be repaid. All financial aid students must contact the Financial Aid Office before withdrawing from classes in order to understand the adverse effects of withdrawal.

#### **Distribution Rule**

When a student ceases attendance, a refund due must be credited in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Graduate PLUS (Student) Loan
4. PLUS (Parent) Loan
5. Pell Grant
6. National SMART Grant
7. Supplemental Educational Opportunity Grant (SEOG)
8. Other Federal Loan or Grant Assistance
9. Other State or Institutional Grants or Scholarships

#### **Students With Drug-Related Convictions**

Any student who has been convicted of a drug-related offense, must call 1-800-433-3243 or go the website <http://www.fafsa.ed.gov/FOTWebApp/fotw0607/WorksheetServlet?wstype=Q31> to find out if he is eligible for federal financial aid.

#### **Selective Service Registration Compliance**

Any student required to be registered with Selective Service must be registered to receive Title IV financial assistance. All aid applicants are required to file a statement of registration compliance on the FAFSA.

#### **Fee Payment**

Need-based aid and/or institutional scholarships will be applied toward the student's account approximately the first class day of each semester. Exception: Fall funds are disbursed on/after 9/1. The student's aid will appear as "estimated aid" on the student's account until the funds are credited to his/her account. After the funds have been disbursed, the Business Office will mail any refund to the student within 10 days from disbursement. The refund will be mailed to the student's address on file in the Admissions Office.

If a student is awarded a Federal Stafford loan, and the student has authorized the lender to send his/her loan funds by "Electronic Fund Transfer", A&M-Texarkana will credit the student's account with the loan funds and mail the student any credit balance. Federal Stafford loan awards will appear as "estimated aid" on the student's bill **only until the first class day**. If the loan funds are received by individual check made payable to the student, the student must endorse the check and release to the A&M-Texarkana Business Office, (see below). **If the loan funds have not been received by the first class day, the student is responsible for any balance due to A&M-Texarkana.**

Any financial aid funds received by individual check that are made payable to the student must be endorsed and released to the A&M-Texarkana Business Office for deposit to the student's tuition and fee account. Funds received by "Electronic Funds Transfer" will be automatically applied to the student's account if authorized by the student. Any balance due to the student will be mailed within 10 days.

#### **Tuition and Fee Emergency Loans**

Tuition and fee TPEG Emergency Loans are available to qualified students upon request in the Financial Aid Office. The Business Office is responsible for disbursing and collecting all loans. Conditions and qualifications for the loan are as follows:

1. Loan application must be completed in person. (A student ID may be required)
2. Student must be enrolled in a degree granting program at A&M-Texarkana.
3. Applications will be processed on a first-come, first-served basis.
4. An Admissions Application and all required official transcripts must be on file and evaluated in the Admissions Office prior to receipt of an emergency loan.
5. A minimum GPA of 2.00 for undergraduates and professional students and a 3.00 for graduate students is required to establish eligibility.
6. A student may not be on academic or disciplinary probation.



7. The maximum loan amount per student may not be less than an amount equal to the tuition and required fees for the courses in which the student is actually enrolled.
8. A promissory note bearing interest at the rate of five percent per annum will be executed by the student to be repaid over a period not to exceed 90 days if made for the fall or spring semester, or within 30 days if made for a six-week summer session, subject to the provisions of Section 56.055, Texas Education Code.
9. If a student does not make full payment on his/her outstanding emergency loan balance by the due date, all university records and enrollment will be blocked immediately.

**Book Voucher**

If the student has been awarded financial aid by A&M-*Texarkana* and meets the conditions listed below, a book voucher will be available in the A&M-*Texarkana* Business Office on the dates published in the award letter supplement information enclosed with the award letter. The voucher may be used to purchase books and supplies only at the *Texarkana* College Bookstore, and it must be used the same day it is issued in the Business Office. To qualify for the Book Voucher students must:

- ✓ Have received their financial aid award letter and "accepted" their financial aid (on Web for Students). (Students are encouraged to complete this process *one to two days prior to applying for the voucher*).
- ✓ Be enrolled in the Admissions Office in the same number of hours as specified on the award letter.
- ✓ Not have any "holds" with A&M-*Texarkana*.
- ✓ Be receiving financial aid awards that are greater than the tuition and fee charges in the Business Office.

After the student has satisfied the above requirements, he/she may apply for the book voucher in the A&M-*Texarkana* Business Office. If the student has been awarded financial aid but does not meet all of the above requirements, he/she should contact the Financial Aid Office.

**Vocational Rehabilitation**

The Texas and Arkansas Rehabilitation Commissions offer assistance for tuition and required fees to students who are physically or otherwise challenged, provided the vocational objective selected by the unusually challenged person has been approved by an appropriate representative of the Commission. Through these state agencies, other rehabilitation services are available to assist students in becoming employable. Application for this type of assistance should be made to the nearest Rehabilitation Office.

## Grants and Loans

**Note:** All students must demonstrate Satisfactory Academic Progress to qualify for any of the following programs. Graduate students must be completing requirements for "Admission to the Graduate Degree Program" to receive financial aid. Financial Aid is available for the Fall, Spring, and Summer (excluding mini-terms).

**Federal Pell Grant**

For undergraduate students only. Eligibility is limited while working on the first bachelor's degree. Based on FAFSA.

**Federal Supplemental Educational Opportunity Grant**

For students who demonstrate financial need only. Eligibility is based on the FAFSA and available funding. Students must be enrolled in a minimum of 3 semester hours.

**Federal Work-Study Program (FWS)**

Provides employment for students who demonstrate a financial need. Based on FAFSA. Students must be enrolled at least half time.

**Federal Stafford Loans**

*Subsidized*—Enables students with financial need to borrow directly from participating lenders, such as banks, credit unions, savings and loan associations, etc. The current interest rate is fixed and capped at 8.25% with repayment beginning six months after the student ceases to be enrolled at least half-time. The FAFSA is required.

*Unsubsidized*—This program has the same terms and conditions as Subsidized Stafford Loans except the borrower pays the interest during deferment and in-school periods. This program is not a need-based program, however, the FAFSA must be completed to determine eligibility.

**Parent Loan for Undergraduate Students (PLUS)**

The PLUS is a loan program in which the parent of a dependent undergraduate student borrows from a participating lender. Although the parent loan is not based on financial need, the loan amount is limited by the university's Cost of Attendance, and a FAFSA is required in order for the university to first determine the student's eligibility for the Subsidized and/or Unsubsidized (due to the lower interest rates).

**Graduate PLUS Loan**

The Graduate PLUS is a new loan program that allows PLUS loan eligibility to graduate and professional students. Students must complete the FAFSA. Students must be a graduate/professional student enrolled at least half-time in a degree or teaching certificate program. Parents of graduate students are not eligible to borrow the loan. Students must pass a credit check to be considered for this loan. A co-signer is not required; however, the student may apply with an endorser if he/she fails the credit check. Annual limit is the student's Cost of Attendance minus any other financial aid or resources. There is no aggregate limit for this loan. Although the loan is not based on financial need, the student's loan amount is limited by the university's Cost of Attendance, and a FAFSA is required in order for the university to first determine the student's eligibility for the Subsidized and/or Unsubsidized (due to the lower interest rates).

**Other Need-based Scholarships and Grant Programs**

The following Scholarship and Grant programs are "need-based" and require the student to complete the Free Application for Federal Student Aid (FAFSA) and other financial aid documents. In order to qualify for these programs, students must show financial need, demonstrate "Satisfactory Academic Progress", not be in default on a loan made insured, or guaranteed under the Federal or State Loan Programs, and not owe a refund on a grant received under any Federal or State Grant Program. Male students must also attest to Selective Service registration. Graduate students, pursuing a Master's degree, must be completing requirements for "Admission to a Graduate Degree Program."

**Leveraging Educational Assistance Partnership Program (LEAP)**

- Texas resident—(*out-of-state paying in-state do NOT qualify*); or a national merit scholarship
- Undergraduate
- Undergraduate AGPA of 2.00
- Enrolled at least **3sh**
- U.S. citizen or "eligible non-citizen" as defined by Federal methodology
- Show financial need
- Maintain satisfactory academic progress
- Must comply with Selective Service registration requirement
- Enrolled as a regular student in an eligible program at an eligible institution
- Not receiving an athletic scholarship
- Not borrowed in excess of Federal student aid limits
- Not in default on a Federal loan
- No refund owed on a Federal or State grant
- Sign Statement of Educational Purpose and a Certification Statement on Overpayments & Default
- High School diploma or GED



### Special Leveraging Educational Assistance Partnership Program (SLEAP)

- Texas resident or a national merit scholarship
- Undergraduate
- Undergraduate AGPA of 2.00
- Enrolled at least **3sh**
- U.S. citizen or “eligible non-citizen” as defined by Federal methodology
- Show financial need
- Maintain satisfactory academic progress
- Must comply with Selective Service registration requirement
- Enrolled as a regular student in an eligible program at an eligible institution
- Not receiving an athletic scholarship
- Not borrowed in excess of Federal student aid limits
- Not in default on a Federal loan
- No refund owed on a Federal or State grant
- Sign Statement of Educational Purpose and a Certification Statement on Overpayments & Default
- High School diploma or GED

### Toward Excellence, Access & Success Grant (TEXAS Grant)

#### Criteria if awarded first TEXAS Grant prior to 9/1/05:

- Texas resident
- Has financial need
- Undergraduate enrolled in degree/certificate program
- Has not received bachelor's degree
- No felony or crime involving a controlled substance
- Prior TEXAS Grant recipient
- Enrolled in a minimum of 9 semester hours
- Meets SAP, which at the end of the first year means meeting the SAP of the school and thereafter means: 75% completion rate in prior year and 2.50 cumulative GPA
- Received TEXAS Grant for no more than 6 years or 150 semester hours or receiving bachelor's degree
- If initial TEXAS Grant was based on receiving associate's degree, eligibility ends 4 years or 90 hours from start of semester first awarded
- Award, when added to other non-loan aid, must at least equal tuition and fees
- Hardship provisions may apply for: less than three-quarter-time enrollment, less than 75% completion rate, less than 2.50 GPA and extension of 6 year limit.

#### Criteria if awarded first TEXAS Grant 9/1/05 or after:

- Texas resident
- Has financial need
- Undergraduate enrolled in degree/certificate program
- Has not received bachelor's degree
- No felony or crime involving a controlled substance
- Prior TEXAS Grant recipient
- Enrolled in a minimum of 9 semester hours
- Meets SAP, which at the end of the first year means meeting the SAP of the school and thereafter means: 75% completion rate in prior year, 2.50 cumulative GPA, and completed 24 semester hours (including summer) in prior year
- Must complete 4 year degree within 5 years or if degree is greater than 4 years, must complete within 6 years
- Can receive TEXAS Grant up to 5 years if initial TEXAS Grant was based on completion of Recommended or Advanced High School Program or equivalent and enrolled in a degree/certificate program that is 4 years or less, or 6 years if award was based on completion of Recommended or Advanced High School Program or equivalent and enrolled in a degree/certificate program of more than 4 years.
- If initial TEXAS Grant was based on receiving associate's degree, eligibility ends 3 years or 90 hours from start of semester first awarded if in a 4 year plan; or 4 years if in a 5 year plan.

- Award, when added to other non-loan aid, must at least equal tuition and fees
- Architecture and Engineering programs are recognized as degree programs that are greater than 4 years

#### **National Science and Mathematics Access to Retain Talent Grant (SMART)**

- U.S. Citizen (*NOTE: Eligible Non-Citizens are NOT eligible for this program*)
- Pell Grant recipients (as determined by the FAFSA)
- Third or fourth year student (junior or senior) in a baccalaureate degree program
- Full-time enrollment (a minimum of 12 semester hours) in an eligible major
- Have a 3.00 cumulative grade point average
- Majoring in physical sciences, life sciences, computer science, technology, mathematics, engineering, or certain designated foreign languages
- Total of Expected Family Contribution (EFC) and all aid/resources cannot exceed Cost of Attendance (COA)
- Funds from this program cannot be used to replace the EFC
- Award amounts up to \$4000 for both third and fourth year

#### **Tuition Scholarship**

- Texas resident or non-resident
- Undergraduate or Graduate
- Enrolled in at least 3 semester hours at A&M-Texarkana
- Have and maintain 2.00 cumulative GPA (undergraduate) or 3.00 cumulative GPA (graduate)
- Student's award may not exceed 70% of NEED in gift aid

#### **Texas Public Ed Grant (TPEG)**

- Texas resident or non-resident
- Enrolled in 6 semester hours (undergraduate) or 6 semester hours (graduate)
- Have and maintain 2.00 cumulative GPA (undergraduate) or 3.00 GPA (graduate)

#### **Fifth-Year Accounting Scholarship**

- Texas resident priority (or non-resident)
- 5th year Accounting student
- Completed 120 semester hours including 15 semester hours of accounting
- Plans to take written Texas CPA exam and has not taken the uniform CPA Exam offered by the Texas Board of Public Accountancy for the purpose of becoming a CPA.
- Enrolled in at least 6 semester hours
- Based on need, GPA, and residency
- Minimum cumulative GPA of 2.00

#### **Student Deposit Fund**

- Texas resident
- Undergraduate or graduate
- Enrolled in at least 3 semester hours
- Undergraduate cumulative GPA of 2.00; Graduate cumulative GPA of 3.00
- Show financial need
- Maintain satisfactory academic progress
- Not in default on a loan made, insured, or guaranteed under the Federal or state student loan program
- Not owe a refund on a grant received under any federal or state grant programs
- Attest to selective Service Registration. Other criteria for selection of recipients may include the following when funds are limited: First generation student, Head of household, and/or Student returning to school after an absence of 5 years.



**Presidential Need-based Scholarship**

- Bonafide Texas resident
- Junior or Senior pursuing first Bachelor's degree
- New transfer student or first generation student (first member of your immediate family to ever attend college)
- Enrolled in a minimum of 6 undergraduate hours at A&M-Texarkana
- Cumulative undergraduate GPA of 2.00
- U.S. citizen or permanent resident of the U.S.
- May not receive more than 70% of need in gift aid

## Veterans' Assistance

The Veterans' Affairs Office assists veterans with questions and problems regarding educational benefits. Information is available from the Office of Veterans' Affairs, Room 221.

Persons applying for veterans' benefits for the first time should bring their DD-214, and where applicable, a marriage certificate, divorce decree, and/or children's birth certificates.

VA office is open 8-5 Monday-Friday. Call 903-223-3066. The Veterans' Administration requires the university to report the names of those undergraduate and graduate students receiving benefits who are making unsatisfactory progress in their course work.

For this purpose, the university defines satisfactory academic standing for undergraduate students as maintaining a 2.00 cumulative grade point average; while, the university defines satisfactory academic standing for graduate students as maintaining a 3.00 cumulative grade point average (see section on Probation/Suspension).

For reporting purposes the university officially considers a VA student as failing to make satisfactory progress when he has been placed on Probation for two consecutive semesters and/or when the veteran is placed on Suspension.

Although this report does not affect the student's enrollment at A&M-Texarkana, the student will not be certified for enrollment until the required GPA is attained.

The Veterans' Administration requires A&M-Texarkana to calculate a GPA for all courses fulfilling degree requirements for graduate students. For VA, an "S" will equal 3.00 and a "U" will equal 0.00. All veterans must have and follow an official degree plan, and the student must submit a copy of his/her official degree plan to the Veterans' Affairs Office prior to being certified for the student's second semester at A&M-Texarkana.

**Note:** Graduate students cannot receive benefits for more than 24 credit hours of leveling courses (required undergraduate background courses).

**Hazelwood Act for Veterans**

Eligible veterans or eligible dependents of members of the armed forces shall be exempt from the payment of tuition and fees (other than property deposit and student service fees). To be eligible to receive Hazelwood Exemption, a veteran shall demonstrate that they are citizens of the United States at the time of entry, are Texas residents, were Texas residents at the time they entered the U.S. Armed Forces, have served at least 181 days of active military duty, have received an honorable discharge or separation or a general discharged under honorable conditions, have exhausted all federal education benefits available for the semester for which he/she is applying, are not in default on a federal education loan or a student loan made or guaranteed by the State of Texas, and have attempted fewer than 150 credit hours using Hazelwood Act Exemption beginning with fall of 1995.

To use the Hazelwood Exemption, an application/release form must be completed in the Admissions Office each semester. If you are a new applicant, you must present to the institution a copy of your DD214 and a benefit letter from the VA Regional Office in Muskogee, OK to qualify. You can contact that office at 1-888-442-4551.

# Scholarships

## (MERIT BASED)

All scholarships offered through the Recruitment Office are merit-based scholarships. Other types of need-based scholarships/aid are offered through the Financial Aid Office.

There are two types of merit based scholarships: annual and by semester. The annual scholarship application and brochure are available January 1 to April 1 of each year for the next fall and spring terms. The semester scholarships are available the semester before. Please contact the Scholarship Specialist at 903-223-1353 for more details on semester scholarships and deadlines.

### Requirements for All Scholarships

- Complete scholarship application and return to the Recruitment Office by posted deadline
- Admissions application must be on file and complete by scholarship deadline
- All official transcripts from previous colleges must be on file in the Admissions Office by scholarship deadline
- Satisfied the THEA, if applicable, by scholarship deadline
- Must not be in default on Title IV funds

### How to Apply

Scholarship applications are available on the second floor of the Aikin Building in Student Services. You can also download the application via web at [www.tamut.edu/recruitment](http://www.tamut.edu/recruitment). In addition, our website provides information pertaining to enrollment, the First Generation College Student Program, scholarship deadline dates, upcoming functions, outside resources to help fund your education and scholarship scams. All students are encouraged to navigate through the website.

Students, who have completed their application(s) and met the requirements, may turn in their application(s) to RM 224 in the Aikin Building, fax their application(s) to 903-223-3118, or mail the application(s) to the Recruitment Office at 2600 N. Robison Rd Texarkana, TX 75505. An award letter or denial will be mailed to the student at the address listed in Admissions for notification of the scholarship(s).

Any student who receives a “renewable” scholarship must reapply for the scholarship each year. If the recipient fails to meet the minimum scholarship requirements at any point in time, the scholarship may not be renewed; however, the student may reapply for the same scholarship for the next year and will be considered as all other applicants for the award. Note: Renewable scholarships are contingent upon the availability of funds for the next award year.

### Satisfactory Academic Progress/Repayment Penalty

Students must maintain satisfactory academic progress (SAP) to be eligible for merit based scholarships. The two main areas of SAP are grade point average (GPA) and hours of completion. Unless the individual scholarship policy states otherwise, in order for an academic scholarship recipient to retain any disbursement of his/her award, the student must maintain all criteria for the scholarship at least 2/3 of the scholarship award period (10 weeks) per regular semester (Fall/Spring) and at least 2/3 of the scholarship award period for summer terms. Should the student fail to meet all criteria during this time, the student will be required to repay the scholarship award prior to the first class day of the next semester. The student must also satisfactorily complete the minimum number of hours required by the scholarship program each semester in order to receive the second disbursement or any remaining scholarship funds for the subsequent semester. If the academic scholarship is for the summer term(s), the student must maintain all criteria at least half of the enrollment period and satisfactorily complete all course work on which the scholarship was based. Except for the number of weeks required for enrollment, the above policy also applies to summer recipients. Summer recipients will be required to repay their debt prior to the first class day of the fall semester.

### Outstanding Financial Obligations

Students are responsible for paying all financial obligations owed to the university when due. Prior to the end of each semester or term, each student should determine that all accounts are paid. Should the student fail to repay the scholarship award, all university records will be tagged and the student will be unable to obtain official transcripts or register with A&M-Texarkana until the debt has been paid.



## Appeals

A student who wishes to appeal any scholarship ruling on the basis of “extenuating circumstances” must do so by filling out an appeal form and returning it to the Recruitment Office. The appeal decision will be made by the Scholarship Committee, and the student will be notified of the decision. The Scholarship Committee is comprised of the Vice President of Student and Academic Services, Director of Institutional Advancement, Director of Enrollment Management & Outreach Activities, Director of Financial Aid and Veteran Services, and the Scholarship Specialist.

## Scholarships and Criteria

**Note:** These scholarships are offered annually. The award will be made for the upcoming fall and spring semesters. The deadline is April 1st of each year. For information on scholarships offered by semester contact the Scholarship Specialist at 903-223-1353 or visit our website at [www.tamut.edu/recruitment](http://www.tamut.edu/recruitment).

### General Scholarships

#### Albert Loftin Endowed Scholarship

- Junior or Senior
- 2-year award if criteria maintained
- First preference to students who attended Texarkana College full-time and plan to complete an undergraduate degree at A&M-Texarkana
- Enroll in 24 semester hours annually (Example: 12 Fall & 12 Spring)
- Have and maintain 3.50 cumulative GPA
- Have and maintain 3.00 GPA each semester
- Degree-seeking
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

#### Alumni Association Scholarship

- Graduate student
- Enrolled in 6 graduate hours
- Have and maintain cumulative graduate GPA of 3.30
- Must be a member in good standing of A&M-Texarkana Alumni Association
- Degree-seeking (degree plan on file) or professional certification
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

#### Daryl Crouch Endowment Scholarship

- Graduate student
- Providing financial support for child(ren) age 18 and under
- Enrolled in 6 graduate semester hours at A&M-Texarkana
- Have and maintain 3.50 cumulative GPA
- No grade below “B” in any graduate courses at A&M-Texarkana
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

#### Downtown Texarkana/Wilbur Smith Rotary Club Scholarship

- Junior or Senior
- Enrolled in 12 semester hours
- Preference given to prior recipients of this scholarship at Texarkana College
- Preference given to students who are:
  - First generation students (first member of immediate family to attend college)
  - Returning to college after an absence of five or more years
- Must have and maintain a 3.00 cumulative GPA
- Student’s immediate family members must not be members of this Rotary Club
- Student must be willing to attend one club meeting each year and speak to the club at least once each year or semester
- Must live within 50 miles of Texarkana, TX or Texarkana, AR

- U.S. Citizen or eligible non-citizen
- Award is renewable if criteria maintained—(two year maximum award)

#### **A&M-Texarkana Excellence Fund Scholarship**

- Priority to first-semester juniors at A&M-Texarkana
- Enrolled 12 semester hours
- Junior or Senior
- Completed 24 semester hours in previous academic year
- New transfer students must have a minimum cumulative GPA of 3.50 on last 24 semester hours of college work
- Continuing A&M-Texarkana students must maintain 3.50 GPA per semester at A&M-Texarkana
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is competitive annually

#### **George Hammond Endowment Scholarship**

- Junior, Senior, or Graduate
- Preference to students pursuing a degree; planning to work in an occupation or service to benefit the elderly
- Enrolled in a minimum of 3 semester hours
- Have and maintain a 3.00 cumulative GPA (undergraduate) or 3.00 cumulative GPA (graduate) OR 3.00 GPA on the last 60 hours for graduates with no prior course work
- Degree-seeking (degree plan on file)
- Award is renewable annually

#### **Harry Joseph Romer Fund Scholarship**

- Priority given to NEW transfer undergraduate or graduate
- Junior, Senior, Graduate
- Enrolled in 6 semester hours (undergraduate) or 3 semester hours (graduate)
- Have and maintain a 3.00 cumulative GPA (undergraduate) or 3.00 cumulative GPA (graduate) OR 3.00 GPA on the last 60 hours for graduates with no prior course work
- Degree-seeking (degree plan on file)
- Must live within 100 miles of Texarkana, TX or Texarkana, AR.
- Award is competitive annually

#### **Jack and Pat Coker Endowment Scholarship**

- Junior or Senior
- Enrolled 6 semester hours at A&M-Texarkana
- Have and maintain a A&M-Texarkana GPA of 3.25
- U.S. Citizen or eligible non-citizen
- Degree-seeking (with plan)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is competitive annually

#### **Jon C. Stanley Memorial Fund Scholarship**

- Undergraduate (preferred) or Graduate
- Enrolled in 9 semester hours (undergraduate) or 6 semester hours (graduate)
- Have and maintain a 3.00 cumulative GPA (undergraduate) or 3.00 cumulative GPA (graduate) OR 3.00 GPA on the last 60 hours for graduates with no prior course work
- U.S. Citizen or eligible non-citizen
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is competitive annually

You must submit a signed copy of your (and spouse's) 2005 Income Tax Return. If your parent(s) claimed you on their 2005 Income Tax Return or they provided more than half of your support in 2005, you must also submit a signed copy of parent(s)' 2005 return.



**Partnership Golf Scholarship**

- Junior or Senior
- Enrolled in 6 semester hours at A&M-Texarkana
- Have and maintain 3.25 cumulative GPA
- Degree-seeking (degree plan on file)
- U.S. Citizen or eligible non-citizen
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is competitive annually

**Philip Jr. and Dorothy Alford Endowment Scholarship**

- Undergraduate or Graduate
- Enrolled in 6 semester hours (undergraduate) or 3 semester hours (graduate)
- Entering freshman must have a high school minimum GPA of 3.00
- Have and maintain a 3.00 cumulative GPA (undergraduate) or 3.50 cumulative GPA (graduate) OR 3.00 GPA on the last 60 hours for graduates with no prior course work
- Preference is given to Agricultural-related degree
- Preference is given to students from Arkansas
- U.S. citizen or eligible non-citizen
- Award is competitive annually

**Presidential Partners Endowment Scholarship**

- Junior or Senior
- Enrolled in 6 semester hours at A&M-Texarkana
- Have and maintain a 3.25 cumulative GPA
- U.S. Citizen or eligible non-citizen
- Degree-seeking (with plan)
- TX, AR, LA, or OK resident residing in service area
- Award is competitive annually

**Red River Business & Professional Women's Endowment Scholarship**

- Junior, Senior or Graduate
- Enrolled in 6 semester hours (undergraduate) or 6 semester hours (graduate)
- Educational goal is to plan to use training to advance, train in new career field or re-enter job market (degree/certificate plan on file)
- Have and maintain 2.80 cumulative GPA (undergraduate) or 3.80 cumulative GPA (graduate)
- Student's and/or spouse's Adjusted Gross Income may not exceed \$75,000
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

**A&M-Texarkana Student Vision Endowment Scholarship**

- Current or former A&M-Texarkana student
- Must have completed at least 3 semester hours at A&M-Texarkana
- Undergraduate or Graduate
- Must enroll in a minimum of 3 semester hours at A&M-Texarkana
- Have and maintain a 2.00 cumulative GPA (undergraduate) or 3.00 cumulative GPA (graduate) OR 3.00 GPA on the last 60 hours for graduates with no prior course work
- Involvement/Leadership in Community or student organizations or activities will be considered
- Student's and/or spouse's Adjusted Gross Income may not exceed \$75,000
- Degree or certificate-seeking at A&M-Texarkana (degree plan on file)
- U.S. Citizen or eligible non-citizen
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is competitive annually

**TEXAR Federal Credit Union Endowment Scholarship**

- Junior, Senior or Graduate
- Enrolled in 6 semester hours (undergraduate) or 6 semester hours (graduate)
- Have and maintain 3.20 cumulative GPA (undergraduate) or 3.75 cumulative GPA (graduate)
- Degree-seeking (degree plan on file)

- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

#### **Wayne Garrison Trust Scholarship**

- Undergraduate and Graduate
- Enrolled in 6 semester hours (undergraduate) and 3 semester hours (graduate)
- Have and maintain a 3.00 cumulative GPA (undergraduate) or 3.00 cumulative GPA (graduate) OR 3.00 GPA on the last 60 hours for graduates with no prior course work
- Must live within 50 miles of Texarkana, TX or Texarkana, AR
- Degree-seeking (degree plan on file)
- Award is competitive annually

#### **Women for A&M-Texarkana Endowment Scholarship**

- Undergraduate or Graduate
- Enrolled in 6 semester hours (undergraduate) or 3 semester hours (graduate)
- Have and maintain 3.00 cumulative GPA (undergraduate) or 3.50 cumulative GPA (graduate) OR 3.00 GPA on last 60 hours for graduates with no prior course work
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is competitive annually

### **Accounting Scholarships**

#### **A.L. Markham Endowed Accounting Scholarship**

- Junior or Senior Accounting major
- Enrolled in 9 semester hours at A&M-Texarkana
- Have and maintain 3.50 cumulative GPA
- Completed 6 semester hours of Accounting at A&M-Texarkana
- Have and maintain 3.50 GPA in Accounting at A&M-Texarkana
- No grade below "B" in Accounting courses at A&M-Texarkana
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

#### **Grier, Reeves & Lawley, P.C. Accounting Scholarship**

- Junior, Senior or Graduate Integrated Accounting major seeking BBA or MSA
- Enrolled in 12 semester hours as a Junior or 9 semester hours as a Senior or 6 hours as a graduate
- Have and maintain a 3.50 cumulative GPA as a Junior or 3.25 GPA as a Senior or 3.25 as a graduate
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained
- Personal interview by donor is requested
- Preferred that the recipient is not receiving another privately funded accounting scholarship concurrently

#### **Texarkana Chapter of Certified Public Accountants/Pat Thomas Endowed Scholarship Fund**

- Junior or Senior Accounting major
- Enrolled in 6 semester hours at A&M-Texarkana
- Have and maintain 3.50 cumulative GPA
- Completed 6 semester hours of Accounting at A&M-Texarkana
- Have and maintain 3.50 GPA in Accounting at A&M-Texarkana
- No grade below "B" in Accounting courses at A&M-Texarkana
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

**Thomas & Thomas Accounting Scholarship**

- Junior or Senior Accounting major
- Enrolled in 6 semester hours at A&M-Texarkana
- Have and maintain 3.50 cumulative GPA
- Completed 6 semester hours of Accounting at A&M-Texarkana
- Have and maintain 3.50 GPA in Accounting at A&M-Texarkana
- No grade below "B" in Accounting courses at A&M-Texarkana
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

**Business Scholarships****Bill Long Memorial Fund Scholarship**

- Junior or Senior
- Enrolled in 6 semester hours (undergraduate)
- Majoring in Business Administration
- Have and maintain 3.25 cumulative GPA (undergraduate)
- U. S. citizen or eligible non-citizen
- Degree-seeking (degree plan on file)
- Award is competitive annually

**Ron & Margaret Dudley Endowment Business Administration Scholarship**

- Senior or Graduate
- Enrolled in 9 semester hours (undergraduate) or 6 semester hours (graduate)
- Majoring in Business Adm. (BBA, BS, MBA or MS)
- Have and maintain cumulative GPA of 3.25 (undergraduate) or 3.50 cumulative GPA (graduate) in Business courses at A&M-Texarkana
- Degree-seeking (degree plan on file)
- U. S. citizen or eligible non-citizen
- Texas or Arkansas resident residing in the A&M-Texarkana recognized service area
- Award is competitive annually & is based on faculty recommendation

**Tau Alpha Lambda (Business Club) Scholarship**

- Must be active Tau Alpha Lambda Member
- Junior, Senior or Graduate
- Enrolled in 9 semester hours (undergraduate) or 6 semester hours (graduate)
- Majoring in Bus Adm, MIS, Acct, Mgt or Mkt
- Have and maintain 3.00 cumulative GPA (undergraduate) or 3.50 GPA (graduate)
- Completed 6 semester hours in Business at A&M-Texarkana at student's classification level
- Have and maintain 3.00 GPA in Acct, Mgt, Mkt, MIS, Eco, & Fin courses at A&M-Texarkana (undergraduate) or 3.50 GPA (graduate)
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is competitive annually

**Education Scholarships****John and Peggy Moss Endowment Scholarship**

- Junior or Senior
- Elementary Education major with specialization in Math
- Enrolled in 6 undergraduate semester hours
- Have and maintain a cumulative undergraduate GPA of 3.00
- Degree-seeking (degree plan on file)
- Award is renewable if criteria maintained

**Red River Council of Teachers of Mathematics/STEAM Scholarship**

- Junior or Senior
- Majoring in Math grades 4-8 or 8-12 teaching level



- Enrolled 6 semester hours at A&M-Texarkana
- Have and maintain a GPA of 3.00
- Enrolled in 6 undergraduate semester hours
- Degree-seeking (with plan)
- Award is renewable once if criteria maintained

### **Nursing, Psychology/Counseling, Criminal Justice Scholarships**

#### **Texas Pioneer Scholarship**

- Priority given to majors in the College of Health and Behavioral Sciences
- Undergraduate or Graduate
- Enrolled in 6 semester hours (undergraduate) or 3 semester hours (graduate)
- Have and maintain a 3.00 cumulative GPA (undergraduate) or 3.50 cumulative GPA (graduate) OR 3.00 GPA on the last 60 hours for graduates with no prior course work
- Degree-seeking (degree plan on file)
- U.S. citizen or eligible non-citizen
- Award is renewable if criteria maintained

### **Club Scholarships**

#### **Bachelor of Applied Arts & Sciences Club Endowment Scholarship**

- Member of BAAS Club
- Undergraduate
- Majoring in the Bachelor of Applied Arts & Science degree
- Degree-seeking (degree plan on file)
- Completed Portfolio
- Not enrolled in tuition reimbursement program with employer
- Enrolled in a minimum of 3 semester hours at A&M-Texarkana
- Have and maintain A&M-Texarkana GPA of 3.00
- U.S. Citizen or eligible non-citizen
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area

#### **Education Club Scholarship**

- Must be an active Education Club member
- Undergraduate Education major
- Enrolled in 12 semester hours each semester as full-time student or enrolled in 9 semester hours first semester and student teaching second semester
- Have and maintain 3.75 cumulative GPA
- Completed 6 semester hours in Education at A&M-Texarkana
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is competitive annually

#### **English Club Scholarship**

- Must be an active English Club member
- Undergraduate or Graduate
- English Major/Minor/or academic specialization
- Enrolled in 12 semester hours (undergraduates) each semester as full-time student or enrolled in 9 semester hours (undergraduates) first semester and student teaching second semester or 6 semester hours (graduate)
- Have and maintain a 3.25 cumulative GPA (undergraduate) or 3.50 cumulative GPA (graduate) or 3.00 cumulative GPA on the last 60 hours for graduates with no prior course work
- Completed 6 semester hours in English course at A&M-Texarkana
- Degree/Certificate-seeking (plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in the A&M-Texarkana service area
- Award is competitive annually

**Multicultural Association Scholarship**

- Must be an active Multicultural Association member
- Undergraduate, Graduate or Certification
- Enrolled in 9 semester hours (undergraduate) or 6 semester hours (graduate)
- If undergraduate, have and maintain a 2.50 cumulative GPA, or if graduate, have and maintain a 3.25 cumulative GPA or 2.50 on graduates with no prior course work
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in the A&M-Texarkana service area
- Award is competitive annually

**Math Club Scholarship**

- Priority to active Math Club members
- Undergraduate or Certification
- Degree/Certificate-seeking with Math as major, minor, academic specialization, or teaching field
- Enrolled in 6 semester hours
- Have and maintain a 3.25 cumulative GPA or 3.25 on graduates with no prior course work
- Completed 6 semester hours in Math courses at A&M-Texarkana
- Degree/Certificate-seeking (plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in the A&M-Texarkana service area
- Award is competitive annually

**Psychology Club Scholarship**

- Priority to active Psychology Club members
- Junior, Senior or Graduate
- Enrolled in 9 semester hours (undergraduate) or 6 semester hours (graduate)
- Majoring in Psy, Counseling Psy, or Interdisciplinary Studies (Psychology)
- Completed 9 semester hours in Psychology courses at A&M-Texarkana at student's classification level
- Have and maintain 3.00 GPA (undergraduate) or 3.50 GPA (graduate) in Psychology at A&M-Texarkana
- Have and maintain 3.00 cumulative GPA (undergraduate) or 3.50 (graduate)
- Degree-seeking (degree plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

**University Historians Club Scholarship**

- Priority to active Historian Club members
- Undergraduate, Graduate or Certification seeking History major or academic specialization or teaching field
- Enrolled in 6 semester hours (undergraduate) or 6 semester hours (graduate)
- Have and maintain 3.00 cumulative GPA (undergraduate) or 3.50 GPA (graduate) or 3.00 cumulative GPA on graduates with no prior course work
- Completed 6 semester hours in History courses at A&M-Texarkana at student's classification level
- Degree-seeking or certificate-seeking (degree/ certificate plan on file)
- Texas, Arkansas, Louisiana or Oklahoma resident residing in A&M-Texarkana service area
- Award is renewable if criteria maintained

# Student Services

## Philosophy and Objectives

The individuals responsible for these offices are committed to assisting students in their pursuit of personal and academic goals. The guiding philosophy is that higher education for the adult student requires flexibility and an appreciation of adult student characteristics on the part of the institution to assist the student in his or her pursuit of an academic career.

The academic and student services program is based on six objectives designed to provide the student with necessary aids to develop personally and professionally:

1. To provide personal and professional development programs and services for adult learners seeking to enrich their lives.
2. To provide opportunities for students with verifiable financial need to obtain the financial resources required to sustain continuous enrollment.
3. To create a degree plan for every admitted, degree-seeking student tailored to meet institutional requirements as well as each student's academic goals and objectives.
4. To provide non-degree-seeking students the opportunity of enrolling in upper level course work for personal and/or professional enrichment.
5. To provide students with the skills and information necessary to identify, seek and attain career goals.
6. To provide extracurricular activities and experiences for students to enhance their cultural and social growth as global citizens. The objectives are implemented in all student development programs and activities which are designed to fit the A&M-Texarkana student's profile as a commuter who works, has extended family responsibilities, is in various stages of age transitions and has diverse experiential backgrounds.

## Student Support Services

Students are encouraged to contact the Office of Student and Academic Support Services if (1) you need assistance or information, (2) you are having difficulty with a particular segment of your university experience, (3) you have a concern about an issue or procedure, and (4) you have a complaint about some aspect of the university. If the matter is a responsibility of Student and Academic Support Services, every effort will be made to facilitate a resolution. If the matter is related to another area of the university, assistance will be provided in bringing the matter to the attention of the appropriate personnel.

Student appeals and disciplinary matters are handled through the Vice President for Student & Academic Support Services as well. (See Student Code of Conduct and Grievance Procedures.)

## Enrichment Opportunities

Texas A&M University-Texarkana encourages participation in institutional decision-making through active solicitation of student representatives on various standing committees and councils. Students are appointed by the President to serve as full members on the University Planning Committee, Instructional Technology Committee, and Center for Professional Development & Technology Council. The Student Affairs Council is an advisory body that makes recommendations to the President on issues affecting the student body.

## Student Leadership Development Program (SLDP)

The Student Leadership Development Program (SLDP) offers an opportunity for students to develop knowledge and growth in personal and interpersonal effectiveness. This opportunity can provide enhanced employment and advancement potential, valuable contacts with peers, faculty, alumni and community leaders. Students who successfully complete the program will receive recognition on their academic transcript for leadership honors. Students completing the program will also be recognized at Commencement as a member of the *Leadership Scholars Society*.

To be considered for the program, students must be in good standing as defined in the university rules and procedures, have a minimum of 60 credit hours, and currently enrolled in a degree program. An application and two letters of recommendation (one must be an academic recommendation) must be submitted to the SLDP office Contact, Dr. Paige Worrell, SLDP Coordinator. For additional information Dr. Worrell can be contacted at 903-223-3026 or [paige.worrell@tamut.edu](mailto:paige.worrell@tamut.edu).



## Organizations, Clubs, Honor Societies

Texas A&M University-Texarkana regards student participation in student organizations and clubs as a vital way for students to become more involved in experiencing the value of group associations and affiliations.

As a commuter, the A&M-Texarkana student spends a great deal of his time either in a classroom or studying at home. As a result the student often misses out on the kinds of learning activities normally associated with college group memberships.

It is the expressed goal of Student and Academic Support Services to encourage student involvement in clubs and to promote the creation of new organizations designed to provide new learning activities. Student organizations must adhere to policies and regulations defined in the Guidelines for Official Student Organizations. An orientation session is conducted for club officers each fall semester.

Information about specific student organizations follows:

### Accounting Club

This club is open to all students interested in accounting. Club activities include a variety of field trips, speakers, and social events. Contact Dr. Joan Brumm, faculty advisor, for more information.

### Bachelor of Applied Arts and Sciences Club

This club is open to BAAS majors or club associates to provide BAAS students opportunities for professional development and a forum to mentor new non-traditional students. Contact Dr. Glenda Ballard, faculty advisor, for more information.

### Biological Sciences Club

This club is open to all students who have an interest in biology. Club activities include seminars, conferences, workshops, field trips, and social events. Contact Dr. David Allard for more information.

### Computer Club

The computer club is opened to all A&M-Texarkana students who are interested in the applications of business and computer technology. Guest speakers and field trips are planned to enlighten students on the most up-to-date and advanced systems in the business world today. Contact Dr. Paige Worrell, faculty advisor, for more information.

### Counseling Club

The counseling club is open to all students who have an interest in the field of counseling. Club activities include guest speakers, conferences, community service projects and social events to encourage, stimulate, and maintain scholarship of the members in the field of counseling.

### Criminal Justice Club

The criminal justice club is opened to all students interested in the field of Criminal Justice. The purpose of this club is to create a social-learning atmosphere and to provide students with exposure to the professional field of Criminal Justice. Club activities include guest speakers, community service projects, field trips and social activities. Contact Dr. Tom Jordan, faculty advisor, for more information.

### Delta Mu Delta

The national honor society in Business Administration is open to undergraduate and graduate candidates for degrees in business administration. The purpose is to encourage higher scholarship and to recognize and reward scholastic achievement in business administration. All candidates for membership must have completed at least 50% of the work for the degree with a cumulative grade point average of .5 above a B or better in undergraduate work and .75 above a B or better in graduate school. Candidates must also be in the top 20% of the class in cumulative grades. Additional requirements may apply. Contact Dr. Patricia Humphrey for additional information.

### Educational Club at NTCC

Open to all students interested in the field of education. This organization provides monthly meetings with speakers and social events. Contact Dr. Callie Fortenberry.

### English Club

Open to all students with an interest in literature and language, this club sponsors a variety of activities including field trips, speakers, and social events. Contact Dr. Tom Gandy or Dr. Doris Davis.

**Future Teachers Association**

This organization is open to persons interested in the teaching profession. Club activities have included well-known speakers, field trips and conferences. Contact Dr. Judy Sander, Dr. Bill Laird or Dr. Barry Nutter for details.

**Investment Club**

To provide an opportunity for students to educate themselves in the real world market. Dr. Mohammed Haque, faculty contact.

**Kappa Delta Pi**

This international honor society promotes excellence in education. Members must possess effective leadership qualities and maintain a 3.50 GPA for undergraduates and 3.75 for graduate students. Contact Dr. Judy Sander for additional information.

**Mass Communications Club**

The Mass Communications Club is open to all students who have an interest in the field of Mass Communications. This club provides an academic, professional, and social environment related to all aspects of the communications industry. Contact Dr. Janis Overlock for more information.

**Mathematics Club**

This club is open to persons interested in mathematics or mathematics education. The purpose of this club is to promote the study of an the interest in mathematics. Club activities include guest speakers, travel to conferences and social events. For more information contact Dr. Dennis Kern faculty advisor.

**Math Educator's Club at NTCC** Contacts Dr. Dennis Kern and Debra Coventry.

**Multicultural Association**

This club's objective is to promote a greater understanding and sensitivity of the various cultures within our society. Open to all students, this club sponsors a variety of activities including field trips, speakers, and social events. Contact Toney Favors for more information.

**Nursing Club**

To create a professional nursing and learning atmosphere for students interested in advancing their nursing practices. To encourage, stimulate, and maintain scholarship of the member's in the field of nursing. Dr. Shirley Garick, faculty contact.

**Noyce Scholar's Club**

Dedicated to improving the learning and teaching of mathematics and science. Encouraging professional growth and continued professional improvement, and increasing the quantity of 4-8 and 8-12 grade teachers who have high quality mathematics or science content knowledge. Serving in high need school districts promoting the recruitment, preparation, and retention of highly qualified mathematics and science teachers. Contacts, Dr. Dennis Kern and Wanda Henry.

**Phi Alpha Theta**

This international honor society in history is for the student with a good academic record and an interest in history.

To apply for membership, a student must have completed 12 semester hours in history with a grade point average of 3.1 or better in history courses, have a 3.0 grade point average in 2/3's of all other courses, and rank in the upper 35 per cent of the class. Contact Dr. Tom Wagy for additional information.

**Psi Chi**

The national honor society for psychology majors or minors only, Psi Chi is open to undergraduates who rank not lower than the highest 35 percent of their class in general scholarship and must have a 3.00 GPA or better in all graduate courses including psychology. Students must have completed eight semester hours of psychology or 6 SCH and be registered in two more hours of psychology. Contact Dr. Tommie Hughes for more information.

**Psychology Club**

This club is open to all A&M-Texarkana students who are interested in the field of psychology. The club's purpose is to provide a social-learning atmosphere for students. Club activities include guest speakers, travel to conferences, community service projects and social events. Contact Dr. Sharon Roberts, faculty advisor, for more information.

**Recreational Sports Club**

This club is open to all students who have an interest in recreational activities. The Recreational Sports Club provides entertainment, fellowship, and recreational outlets to all students who wish to take a break from the routines and stresses of their studies. Contact Mr. Carl Greig for more information.

**Science Club for Educators**

This club was organized by students interested in science and teaching fields in science. Open to all students this club provides activities such as guest speakers, annual science safari at Central Mall and social events. For more information contact Dr. David Allard, faculty advisor.

**Sigma Tau Delta**

The international English honor society is open to students with a GPA of 3.2 or better who have completed or are currently enrolled in two or more English courses beyond the usual freshman requirement. Members must also be English majors, minors, or the equivalent and have a GPA of 3.5 or better in all English courses. Contact Dr. Tom Gandy.

**Sociology Society**

This club exists to provide co-curricular and extracurricular learning experiences for members through colloquia, symposia and activities in the discipline of sociology. Dr. George Parangimalil, faculty advisor.

**Student Council for Exceptional Children**

This organization developed as a result of students interested in the field of special education on the Northeast Community College campus in Mt. Pleasant. This organization provides special events such as guest speaker and social events as well as trips to conferences. Contact Dr. Elaine Beason or Dr. Marty Harris.

**Student Council for Exceptional Children NTCC****Tau Alpha Lambda/Business Club**

A chapter of the national business fraternity, Phi Beta Lambda, is open to all A&M-Texarkana students in good standing interested in business occupations. Student teams have won recognition at state and national levels, earning honors for the students and the university. Contacts Dr. James Harbin, Dr. Patricia Humphrey and Carl Greig.

**University Historians**

This club's primary focus is to share the fun and fascination of history through activities which include trips to historical sites and the presentations of noted historians. Contact Dr. Michael Perri, sponsor.

**University Toastmasters**

The Toastmasters communication and leadership program can help improve your ability to express yourself in business meetings, sales contacts, presentations, interviews, telephone conversations, and many other professional situations. Unlike a formal classroom, your Toastmasters Club assignments are self-paced and the weekly meetings are conducted by members in an atmosphere of friendly self-improvement. For details, contact Charlotte Maxwell at 903-223-3043.

**Student Government****Student Affairs Council**

The Student Affairs Council exists to (1) provide a forum wherein any matter associated with the university can be openly discussed by any student; (2) to provide students with the opportunity to collectively and formally advise the university administration and faculty about matters which directly or indirectly affect students; (3) to make recommendations to the university administration about the expenditure of funds (collected from student service fees) for the support of programs, activities and services for students; and (4)



to assist the Department of Student and Academic Support Services in planning, coordination and implementation of programs and activities for student development. The Student Affairs Council is composed of sixteen (16) members (4 undergraduates, 4 graduates, and one student-at-large). Other members include a faculty advisor, the Student Activities Specialist, a staff member for Student and Academic Support Services appointed by the Vice President for Student and Academic Support Services (VP-SASS), the administrative advisor (VP-SASS), and three ex-officio members (Director of Student Services, Director of Enrollment Management, and the Administrative Secretary for the Vice President of Student and Academic Support Services). Elections are held in March of each year to fill vacant positions. Any undergraduate or graduate student who meets the eligibility requirements is eligible to seek election as a representative. Students who wish to seek election must:

- (1) be enrolled or intend to enroll for nine semester credit hours during the academic year(s) of the term(s) of office,
- (2) be in good academic standing (as defined by the university),
- (3) indicate a desire, commitment and a willingness to contribute to the governance of the university,
- (4) be able to attend council meetings on a regular basis,
- (5) be willing to assist in the coordination and implementation of programs and services for students, and
- (6) be willing to adhere to the rules and regulations of the Student Affairs Council Bylaws and the Student Code of Conduct. Applications and copies of the Student Affairs Council By-Laws are available in the Student and Academic Support Services Office.

The monthly SAC meetings are open to the public. Minutes of each meeting are posted on the Student Activities Bulletin Case on the first floor.

Questions concerning SAC membership or suggestions concerning the use of student activity funds may be directed to any SAC member or to the Office of Student and Academic Support Services in Room 223.

### Student Activities

A&M-Texarkana's student activity program is created through the combined efforts of the Student Affairs Council, A&M-Texarkana clubs, Student and Academic Support Services and faculty.

The content is both educational and entertaining and occasionally involves the Texarkana area residents as well. Some of the yearly activities are listed:

1. Ebony Fashion Fair tickets bought in block and made available to A&M-Texarkana students at a discount.
2. Perot Theatre Series tickets purchased in block annually and distributed at a discount to A&M-Texarkana students. Performance schedules are available in Student and Academic Support Services.
3. Club trips for annual conferences are related to the club mission and benefit the students professionally and academically.
4. Guest speakers from all over the United States covering various current topics and issues.
5. Foodfests during the Fall, Spring and Summer.
6. Various special events, seminars and workshops designed to aid students and community members both personally and professionally.
7. Use of Pinkerton Center for physical activity and extracurricular events.
8. Jointly sponsored activities by A&M-Texarkana and Texarkana Community College.
9. Leadership development programs and seminars.
10. Discount Cards—Local merchants give discounts or specials on food items when the Student Discount Card is presented at the time of purchase.
11. Special contests and prizes.

### Student Travel

The following is a statement of University Rule 13.04.99.H1 regarding Student Travel which supplements The Texas A&M University System Policy 13.04.

Texas A&M University-Texarkana is supportive of student participation in academic, co-curricular or extracurricular activities both on and off campus, but also recognizes that the safety of its students is of utmost importance. The requirements outlined in this rule apply to student travel that is more than 25 miles from campus to an activity or event that is organized, sponsored, or funded by a A&M-Texarkana or officially recognized A&M-Texarkana student organization, using a vehicle owned or operated by A&M-Texarkana. (Examples of vehicles include cars, vans or buses that are either owned or operated by A&M-Texarkana or are

rented through commercial agencies.)

During travel situations specified above, students must abide by the following safety guidelines.

- In accordance with State law, drivers must use seat belts or other available safety restraints and require all passengers to do likewise.
- Drivers, occupants and their luggage should not exceed the official maximum capacity of the vehicle used.
- Drivers must be at least 21 years old and possess a valid driver's license that is appropriate for the classification of vehicle being driven.
- Operator fatigue should be considered when selecting drivers. On lengthy trips, alternate drivers should be used to avoid fatigue.
- Only A&M-Texarkana employees (including student-employees) shall be authorized to drive a university-owned or leased vehicle, except in an emergency situation where the staff/faculty driver is incapacitated, due to injury or illness, preventing him/ her from safely continuing to operate the vehicle. In the event a student operates a A&M-Texarkana vehicle in such emergency, the student must possess a valid driver's license.

Academic and administrative units of A&M-Texarkana may have specific procedures for student travel in order to provide additional details to the above requirements. These procedures should be provided to all students requesting Authorization for Student Travel and should be coordinated through the Office of Risk Management & Security and/or the Office of Student & Academic Support Services.

## Institutional Advancement

The Office of Institutional Advancement promotes the advancement of all aspects of A&M-Texarkana. It works in concert with the Office of the President, the A&M-Texarkana Alumni Association and the Women for A&M-Texarkana to ensure that private funding and other forms of institutional support are channeled to the appropriate university programs and projects. The development effort aims to involve community members personally with A&M-Texarkana, to create good will relationships between the university and all its constituencies, to publicize the A&M-Texarkana story throughout its service area, and to increase public awareness of the goals and objectives, as well as the needs, of the university.

Institutional Advancement also communicates news and events happening at the university to A&M-Texarkana graduates, in an effort to continue affiliation of alumni with the university. The university measures its success, in part, by determining the effect of an A&M-Texarkana degree on the careers of its alumni.

## Alumni Association

Established in 1985 as an independently incorporated organization, the A&M-Texarkana Alumni Association's mission is to serve as a liaison between the university and the community by building relationships, financial support, and recognition for graduates, faculty and staff now and in the future.

The association achieves this by sponsoring a scholarship, assisting at Ring Presentations and helping at graduation events. Graduates and members of the faculty are honored each year at the Distinguished Faculty and Alumni Banquet sponsored by the Alumni Association. The Association also has available Official A&M-Texarkana Diploma Frames that may be ordered. To order a frame or receive more information regarding the Alumni Association, please call 903-223-3057.

## Career Services

The Career Services Office provides help with career development at various stages of college life, including initial entry into the university, selection of relevant courses to meet educational and career goals, and the transition stage of applying skills and course work to employment settings. Specific beneficial services include:

### FOCUS Computerized Guidance Program

A computerized guidance program is available to potential students, enrolled students, and alumni. The FOCUS program has proved useful to the person who is either exploring occupations or confirming choices and contains one of the most comprehensive databases of occupational and educational information available.

FOCUS is a trade name of a computer program produced by Career Dimensions and funded at A&M-Texarkana through the Student Affairs Council as part of their mission of ensuring beneficial use of student fees.



## Career Counseling

When selecting or modifying career goals, counseling may be useful in exploring the hundreds of career options with appropriate course work at A&M-*Texarkana*. Individual counseling and special workshops are offered to provide assistance in resumé design and content, interviewing skills, and job search techniques. Announcements regarding these workshops will be published in the Schedule of Classes and/ or posted on various bulletin boards in the building. Contact Carl Greig in Room 227 of the Student and Academic Support Services Department, or you may call him at (903) 223-3062.

## Credential and Referral Services

Students and alumni who are enrolled or have completed course work at A&M-*Texarkana* are eligible to use employment credential and referral services. You should contact the Student Services Office during the academic year when a career transition is anticipated to register for services and to complete the required Authorization to Release Information form. These services are designed to aid in the transition from the academic environment to the world of work and are not intended to replace individual efforts.

Students who wish to use this service are responsible for providing necessary documents for their respective files. These documents include but are not limited to the following: resume, employment/educational references, academic transcript, certificates/diplomas/awards, performance evaluations, and other supporting documents.

The establishment and consequent use of an employment credential file is a voluntary action by the student. This service is designed to assist in securing employment by providing a central location for credentials and an efficient means of distributing them to prospective employers.

When requested by the student, the file is duplicated and forwarded to whomever the student specifies. Credential files are most useful when they are kept current and the student electing to use the service is responsible for updating the documents and information in his file.

## Employment Referral

Students who register for services may indicate if they wish to gain preferential referral services for opportunities known to the university in their career area.

Review notices of additional employment opportunities are posted on the designated "Job Opportunities" bulletin boards on the first and second floors.

Notices of part-time and temporary job opportunities are also posted on the bulletin boards but it is not necessary to register for services to take advantage of these job opportunities. Interested students should check the board frequently since these positions are filled quite rapidly.

## Placement Records—Confidentiality

Because of the voluntary nature of the placement records, the candidate is not entitled to access any records in his/her file which contain confidential information received prior to January 1, 1975. Information received after January 1, 1975, will be designated as confidential or non-confidential by the candidate. Although records may be obtained and maintained by the candidate by the Placement Service, the release of information in the records will not be made unless a "release of information authorization" has been retained on the candidate. Credential files from other institutions, which the candidate may elect to have maintained at Texas A&M University-*Texarkana*, shall be obtained through written request to the former institution by the candidate. Securing those official files will be at the discretion of the placement service of that former institution, and disposition of the confidentiality or non-confidentiality of those records will be according to the basis under which those records were obtained. An "authorization to release information" form will be completed by the candidate and maintained by the Office of Career Counseling and Placement of Texas A&M University-*Texarkana* in the same manner in which other placement records are handled. In the case of non-designation of those records being confidential or non-confidential in nature, it will be assumed by the placement service that they were obtained on a confidential basis.

## John F. Moss Library

The attractive two-story building contains more than 46,560 square feet with a seating capacity for over 300 students. The library provides comfortable lounge areas, study tables and carrels, coin-operated photocopying machines, money changer, typewriters, and individual student rooms containing personal



computers. Special events and community projects are scheduled throughout the year. The John F. Moss Library, named in honor of the University's founding president is a joint facility serving both the University and Texarkana College.

Together these libraries contain approximately 176,000 volumes in the monograph collection, 900 print serial subscriptions, 6,784 electronic journals, thirteen printed newspapers, and older periodicals in microform including 1,940,861 microfilm and microfiche items. Microform readers and coin-operated reader-printers, some of which offer the ability to digitize and e-mail documents, are readily available. Computer workstations provide networked access to eighty-four databases, including access to 49,057 e-books. To view a list and description of Electronic Resources currently available visit the library Web page (<http://library.tamut.edu>). The EAGLIT, the electronic card catalog, is easily accessible from any computer with Internet connectivity. A College and Scholarship Information Center is located in the Reference Department with information in paper, microform, and Internet format.

As a partial government document depository, the library contains more than 23,000 documents as well as selected legal titles. Documents are available in paper, CD-ROM and on-line formats. Selective Texas and Arkansas State Documents are catalogued and located in the Reference collection.

A Reference Librarian is available at all times to assist students in the use of the extensive reference and index collections in print or online resources. On-line database searching is available via Internet. Remote access to databases requires a username and password. Library tours, bibliographic instruction, special study groups and library orientation are available through the Reference Department.

The John F. Moss Library is a member of the AMIGOS Bibliographic Council, agent for the OCLC Online Computer Library Center, Inc., a database which provides more than 81 million bibliographic records for on-line searching and cataloging as well as interlibrary loan usage. Interlibrary loan services are also available through the Northeast Texas State Library system, and Tex-Share, a statewide college and university resource-sharing program. (also public libraries)

**Currently our hours of operation are:**

Monday through Thursday	7:30 AM - 10:00 PM
Friday	7:30 AM - 5:00 PM
Saturday	10:00 AM - 3:30 PM

## Testing Center

The Testing Center is one of the university's most convenient resources for both students and faculty. The facility is located on the first floor and hours of operation are listed below.

**Hours of Operation (Regular Semesters)**

Monday through Thursday	8:30 AM - 9:20 PM
Friday	8:30 AM - 4:50 PM

**Hours of Operation (Between Semesters)**

Monday through Friday	8:30 AM - 5:00 PM
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**Note:** When the university receives authorization for early closure on the work day prior to certain holidays, the Testing Center will post early testing deadlines for that day. A notice will be posted on the Testing Center door and faculty will be notified via email at least one week prior.

### Procedures for Student Use of the Testing Center

In order to preserve the integrity of the Testing Center environment the following procedures must be followed:

1. To be admitted to the Testing Center the student must show a pictured I.D. which identifies him/her.
2. All personal belongings are to be placed on the shelves upon entering. Purses should be placed under the student's seat. Cell phones and pagers must be turned off, placed on vibrate or be left with Testing Center personnel. No large hats may be worn inside testing room and caps must be turned with brim backwards.
3. The cut-off time for beginning an examination is the time allowed for the test plus ten minutes before closing time.
4. Only persons taking examinations are allowed in the Center.
5. The student must tell the Testing Center staff the instructor's name, course number and section, and the number of the examination to be taken.

6. The student must sign the log sheet for the examination to be taken.
7. The student will not be allowed to leave and re-enter the Center during an examination except in the case of an extreme emergency. In this case, the examination will be marked to indicate to the instructor that the student left the room during the test.
8. If it is determined that the student is cheating, the student's examination will be taken, the instructor will be notified, and the student will be required to contact the instructor.
9. The student must take the seat assigned by Testing Center personnel.
10. Testing Center personnel will provide the student with all instructions that have been given by the instructor. Staff will not be able to answer questions about the examinations.
11. No food, beverages, or tobacco may be consumed in the Testing Center.
12. The student must provide his/her own test taking materials including #2 pencils.
13. The student must follow the instructions accompanying the examination especially regarding writing on the test.
14. The student must return the completed examination and any other materials to the window.
15. If the student experiences any problems in the Testing Center, he/she should contact the instructor immediately.

## Health Services

Although there are no health services provided on campus, emergency assistance is available by contacting the University Reception Desk by dialing "0" from any university phone or by notifying any university employee. Students are encouraged to secure their own private physicians and/or utilize existing health services in the Texarkana area. Texarkana has an abundance of health care clinics and two major hospitals. A&M-Texarkana participates in a program which provides an optional accident and sickness insurance plan to students at a nominal cost. This program will supplement any existing health or accident program which students may hold and will meet the needs for a 12-month period. It also includes a major medical feature for more comprehensive coverage.

Programs on a variety of health issues are offered during the year and students are encouraged to take advantage of these opportunities to gain valuable information. Events will be advertised through special mailings, posters, flyers and electronic bulletin boards.

## Disability Accommodation

Students who have a request for assistance with disability accommodation are encouraged to contact Carl Greig in the Office of Student and Academic Support Services, Room 225. Accommodation requests are addressed on a case by case basis. The physical facilities of the university have been designed and modified to allow full access to disabled students.

## Drug Abuse Prevention Program

A&M-Texarkana provides drug and/or substance abuse prevention information and referral counseling services to any A&M-Texarkana officer, employee, or student. For information, contact the Student and Academic Support Services Office, Room 227.

## Personal Professional Counseling

Personal counseling is available through the Career Counselor in the Student and Academic Support Department. Referrals to outside agencies may be made as well. If students wish to avail themselves of these opportunities, contact the Student and Academic Support Services Office, Room 225.

## Building Rules

### Smoke Free Buildings

University buildings have been designated "smoke free" since 1988. In 2006, the university adopted the City of Texarkana, Texas Ordinance of no smoking within 10 feet of an entrance. All persons are expected to observe these restrictions. Students who intentionally violate this rule are subjected to the actions defined in the Student Code of Conduct.



### Emergency Messages

No personal messages will be delivered to a student other than emergency messages. "Emergency" is defined as situations involving death or serious accident or illness. When an emergency occurs which necessitates locating a student who is in class, the Admissions Office, Reception Desk, or Student and Academic Support Services should be contacted. A staff member or security personnel will determine where the student is and will take the necessary steps to contact the student. Classes which are in progress will not be interrupted unless actual emergency circumstances exist.

### Procedures for Student Use of Computer Labs

The computer labs are available for students in order to provide an effective and convenient resource to help accomplish academic goals and to promote a quality learning experience at A&M-Texarkana. Therefore, students must adhere to the following:

1. Password/account information must not be shared with others.
2. Only current A&M-Texarkana students and authorized personnel are permitted in the computer labs.
3. Cell phones and pagers must be turned off or placed on vibrate. No phone calls can be taken in the computer lab. Students must leave the lab if it is necessary to make or answer a call.
4. Students must be considerate of others and keep the computer labs quiet.
5. No food, beverages, or tobacco may be consumed in the computer lab.
6. Contact Technology and Distance Education, Ext. 3083, for information or to report a problem in the computer lab.

### Reserving Space in the Building

Space must be scheduled and arrangement details provided 72 hours in advance of the event to provide time for approval and set-ups. Space is scheduled on a priority basis. In a series of reservations, a group cannot be assured of the same place for each meeting.

Priority for scheduling purposes is as follows:

1. Regular classes and events scheduled by instructional units of the university.
2. University approved organizations.
3. University affiliated groups and professional educational organizations (sponsored by an administrative unit of the university, faculty, or administration and arrangements made by the sponsoring unit).
4. Non-university non-profit service organizations and governmental agencies providing a service to members of the community and region.
5. Non-university groups other than service organizations and governmental agencies. All priority groups scheduling space may only reserve space on a limited basis for one semester at a time and one week after the beginning of a specified semester. Space will be scheduled through the Physical Plant secretary.

In case of a conflict in the scheduling, the scheduling coordinator will attempt to reach a solution satisfactory to the parties concerned and shall make the final decision.

Cancellations of reserved space must be made no later than 48 hours in advance of the date of the event. Lack of notification may result in loss of scheduling privileges for a period of time to be determined by the Administrative Council. Groups or individuals are responsible for:

1. Behavior of their members and guests
2. Leaving the assigned space neat and orderly
3. Notifying the switchboard/reception desk upon termination of an event
4. Damage incurred to equipment and/or facilities. Failure to adhere to these responsibilities may result in legal action, restitution of damages, disciplinary action, and loss of scheduling privileges.

Payment for services and rental charges will be made payable to Texas A&M University-Texarkana no later than 15 days after the scheduled time and upon receipt of official billing notices.

For information concerning any fees associated with reserving space/equipment contact the Physical Plant secretary.

The facilities of the university are not available for regular services or instruction by religious organizations. The President of the university reserves the right to refuse use of university space/equipment to any individual or group for just cause.



### **Bulletin Board Rules**

Signs, materials and other forms of information designed for posting on university bulletin boards must receive approval from the Office of Student and Academic Support Services. Material must be posted on bulletin boards designated for them.

### **Permission to Distribute or Sell on Campus**

Permission for students or student organizations to distribute and/or sell materials on campus must be gained through the Office of Student and Academic Support Services.

The office's stamp must be affixed to a copy of the material sold and/or distributed for proof of official permission. The Student Affairs Council will review all that the Vice President for Student and Academic Support Services deems necessary and recommend approval or disapproval, and the applicant will be informed of the decision. Where the decision must be rendered in a time period which does not allow the SAC to meet, the VP-SASS will decide.

Persons external to the university body and university employees must apply to the Faculty Senate for permission to visit with faculty. The Faculty Senate Chairperson will present the request to the Senate, which will recommend approval or disapproval. The Chairperson will inform the applicant of the Senate's decision. This policy does not include book salesmen.

Persons external to the university body and employees must apply to the Vice President for Academic Affairs for permission to visit with administrators and/or staff.

### **Unauthorized Persons**

Refusal of Entry, Ejection, Identification Vernon's Statutes 51.209 states: "The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property."

### **Campus Security and Safety**

The university is committed to putting the safety and health of students, employees and visitors above all other priorities. Nothing is more important than a human life.

The Risk Management/Security Officer is a licensed, commissioned police officer. This office also handles all safety related matters.

In the event of an emergency, or to report any criminal activity on the A&M-*Texarkana* campus, the university Reception Desk operator should be contacted either in person or by dialing "0" from any university phone. Your request for assistance will be handled immediately. The university has a mutual assistance agreement with the *Texarkana* College Police Department and can call the *Texarkana* Police Department when needed. Students are encouraged to become familiar with the Student Code of Conduct. Violations of the criminal portion of the Code of Conduct as well as all other criminal activities occurring on campus will be prosecuted through the Criminal Justice System. The A&M-*Texarkana* Risk Management/Security Office encourages students and employees to be responsible for their own security and safety as well as others while on the campus. Working together will minimize risk to the safety and security of all.

A&M-*Texarkana* has had no major crimes to report over the past five-years. No arrests have been made within the past three years of violations of liquor laws, drug abuse or weapons possession.

### **Sex Offender Registration Information**

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to advise the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

In the State of Texas, The Texas Department of Public Safety (DPS) is the statewide source of information of sex offenders required by law to register. The DPS Sex Offender Registration open record information may be obtained at the internet location: [https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx).

## Student Housing

Although A&M-*Texarkana* has no on-campus housing, the dormitory facilities of *Texarkana College* are available to A&M-*Texarkana* students. Interested students should contact the Dean of Students Office at *Texarkana College*. Information regarding off-campus housing is available through the *Texarkana Chamber of Commerce* or the local Board of Realtors.

## Student Rights and Obligations

Students have rights that are to be respected. These rights include respect for personal feelings, freedom from indignity of any type, freedom from control by any person except as may be in accord with published rules and regulations of *Texas A&M University-*Texarkana** or *The Texas A&M-University System* and conditions allowing them to make the best use of their time and talents toward the objectives that brought them to the institution. No officer or student, regardless of position or rank, shall violate those rights; no custom, tradition or regulation in conflict will be allowed to prevail. Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property and to make the best of their time toward an education.

## Student Code of Conduct

Students at *Texas A&M University-*Texarkana** are expected to obey all federal, state, and local laws, in addition to the regulations of the university.

The university regards the following as illustrations of misconduct or violations of acceptable university conduct by individuals or groups which may result in review by the appropriate university agencies:

1. Academic dishonesty, cheating and/or plagiarism.
2. Furnishing false information to the university.
3. Forgery, alteration, unauthorized possession, or misuse of university documents records, identification cards, or existing copyright laws. This would include faculty publications and laboratory materials related to the educational process.
4. Malicious destruction, damage, unauthorized possession, or misuse of university property, including library and laboratory materials or of private property on the campus.
5. Participating in hazing, acts which are degrading or injurious, or acts in which another is held against his or her will. \* (See Hazing Law Summary)
6. Abuse, whether physical, mental or otherwise, of another person in the university community, including members of the administration, faculty, staff, the student body and citizens of *Texarkana*.
7. Possession, consumption, sale, manufacture, or furnishing of alcoholic beverages on university property.
8. Possession, consumption, sale, manufacture of illicit drugs and narcotics, including marijuana, and drug paraphernalia.
9. Disorderly conduct which occurs at any university sponsored activity whether the activity occurs on or off campus.
10. Malfeasance or misuse of elective or appointive office in a student organization.
11. Possession of weapons on university property. Examples: knives, firearms, explosives, incendiary bombs, etc. Exception to this rule are licensed peace officers.
12. Violations of local, state, and federal laws which occur on campus.
13. Recurring incidents which are in violation of university policies and/or other such persistently irresponsible behavior that questions the student's serious intent to pursue an education.
14. Failure to response to a summons by letter, telephone call or message delivered by a A&M-*Texarkana* employee from the Vice President for Student and Academic Support Services concerning a matter of conduct.
15. Failure to meet financial obligations incurred by the student to the university.
16. Theft or unauthorized possession of student property, including textbooks.
17. Such other violations or policies included in official publications of the university.



**Hazing Law Summary\***

Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to Vice President of Student and Academic Support Services.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for incident causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident.

It is not a defense to prosecution that the person hazed consented to the hazing activity. Any person reporting a specific hazing incident to the Dean of Students or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect an educational institution's right to enforce its own penalties against hazing.

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct which constitutes hazing.

**Non-Academic Grievance Procedure**

Students or faculty who have a grievance regarding student conduct exclusive of academic performance should bring his grievance to the attention of the Vice President for Student and Academic Support Services.

1. VP-SASS will confer with the student involved in the questionable behavior to ascertain the circumstances of the infraction.
2. After speaking with both parties involved in the disturbance, the VP-SASS may place the student on immediate disciplinary probation if the VP-SASS has determined that the student's behavior violates acceptable university conduct. Acceptable university conduct is defined as behavior compatible with university campus standards. If disclosure of a criminal nature is suspected, a representative of the university police and/or Texarkana Police Department will be contacted immediately for possible intervention.
3. When placed on disciplinary probation, the student will be notified, in writing, by the VP-SASS. If unacceptable behavior continues or recurs at a later time, a student on disciplinary probation will be considered subject to suspension immediately following a hearing. In extreme cases, a student may be placed on suspension as the result of a first infraction if the severity of the infraction warrants suspension. The decision to render a suspension will always follow a hearing to insure that the student's right of due process is protected.
4. A student who is on disciplinary probation and who continues to engage in unacceptable behavior will be summoned to a hearing prior to suspension. The Hearing Committee will be comprised of a faculty member not involved in the disturbance, a representative staff or faculty member selected by the Student Affairs Council and the VP-SASS. Persons witnessing the breach of university campus standards will be asked to present a description. The student who is on probation must be present and may choose to bring another student enrolled in A&M-Texarkana to the hearing with him or her. The accompanying student may attend but not participate in the hearing.
5. As a result of information brought forth in the hearing, the VP-SASS, on recommendation of the Committee, may suspend the student from the university. This suspension will be for a designated period of time.
6. Subsequent problems after readmission from suspension will be reviewed in the same manner; however, the recommendation may then be expulsion rather than a subsequent suspension.
7. The decision of the VP-SASS and the Hearing Committee may be appealed to the Provost/Vice President for Academic Affairs.
8. All records concerning the actions taken in grievance procedures will be kept on file by the VP-SASS.
9. A suspended or expelled student who has been officially withdrawn from the university will receive no refund of tuition and fees.



# Texas A&M University-Texarkana Undergraduate Degree Programs

## Majors

Accounting  
Applied Arts and Sciences  
Biology  
Computer and Information Sciences  
Criminal Justice  
English  
Finance  
General Business  
General Studies  
History  
Interdisciplinary Studies  
Management  
Management Information Systems  
Marketing  
Mass Communications  
Mathematics  
Nursing  
Psychology

## Degrees

B.B.A.  
B.A.A.S.  
B.S.  
B.S.  
B.S.C.J.  
B.A., B.S.  
B.B.A.  
B.B.A.  
B.G.S.  
B.A., B.S.  
B.S.I.S.  
B.B.A.  
B.B.A.  
B.B.A.  
B.S.  
B.A., B.S.  
B.S.N.  
B.A., B.S.

## Minors

Accounting  
Biology  
Chemistry  
Criminal Justice  
Finance  
English  
History  
Human Resource Management  
Interdisciplinary Studies  
International Business  
International Studies  
Management  
Management Information Systems  
Marketing  
Mathematics  
Political Science  
Psychology  
Social Studies  
Sociology  
Spanish

## Teacher Certification Preparation Programs

(Note: Passing appropriate Texas Examination of Educator Standards (TEXES) is required for certification as a Texas educator.)

Early Childhood through Grade 4:

- Generalist
- Generalist with K-12 Special Education

Grades 4 through 8 with the following teaching fields:

- English Language Arts & Reading
- Mathematics
- Mathematics/Science
- Science
- Social Studies

Grades 8 through 12 with the following teaching fields:

- English Language Arts & Reading
- Composite Science
- History
- Life Science
- Mathematics
- Social Studies
- Technology Applications

Supplemental Certifications:

- Special Education

## Majors, Minors, Certifications

A major consists of a minimum of 24 semester credit hours in subject area. A minor requires a minimum of 18 credit hours in a discipline, with the exception of the Interdisciplinary Studies minor that requires hours from more than one discipline.

Requirements for Early Childhood-grade 4 and grades 4-8 teacher preparation certification programs may be found in the Education section of this catalog. Teaching field requirements for grades 8-12 will be found in the Arts and Sciences section.

## Bachelor's Degree

### Minimum Requirements

The following list indicates minimum requirements for all baccalaureate degree programs offered by Texas A&M University-Texarkana.

1. Specific degree program requirements with a minimum of 120 semester credit hours.
2. Minimum of 60 SCH transferred coursework.
3. Minimum of 54 SCH in upper-division (junior or senior level) courses.
4. Minimum of 25% of course work from Texas A&M University-Texarkana. These need not be the last courses completed in the degree program.
5. Minimum grade point average of 2.00 or above in all course work, in all courses applied to the major, and in all course work taken at A&M-Texarkana. (Students in teacher preparation programs must maintain the GPA specified by Teacher Education Program requirements. See Education.)
6. All official transcripts must be on file in the Admissions Office.
7. Application for Graduation must be filed and graduation fees paid by the date published in the Schedule of Classes.
8. Some degree programs require completion of a Major Field Exam prior to graduation (See specific program requirements.)

**Note:** The student is responsible for monitoring his/her progress toward each of the above requirements.

### General Education Requirements

The general education requirements are composed of freshman and sophomore level courses which provide academic background for advanced study. Also included are core curriculum areas (liberal arts, humanities, sciences, and political, social, and cultural history) that all undergraduates of an institution of higher education are required to complete before receiving a baccalaureate degree. Some requirements are specific to the chosen degree program.

In accordance with Texas Education Code, Chapter 61, Chapter 5, each general academic institution shall design and implement a core curriculum, including specific courses composing the curriculum, of no less than 42 lower-division semester credit hours. The following Core Curriculum is required by A&M-Texarkana:

#### Core Curriculum

Engl 1301	Composition & Rhetoric I	3 SCH from:	Arts 1301	Art Appreciation
Engl 1302	Composition & Rhetoric II		Arts 1303	Art History Survey I
3 SCH from:			Arts 1313	Foundations of Art
Engl 2322	British Literature I		Musi 1301	Fundamentals of Music
Engl 2323	British Literature II		Musi 1306	Music Appreciation
Engl 2327	American Literature I		Musi 1308	Music Literature I
Engl 2328	American Literature II		Dram 1310	Introduction to the Theatre
Engl 2332	World Literature I		(See major for specific course requirements)	
Engl 2333	World Literature II		3 SCH from:	
(3 SCH World Literature required for English Majors)			Spch 1315	Public Speaking I
			Spch 1321	Business and Professional Speech
Hist 1301	History of U.S. to 1877		6-8 SCH from: Biology, Chemistry, Geology, Physics, Physical Science (see major for specific course requirements)	
Hist 1302	History of U.S. from 1877			
Govt 2305	United States Government		3 SCH from:	
Govt 2306	State and Local Government		Bcis 1305	Business Computer Appl
3 SCH from: Psychology, Sociology, Geography, Economics (see major for specific course requirements)			Cosc 1301	Introduction to Computer Sci
3 SCH Math: College Algebra or equivalent or above (see major for specific course requirements)				
<b>Total Core Curriculum: 42 SCH</b>				



### History and Government Substitutions

All state supported higher education institutions are required by state statute to include 6 SCH of US History and 6 SCH of U.S. and Texas government in the undergraduate curriculum. However, a three (3) SCH course in Texas History may substitute for 3 SCH of U.S. History.

### Language Requirement for BA Degree

The Bachelor of Arts degree requires two years of the same foreign language (12 SCH) as part of the general education requirements. Two years of study in the same foreign language in high school may substitute for the first year (6 SCH) of the same language at the university level.

### Degree Plans

Students are encouraged to have all official transcripts submitted to the Admissions Office as soon as possible in order to expedite the degree planning process. When all official transcripts are received, a transcript evaluation is prepared indicating the equivalency of transferred course work. Academic Services personnel review the evaluation in terms of the student's chosen degree program. The official degree plan is finalized and mailed to the student as soon as possible during the initial semester of enrollment. Written approval is required prior to enrollment in any course substitution. Contact Academic Services for clarification and assistance in securing approval for degree plan changes.



### Second Bachelor's Degree

Students who wish to earn a second bachelor's degree must complete a minimum of 30 semester hours beyond those required for the first degree. For each subsequent bachelor's degree, a minimum of 30 semester hours is required in addition to those earned toward previous degrees. General and specific requirements for each degree must be met based on the catalog in effect at time of re-enrollment as a degree-seeking student including the 25% residence requirement for each degree awarded by A&M-Texarkana. Honors designations are not calculated for students pursuing a second bachelor's degree.

### Change of Major

In order to change programs, the student must submit a change of major form to the Admission Office. The student must complete the form and obtain approval from the advisor and/or college Dean.

### Graduation Under Particular Catalog

Both graduate and undergraduate students must meet the graduation requirements listed in the catalog governing the first semester in which they enrolled in residence as degree-seeking students.

If the student has not enrolled at A&M-Texarkana during the previous five years, he must meet graduation requirements and policy statements in the catalog in effect at time of re-entry as a degree-seeking student.

The student may also choose to graduate under any catalog published subsequent to the time of re-entry. The option to graduate under older catalog editions depends on whether the university still offers courses listed as requirements in the older catalog.

Only with special approval may a student be allowed to graduate under the requirements of a catalog issued over five years prior to the student's date of graduation. This permission is granted in rare cases where extenuating circumstances exist and extreme hardship may result. The appropriate Dean and advisor may authorize a limited extension.

**Note:** The term “graduation requirements” applies to course, grade point average, proficiency and other specified requirements for graduation. Students seeking teacher certification must meet current certification requirements listed in the catalog in effect at the time of enrollment as a degree-seeking student provided that all requirements are met and provided the student completes all degree and certification requirements within a five year period.

**Note:** Any person who has completed a first degree and re-enters to seek a second baccalaureate or second master’s degree must choose the catalog in effect at the time of entry to seek the second degree or any subsequent catalog. The student may not select a program which was phased out prior to the student’s re-entry.

### Applying for Graduation

Degree candidates must officially apply for graduation in the Office of Admissions one term in advance of the term in which they plan to graduate. Applications must be filed no later than the date specified in the Schedule of Classes. If the student does not graduate in the term for which he applies, he must apply again and pay a reactivation fee during the subsequent term in which he intends to graduate. Graduation fees are non-refundable.

### Graduation Requirements

The following checklist is used by university staff to determine eligibility for graduation. Use this checklist to validate your progress.

1. Completion of specific degree program requirements as listed on valid degree plan, to include the following:
  - a. Minimum of 120 SCH
  - b. Minimum of 60 SCH transferred course work
  - c. Minimum of 54 SCH in upper-division (junior/senior level) course work
  - d. Minimum of 25% of course work from A&M-Texarkana. These need not be the last courses taken in the degree program. Non-traditional credit does not fulfill the residency requirement. (see Non-traditional Credit) **Note:** For Honors Graduate designation, a total of 45 SCH resident credit is required.
2. Minimum grade point average of 2.00 or above in all course work, in all courses applied to the major, and in all course work taken at A&M-Texarkana. (Students in teacher preparation programs must maintain the GPA specified by Teacher Education Program requirements. See Education.)
3. Official degree plan may not be over five years old (using date indicated on official plan).
4. All “X” grades must be completed prior to graduation.
5. All undergraduate course work taken prior to graduation will be calculated in the final grade point average.
6. Complete the Application for Graduation and pay graduation fees by the date published in the Schedule of Classes. (Must file for graduation one semester prior to graduation.) \*Graduation fees are non-refundable.
7. All official transcripts must be on file in Admissions Office.
  - a. If enrolled in a course(s) at another school or by correspondence, the final grade must be called in by the instructor by the date grades are due for the semester.
  - b. Official transcripts of off-campus or correspondence course work must be received in the Admissions Office prior to the beginning date of the subsequent semester.
8. Complete the Major Field Exam (if required).

### Commencement Ceremonies

Participation in the commencement ceremony is restricted to those who have completed all graduation requirements. Commencement ceremonies are held in May and December of each academic year. Students completing graduation requirements in August may participate in the December ceremony. Details about the ceremonies are provided when the student applies for graduation.

# Texas A&M University-Texarkana Graduate Degree Programs

Graduate School Admission  
Academic Policies  
Thesis  
Graduation  
Second Master's



## Nature of Graduate Studies

Graduate work offered by Texas A&M University-Texarkana differs from undergraduate work in requiring students to demonstrate increased maturity in scholarship, seriousness of purpose, and ability to do independent thinking.

Students must demonstrate ability to marshal relevant facts, subject them to analysis, and arrive at reasonable generalizations and sound conclusions during independent research in one's chosen field of study.

### Graduate School Organization

#### Majors

Accounting  
Adult Education  
Business Administration  
Counseling Psychology  
Curriculum and Instruction  
Education  
Education Administration  
English  
History  
Instructional Technology  
Interdisciplinary Studies  
Special Education

#### Degrees

M.S.A.  
M.S.  
M.B.A./M.S.  
M.S.  
M.S.  
M.S.  
M.Ed.  
M.A.  
M.S.  
M.S.  
M.S.  
M.Ed./M.S.

#### Certifications

Principal  
Professional Educational Diagnosticians  
Reading Specialist  
School Counselor



The Graduate School is composed of three academic colleges: Health and Behavioral Sciences, Business Administration and Arts & Sciences and Education. The program is supervised by the Graduate Council, the Dean of Graduate Studies and Research, and the Provost and Vice President for Academic Affairs.

Evaluation of the graduate program involves several procedures including a process at the end of each academic term by which all graduate students evaluate their courses and professors. During the semester of graduation, all students complete an exit questionnaire designed to give feedback into specific graduate programs.

### Enrollment in Graduate Studies

While a student with a bachelor's degree may enroll in graduate courses, enrollment in graduate course work does not ensure admission to a graduate program for a degree.

1. Students must complete a university application through the Admissions Office by the designated deadline in the Class Schedule.
2. All official transcripts must be mailed directly to the Admissions Office from each institution attended, including the transcript showing possession of a bachelor's degree from a regionally accredited institution.
3. Contact the Graduate Studies Office to obtain a *graduate packet* and a Registration Permit Card. The *packet* includes initial information regarding admission criteria and program requirements. The permit card must be signed by a faculty member or College Dean and submitted to the Admissions Office as part of the registration process.
4. **Non-Degree Students:** Graduate students who are not currently seeking a degree are encouraged to contact the Graduate Studies Office or a faculty member to discuss options. No more than 12 hours earned as a non-degree seeking student may apply toward a graduate degree. Students should declare a change in status prior to the completion of the 12 hours.

### Advisement and Degree Planning

1. During the initial advising session, the Graduate Studies Office provides the student with a *graduate program packet*. This includes information regarding admission criteria, program requirements, deadlines, and general information for graduate studies. It is not necessary to make an appointment for this session but it is recommended for the convenience of the student. Students are encouraged to direct specific program questions to appropriate faculty and/or College Dean.
2. Students must complete and submit the *graduate application packet* to the Graduate Studies Office by the designated deadline in their first semester of enrollment. This *application packet* will be submitted to the Admissions Committee of the appropriate College for consideration. The committee can grant full or provisional admission or reject the application.
3. Students will be notified by letter of their admission status. If full admission is granted, the student will be informed to contact their assigned advisor to schedule an appointment for advisement and preparation of an *official degree plan* according to academic program and institutional requirements. The draft of the degree plan will be forwarded to the Graduate Studies office for processing. Once the plan has signatures indicating final approval, a copy will be mailed to the student. An official degree plan is necessary in order to complete the program properly and ensure eligibility for graduation. If the student is unsuccessful in contacting their advisor, they should contact the appropriate College Office or the Graduate Studies Office for assistance.
4. If provisional admission is granted, the student will be allowed a timeframe of three years to complete 12 hours of graduate course work and have their application considered for a second time. The student **must** maintain a GPA of 3.0 or better for an application to be reconsidered for full admission. Student should contact the College Office or the Graduate Studies Office for assistance.
5. Any subsequent changes or course substitution for degree plans must be approved in writing and on file in the Graduate Studies Office prior to enrollment in the course(s). Students must contact their faculty advisor or the Graduate Studies Office concerning these requests. It is necessary to have written approval from your advisor/College Dean on file in the Graduate Studies Office.
6. If the thesis option is chosen, the student must have on file in the Graduate Studies Office a copy of the plan with all advisory committee signatures. This option allows six semester credit hours for satisfactory completion of a thesis.
7. Correspondence course credit cannot be used on graduate degree plans.

## Requirements for Admission to a Graduate Degree Program

1. Students should refer to the appropriate College for admission criteria and program requirements. Criteria may vary among Colleges and programs.
2. During the first semester of enrollment as a degree seeking student, the *graduate application packet* must be submitted to the Graduate Studies Office by the designated deadline. Future registration will be contingent on completion.
3. It is the student's responsibility to obtain and submit the above information regarding requirements and deadlines.
4. Students should contact the Graduate Studies Office for assistance or refer to the Graduate Studies Homepage for information regarding graduate studies.

## General Academic Policies

Many academic policies apply to **both graduate and undergraduate students**. Students should refer to the section on "Policies and Procedures" for detailed information.

### *Particular attention should be paid to:*

Change of Grade	Schedule Changes
Graduation Under a Particular Catalog	Special Course Restrictions
Incomplete Grades	Student Code of Conduct
Repetition of a Course	
Satisfactory-Unsatisfactory (S/U) Grades	

## Scholastic Standards

A minimum 3.00 GPA to remain in academic good standing.

### Probation

A regularly enrolled graduate student will be placed on probation after completion of 12 semester credit hours of work when the cumulative grade point average drops below 3.00. The student will remain on probation until the cumulative grade point average is raised to 3.00 or above.

A "Placed on Probation" statement will be printed on the student's transcript indicating this status. While on probation, the student must maintain a semester grade point average of 3.00 or higher. Failure to maintain a minimum 3.00 GPA each semester while on probation will result in the student being placed on suspension for a period of one calendar year and he will not be eligible to re-enroll until such time period has elapsed. The suspension period will extend for 12 months from the end of the semester during which the student fell below acceptable standards for continued enrollment. Early re-entry is possible only once with permission from the Vice President for Academic Affairs. Only extenuating circumstances warrant such action.

After the period of academic suspension has passed, the student may enroll again. The student will be placed on academic probation at re-entry and must maintain a cumulative GPA of 3.00 or higher. If the student falls below the 3.00 during any semester, he will be suspended for another one-year period.

The student may appeal the status of scholastic suspension through the Vice President for Academic Affairs.

**Note:** Enrollment restrictions as a result of suspension and/or probation are imposed only at the end of the Fall and Spring Terms.

## Academic or Disciplinary Suspension

Students on academic or disciplinary suspension (or "not in good standing") from another institution are not eligible for admission to A&M-*Texarkana* until the suspension period has passed. If the student registers for classes at A&M-*Texarkana* during such a period and gains admission by giving false information to the Office of the Registrar, he will be withdrawn from all classes without tuition or fee refund. When the period of suspension has passed, the student may then apply for admission.

Before this time, the student may apply to the Vice President for Academic Affairs for admission by presenting a written statement from an appropriate representative of the institution from which he was suspended. The statement must indicate that the institution would recommend early re-entry.



In cases of disciplinary suspension, the Vice President for Student and Academic Support Services will appoint a committee to review the student's application for admission. The VP-SASS may then refuse admission based on the committee's recommendation or his own review of the case. Admission may be refused if the University determines:

1. The student would not abide by rules and regulations of the University or would be unable to adjust to the University environment, or
2. A serious intent to pursue an education is not indicated, or
3. The student might harm other members of the University community.

Cases of expulsion (or suspension without time limit) will be reviewed on an individual basis. Appeals will be handled by the Vice President for Academic Affairs.

## Thesis

To pursue a thesis option, a student must conduct original research and write a thesis (six semester hours maximum credit), reporting this research under the supervision of the advisor.

The thesis is prepared according to instructions provided by the advisor and the College Dean. If the thesis is not completed during the semester of registration, the student must register for the course (518) again to receive advice and assistance from a member of the faculty in further preparation of the thesis or while using university facilities for thesis work.

This registration is not required in those instances which would result in an overload. Credit for no more than six hours of 518 will be given upon satisfactory completion of the thesis.

## Changing Programs

1. In order to change programs the student must submit a **change of major form** to the Admissions Office. The student must complete the form and obtain signatures of approval from their advisor and College Dean.
2. The student **may need to re-apply for admission to the new program according to current admission criteria**. This is determined within the appropriate College and the student should discuss this with program faculty and the College Dean prior to submitting the **change of major form**.
3. Student should contact the Graduate Studies Office if assistance is needed.

## Degree Plan Revisions and Extensions

1. **Revising or extending** a degree plan is possible with proper approval from the advisor and/or College Dean. It is possible the student **may have to re-apply for admission according to current admission criteria** when revising a degree plan. This is determined within the appropriate College and the student should discuss this with the advisor and/or College Dean. The Graduate Studies Office must be contacted by the student's advisor or given written documentation how to proceed.
2. A **revision or extension** may be recommended if the student has been inactive and returns to complete his/her program but the degree plan has recently expired or will expire before they can properly complete the program. An extension is generally allowed if the student is within 3-9 hours of completion and the advisor and/or College Dean feels it can be completed within 1-2 semesters. Otherwise, the degree plan would have to be revised.
3. Revisions may be recommended when changes need to be made within the specialization area, subject area, or area of concentration of the degree plan.
4. Students should contact the Graduate Studies Office if assistance is needed.

## Applying for Graduation

Degree candidates must officially apply for graduation in the Office of Admissions one term in advance of the term in which they plan to graduate. Applications must be filed no later than the date specified in the Schedule of Classes. If the student does not graduate in the term for which he applies, he must apply again and pay a reactivation fee during the subsequent term in which he intends to graduate. Graduation fees are non-refundable.



## Graduation Requirements

Following is a checklist used by university staff to determine eligibility for graduation. Use this checklist to validate progress:

1. Completion of an approved master's degree program (minimum 36 semester credit hours). Students must follow the Official Degree Plan issued by A&M-Texarkana. (Students may choose to complete a six credit hour thesis as part of their degree program.) **Note:** Consult section on "Graduation Under a Particular Catalog".
2. Students may transfer in no more than 12 semester credit hours of graduate level course work from another regionally accredited institution and have those credits applied toward a masters degree at A&M-Texarkana.
3. No more than 6 hours of special format courses (597, 589, and/or 529) applied to degree requirements.
4. No more than 9 hours of S/U graded courses applied to degree requirements.
5. Courses taken more than 5 years prior to Admission to Graduate Studies may not apply to a degree. The Dean may give special approval to apply such courses to a particular degree.
6. Degree plan must not be over five years old.
7. All "X" grades must be completed prior to graduation.
8. Achieve the following cumulative grade point averages:
  - a. 3.00 or above on all graduate work attempted in your major field of study or area of concentration;
  - b. 3.00 or above on all graduate courses attempted at A&M-Texarkana;
  - c. 3.00 or above on all graduate courses applied to the degree sought;
  - d. 3.00 or above on all graduate course work. **Note:** No grades lower than "C" will count toward a graduate degree but will be calculated in the GPA. A course in which a grade of "D" or "F" is considered completed and will be reflected in the GPA.
9. All graduate course work taken prior to graduation will be calculated in the final grade
10. Upon recommendation of the instructor, and approval of the College Dean, a maximum of two 400-level undergraduate courses may be applied toward fulfillment of graduate degree requirements. When taking a 400-level course for graduate credit, the student will be expected to complete additional work beyond the quality and quantity of work which distinguishes graduate instruction (See Enrollment in Undergraduate courses for Graduate credit). Graduate courses are numbered 500 and above.
11. Comprehensive Exam. Students may be required by the specific College to pass a comprehensive examination covering work within the Master's degree program including, if applicable, an acceptable defense of the thesis. For programs that do not require a Comprehensive Exam, a minimum grade must be earned on a required capstone course. (See the requirements for your particular degree.) A student who fails to pass the comprehensive exam must complete whatever further courses or additional study is required by the advisor to correct the deficiencies. If failed a second time, the exam may not be taken again without special permission of the Dean of the College. Students who fail to achieve the required minimum grade on the capstone course must repeat the course.
12. Submit the completed application for graduation and pay fees by date published in the Schedule of Classes.
13. All official transcripts on file with the A&M-Texarkana Registrar's Office.

## Enrollment in Undergraduate Courses for Graduate Credit

The application of 400-level undergraduate courses to master's degree programs is justified by the need for flexibility in program offerings to meet the highly varied requirements of students. These needs may require courses not in the graduate offerings of the major but which are available at the undergraduate level.

To enroll in a 400-level for graduate credit, the student must complete the proper instructional justification form. The student and instructor must agree on the qualitative and quantitative differences in the course requirements to justify graduate credit. Qualitative differences show greater depth and/or breadth of study and quantitative differences describe the increased amount of work necessary. Specific differences and objectives must be listed clearly on the form in order to secure approval signature from the supervising faculty member and College Dean. The form must be returned to the Admissions Office prior to the first class day to complete enrollment.

This option is not permitted for the purpose of meeting "leveling" or prerequisite requirements for a graduate degree. No more than two courses completed in this manner may be applied toward fulfillment of graduate degree requirements.

## Transfer Credit

A maximum of 12 semester credit hours of graduate level course work maybe accepted as transfer credit from another regionally accredited institution if approved by the student's advisor and Dean of the college. Transfer credit can only be accepted for courses in which the student earns a grade of "C" or better and courses in which credit was earned within 5 years of admission to Graduate Studies at A&M-Texarkana.

## Second Master's Degree

The student with a master's degree from this or another regionally accredited graduate school may earn a second master's degree by meeting the following requirements:

1. Apply to program under current admission criteria. Student should refer to section, **Requirements for Admission to a Graduate Degree Program**, regarding admission process.
2. Completion of a minimum of 24 additional semester credit hours of graduate level courses (this is assuming 12 SCH are applied from the first master's degree by the advisor and College Dean).
3. Satisfactory completion of all requirements for the degree sought.
4. Completion of a minimum of 36 total semester credit hours. Comprehensive examinations for the second master's degree will be administered in the same manner as for the first degree. The second degree will be subject to the general regulations governing master's degrees except as stated above.

## Pathways to the Doctorate Program

Pathways to the Doctorate is a program dedicated to increasing the number, quality, and diversity of master's and doctoral graduates across all disciplines within The Texas A&M University System. Consisting of nine universities as well as the Health Science Center, the System spans the State of Texas. This enables the System to recruit top students from a variety of geographical, socio-economic, racial, ethnic, and cultural environments. Pathways to the Doctorate is one approach to Closing the Gaps Program in Texas. The goal of Pathways to the Doctorate program is to attract high achieving students within The Texas A&M University System to pursue careers in higher education. This program will help produce some of the next generation of faculty.

Through a variety of activities such as seminars and workshops, inter-institutional exchange programs, a mentoring program and an annual research symposium with Systemwide participation, the Pathways program aims to:

- create a pathway for talented students to pursue graduate education;
- fosters opportunities for faculty, graduate students, and undergraduate students to collaborate and to foster innovative research and interpersonal communication skills;
- enlightens and encourages students and teachers (K-12 through college) to see that science and technology are essential to lead a life of discovery and fun;
- and help meet faculty needs as post-secondary enrollment grows and current faculty retire.

Information can be found at <http://www.tamus.edu/pathways/>. Contact the Dean of Graduate Studies and Research if you are interested in the Pathways to the Doctorate Program.

# College of Arts & Sciences and Education

## Faculty

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# Arts and Sciences

## Undergraduate Degree Programs

Bachelor of Arts (B.A.) or Bachelor of Science (B.S.)

Majors: Biology, Computer and Information Sciences, English, History, Mathematics and Mass Communications

Bachelor of Applied Arts and Sciences (B.A.A.S.)

Major: Applied Arts and Sciences

Bachelor of General Studies (B.G.S.)

Major: General Studies

Bachelor of Science (B.S.I.S)

Major: Interdisciplinary Studies

Minors Offered: English, Biology, Chemistry, Computer and Information Sciences, History, Interdisciplinary Studies, Mathematics, International Studies, Political Science, Social Studies, and Spanish

## Teacher Certification Preparation Programs

Early Childhood through Grade 4:

Generalist

Generalist with K-12 Special Education

Grades 4 through 8 with the following teaching fields:

English Language Arts & Reading

Mathematics

Mathematics/Science

Science

Social Studies

Grades 8 through 12 with the following teaching fields:

English Language Arts & Reading

Composite Science

History

Life Science

Mathematics

Social Studies

Supplemental Certifications:

Special Education

Bilingual Education (Spanish)

English as a Second Language

## Programs of Study

The undergraduate degree programs in Arts and Sciences provide specialized study to prepare students for teaching, graduate study and various career opportunities and to broaden a students' knowledge, interests, and abilities. With an undergraduate degree, undergraduates will possess excellent repertoires of skills and knowledge that will be useful in life.

Some of the courses required for this degree will improve and fine-tune specific skills which will be required in every facet of life, job, home, social and individual activities.

In the major, students will study the most important areas of learning that contribute to a field. The courses will provide a solid background and provide information expected of those who have majored in the area here or elsewhere. Both majors and minors require courses that are considered essential as well as electives that allow some flexibility in choosing courses of special interest or complement any courses.

Undergraduate students majoring in English and Biology are required to take the Major Field Exam prior to graduation. See Bachelor's Degree Requirements for B.A. language requirement. All graduating history majors are required to take the History Graduation Examination.

Bachelor's degree requirements include the following minimums: 60 SCH transfer credit, 54 SCH upper-division credit, and 25 percent of the course work must be in residence from A&M-Texarkana.

## Course Prerequisites

Some courses have prerequisites required. Students should review the catalog for course descriptions and become aware of these prerequisites. Students are responsible for assuring that the prerequisites are completed as required.

## Core Curriculum

In Accordance with Texas Education Code, Chapter 61, Subchapter 5, each general academic institution shall design and implement a core curriculum, including specific courses composing the curriculum, of no less than 42 lower-division semester credit hours. The following Core Curriculum is required by A&M-Texarkana:

Engl	1301	Composition & Rhetoric I	3 SCH from:		
Engl	1302	Composition & Rhetoric II	Arts	1301	Art Appreciation
			Arts	1303	Art History Survey I
3 SCH from:			Arts	1313	Foundations of Art
Eng	2322	British Literature I	Musi	1301	Fundamentals of Music
Eng	2323	British Literature II	Musi	1306	Music Appreciation
Eng	2327	American Literature I	Musi	1308	Music Literature I
Eng	2328	American Literature II	Dram	1310	Introduction to the Theatre
Eng	2332	World Literature I			(see major for specific course requirements)
Eng	2333	World Literature II			
(3 SCH World Literature required for English Majors)			3 SCH from:		
Hist	1301	History of U.S. to 1877	Spch	1315	Public Speaking I
Hist	1302	History of U.S. from 1877	Spch	1321	Business and Prof Speech
Govt	2305	United States Government	6-8 SCH from:	Biology, Chemistry, Geology or Physics, Physical Science (see major for specific course requirements)	
Govt	2306	State and Local Government			
3 SCH from:	Psychology, Sociology, Geography or Economics (see major for specific course requirements)		3 SCH from:		
			Bcis	1305	Business Computer Appl
			Cosc	1301	Introduction to Computer Sci
3 SCH Math:	College Algebra or equivalent or above (see major for specific course requirements)		<b>Total Core Curriculum:</b>	<b>42 SCH</b>	



<b>Major:</b>	<b>Biology</b>	
<b>Degree:</b>	<b>Bachelor of Science (B.S.)</b>	
Biol	1406	Principles of Biology I and
Biol	1407	Principles of Biology II or
Biol	1411	Botany and
Biol	1413	Zoology
6-8	SCH	approved Biology Electives
Bsc	466	Evolutionary Biology
Bsc	481	Seminar in Biology (1 SCH) (to be taken in last semester)

18 SCH from: UD Biology electives approved by  
Faculty Advisor

**Other Requirements**

Phys	1401	General Physics I (from Core Curr)
Phys	1402	General Physics II (from Core Curr)
Math	2313	Calculus I
or	2413	Calculus I (4 SCH)
IS	395	Living in the 21st Century
Chem	1411	General Chemistry I
Chem	1412	General Chemistry II
Chem	2423	Organic Chemistry I
Chem	2425	Organic Chemistry II
Math	453	Statistics

**Minor Requirements**

Must choose a minor from Arts and Sciences, Behavioral Sciences or Business Administration listed in this catalog.

**Total Hours for Degree: 131 SCH**

<b>Major:</b>	<b>Computer and Information Sciences</b>	
<b>Degree:</b>	<b>Bachelor of Science (B.S.)</b>	
CIS	305	Data Structures
CIS	310	Analysis of Algorithms
CIS	320	Digital Logic
CIS	340	Computer Architecture
CIS	370	Programming Lang Design
CIS	390	Computing History, Ethics and Crime
CIS	410	Operating Systems
CIS	420	Computer Networks
CIS	425	Distributed Computing
CIS	435	Mobile & Wireless Networks
CIS	485	Capstone in CIS
MIS	366	Fundamentals of Database Sys
MIS	367	Software Engineering

Math	331	Discrete Math
Math	415	Numerical Analysis
Math	453	Statistics
Mgt	475	Management Science

**Other Requirements**

Math	2413	Calculus I (4 SCH)
Math	2414	Calculus II (4 SCH)
Phys	2425	Technical Physics I (4 SCH)
Phys	2426	Technical Physics II (4 SCH)
Biol	1406	Prin of Biology I
or		
Chem	1411	Gen Chem I
COSC	1309	Logic and Design
COSC	1319	Assembly Language Prog I
COSC	1320	"C" Programming
or		
BCIS	2331	Advanced Prog Basic

12 SCH: UD electives from the following:

CIS	380	Automata Theory
CIS	417	Information Theory
CIS	445	Telecommunication Systems
CIS	447	Modeling & Simulation
CIS	450	Network Management
CIS	460	System Programming/ Compiler Design
CIS	470	Data Mining
CIS	475	Computer Graphics
CIS	497	Special Topics
MIS	430	Website Development
MIS	465	Knowledge Based Sys for Mgt Decisions

**Total Hours for Degree: 126 SCH**

<b>Major:</b>	<b>English</b>	
<b>Degree:</b>	<b>Bachelor of Science (B.S.) or Bachelor of Arts (B.A.)</b>	
Engl	1301	Composition & Rhetoric I (from Core Curr)
Engl	1302	Composition & Rhetoric II (from Core Curr)
Engl	2332	World Literature I (from Core Curr)
Engl	2333	World Literature II
Eng	312	Shakespeare
Eng	424	History and Grammar of the Eng Lang
Eng	441	Adv Survey of American Literature to 1865
Eng	442	Adv Survey of American Literature after 1865
Eng	471	Adv Survey of English Literature to 1800

Eng	472	Adv Survey of English Literature after 1800
Eng	491	Capstone in English Studies (1 SCH)
9 SCH from:		
Eng	430	Images of Women in Lit
Eng	450	Studies in Genre (may repeat when topics vary)
Eng	489	Individual Study
Eng	497	Special Topics
Eng	305	Children's Literature I
or	306	Children's Literature II

**Other Requirements**

Eng	340	Advanced Expository Writ
IS	395	Living in the 21st Century

**Minor**

Must choose a minor from Arts and Sciences, Behavioral Sciences or Business Administration listed in this catalog. See Language Requirement for B.A. degree.

**Total Hours for Degree: 126 SCH**

**Major: History**

**Degree: Bachelor of Science (B.S.) or Bachelor of Arts (B.A.)**

Hist	1301	History of U.S. to 1877 (from Core Curr)
Hist	1302	History of U.S. from 1877 (from Core Curr)
Hist	2321	Survey of World Civilization I
Hist	2322	Survey of World Civilization II
Hist	460	Cultural History of Texas
12	SCH	UD North American History
12	SCH	UD World History

**Note:** Students seeking teaching certification are required to take Hist 480 Senior Seminar.

**Other Requirements**

IS	395	Living in the 21st Century
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**Minor**

Must choose a minor from Arts and Sciences, Behavioral Sciences or Business Administration listed in this catalog. See Language Requirement for B.A. degree.

**Total Hours for Degree: 126 SCH**

**Major: Mathematics**

**Degree: Bachelor of Science (B.S.) or Bachelor of Arts (B.A.)**

Math	2413	Calculus I with Analytic Geometry (4 SCH)
Math	2414	Calculus II (4 SCH)
Math	2415	Calculus III (4 SCH)
Math	315	Differential Equations
Math	321	Modern Geometry
Math	331	Discrete Mathematics
Math	334	Abstract Algebra
Math	335	Linear Algebra
Math	430	Mathematical Modeling
Math	437	Number Theory
Math	453	Statistics
Math	457	Probability and Statistics
Math	493	Capstone in Mathematics

**Other Requirements**

IS	395	Living in the 21st Century
3	SCH	Computer Programming

**Minor**

Must choose a minor from Arts and Sciences, Behavioral Sciences or Business Administration listed in this catalog. See Language Requirement for B.A. degree.

**Total Hours for Degree: 126 SCH**

**Major: Mass Communications**

**Degree: Bachelor of Science (B.S.)**

15 SCH from:

Comm	1307	Intro Mass Communication
Comm	1316	News Photography I
Comm	2305	Editing and Layout
Comm	2309	News Editing and Copy Rdg
Comm	2311	News Gathering and Writing
Comm	2315	News Gathering and Writing II
Comm	305	Media Law and Ethics
Jour	413	Gathering Info: Comp Asstd Report
Jour	490	Internship in Mass Comm
Jour	491	Research in Mass Comm

12 SCH approved by advisor from:

Comm	306	Broadcast
Comm	380	Adv Professional Comm
Comm	417	Prin of Advertising
Comm	418	Intro Public Relations
Comm	419	Case Studies in PR Crisis Mgt

Comm	420	Case Studies in Advertising**	**Pending Approval
Jour	311	Television News Production	
Jour	312	Photo Journalism	
Jour	315	Writing for Broadcast	
Jour	409	Writing for Magazines **	
Jour	410	Feature Writing	
Jour	411	Adv Copying, Editing & Layout	
Jour	412	Copy Editing	
Jour	416	Television Production	
Jour	417	Advanced Video Production	

**Other Requirements**

IS 395 Living in the 21st Century

**Minor**

Must choose a minor from Arts and Sciences, Behavioral Sciences or Business Administration listed in this catalog.

**Total Hours for Degree: 120 SCH**

9 UD electives SCH from: Communications or Journalism

**Teacher Certification Preparation Programs (for Grades 4-8 and 8-12)**

Requirements for admission to the Teacher Certification Preparation Programs, and additional information applicable to the program, can be found in the Education section of this catalog.

All students seeking teacher certification must complete the Professional Development requirements within their degree. These requirements are listed below.

**Professional Development (Grades 4-8 and 8-12)**

Ed	321	Effective Teaching and Eval
Psyc	2308	Child Psychology

**Field Based Semester**

Ed	434	Classroom Management and Teaching Strategies
Ed	435	Curr for Grades 4-8 & 8-12

**Resident Teaching Semester**

Ed	492	Resident Teaching Grades 4-8 (6 SCH) <b>or</b>
Ed	493	Resident Teaching Grades 8-12 (6 SCH)
SpEd	418	Inclusion Strategies and Tech (Grades 4-8 only)

**Major: Biology**

**Teaching Field: Life Science (Grades 8-12)**

Biol	1406	Principles of Biology I (4SCH)
Biol	1407	Principles of Biology II (4SCH)
8	SCH	approved Biology Electives
Chem	1411	General Chemistry (4 SCH)
Chem	1412	General Chemistry (4 SCH)
BSC	307	General Ecology
BSC	308	Invertebrate Zoology
BSC	310	Genetics
BSC	402	Cell Biology
BSC	466	Evolutionary Biology
BSC	481	Biology Seminar (1 SCH)
3	SCH	UD BSC Electives

**Other Requirements**

IS	395	Living in the 21st Century
Comm	350	Adv Technological Comm
Rdg	343	Reading Beyond Primary Grades
SpEd	410	Individuals with Exceptionalities

**Minor: Interdisciplinary Studies**

Biology majors are urged to include a minor in Interdisciplinary Studies:

Bcis	1305	Business Comp Appl (Core Curr)
or		
COSC	1301	Intro to Computer Science
Math	1314	College Algebra (Core Curr)
Math	453	Statistics
9	SCH	UD Electives outside Life Sci

**Total hours for degree: 126 SCH**

**Major: Biology**

**Teaching Field: Composite Science (Grades 8-12)**

Biol	1406	Principles of Biology I (4SCH)
Biol	1407	Principles of Biology II (4SCH)
Geol	1403	General Physical Geology (4SCH)
Geol	1404	General Historical Geology (4SCH)
Chem	1411	General Chemistry I (4 SCH)
Chem	1412	General Chemistry II (4 SCH)



Chem	2423	Organic Chemistry (4 SCH)
Chem	2425	Organic Chemistry (4 SCH)
Phys	1411	Intro to Astronomy (4 SCH)
BSC	307	General Ecology
BSC	308	Invertebrate Zoology
BSC	310	Genetics
BSC	402	Cell Biology
BSC	466	Evolutionary Biology
BSC	481	Biology Seminar (1 SCH)
Chem	405	Environmental Chemistry

3 SCH from:		
Eng	430	Images of Women in Lit
Eng	450	Studies in Genre
Eng	489	Individual Study
Eng	497	Special Topics
Rdg	340	Overview & Strategies I
Rdg	342	Diagnostic Teaching of Rdg
Rdg	343	Reading Beyond Primary Grades
Rdg	344	Reading Comprehension

### Other Requirements

Phys	1401	General Physics (4 SCH) (Core Curr)
Phys	1402	General Physics (4 SCH) (Core Curr)
Comm	350	Adv Technological Comm
IS	395	Living in the 21st Century
Math	453	Statistics
or		
Math	430	Mathematical Modeling
Rdg	343	Reading Beyond Primary
SpEd	410	Intro Individuals with Except

**Total Hours for Degree: 134 SCH**

See Education section for Science Grades 4-8 certification.

## Degree: Bachelor of Science (B.S.)

### Major: English

#### Teaching Field: English Language Arts and Reading (Grades 4-8)

Engl	1301	Comp & Rhet I (from Core Curr)
Engl	1302	Comp & Rhet II (from Core Curr)
Engl	2332	World Literature I (Core Curr)
Engl	2333	World Literature II (Core Curr)
Eng	305	Children's Literature I
Eng	306	Children's Literature II
Eng	312	Shakespeare
Eng	340	Advanced Expository Writing
Eng	424	Hist & Grammar of Eng Lang
Eng	441	Adv Survey of American Lit I
Eng	442	Adv Survey of American Lit II
Eng	471	Adv Survey of British Lit I
Eng	472	Adv Survey of British Lit II
Eng	491	Capstone in English Studies (1 SCH)

### Other Requirements

Biol	1404	Intro to Life Sci I (4 SCH)
Biol	1405	Intro to Life Sci II (4 SCH)
Phys	1415	Physical Science I (4 SCH)
Comm	350	Adv Technological Comm
IS	395	Living in the 21st Century
SpEd	410	Individuals with Excep
Math	1350	Fundamentals of Math I
Math	1351	Fundamentals of Math II

**Total Hours for Degree: 130 SCH**

### Major: English

#### Teaching Field: English Language Arts and Reading (Grades 8-12)

Engl	2332	World Literature I (Core Curr)
Engl	2333	World Literature II
3	SCH	Speech (Core Curr)
Eng	312	Shakespeare
Eng	424	Hist & Grammar of Eng Lang
Eng	340	Advanced Expository Writing
Eng	441	Adv Survey of American Lit I
Eng	442	Adv Survey of American Lit II
Eng	471	Adv Survey of British Lit I
Eng	472	Adv Survey of British Lit II
Eng	491	Capstone in English Studies (1 SCH)

6 SCH UD English Electives from:

Eng	430	Women in Literature
Eng	450	Studies in Genre
Eng	489	Individual Study
Eng	497	Special Topics
Rdg	340	Overview & Strategies I
Rdg	343	Reading Beyond Primary Grades
Rdg	344	Reading Comprehension

**Other Requirements**

Comm	350	Adv Technological Comm
SpEd	410	Individuals with Excep
IS	395	Living in the 21st Century
3	SCH	Transfer Electives

**Total Hours for Degree: 126 SCH**

**Major: History**

**Teaching Field: History (Grades 8-12)**

Hist	1301	History of the U.S. to 1877 (Core Curr)
Hist	1302	History of the U.S. from 1877 (Core Curr)
Hist	2321	World Civilization I
Hist	2322	World Civilization II
Hist	460	Cultural History of Texas
Hist	480	Senior Seminar (1 SCH)
Geog	1303	World Regional Geog (Core Curr)
12	SCH	UD North American History
12	SCH	UD World History

**Other Requirements**

IS	395	Living in the 21st Century
Rdg	343	Reading Beyond Primary Grades
SpEd	410	Individuals with Excep

**Minor: Interdisciplinary Studies**

Bcis	1305	Business Computer Appl
Comm	350	Adv Technological Comm
3	SCH	Speech (Core Curr)
3	SCH	Elective outside History
6	SCH	UD electives outside History

**Total Hours for Degree: 126 SCH**

**Note:** Minor does not constitute a teaching field.

**Degree: Bachelor of Science (B.S.)**

**Major: History**

**Teaching Field: Social Studies  
(Grades 4-8)**

Econ	2301	Principles of Economics I (Macro)
Geog	1303	World Regional Geography
Geog	413	Cultural Geography
Govt	2305	American Government (Core Curr)

Govt	2306	State & Federal Govt (Core Curr)
Hist	2321	World Civilization I
Hist	2322	World Civilization II
Hist	460	Cultural History of Texas
Hist	480	Senior Seminar (1 SCH)
9	SCH	UD North American History
9	SCH	UD World History
6	SCH	UD Political Science electives

**Other Requirements**

Biol	1404	Intro to Life Sci I (4 SCH)
Biol	1405	Intro to Life Sci II (4 SCH)
Phys	1415	Physical Science I (4 SCH)
Comm	350	Adv Technological Comm
IS	395	Living in the 21st Century
SpEd	410	Individuals with Excep
Math	1350	Fundamentals of Math I
Math	1351	Fundamentals of Math II

**Total Hours for Degree: 130 SCH**

**Major: History**

**Teaching Field: Social Studies  
(Grades 8-12)**

Econ	2301	Principles of Economics I (Macro)
Econ	2302	Principles of Economics II (Micro)
Geog	1303	World Regional Geography
Geog	413	Cultural Geography
Govt	2305	American Government (Core Curr)
Govt	2306	State & Federal Govt (Core Curr)
Hist	2321	World Civilization I
or	2322	World Civilization II
Hist	460	Cultural History of Texas
Hist	480	Senior Seminar (1 SCH)
9	SCH	UD North American History
9	SCH	UD World History
6	SCH	UD Political Science electives

**Other Requirements**

Rdg	343	Reading Beyond Primary Grades
Comm	350	Adv Technological Comm
IS	395	Living in the 21st Century
SpEd	410	Individuals with Excep

**Total Hours for Degree: 126 SCH**

**Degree: Bachelor of Science (B.S.) Major: Mathematics**

**Teaching Field: Mathematics  
(Grades 8-12)**

**Major: Mathematics**

**Teaching Field: Mathematics (Grades 4-8)**

Math	1314	College Algebra (from Core Curr)
Math	1316	Plane Trigonometry
Math	1350	Fundamentals of Math I
Math	1351	Fundamentals of Math II
Math	2313	Calculus I
or	2413	Calculus I (4 SCH)
Math	321	Modern Geometry
Math	331	Discrete Math
Math	352	Mathematical Foundations & Appl
Math	437	Number Theory
Math	453	Statistics
Math	493	Capstone in Mathematics

Math	2413	Calculus I (4 SCH)
Math	2414	Calculus II (4 SCH)
Math	2415	Calculus III (4 SCH)
Math	321	Modern Geometry
Math	331	Discrete Math
Math	334	Intro to Abstract Algebra
Math	335	Linear Algebra
Math	430	Mathematical Modeling
Math	437	Number Theory
Math	453	Statistics
Math	457	Probability & Statistics
Math	493	Capstone in Mathematics

**Other Requirements**

Biol	1404	Intro to Life Sci I (4 SCH)
Biol	1405	Intro to Life Sci II (4 SCH)
Phys	1415	Physical Science I (4 SCH)
Comm	350	Adv Technological Comm
IS	395	Living in the 21st Century
SpEd	410	Individuals with Excep
Math	1350	Fundamentals of Math I
Math	1351	Fundamentals of Math II

**Interdisciplinary Studies Minor**

Spch	1315	Public Speaking
or	1321	Bus & Prof Speech
Bcis	1305	Bus Computer Appl
or		
CSci	1301	Intro Comp Sci
Psy	2308	Child Development
9	SCH	UD Electives (outside Math)

**Total Hours for Degree: 126 SCH**

**Other Requirements**

Comm	350	Adv Technological Comm
IS	395	Living in the 21st Century
SpEd	410	Individuals with Excep

**Minor: Interdisciplinary Studies**

Math majors with secondary education are encouraged to include a minor in Interdisciplinary Studies.

3	SCH	Computer Programming
3	SCH	Speech (Core Curr)
Geog	1303	World Regional Geog (Core Curr)
Rdg	343	Reading Beyond Primary Grades
6	SCH	UD Electives Outside Major

**Total Hours for Degree: 126 SCH**

*See Education section for Major and Teaching Field requirements for Grades 4-8 Elementary Education Programs.*

**Major: Applied Arts and Sciences**

**Degree: Bachelor of Applied Arts and Sciences (B.A.A.S.)**

The Bachelor of Applied Arts and Sciences is an accelerated, non-traditional degree program designed to offer adult students an opportunity to have prior learning experiences assessed for college credit. Prior learning may have occurred through the student's occupations, formal training received in a non-college setting such as business and industry, and/or military training. The BAAS program will accept the following non-traditional credit:

1. Academic credit from a regionally accredited institution.
2. Vocational credit, only if it has been converted to academic credit by the community college awarding the credit.



3. Credit provided on an ACE (American Council on Education) transcript.
4. Credit provided on a military transcript.

Applicants to the BAAS program must have a minimum of five years work experience in a field and a minimum of 15 semester college hours and must have satisfied the Texas Success Initiative (TSI). Credit is awarded for documented learning, not for experience. The portfolio must be completed within the required time frame to receive the credit award.

Students must have completed 30 semester credit hours of transfer work including portfolio credit prior to enrolling at A&M-Texarkana for a second semester.

For non-collegiate credit, three primary categories are considered:

1. **Work/Life:** Students may apply for a maximum of 24 semester credit hours of college credit based on prior learning experiences acquired through their occupation. The portfolio process (in conjunction with IS 390) will assist students in identifying and verifying such learning to be presented for credit. Students should possess adequate writing skills that will enable them to develop a portfolio of sufficient depth and quality to be assessed for college-level credit. Credit for the portfolio is awarded in a "block" of semester credit hours based on the student's vocational-occupational specialization. The major of the degree plan is Applied Arts and Sciences. An official degree plan is issued after the portfolio is evaluated and credit is awarded. Students may not complete the portfolio and graduate within the same semester without permission of the Coordinator of the BAAS program.
2. **Non-Collegiate:** Students may apply for a maximum of 30 SCH of college credit in this category which includes job-specific training of 40+ contact hours, military training as indicated on a military transcript, and courses evaluated by the American Council on Education.
3. **Credit by Exam and Correspondence:** Students may earn a maximum of 18 SCH through examination or correspondence courses from accredited institutions. Credit by Exam includes such programs as College Level Examination Program (CLEP), Advanced Placement (AP). All alternative course work must be approved by the Coordinator of the BAAS degree program.

Regardless of the number of semester credit hours awarded as non-traditional credit, students must complete a minimum of 25 percent in residence course work at Texas A&M University-Texarkana. Residency hours cannot be awarded by non-traditional means. BAAS students must also complete a minimum of 54 upper division hours in order to qualify for graduation.

Prior learning credits are not transferable to other institutions or other degree programs nor does Texas A&M University-Texarkana accept portfolio credits granted elsewhere. Students who change their major from Applied Arts and Sciences will no longer be able to count non-traditional credit toward their new major.

**Note:** Non-traditional credit will not count toward the residency requirement for graduation or honors designation. Students who wish honors designation must complete 45 resident hours.

### General Education Requirements

See Core Curriculum

### Major: Applied Arts and Sciences

**(48-60 SCH, dependent upon experiential credit award)**

IS	390	Psychology of Work	<u>Research Portfolio Credit</u>
Eng	340	Adv. Expository Writing	• Up to 24 SCH in Work-Related Discipline
IS	395	Living in the 21 <sup>st</sup> Century	(See Occupational-Vocational Specialization below)
IS	490	Strategies for Action Research	• 24 SCH in Professional Development Sequence of choice (See below)

### Occupational-Vocational Specialization

All non-traditional credit awarded is applied in this category on the degree plan. Portfolio credit is awarded in an even distribution between upper and lower division credit. Posting of non-traditional credit has no effect on cumulative grade point average.

## Professional Development Sequence

Professional Development sequences for BAAS degrees are interdisciplinary and individualized to the student's needs. All BAAS professional development sequences must be from three academic disciplines (to include no more than 9 SCH from any one discipline), or an approved Interdisciplinary Program. See examples below.

### Behavioral Science

A minimum of 24 SCH (18 must be upper division) from the following academic disciplines:

Criminal Justice                      Psychology                      Sociology

### Liberal Arts

A minimum of 24 SCH (18 must be upper division) from up to three of the following academic disciplines:

Communication                      Journalism                      English                      Math  
History                      Political Science                      Interdisciplinary Studies                      Reading

### Science

A minimum of 24 SCH in science courses, of which 18 must be upper division with approval from Science Faculty.

### Administrative Leadership

IS	410	Foundations of Leadership	IS	415	Organizational Leadership
12-18 SCH not to exceed nine hours in any one field:					
IS	420	Community Leadership	PSY	320	Interpersonal Skills
PSY	404	Industrial Psychology	SOC	380	Ethnic & Cultural Minorities
PSCI	331	Public Admin & Leadership	PSCI	426	Civil Rights/Civil Liberties
PSCI	427	Public Law: Federal & State	PSCI	428	Intergovernmental Politics
MGT	321	Organizational Behavior	MGT	395	Principles of Management
MGT	495	Human Resource Mgt	MKT	363	Marketing
COMM	350	Advanced Tech Comm	COMM	418	Intro to Public Relations
Approved Electives by BAAS Coordinator					

### Public Administration

PSCI	331	Public Admin & Leadership	PSCI	426	Civil Rights/Civil Liberties
PSCI	490	Internship (6 SCH)			
6-12 SCH not to exceed nine hours in any one field:					
PSCI	427	Public Law: Federal & State	PSCI	428	Intergovernmental Politics
SOC	380	Ethnic & Cultural Minorities	MGT	321	Organizational Behavior
MGT	395	Principles of Management	MGT	495	Human Resource Mgt
CJ	315	Law & Society	CJ	320	Deviance & Deviant Behav
CJ	330	Institutional Corrections	CJ	400	Internship in CJ
CJ	420	Admin of CJ Agencies	CJ	430	Constitutional Issues: Rights
CJ	460	Civil Disruption/Terrorism/Viol	COMM	418	Intro to Public Relations

**Total Hours for Degree: 120 SCH**

## Major: General Studies

### Degree: Bachelor of General Studies (B.G.S.)

The purpose of this degree is to offer a wide perspective and broader learning experience than is provided by traditional undergraduate degrees which require a major in a specific subject. The degree serves students who seek a flexible degree program and who do not wish to pursue a highly structured traditional degree program. It permits students to plan, with advisement, an individualized program with access to a wide range of

academic disciplines and fields of professional study. As an interdisciplinary program, the degree accommodates two student populations:

1. Those who have already gained experience in life and working situations and wish to develop a degree program to meet professional or personal goals where traditional baccalaureate degree programs do not exist;
2. Students who wish to pursue a liberal arts education without desiring a particular professional area. Students who elect this degree construct, in consultation with a faculty advisor from their area of concentration, individually designed Coordinated Career Sequences. This unique sequence of courses from a variety of disciplines provides students with new knowledge and skills suited to special career or personal interests.

### Coordinated Career Sequence (42 SCH)

18 SCH One area of concentration (12 SCH UD)

24 SCH Two or more support areas (15 SCH UD)

*For coordinated career sequences contact the advisor.*

**Note:** Business and Education may not be used as an Area of Concentration for the BGS degree plan.

### General Education Requirements

See Core Curriculum

### Other Requirement

IS 395 Living in the 21st Century

Bachelor's degree requirements include the following minimum: 60 SCH transfer credit (54 of which must be UD), and 25% in residence course work.

**Total Hours for Degree: 120 SCH**

### Arts and Sciences Minors

#### Biology Minor (18 SCH)

Biol	1406	Principles of Biology I (4 SCH)
Biol	1407	Principles of Biology II (4 SCH)
9	SCH	Upper-level BSC courses
Bsc	481	Seminar in Biology (1 SCH) (To be taken in last semester)

#### Chemistry Minor (21 SCH)

Chem	1411	General Chemistry I (4 SCH)
Chem	1412	General Chemistry II (4 SCH)
Chem	2423	Organic Chemistry (4 SCH)
Chem	2425	Organic Chemistry (4 SCH)
Chem	405	Environmental Chemistry
Chem	410	Biochemistry I
Chem	411	Biochemistry II

#### Computer and Information Sciences Minor (18 SCH)

COSC	1309	Logic and Design
COSC	1320	C++Programming I
CIS	305	Data Structures
CIS	320	Digital Logic
CIS	310	Algorithm Analysis
CIS	340	Computer Architecture

Prerequisites: Oral interview and permission of minor advisor.

#### English Minor (18 SCH)

Engl	1301	Composition & Rhetoric I (from Core Curr)
Engl	1302	Composition & Rhetoric II (from Core Curr)
3	SCH	Literature (Core Curr)
Engl	441	Advanced Survey of American Lit I
or	442	Advanced Survey of American Lit II



Engl	471	Advanced Survey of British Lit I
or	472	Advanced Survey of British Lit II
3	SCH	UD approved English elective

#### History Minor (18 SCH)

Hist	1301	History of the U.S. to 1877 (Core Curr)
Hist	1302	History of the U.S. from 1877 (Core Curr)
12	SCH	UD History electives

#### Interdisciplinary Studies Minor (18 SCH)

(18 SCH from at least two fields)

9	SCH	LD courses outside major
9	SCH	UD courses outside major

#### International Studies Minor (18 SCH)

6 SCH from the following areas, to be approved by student's advisor:

Sociology	Anthropology
Geography	Political Science
Economics	Philosophy

3 SCH UD foreign language (Prereq: Spanish Placement Test at 300 level.)

PSCI	340	Comparative Politics
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6 SCH from:

HSci	405	Cultural Pluralism in Mental Health and Health Care
SOC	485	Religion and society
Hist	454	Culture & History of Mexico
Eng	450	Genre: International Lit

**International Requirement:** This minor requires all students to fulfill an international study component by one of the following methods: (1) Successful completion of at least two, 1-week study-abroad experiences done in conjunction with two of the UD courses listed above; (2) Completion of a 3 weeks live abroad language intensive program in Mexico or, with approval, in another country; (3) Completion of a 2-week live abroad, language intensive program in Mexico or another country, and one, 1-week study-abroad experience one in conjunction with one of the UD courses listed above.

#### Mathematics Minor (21 SCH)

Math	2413	Calculus I with Analytic Geom (4 SCH)
Math	2414	Calculus II (4 SCH)
Math	2415	Calculus III (4 SCH)
9	SCH	UD approved Math electives (except 350, 351, 352)

#### Political Science Minor (18 SCH)

Govt	2305	American Govt (Core Curr)
Govt	2306	State & Fed Const (Core Curr)

3 SCH from:

PSCI	340	Comparative Politics
PSCI	350	International Relations

3 SCH from:

PSCI	426	Civil Rights/Civil Liberties
PSCI	427	Public Law—Federal and State
PSCI	428	Intergovernmental Politics

6 SCH from UD Political Science electives

#### Social Studies Minor (18 SCH)

Econ	2301	Principles of Economics I
Geog	1303	World/Regional Geog
Geog	413	Cultural Geography
Govt	2305	American Government
PSCI	340	Comparative Politics
or	350	International Relations
PSCI	427	Public Law: Fed & State
or	428	Intergovernmental Politics

#### Spanish Minor (18 SCH)

Span	303	Composition & Conversation*
Span	310	Grammar & Composition*
Span	317	Conversation & Diction*
Span	360	Intro to Spanish Literature
Hist	451	Modern Latin American
or	454	Culture & Hist of Mexico
3	SCH	Approved elective

\*Prior to enrollment, students must; (1) pass Spanish Proficiency Exam at 300 level; (2) complete oral interview with Spanish instructor; (3) receive permission to enroll from Spanish instructor.

# Education

## Undergraduate Degree Programs

Bachelor of Science (B.S.I.S.)

Major: Interdisciplinary Studies

Certifications: Early Childhood–4th Grade Generalist; Early Childhood–4th Grade Generalist with Early Childhood–12th Grade Special Education; Grades 4-8 Science; Grades 4-8 Math/Science (Requirements for secondary education (4-8 and 8-12) are located in the Department of Arts and Sciences section of the catalog)

**Note:** The baccalaureate degree, BSIS, is offered through the Department of Arts and Sciences, while certification is granted through the State Board for Educator Certification (SBEC).

### Certification

Teacher education programs provide students access to quality educational opportunities in both undergraduate and graduate course work. We have excellent programs in Early Childhood through grade 4, middle school, and secondary education. Most education courses have a field-based component, affording students opportunities to learn about the teaching profession first hand.

### Teacher Certificates

Teacher certificates are issued by the State Board for Educator Certification after recommendation by the university. This recommendation includes verification of completion of a state-approved program in teacher preparation and a statement affirming the applicant's academic, moral, physical and psychological fitness for service as a teacher.

The following screening procedures provide a systematic and intensive appraisal of those who choose to become teachers. Because teachers affect the lives of so many children, the personal characteristics of teacher certification candidates will be considered carefully.

### Teacher Preparation Program (TPP)

The TPP is the university's field-based teacher preparation program. The TPP is a program wherein a collaboration with university faculty, teachers, students, administrators, independent school districts and various other entities come together to provide students with innovative approaches to improve student learning and prepare students for a successful career in the teaching profession.

Education students seeking EC-4 certification will be interviewed by faculty during their first semester at A&M-*Texarkana* to provide feedback concerning their level of professional growth. Faculty advisors also monitor qualities that may affect successful teaching.

#### Admission Requirements

1. Satisfactory scores on the Texas Higher Education Assessment (THEA)—All undergraduate students entering a certificate program must successfully complete all three parts of the THEA test prior to enrolling in any Education or Special Education courses. The test consists of reading, mathematics and writing components. Minimum required scores are: Reading 240, Math 230, and Writing 220. If unable to pass all three parts of the THEA, the student may retake the failed portion at the next scheduled test administration. Students may substitute college algebra with a grade of B or better for the Math section. There is no limit on the number of times a student can retake. Both A&M-*Texarkana* and *Texarkana College* administer the THEA. A&M-*Texarkana* is a test site for the Quick THEA. Contact the Testing Center for test dates. THEA registration booklets, available in the Office of Teacher Certification, Room 235N, provide exact information on test dates and registration deadlines. Students should contact the A&M-*Texarkana* Testing Center or TC Counseling Center for additional information. Study Guides are available for purchase at the *Texarkana College* Bookstore.



**Note:** Undergraduate students may not enroll in Education or Special Education courses until all parts of the THEA are successfully passed.

Students seeking initial teacher certification through the post-baccalaureate certification program on a deficiency plan must demonstrate college-level skills in reading, oral and written communication, and mathematics before enrolling in Education or Special Education courses. Students may demonstrate these skills by the following options:

**Reading** – THEA score of 240; ACT score of 20; SAT score of 520; GRE score of 380; or grade of B or better in a college literature course.

**Mathematics** – THEA score of 230; ACT score of 20; SAT score of 520; GRE score of 500; grade of B or above in college algebra course or C or above in any upper-level college math course.

**Writing** – THEA score of 220; GRE score of 3.5; or a grade of C or better in Engl 1301 and Engl 1302 (or equivalent) including upper-division writing course, excluding creative writing

**Oral Language** – TSE score of 40; SPEAK score of 45; a successful interview with college committee; or a degree from an accredited university in an English speaking country; two years of successful academic work at universities where English was the language of instruction in an English-speaking country.

- Attend the Teacher Preparation Orientation in the first semester of enrollment. All students, undergraduate and post-baccalaureate, seeking an initial teaching certificate through the traditional certification program must attend one session of the Teacher Preparation Orientation (TPO) during their first semester of enrollment. Details of the orientation appear in the Schedule of Classes each semester. During the orientation, information will be provided which explains what students should expect from the Teacher Preparation Program and what the College of Education expects from students. **Note:** Failure to attend the TPO will delay admission to the Teacher Preparation Program and may delay resident teaching and graduation.
- Meet with a faculty advisor during the first semester of enrollment.
- A successful interview with the Teacher Education Admissions Committee is required of all students seeking certification for grades EC-4.
- Overall grade point average (GPA) of 2.60.
- Teaching field/specialization GPA of 2.60 or higher and no grade below C.
- Professional Education (Reading, Education and Special Education) courses GPA of 2.60 or higher with no grade below C. (Students seeking EC-4 Certification must meet 2.80 GPA in Professional Education courses.)
- Education and Special Education courses may be repeated one time only.

#### Field-Based Semester

- The semester previous to the field-based semester, students must submit the on-line Application for Field-based and Resident Semesters. Deadlines for applications are March 1 for fall placement and October 1 for spring placement.
- At the conclusion of their Field-based semester, students' records will be reviewed for eligibility for the Resident Semester.
- A positive reference from a faculty member in the chosen teaching field or specialization.
- Achieve and maintain required GPA in all areas:
  - 2.60 GPA (cumulative)
  - 2.60 GPA (teaching field/specialization)
  - 2.60 (Professional Education courses for 4-8 and 8-12 levels)
  - 2.80 (GPA Professional Education courses for EC-4)

#### Residency Requirements

- Required GPA maintained.
- Students must register for appropriate Resident Teaching courses.
- A successful interview with university and school district representatives.
- Successful Completion of field-based semester.

#### Professional Development School (PDS)

The Professional Development School is a partnership between A&M-Texarkana and the Texarkana Independent School District (TISD) where learning to teach is accomplished through teaming with a master teacher and a university-based teacher educator for an entire year. The program is an intensive year-long



internship at Westlawn Elementary School and replaces the field-based and resident semesters.

1. Students must meet the requirements for admission to the field-based and resident semesters.
2. The PDS program requires students to achieve and maintain a 2.75 cumulative GPA.
3. Applications for the Professional Development School must be submitted with the Application for Field-based and Resident Semesters.

#### **Completion Requirements**

1. To ensure retention in the Teacher Certification Preparation Program, the student must maintain the required GPA indicated above. A student performance review can be requested by either the University or public school personnel.
2. A student may be withdrawn from the residency upon recommendation of the student's field-based instructional leadership team (ILT). This withdrawal from residency will result in the student no longer being retained in the Teacher Preparation Program.
3. The Teacher Preparation Committee reserves the right to separate from a degree/certificate program a student who appears unlikely to succeed professionally, regardless of grades earned and other requirements which have been successfully completed.

#### **Criminal Records Search**

A criminal records search is required by the State Board for Educator Certification (SBEC). The SBEC must conduct a search of all certification applicants for criminal felony and misdemeanor convictions through the Department of Public Safety, in accordance with Article 6252-13C, Texas Civil Statutes.

The Commissioner of Education may suspend or revoke a teaching certificate, or refuse to issue a teaching certificate, to a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession.

#### **Health Certificate**

Several courses in the Education curriculum require participation in public school classrooms. Upon initial contact with the public schools, the student must provide a current negative tuberculin skin test to the appropriate school administrator if required by the district.

#### **Texas Examinations of Educator Standards (TExES)**

The State of Texas requires applicants seeking initial, professional, and administrator certificates to pass a competency exam in professional development and area of specialization.

The Texas Examinations of Educator Standards (TExES) is administered each semester and must be taken during the students' last year. The State Board for Educator Certification has implemented a closed registration process for TExES exams. As a result, A&M-Texarkana is required to determine the eligibility of students who request a TExES application. Only candidates authorized by A&M-Texarkana will be allowed to register and test. Students register for the TExES through the Educational Testing Service at [www.texas.ets.org](http://www.texas.ets.org). Paper applications are also available in the Teacher Certification office, room 235N. A fee determined by the state of Texas is required.

A&M-Texarkana is a testing site for the TExES exam. Students are encouraged to use the TExES on-line registration site, but paper registration booklets are also available in the Teacher Certification Office, Room 235N. Study guides may be found on the SBEC website: [www.sbec.state.tx.us](http://www.sbec.state.tx.us).

Scores are set by the Texas State Board of Education based on recommendations from panels of Texas public school educators and college and university educators. The passing score is designed to reflect the minimum level of content knowledge required for effective performance in Texas schools. (Scores are subject to change)

#### **Application for Certificate**

Applications for teaching certificates are on-line on the State Board for Educator Certification (SBEC) website. When students have completed requirements, including passing applicable tests, they will log on to SBEC's webpage, [www.sbec.state.tx.us](http://www.sbec.state.tx.us) and follow the directions for applying for their certificates. A&M-Texarkana will respond to the on-line applications and complete the appropriate recommendations. The certificate fee at this time is \$75.

For questions and/or additional information, students may contact the Teacher Certification Office, room 235N, phone no. (903) 223-3048.

**Major:** Interdisciplinary Studies  
**Degree:** Bachelor of Science in  
 Interdisciplinary Studies  
 B.S.I.S.

**Teaching Field: Generalist EC-4**

(Includes Core Curr)

Engl	1301	Comp & Rhet I
Engl	1302	Comp & Rhet II
3	SCH	Literature
Hist	1301	U.S. Hist Pre Civ War to 1877
Hist	1302	U.S. Hist Post Civ War from 1877
Govt	2305	American Govt
Govt	2306	State & Local Govt
Biol	1404	Intro to Life Sciences I (4 SCH)
Biol	1405	Intro to Life Sciences II (4 SCH)
Math	1314	College Algebra
Math	1350	Fundamentals of Math I
Bcis	1305	Business Computer Appl
or		
Cosc	1301	Introduction to Computer Sci
Musi	1300	Foundations of Music
or	1301	Fundamentals of Music
Spch	1315	Public Speaking
or	1321	Business/Prof Speaking
Geog	1303	World Regional Geography

**Professional Development**

Ed	321	Effective Teaching & Eval
Ed	403	Curriculum for EC-4

**Field Based Semester**

SpEd	416	Behavior Management & Motivation
Ed	486	Methods for EC-4 Math, Physical
Ed	487	Methods for EC-4 Social Studies, Language Arts and Fine Arts

**Resident Teaching Semester**

SpEd	418	Inclusion Strategies & Tech
Ed	491	Resident Teaching EC-4 (3-6 SCH)

**Professional Development School (PDS) Option (Takes place of Field-base and Resident Teaching Semesters):**

**First Semester**

Ed	478	Internship (3 SCH)
Ed	486	Methods for EC-4 Math, PE, Science
SpEd	416	Behavior Mgt & Motivation

**Second Semester**

Ed	478	Internship (3 SCH) or
SpEd	481	SpEd Internship (3 SCH)
Ed	487	Methods for EC-4 Soc Stu, Lang, Arts, and Fine Arts
SpEd	418	Inclusion Strategies & Tech

**Major Requirements**

3 SCH Literature (from Core Curric)		
Hist	2321	World Civilization I
or	2322	World Civilization II
Govt	2305	American Government (from Core Curr)
Govt	2306	State & Local Government (from Core Curric)
Math	1314	College Algebra (from Core Curric)
Math	1350	Fundamentals of Math I
Phys	1415	Physical Science I (4 SCH)
Art	369	Principles & Elements of Art
Eng	305	Children's Literature
Eng	340	Advanced Expository Writ
Hist	460	Cultural History of Texas
Math	350	Concepts of Measurement & Data
Math	351	Concepts of Geometry
Rdg	340	Overview & Strategies I
Rdg	341	Overview & Strategies II
Rdg	342	Diagnostic Teaching of Rdg
Rdg	344	Reading Comprehension
Rdg	346	Word Recognition

**Additional Requirements**

Comm	350	Adv Technological Comm
Psyc	2308	Child Psychology
Ed	401	Early Childhood Education
SpEd	410	Individuals with Excep
IS	395	Living in the 21st Century
Phed	2301	Intro to Holistic Health

**Total Hours for Degree: 129 SCH**

## Special Education

A&M-Texarkana students may include Special Education (EC-12) certification by completing the following courses in conjunction with their Early Childhood-grade 4 degree plan:

SpEd	415	Teaching Students with Moderate to Severe Disabilities
SpEd	417	Assessment & Eval Special Needs

Resident Teaching Semester EC-4 w/Special Education:

Ed	494	Resident Teaching (3 SCH)
SpEd	418	Inclusion of Exceptional Individuals
SpEd	475	Resident Teaching in SpEd (3 SCH)

## Certification Programs for Grades 4-8 and Grades 8-12

(See Arts & Sciences section of the catalog)

Certification programs offered for grades 4-8 include: Certification programs offered for grades 8-12 include:

English Language Arts & Reading (BS)	English Language Arts & Reading (BS)
Math (BS)	History (BS)
Math/Science (BSIS)	Math (BS)
Science (BSIS)	Life Science (BS)
Social Studies (BS)	Science Composite (BS)
	Social Studies (BS)

**Note:** These are Arts and Sciences degree majors. Students must have an advisor in the majors (e.g. mathematics). See Arts and Sciences section.

### Major: Interdisciplinary Studies

**Degree: Bachelor of Science in Interdisciplinary Studies (B.S.I.S.)**

**Teaching Field: Science (4-8)**

### General Education for Grades 4-8

(Includes Core Curr)

Engl	1301	Comp & Rhet I
Engl	1302	Comp & Rhet II
3	SCH	Literature (World Literature required for English majors)
Hist	1301	U.S. Hist Pre Civ War to 1877
Hist	1302	U.S. Hist Post Civ War from 1877
Govt	2305	American Govt
Govt	2306	State & Local Govt
Biol	1404	Intro to Life Sciences I (4SCH)
Biol	1405	Intro to Life Sciences II (4SCH)
Phys	1415	Physical Science I (4 SCH)
Psyc	2308	Child Psychology
Math	1314	College Algebra
Math	1350	Fundamentals of Math
Math	1351	Fundamentals of Math II
Bcis	1305	Business Computer Appl
or		
Cosc	1301	Introduction to Computer Sci
		3 SCH from Art or Music
Spch	1315	Public Speaking

### Professional Development (4-8)

Ed	321	Effective Teaching & Eval
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#### Field Based Semester:

Ed	434	Classroom Management and Teach
Ed	435	Curriculum for Grades 4-8

#### Resident Teaching Semester:

SpEd	418	Inclusion Strategies & Tech
Ed	492	Resident Teaching 4-8 (6SCH)

### Major Requirements

Biol	1404	Intro to Life Sciences I (4 SCH) (from Core)
Biol	1405	Intro to Life Sciences II (4SCH)(from Core)
Phys	1411	Intro to Astronomy (4 SCH)
Phys	1415	Physical Science I (4 SCH)
Phys	1417	Physical Science II (4 SCH)
Chem	1405	Intro to Chemistry (4 SCH)
Geol	1403	General Physical Geology (4SCH)
Geol	1404	General Historical Geology (4SCH)
BSC	307	General Ecology
BSC	308	Invertebrate Zoology
BSC	310	Genetics
BSC	402	Cell Biology
BSC	466	Evolutionary Biology
Chem	405	Environmental Chemistry
3	SCH	UD Science Electives



**Other Requirements**

Psyc	2308	Child Psychology (from Core Curr)
Comm	350	Adv Technological Comm
IS	395	Living in the 21st Century
Rdg	340	Overview & Strategies I
Rdg	343	Reading Beyond Primary
SpEd	410	Individuals with Excep

**Total Hours for Degree: 128 SCH**

**Major: Interdisciplinary Studies**

**Teaching Fields: Math/Science  
(Grades 4-8)**

**Major Requirements (53 SCH)**

Chem	1405	Introduction to Chemistry (4SCH)
Geol	1403	General Physical Geology (4SCH)
Geol	1404	General Historical Geology (4SCH)
Phys	1411	Introduction to Astronomy (4SCH)
Phys	1415	Physical Science I (4 SCH)
Math	1314	College Algebra (Core Curr)

Math	1316	Trigonometry
Math	1350	Fundamentals of Math I
Math	1351	Fundamentals of Math II
Math	2313	Calculus I
or	2413	Calculus I (4 SCH)
BSC	307	General Ecology
BSC	308	Invertebrate Zoology
Chem	405	Environmental Chemistry
Math	352	Math Foundations & Appl
Math	453	Statistics

6 SCH from the following Math courses:

Math	321	Modern Geometry
Math	331	Discrete Math
Math	437	Number Theory

**Other Requirements**

Comm	350	Adv Technological Comm
IS	395	Living in the 21st Century
Rdg	340	Overview & Strategies I
Rdg	343	Reading Beyond Primary Grades
SpEd	410	Individuals with Excep
Psyc	2308	Child Psychology (from Core)

**Total Hours for Degree: 133 SCH**

**Art (ART)**

- 369. Principles & Elements of Art.** This course focuses on the terminology of art principles and elements and instructs the student how to use art materials/equipment. Why cultures create and use art is also examined, as is the creation of art lessons that utilize different modes of art: culturally, spatially, historically, and materially.
- 420. European Art History.** This course focuses on the Art of Western Europe from the middle ages to the 21st century. Representative examples from the visual arts and architecture are presented in their historical and social context. The course is designed to enhance the students' appreciation of Western Art and aims to enrich the understanding of art in general.
- 489. Individual Study.** Individual instruction. May be repeated when topics vary.

**Bilingual Education (BE)**

- 356. Second Language Acquisition.** Course surveys research on second language acquisition of school age children. It focuses on the relationship between second language acquisition research and classroom learning and teaching. Course also helps students develop both a strong theoretical foundation with regard to second language acquisition and the acute analytical skills required to consider critically such theory in order to base future decisions in their classroom.
- 400. Foundations of Bilingual/ESL Education.** This course studies the conceptual, linguistic, sociological, historical, political, and legal foundations of bilingual and ESL education as well as the history and philosophies of early childhood education. It deals with the socio-linguistic characteristics of bilinguals as well as the importance of home, school and community involvement in the education of language minorities. It examines the pedagogical, socio-cultural and linguistic issues that make bilingual education controversial as well as the impact of educational policies on the education of language minorities in preschool, kindergarten and early elementary grades. It also deals with the application of theories and research to teaching minority children. Prerequisite: Course must be taken concurrently with SPAN 303.
- 470. Bilingual Assessment and Monitoring.** This course prepares teachers to meet Bilingual Education Standard IV, "The bilingual educator has a comprehensive knowledge of the development and assessment of literacy in the primary language," and Bilingual Educator Standard V, "The bilingual educator has a comprehensive knowledge of the development and assessment of biliteracy". To achieve these competencies students must fulfill the course objectives and participate in field-based work in assessment and monitoring of children in the process of acquiring a second language. Prerequisite: BE 474 and Spanish proficiency at the 200 level.
- 472. Bilingual and Dual Language Methodologies.** This course addresses the theory and effective teaching practice in promoting student development of strong social and academic skills and the relationship of culture to language. Prerequisite: BE 474 and concurrent enrollment in SPAN 303.
- 474. Biliteracy for Bilingual and Dual Language Classrooms.** This course studies the conditions for developing literacy in L1 and L2 and the design and implementation of instructional strategies for developing literacy and biliteracy. It focuses on the research, strategies, and material related to teaching reading comprehension in the bilingual and the ESL classroom and on the reading-writing connection. Course deals with the application of state educator certification standards in reading/language arts in grades EC-4 and the distinctive elements in the application of the standards for English and for L1, to promote bilingual students' literacy development in L1. It studies the application of the statewide language arts curriculum for Spanish LA and ESL in grades EC-4 as specified in the TEKS to promote bilingual students' L1 and L2 literacy development. Prerequisite: Spanish proficiency at the 200 level.
- 476. Content Area Instruction for Bilingual Programs.** A study in the use of theory and various approaches for integrating English as a second language and learning strategies relating to how plans, procedures and units engage language teachers, students and learning environments. Prerequisite: BE 472, SPAN 303 and must be taken concurrently with SPAN 317.
- 491. Resident Teaching Bilingual/Spanish.** Bilingual resident teachers participate for 5 weeks full-time in a bilingual setting – PreK or K, or self-contained 1<sup>st</sup>-4<sup>th</sup>. Teaching by the resident teachers is directed and supervised by an Instructional Leadership Team (ILT). Students enrolled in this course are seeking dual certification and will spend an additional 10 weeks teaching in an EC-4 mainstream setting – 5 weeks in PreK or K and 5 weeks in self-contained 1<sup>st</sup>-4<sup>th</sup>. Seminars will be offered which will address legal and ethical issues of education, school organization and management, and uses of media in teaching. Prerequisite: Admission to the CPDT program, completion of all professional



education courses, and recommendation of a CPDT interview panel. Graded on a Satisfactory (S) or Unsatisfactory (U) basis for 3 SCH.

**Biological Science (BSC)**

- 307. General Ecology.** (2-2). The principles of ecology, with special reference to populations and their ecosystems, distribution, biotic communities and environmental relationships. Field trips required. Prerequisite: Two semesters of biology.
- 308. Invertebrate Zoology.** (2-2). Explore the diversity of invertebrate types, morphologically, embryologically, and physiologically. The ecological role of invertebrates will be emphasized. Prerequisite: Two semesters of biology.
- 310. Genetics.** (2-2). Principles of heredity and variation and their application to plants, lower animals and man. Prerequisite: Two semesters of biology.
- 402. Cell Biology.** (2-2). A study of the morphology and physiology of the cell and cell organelles, including basic facts, concepts and problems in modern biology. Prerequisite: Two semesters of biology.
- 405. Vertebrate Field Biology.** (6 SCH) (4-4). The study of basic field methods involved in the study of vertebrates and their populations, especially those of the Ark-La-Tex region. Prerequisite: Two semesters of biology. Offered Summer I each year.
- 406. Wildlife Ecology & Management.** (2-2). Wildlife ecology, conservation biology, population biology and enhancement of wildlife populations through management. Emphasis on both game and non-game species, as well as management options that include human/wildlife interactions, habitat and wildlife populations. Prerequisite: BSC 307 and Junior standing. BSC 407 is recommended but not required.
- 407. Research and Management Techniques for Wildlife and Habitats.** (1-4). Instruction in current wildlife techniques including habitat evaluation and manipulation, estimation of animal abundance, capture and marking, aging, radiotelemetry, necropsy and condition assessment. Prerequisite: BSC 307 and Junior standing. BSC 406 is recommended but not required.
- 408. Landscape Ecology and Geographic Information Systems.** (2-2). Landscape ecology, a relatively new field within modern ecology, emphasizes large areas and the ecological effects of spatial pattern on ecosystems. Students learn to use geographic information systems and global positioning systems to solve modern problems in landscape ecology. Lectures, laboratories, and special assignments will convey important concepts and facts in landscape ecology and the operations of GIS. Prerequisite: BSC 307.
- 410. Biochemistry I.** (2-2). Biochemistry 410 is the first semester of a one-year course. The first semester covers the structure, function, and metabolism of amino acids and proteins and simple and complex carbohydrates. Emphasis will be on understanding biochemistry from a biological point of view and on providing information on how biochemical events are regulated in living tissues. Prerequisite: General Chemistry I and II and Organic Chemistry I and II. (Cross-listed with CHEM 410.)
- 411. Biochemistry II.** (2-2). Biochemistry 411 is the second semester of a one-year course. The second semester covers the structure, function, and metabolism of lipids and nucleic acids. Emphasis will be on understanding biochemistry from a biological point of view and on providing information on how biochemical events are regulated in living tissues. Prerequisite: General Chemistry I and II, Organic Chemistry I and II, and Biochemistry I (BSC 410). (Cross-listed with CHEM 411.)
- 436. Mammalogy.** (2-2). The study of the vertebrate Class Mammalia, to include classical taxonomy, ecology, natural history, and diversity as well as mammalian adaptations associated with nutrition, locomotion, behaviour, thermoregulation, and genetics. Emphasis will be on those species found in the southwestern United States (particularly Arkansas and Texas). Prerequisite: Two semesters of biology.
- 437. Herpetology.** (2-2). A survey of the vertebrate Classes Amphibia and Reptilia, including frogs and toads, caecilians, salamanders, turtles, lizards, amphi-baenians, snakes, rhynchocephalans, and crocodilians. The study of classical taxonomy, ecology, natural history, and diversity as well as amphibian and reptilian adaptations associated with nutrition, locomotion, behavior, thermoregulation, and reproduction. The course will focus on the evolution of amphibian and reptilian lineages and the evolutionary ecology of the major groups. Emphasis will be on those species found in the southwestern United States (particularly the ARK-LA-TEX region). Prerequisite: Two semesters of biology.



438. **Ichthyology.** (2-2). The study of the vertebrate classes Agnatha, Chondrichthyes, and Osteichthyes, to include classification, phylogeny, morphology, and ecology of fishes as well as adaptations associated with nutrition, locomotion, behaviour, thermoregulation, and reproduction. Emphasis will be on those freshwater species found in North America, particularly Arkansas and Texas. Prerequisite: Two semesters of biology.
449. **Vertebrate Histology.** (2-2). The study of the cell and fundamental tissue types to include the microscopic structure of the organ systems of representative vertebrates. Emphasis will be on the relationship between microscopic structure and function. Prerequisite: Two semesters of biology, Anatomy and Physiology.
450. **Limnology.** (2-2). Study of the biological, chemical, and physical characteristics of the freshwater environment. Prerequisite: Two semesters of biology.
464. **Independent Research.** Research in biology conducted under faculty guidance. Prerequisite: Two semesters of biology and approval of Science Program Director. Offered every semester.
466. **Evolutionary Biology.** (2-2). Basic principles, mechanisms, and patterns of evolutionary biology including a historical survey of related ideas. Prerequisite: Two semesters of biology.
472. **Introduction to Forensic Science.** (2-2). The study of basic concepts, techniques, practices, and procedures of criminalistics, including the most current technologies in forensic analysis. Criminal investigation of actual cases will be discussed with a minimum of scientific terminology. In addition, the nature of physical evidence will be emphasized, including the use of DNA profiling. Strongly recommended for Criminal Justice majors and Pre-Allied Health track students in Biology. Prerequisite: Junior or Senior standing. (Cross-listed with CJ 472.)
481. **Seminar in Biology.** (1 SCH). Student participation in general and specific topics in biology. May be repeated in a different topic. Usually taken during last semester or last year. Prerequisite: Two semesters of biology.
489. **Individual Study.** Individual instruction. May be repeated when topics vary. Prerequisite: Two semesters of biology and approval of Science Program Director.

#### Chemistry (CHEM)

405. **Environmental Chemistry.** (2-2). This course will explore the nature of soil, air, water, and the impact of man on these systems. Included will be studies of local industries and municipalities with respect to their environmental monitoring and assessment programs. The laboratory will involve basic water, air, and soil sampling, and analytical techniques. Prerequisite: Two semesters of science including Chemistry.
410. **Biochemistry I.** (2-2). Biochemistry 410 is the first semester of a one-year course. The first semester covers the structure, function, and metabolism of amino acids and proteins and simple and complex carbohydrates. Emphasis will be on understanding biochemistry from a biological point of view and on providing information on how biochemical events are regulated in living tissues. Prerequisite: General Chemistry I and II and Organic Chemistry I and II. (Cross-listed with BSC 410.)
411. **Biochemistry II.** (2-2). Biochemistry 411 is the second semester of a one-year course. The second semester covers the structure, function, and metabolism of lipids and nucleic acids. Emphasis will be on understanding biochemistry from a biological point of view and on providing information on how biochemical events are regulated in living tissues. Prerequisite: General Chemistry I and II, Organic Chemistry I and II, and Biochemistry I (BSC 410). (Cross-listed with BSC 411.)
489. **Individual Study.** Individual instruction. May be repeated when topics vary.

#### Communications (COMM)

305. **Media Law and Ethics.** A study of the evolution, rights and restrictions of the media. The influence of constitutional rights, statutory restrictions, court precedents, self-imposed and public restrictions on news coverage and ethics of journalism will be reviewed.
306. **Broadcast News (Radio Production).** This course introduces the techniques of gathering, analyzing, and writing news and features for broadcast. Practice in interviewing, observation, and use of documentary references that include computer information retrieval and analysis skills.
350. **Advanced Technological Communication.** This course is designed to develop a comfort with technology and its application to communication. Emphasis is placed on computer assisted presentations, software/hardware analysis, and the design and execution of instruction using electronic means. Prerequisite: BCIS 1305 or 1401 or COSC1301.

417. **Principles of Advertising.** To gain an understanding of the role of advertising and how an advertising agency functions and examines global issues impacting advertising and the increasingly global nature of advertising campaigns. Understand the role of diverse cultures in selecting and targeting ad campaigns. Students will be introduced to key concepts and approaches in the industry. The course proceeds through a combination of lectures, seminars, workshops and readings.
418. **Introduction to Public Relations.** The objective of this course is to learn and gather, analyze, organize, synthesize, and communicate information needed in the public relations profession.
419. **Case Studies in Public Relations Crisis Management.** An in-depth study of how organizations mobilize their public relations in times of crisis. Students will examine the successes and failures of public relation responses to disasters, deciphering the lessons learned through each case study.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.

#### **Computer and Information Sciences (CIS)**

305. **Data Structures.** Emphasis of this course is on the organization of information, the implementation of common data structures such as lists, stacks, queues, trees, and graphs, and techniques of data abstraction, including encapsulation and inheritance. This course also explores recursion, the close relationship between data structures and algorithms and the analysis of algorithm complexity ('O' notation). Hands-on programming is a central component of this course. Mini-labs and programming assignments are administered. Assignments will focus on the design, implementation, testing and evaluation of various data structures.
310. **Analysis of Algorithms.** This course introduces basic elements of the design and analysis of computer algorithms. Topics include asymptotic notations and analysis, parallel sorting networks, divide and conquer, greedy methods and matroids, dynamic programming, basic graph algorithms, NP-completeness, approximation algorithms, and network flows analysis. For each topic, beside in-depth coverage, one or more representative problems and their algorithms shall be discussed. In addition to the design and analysis of algorithms, students are expected to gain substantial discrete mathematics problem solving skills essential for computer engineers. Prerequisite: CIS 305.
320. **Digital Logic.** Basic building blocks and design methods to construct synchronous digital systems. Alternative representations for digital systems; Bipolar TTL vs. MOS implantation technologies; Standard logic (SSI, MSI) vs. programmable logic (PLD, FPGA); Finite state machine design. Usage of Xilinx HDL design software for implantation of various logic circuits.
340. **Computer Architecture.** Basic hardware/software components, assembly language, and functional architecture design of computers; syntax and semantics of a typical microprocessor assembly language; instruction sets, construction and execution of an assembly program; the design and I/O modules, memory, control unit and arithmetic unit. Prerequisite: CIS 320.
370. **Programming Language Design.** This course explores the design of high-level languages; criteria for language selection; specification techniques for syntax and semantics; trends in high-level language design and introduction to programming in LISP. Prerequisite: BCIS 2331 or COSC 1320.
380. **Automata Theory.** A study of the basic types of abstract languages and their acceptors; the Chomsky hierarchy; solvability and recursive function theory; application of theoretical results to practical problems. Prerequisite: MATH 331.
390. **Computing History, Ethics and Crime.** The course studies professional issues in the information technology profession; history and social context of computing; professional responsibilities; privacy; intellectual property; risks and liabilities of computer-bases systems. Prerequisite: Senior CIS major and permission of the instructor.
410. **Operating Systems.** The principles and concepts that govern the design of modern computer operating systems are studied. Managing computing resources such as the memory, the processor and the Input/Output devices are covered – algorithms for CPU scheduling, memory and general resource allocation; process coordination and management; case studies of several operating systems. Operating systems also manage the authentication, accounting and authorization aspects in a multi-user system. Issues and limitations imposed on a computing environment by the choice of different operating systems are also explored. Prerequisite: CIS 305.
417. **Information Theory.** This course presents concepts of data information theory, bandwidth computation, error coding and recovery, data security and cryptography. Prerequisite: Calculus II and MATH 453.
420. **Computer Networks.** Several computer networking concepts are covered including the OSI reference model for networking protocols, TCP/IP implantation, internetworking technologies such as frame relay, FDDI, X-25, ISDN services, the Internet, and the World Wide Web. The use of internetworking



software applications, routing/switching hardware and algorithms, security, intranets and intranet servers and browsers, networks and network servers, LANs/WANs. The course will also include case studies of existing networks and network architectures. Prerequisite: CIS 305.

425. **Distributed Computing.** Concepts of heterogeneous multi-computer systems, distributed operating systems are covered. Communication in a client/server model using RPC, Message oriented communications, remote object invocation, and stream oriented communication for multimedia environments, distributed processes and software agents. Other distributed system concepts such as clock synchronization, data consistency and replication, fault tolerance, security and distributed component and file systems are also covered. Prerequisite: CIS 410 and 420.
435. **Mobile and Wireless Networks.** This course will cover a broad selection of topics in mobile data communications such as various wireless networking technologies (Bluetooth, 802.11, 802.16, satellite communication), mobile IP and ad hoc routing algorithms, mobile TCP, mobile data management, location dependency/awareness, mobile applications/services, security issues and user interface issues. Prerequisite: CIS 420.
440. **Web Applications Engineering.** This course examines various paradigms in client/server technologies for development of dynamic websites such as EBay or Hotmail. Various aspects of dynamic websites such as cgi, database backend with MySql, web services using the XML related technologies, servlets, Javabeans will also be explored. This course has a significant programming component. Prerequisite: COSC 1320 or BCIS 2331.
445. **Telecommunication Systems.** Course presents basic concepts in telecommunications, emphasizing topics such as SONET, Cell and Frame Relay, ATM and multimedia switching. Recent concepts such as VPN over MPLS are introduced. Operation and Maintenance (OAM) of large computer networks are also discussed. Prerequisite: CIS 420.
447. **Modeling and Simulation.** A study of modeling and computer stimulation of discrete and continuous systems – those characterized by stochastic discrete events and those characterized by differential equations. Will include the study and use of simulation languages. Prerequisite: CIS 420, MATH 453, and Calculus II.
450. **Network Management.** This course enables a student to understand how to support, plan and manage a local or wide area network. Monitoring and configuring of network elements using SNMP and RMON will be studied. The use of COBRA, CLI and web based management tools will also be covered. Prerequisite: CIS 420.
460. **System Programming and Compiler Design.** Study of programming language translation: functions and general organization of compiler design and interpreters; theoretical and implementation aspects of lexical scanners; parsing of context free languages; code generation and optimization; error recovery. Prerequisite: CIS 305, 370 and 380.
470. **Data Mining.** This course focuses on association rules, descriptive and predictive models, classification, statistics, nearest neighbor, clustering and decision trees. Related topics such as data warehousing, data preparation, web mining and temporal mining will also be covered. Prerequisite: MIS 366.
475. **Computer Graphics.** A study of the principles of interactive computer graphics; systems organization and device technologies for raster and vector displays; 2-D and 3-D viewing, clipping, segmentation and interaction handling; 3-D geometrical transformations, projections and hierarchical data structures for graphics modeling. Prerequisite: CIS 305.
485. **Capstone in CIS.** This course will require a student to complete a project in their area of interest with a final report and presentation due at the end of the semester. The project must reflect a comprehensive theoretical and practical understanding of various topics in computer science (programming, mathematical analysis, architecture design etc.). Prerequisite: Senior CIS major and permission of instructor.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

#### Education (ED)

311. **Human Growth and Development.** Theories of children's growth and development are presented along with their relationship to learning and teaching. Cultural, emotional, physical, intellectual and learning differences are studied for their impact on learning abilities and educational opportunity.



321. **Effective Teaching and Evaluation.** Theories of learning will be presented along with their impact on strategies for effective teaching. Educational measurement and evaluation as used by schools will be studied. Theories relevant to the use of media and technology will be addressed.
401. **Early Childhood Education: History and Philosophy.** A study of the history of early childhood educational movements and the impact of past and present educational philosophies on the early childhood program. Prerequisite: ED. 311, 321 or may be taken concurrently.
403. **Early Childhood Education: Curriculum.** A comprehensive study of the curriculum including the areas of instruction, experience, and the use of materials for instructional purposes in early childhood. Prerequisite: ED 401.
434. **Classroom Management & Teaching Strategies.** Students will learn about and demonstrate teaching strategies such as exposition, demonstration, and inquiry. Also, students will study, observe and demonstrate an understanding of various classroom management theories. A field experience component is required. Prerequisite: Admission to the CPDT program.
435. **Curriculum.** Philosophy and design of curriculum in today's schools will be studied. Unit planning including assessing information through traditional sources as well as the new technologies will be addressed. A field experience component is required. Prerequisite: Admission to the CPDT program.
478. **Internship in Teaching (EC-4).** This course provides supervised experiences in the Early Childhood-4 classroom for students on Probationary Certificates or students admitted to the Professional Development School (PDS). A total of six semester hours of internship must be earned. Graded on Satisfactory (S) or Unsatisfactory (U) basis.
479. **Internship in Teaching (4-8).** This course provides supervised experiences in the grades 4-8 classroom for students on Probationary Certificates or students admitted to the Professional Development School (PDS). A total of six semester hours of internship must be earned. Graded on Satisfactory (S) or Unsatisfactory (U) basis.
480. **Internship in Teaching (8-12).** This course provides supervised experiences in the grades -128 classroom for students on Probationary Certificates or students admitted to the Professional Development School (PDS). A total of six semester hours of internship must be earned. Graded on Satisfactory (S) or Unsatisfactory (U) basis.
486. **Methods of EC-4 Math, Physical Education and Science.** A field based methods course that engages students in learning experiences directly in an EC-4 setting as well as in the classroom. The content areas covered include mathematics, physical education, and science. Prerequisite: ED 311, PSYC 2308, or PSYC 2314; and ED 321, MATH 350 & 351, RDG 340 & 341, and SPED 410.
487. **Methods of EC-4 Social Studies, Language Arts and Fine Arts.** A field based methods course that engages students in learning experiences directly in an EC-4 setting as well as in the classroom. The content areas covered include language arts, social sciences, and fine arts with emphasis on the integration of the various content areas. Prerequisite: ED 311, PSYC 2308, or PSYC 2314; and ED 321, MATH 350 & 351, RDG 340 & 341, and SPED 410.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
491. **Resident Teaching Early Childhood-Grade 4.** Resident teachers participate for 15 weeks in an EC-4 setting. Teaching by the resident teacher is directed and supervised by an Instructional Leadership Team (ILT). Seminars will be offered which will address legal and ethical issues of education, school organization and management, and uses of media in teaching. Prerequisite: Admission to the CPDT program, completion of all professional education courses, and recommendation of a CPDT interview panel. Graded on a Satisfactory (S) or Unsatisfactory (U) basis for 6 SCH.
492. **Resident Teaching Grades 4-8.** Resident teachers participate for 15 weeks in a middle school setting. Teaching by the resident teacher is directed and supervised by an Instructional Leadership Team (ILT). Seminars will be offered which will address legal and ethical issues of education, school organization and management, and uses of media in teaching. Prerequisite: Admission to the CPDT program, completion of all professional education courses, and recommendation of a CPDT interview panel. Graded on a Satisfactory (S) or Unsatisfactory (U) basis for 6 SCH.
493. **Resident Teaching Grades 8-12** Resident teachers participate for 15 weeks in a secondary school setting. Teaching by the resident teacher is directed and supervised by an Instructional Leadership Team (ILT). Seminars will be offered which will address legal and ethical issues of education, school organization and management, and uses of media in teaching. Prerequisite: Admission to the CPDT program, completion of all professional education courses, and recommendation of a CPDT interview panel. Graded on a Satisfactory (S) or Unsatisfactory (U) basis for 6 SCH.

494. **Resident Teaching II Early Childhood-Grade 4.** Resident teachers participate for 15 weeks in an EC-4 setting. Teaching by the resident teacher is directed and supervised by an Instructional Leadership Team (ILT). Seminars will be offered which will address legal and ethical issues of education, school organization and management, and uses of media in teaching. Prerequisite: Admission to the CPDT program, completion of all professional education courses, and recommendation of a CPDT interview panel. Graded on a Satisfactory (S) or Unsatisfactory (U) basis for 3 SCH.
497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of special interest.

**Electrical Engineering (EE)**

210. **Introduction to Electrical Engineering.** Current, voltage, power and energy, Kirchhoff's current and voltage laws, resistance, capacitance, inductance, series and parallel combinations of circuit elements will be introduced. Superposition, mesh current and node voltage analysis, complex numbers, signals, communications, modulation, binary number systems, Boolean algebra, and logic elements will be emphasized. Co-requisite: Calculus I and calculus based Physics I.
220. **Introduction to Circuits.** Circuit elements, voltage and current dividers, and Thevenin and Norton theorems will be reviewed. Inverters, sum and difference amplifiers, capacitors and inductors, transient response, RC, RL and TCL circuits, AC steady-state analysis, sinusoids and phasors will be emphasized. Prerequisite: EE210 and calculus based Physics I.

**English (ENG)**

305. **Children's Literature I.** A survey of the history of children's books, books for very young children, picture books and illustrators, short fiction, folk tales, fables, myths and epics, historical fiction and biography.
306. **Children's Literature II.** A study of realistic fiction, fantasy, young adult literature, poetry and informational books.
312. **Shakespeare.** A study of the author's plays with special attention devoted to major and better-known works.
340. **Advanced Expository Writing.** Through guided practice, students develop the ability to write prose that informs and persuades. While they draft, revise, and edit a series of essays, students apply strategies for writing with effective organization and style. The course also demands careful reading and discussion of model essays and articles drawn from a diverse selection of published authors. Prerequisite: Engl 1301 and 1302.
424. **History and Grammar of the English Language.** Topics include the basic features of human language, a historical study of English, and a study of English phonology, morphology, and syntax.
430. **Images of Women in Literature.** A study of the various images of women in literature with an emphasis on the twentieth century.
441. **Advanced Survey of American Literature I.** A study of the development of American literature from its beginnings to the late nineteenth century.
442. **Advanced Survey of American Literature II.** A study of the development of American literature from the late nineteenth century to the present.
450. **Studies in Genre.** Advanced study of one of the following literary genres: Short Story, Film, Poetry, Drama and International Literature. May be repeated when topics vary.
471. **Advanced Survey of British Literature I.** The development of English literature from its beginnings to 1800.
472. **Advanced Survey of British Literature II.** The development of English literature from 1800 to present.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
491. **Capstone in English Studies.** (1 SCH) This course provides a review of English studies with emphasis on critical approaches to literature, literary terminology, and the characteristics and major writers of literary periods. Prerequisite: to be taken during the final semester of the bachelor's degree program in English.
497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of special interest.

**Geography (GEOG)**

413. **Cultural Geography.** This course involves an in-depth study of major topics in human and cultural geography, ranging from religious values in the landscape, the political partitioning of earth space,



to an exploration of the spatial aspects of popular culture. Students will be involved in the selection of topics.

#### History (HIST)

310. **The Ancient World.** A survey of Mediterranean civilizations to the fall of the Roman Empire with emphasis on the histories of Greece and Rome.
312. **Medieval Civilization.** A survey of the heritage of the Middle Ages, emphasizing the growth of political, social, economic, cultural, and religious institutions.
314. **Renaissance and Reformation.** A course devoted to the study of the nature and origin of the religious, social, economic, cultural and religious institutions.
328. **Colonial and Revolutionary America, 1492-1789.** Development of the British colonies in North America through the eighteenth century, the American Revolution, and the establishment of the institutional foundations of the new American Republic during the Confederation period.
340. **British History.** An overview of the history of England from prehistory to the present.
351. **Europe, 1815-1920.** Survey of the political, social, economic, and intellectual development of modern Europe with emphasis on the major ideas and movements that influenced Europe before World War I.
352. **Europe, 1920 to the Present.** An interpretation of the far-flung, events and movements of European history since the First World War. Special emphasis is placed on the rise of Communism, Fascism, Nazism, the Second World War, the Cold War and recent developments in European history.
419. **American Social and Intellectual History.** A survey of the social and intellectual currents and ideas that influence and inform the American people.
428. **The United States in the Twentieth Century.** Develops an understanding of the various forces that influence contemporary society. The major themes of industrialization and international involvement provide the framework within which modern America emerges on the world scene.
434. **The Civil War and Reconstruction, 1850-1877.** The political, social, and constitutional origins of the American Civil War; military, political, and social history during the war years; and the reconstruction of the Southern States.
450. **Latin America-The Colonial Era.** A survey of the social, economic, political and religious forces that shaped Latin America through the independence movements of the nineteenth century.
451. **Modern Latin America.** This course will study the major historical developments of Latin America since the beginning of the nineteenth century and provide students with a general history of Latin America.
454. **The Culture and History of Mexico.** This course surveys the major political, cultural, economic, social, and intellectual developments of Mexico from Pre-Columbian times to the present, and examines how Mexicans today interpret and celebrate their rich and diverse heritage. In the last week of the semester, students will have the option traveling to Mexico City with the instructor to learn more about Mexican culture and history.
460. **Cultural History of Texas.** A study of the historical, political, and economic forces that have shaped the cultural identity of Texas from Native American prehistory through the Spanish conquest, republican independence, statehood, confederacy, and reconstruction to a major role in the emergence of the New South and the new economy.
462. **Modern German History.** A story of the German people from the unification process in the 19<sup>th</sup> Century through the unification process of the 20<sup>th</sup> Century. The brief history of a united Germany (1870-1945) demands the attention of reflective persons because it teaches us about the role of fear and cupidity and obtuseness in human affairs, about the seductions of power and the apparently limitless inhumanity that man is capable of, as well as courage and steadfastness and the bounty of creativity.
470. **20th Century Asia.** A survey of major political, social, and cultural forces that have shaped the history of Asia in the Twentieth Century.
480. **Senior Seminar.** (1 SCH) This course is a seminar required for all students who are seeking Texas certification to teach history or social studies. Students will evaluate the ways in which the knowledge gained in history and social studies courses can be used to accomplish the goals of TEKS. Prerequisite: Senior standing.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
490. **Internship.** The history internship offers students an opportunity to work in the Texarkana Museum System. Students will participate in a variety of tasks which will provide them an introduction to museum and archival work. To enroll, students must be history or education majors, have an overall grade-point average of 2.75 or higher, and have completed 15 hours of college history courses with a



grade point average of 3.00 or higher. Only currently enrolled students who are seeking a degree may apply for the internship course.

497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of special interest.

**Interdisciplinary Studies (IS)**

325. **American Culture: An Historical Perspective.** An examination of selected historical aspects of American Culture, utilizing on-line primary sources. Students will be engaged in reading, discussing, and analyzing primary sources in five selected areas of American culture.
390. **Psychology of Work.** Examines the psychological impact of work on the individual through a study of the nature of work, job satisfaction, motivation, communication, behavioural styles, and career development. Students will assess individual personality traits, learning styles, work skills, and develop career goals. In addition, students will be guided through the portfolio compilation process to enable them to develop a portfolio of work and life learning for credit evaluation. Prerequisite: limited to students enrolling in the BAAS program.
395. **Living in the 21<sup>st</sup> Century.** Through reading, lecture, discussing, multimedia presentations, and research the student will explore the major national and international issues that provide the challenges and opportunities for achieving success in a chosen career and in attaining life goals. Although course topics may vary, they include: human diversity and multiculturalism, science, society and technology, economy and environment, human values and professional ethics. (Formerly IS 495).
410. **Foundations of Leadership.** This course introduces leadership theory and practice. Students will develop an understanding of the behaviors and characteristics of leaders through the examination of current leadership models.
415. **Organizational Development and Change.** This course introduces the discipline of organizational development and leadership, specifically as it applies to non-profit agencies, including definitions, values, ethics, and organizational development as a normative process. Change theory and practice and the role of the change agent/organizational development professional are examined. Traditional organizational development interventions and current applications of organizational development thought are surveyed.
420. **Community Leadership.** This course defines the nature of community leadership and examines the process of non-positional or “grassroots” leadership development from within communities and organizations. Students will study how and why ordinary people emerge as leaders and choose to remain committed to the common good despite cynicism and the shift in availability of economic resources. Prerequisite: Junior standing.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
490. **Strategies for Action Research.** As the summative course of the BAAS program, this course requires that students develop a research project with instructor approval. Because of the interdisciplinary nature of the BAAS degree program, individualized plans of research will be designed for each participant. Students will complete the following: (1) develop a research agenda on an approved topic; (2) conduct both a literature review and an action research plan of the topic within the context of a specified setting; and (3) complete both an oral and a written report. Prerequisite: Senior standing.
497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of special interest.

**Journalism (JOUR)**

310. **Advanced News Writing and Reporting.** An advanced study in the methods used in gathering and writing news. Prerequisite: COMM 2309, COMM 2311 and COMM 2315.
311. **Television News Production.** Reporting, preparation and presentation of news for television. Discussion and practice in writing, reporting, videotaping and editing news for TV. Analysis of TV writing problems: use of photographs, graphics and video tape as visuals; uses of sound in TV news; and ethical problems of the TV reporter and editor.
312. **Photojournalism.** This is an introductory photojournalism course focusing on the basics of light, camera operation, and the use of chemical and digital darkrooms. It includes introduction in spot news and feature photography as well as instruction in ethics, privacy and law. Prerequisite: COMM 1316.

315. **Writing for Broadcast.** A study of the principles of writing for radio and television. Students will practice writing commercials, underwriter announcements, public service announcements and news.
316. **International Field Study in Journalism.** (6 SCH) Students will become familiar with media and political systems of another country. Ten-day travel to the country will be required. Course may be repeated one time for a different country of study.
397. **Special Topics.** Organized Class. May be repeated when topics vary. Special courses designed to cover areas of special interest. (1-3 SCH).
410. **Feature Writing.** To introduce students to the world of the magazine and show them what it takes to participate in that world as professionals. The main focus will be given on the article, the editorial heart and soul of the magazine. Prerequisite: JOUR 310.
411. **Advanced Editing, Layout and Design.** This course will teach advanced layout and design skills required for Mass Communications students. Prerequisite: JOUR 310.
412. **Copy Editing.** This course will examine editing for various media including the Web, broadcast, newspapers, magazines and corporate publications. Prerequisite: JOUR 310.
413. **Information Gathering: Computer Assisted Reporting.** A study of and practice in using electronic resources (records, databases, internet, etc.) to gather information for publication.
414. **International Communication: Global Journalism.** A study of concepts, issues, and developments in the field of international communication. This course will encompass the international economic, political, and structural contests in which the communication and information industries and nations interact.
415. **News Analysis and Opinion Writing.** Study of editorials, editorial columns, commentary pieces, reviews, news analysis and criticism. Examines editorial boards, generating ideas for columns and writing books, theater and film criticism. Prerequisite: JOUR 310.
416. **Television Production.** This course covers fundamentals of video production in a multi-camera studio and Electronic Field Production (EFP) environment including pre-production, production, direction and editing. Students will understand the functions and responsibilities of the production crew and the equipment.
417. **Advanced Television Production.** Hands-on participation in the production of a ready-to-air documentary. Components include research, writing, field and studio production, editing and distribution. May be repeated 3 times for credit. Prerequisite: JOUR 416.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
490. **Internship in Mass Communications.** A field based course in which students have an opportunity to apply or demonstrate writing, editing, public relations, advertising, layout and design skills in a real world setting. May be taken for 3 – 6 SCH. Prerequisite: Permission of instructor.
491. **Research in Mass Communications.** A supervised course tailored to specific student interests. This course will give students opportunities for independent research, reading, and experimentation on relevant issues in mass communications.

#### Mathematics (MATH)

315. **Differential Equations.** A modern introduction to differential equations using graphical and numerical as well as symbolic techniques. First-order, second-order, and systems of differential equations with applications. Computer software will be used. Prerequisite: Completion of calculus sequence.
321. **Modern Geometry.** Properties of finite geometries and of points, lines, triangles, and circles in Euclidean geometry. Computer geometry software will be utilized. Prerequisite: Calculus I.
331. **Discrete Mathematics.** Sets, mathematical induction, graphs, trees, counting techniques, recursion, logic and Boolean algebra. Prerequisite: Two courses in college level mathematics.
334. **Introduction to Abstract Algebra.** Properties of the integers, permutations, groups, rings, integral domains and fields. Prerequisite: Calculus II
335. **Linear Algebra.** Systems of linear equations, matrices, vector spaces, determinants, eigenvectors, eigenvalues, linear transformations, applications. Appropriate technology will be utilized. Prerequisite: Calculus I.
350. **Concepts of Measurement and Data Interpretation.** Data collection, description, and interpretation; probability; measurement; applications. Appropriate technology will be used. Prerequisite: MATH 1314 and 1350.
351. **Concepts of Geometry.** Geometric figures, networks, transformations, symmetries, congruence, similarity, constructions, and applications. Appropriate technology will be used. Prerequisite: MATH 1314 and 1350.



352. **Math Foundations and Application.** Further study in mathematics including geometry, probability, statistics, applications of trigonometry, and conceptual calculus. Appropriate technology will be used. Prerequisite: MATH 1314, 1316, 1350, and 1351.
430. **Mathematical Modeling.** Applications of a variety of mathematical techniques across many different areas. Discrete and continuous models, theoretical and empirical models, deterministic and probability models and analytic and simulation models will be considered. Tools for the course include computer software as well as hand-held technology. Prerequisite: MATH 2314.
437. **Number Theory.** Mathematical induction, divisibility, primes and composites, congruencies, fundamentals of arithmetic, Pythagorean triples, cryptology. Computer software will be utilized. Prerequisite: Calculus I.
453. **Statistics.** Topics from descriptive and inferential statistics including graphical displays of data, measures of the center and dispersion; discrete and continuous distributions, correlation and regression, one and two population parameter estimation and tests of hypotheses, contingency tables, and analysis of variance. Computer software will be utilized. Prerequisite: 3 SCH mathematics at the level of College Algebra or above.
457. **Probability and Statistics.** Probability, discrete and continuous distribution, estimation, and hypothesis testing. Appropriate technology will be utilized. Prerequisite: Calculus I.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
493. **Capstone in Mathematics.** Conclusion of preparation of a portfolio of mathematical experiences composed of artifacts from throughout a student's time in upper-level mathematics classes. Important for the TExES examination. Presentation of a selected portfolio artifact will be required. Prerequisite: Senior standing and permission of the instructor. Graded on Satisfactory (S) or Unsatisfactory (U) basis.

#### Political Science (PSCI)

305. **Introduction to Political Ideologies.** An introductory survey of selected ideologies. Topics may include liberalism, classical Marxism, communism, fascism, democratic socialism, conservatism, authoritarianism, African-American political thought, and gender ideologies. Ideologies' assumptions, justifications, and implications for political life will also be discussed.
331. **Introduction to Public Administration and Leadership.** Discuss and assess major concepts of administration and leadership in public agencies. Case studies and field based experiences are employed as learning tools.
340. **Introduction to Comparative Politics.** This course familiarizes students with the field of comparative politics, its key concepts and major theoretical approaches. The bulk of the course is a broad introduction to the major types of political systems in the modern world, including advanced industrial democracies of the "West", transitional systems of Communist and post-Communist countries, and economically less developed nations.
341. **European Politics.** A study of select European nations and their political institutions. The course considers the organization, political behaviour and decision-making process of the major countries of Europe, including the United Kingdom, France, Germany, Italy, Poland, Sweden, and Russia. It will also examine political and economic trends challenging and reshaping democratic institutions. Particular attention is given to European cooperation and the inclusion of East-Central Europe and Russia into the European community.
344. **Russian and East European Politics.** A comprehensive examination of the East/Central European countries and the former Soviet Union, covering the general historical overview of the region, its geography, political structures and processes of the communist period and the post-communist transitions to widely divergent societies and politics. Social and economic policy and popular attitudes are also examined. Emphasis will be placed on the diversity of the region.
350. **Introduction to International Relations.** An examination of changes in the nature of the international community from the Treaty of Westphalia to the present, emphasizing the forces that produce cooperation and conflict among nations.
426. **Civil Rights/Civil Liberties.** This course contributes to the student's understanding of how the Constitutional rights and liberties of U.S. citizens have developed. Additionally, examination of the socio-political context provides the basis for understanding the continued evolution of these rights and liberties.
427. **Public Law: Federal and State.** The development of the concept of constitutional government. The constitutional structure of the American government and the Supreme Court's role in the evolution



of the United States Constitution. Special emphasis on the constitutional structure of the Texas government.

428. **Intergovernmental Politics.** A study of the process of government that accomplishes practical goals by coordinating the activities within and between national, state, local and special governmental units.
460. **Political Parties and Elections.** This course provides a comprehensive review of American political parties and elections. Students will examine the historical development and contemporary nature of the major political parties. Exploration of the presidential election system will cover the different phases of the process, influences of money, the media, and third parties, and possible reforms.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
490. **Internship.** (6 SCH) The internship course is designed to offer students an opportunity to work in the offices of state, federal, and locally elected officials. Students will learn the kinds of services provided by the offices, the expectations the electorate has of their elected officials, and the kinds of activities that occur in these offices. Students will be engaged in meaningful tasks and assignments that contribute to their understanding of democratic government. Prerequisite: Students must have passed PSCI 428, be of Senior standing, have a grade point average of 2.75 or higher, and complete a student application process. Only currently enrolled students who are seeking a degree may apply for the internship course.
497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

#### Reading (RDG)

340. **Reading: Overview and Strategies I.** This course is an introduction to the teaching of reading. Current issues and theories will be addressed as well as methods for teaching word recognition, vocabulary and comprehension. The scope and sequence of reading skills and their relationship to the Texas Essential Knowledge and Skills will be studied.
341. **Reading: Overview and Strategies II.** An expansion and refinement of topics introduced in RDG 340. Specific emphasis will be given to techniques for teaching reading lessons, approaches to the teaching of reading and evaluation. Prerequisite: RDG 340.
342. **Diagnostic Teaching of Reading.** Emphasizes techniques for individualizing instruction for children who experience minor difficulties in reading strategies for evaluating and providing for individual needs in the regular classroom will be stressed. Prerequisite: RDG 340.
343. **Reading Beyond the Primary Grades.** Designed to teach content area teachers how to help their students learn from textbooks. Techniques for evaluating both textbooks and students. Coping with the reading, demands of textbooks, and study skills will be learned.
344. **Reading Comprehension.** This course will address the research, strategies, and materials related to teaching reading comprehension. Students will evaluate reading programs and study techniques used in meeting the comprehension needs of readers. Prerequisite: RDG 340.
346. **Word Recognition.** This course will address strategies for helping children achieve reading fluency through effective and efficient word identification. Research, strategies, and materials related to word recognition will be examined. Prerequisite: RDG 340.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.

#### Spanish (SPAN)

303. **Spanish Composition and Conversation.** Review of the most important concepts of first and second year Spanish, expanding on advanced grammar issues, writing skills and oral diction. It provides students with the skills required to improve their written and oral communication competency in the Spanish language at an upper intermediate level. It includes the development of writing skills with an emphasis on grammatical constructions, following a structural analysis of representative literary texts. It also deals with the development of oral skills through pronunciation practice, discussion of current events, skits, interviews, conversations, role plays, and debates. Course activities provide students with tools to express themselves clearly, completely, and accurately both in written and oral form. Activities also foster the development of depth of knowledge, critical thinking, and written expression in Spanish, providing students with the ability to think rationally, develop informed opinions, and comprehend new ideas. Prerequisite: Satisfy Spanish placement test at the 300 level.
310. **Spanish Grammar and Composition.** A study of advanced Spanish grammar as an integral part of the development of reading and writing at an advanced level. This course integrates the study of

Spanish syntax, morphology and semantics into a structured approach to text comprehension and composition. Coursework will combine grammatical analysis with controlled-to-free compositions of increasing length and complexity. Composition topics will be based on reading assignments and class discussions. Emphasis will also be given to the use of idiomatic expressions and the mastery of style. The course will provide student's with a better understanding of the complexities of Spanish syntax and stylistics, which in turn will improve their ability to use the language in a variety of situations. Prerequisite: SPAN 303.

317. **Spanish Conversation and Diction.** A study and analysis of Spanish phonetics and pronunciation. The course emphasizes the correct pronunciation of the Spanish language through exploration of the basics of the Spanish sound system and contrastive analysis of the phonetics of English and Spanish. The course strives to assist students with their pronunciation of the Spanish language and their conversational skills in Spanish through instructor led conversations and class discussions concerning current events in the Hispanic world. Prerequisite: SPAN 303.
360. **Introduction to Hispanic Literature.** An introduction to Spanish and Spanish American narrative, poetry and drama, with an emphasis on the major periods and movements of Hispanic literature. The primary objectives of this course is twofold. The first is to assist students in obtaining the necessary skills of textual analysis and literary criticism so that students can identify concepts such as plot and structure. The second is to assist students in developing an appreciation for the art of literature. In addition, it will acquaint students with the social, political and cultural aspects of the readings, which are representative of the Hispanic culture. Prerequisite: SPAN 310.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.

#### Special Education (SPED)

410. **Introduction to Individuals with Exceptionalities.** This course introduces perspective teachers to individuals with exceptionalities and is a required course for all persons seeking a teacher certification. The course content focuses on: (1) perspectives, paradigms, and trends in special education; and (2) the nature of specific exceptionalities. The nature of exceptionalities includes: characteristics, etiology, diagnosis, degrees, impact on families and individual, specific needs and interventions, as well as social and cultural influences. Prerequisite: PSYC 2308 or ED 311.
415. **Teaching Students with Moderate to Severe Disabilities.** This course addresses the unique characteristics and lifelong learning needs of individuals with moderate/severe disabilities. Instructional, as well as management strategies are explored. Frameworks for collaboration are introduced.
416. **Behavior Management and Motivation.** This course examines different motivational and behaviour management theories and strategies. Practical techniques to use with individual students, small groups, and classrooms will be explored. Prerequisite: Admission to the CPDT program.
417. **Assessment of Individuals with Exceptionalities.** Focusing on individuals with exceptionalities and/or those who are at-risk, this course introduces a variety of assessment procedures including formal and informal methods. Interpretation and application of assessment results are emphasized.
418. **Inclusion Strategies and Techniques.** This course addresses strategies and techniques for effective and efficient inclusion of students with exceptionalities in general classrooms and school programs. Instructional, as well as management strategies are explored. Frameworks for professional collaboration are introduced. Prerequisite: Admission to the CPDT program.
475. **Resident Teaching in Special Education II.** Resident teachers participate for 7 weeks full-time in a special education setting. Teaching by the resident teachers is directed and supervised by an Instructional Leadership Team (ILT) for CPDT students or by a mentor teacher and university liaison for ACP students. Students enrolled in this course are seeking dual certification and will spend an additional 8 weeks teaching in an elementary (grades 1-8) setting. Seminars will be offered which will address legal and ethical issues of education, school organization and management, and uses of media in teaching. Prerequisite: Admission to the CPDT Program, completion of all professional education courses, and recommendation of a CPDT interview panel or admission to the ACP. Graded on a Satisfactory (S) or Unsatisfactory (U) basis for 3 SCH.
481. **Internship in Teaching Special Ed.** This course provides supervised experiences in the Special Education classroom for students on Probationary Certificates or students admitted to the Professional Development School (PDS). A total of six semester hours of internship must be earned. Graded on Satisfactory (S) or Unsatisfactory (U) basis.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.



# Arts & Sciences Graduate Programs

English (M.A.)

History (M.S.)

Interdisciplinary Studies (M.S.)

## Program Admission Requirements for the College of Arts & Sciences:

1. A baccalaureate degree from an accredited institution
2. A 2.5 GPA in the last 60 hours of undergraduate degree program
3. Resume
4. Three positive letters of academic recommendation dated within six months of application
5. Official scores on the Graduate Record Examination (GRE)
  - Sent by the Educational Testing Service (ETS) to Texas A&M University-Texarkana
  - Scores for the analytical, verbal, and quantitative components are required
  - Scores must be no older than five years at the time of application
  - Applicants seeking a second master's degree are exempt from this requirement if overall graduate GPA is 3.0 or higher.

**Note:** (a) selected majors may specify additional program admission requirements (b) All students must pass a comprehensive exam.

### Major: English (36 SCH)

#### Degree: Master of Arts (M.A.)

In addition to the above program admission requirements, English majors must provide the following:

1. Evidence of a positive record of life and professional experiences presented in essay format
2. A written summary of professional interest and commitment.

#### Degree Requirements:

##### Thesis Option

24	SCH	English including at least 12 SCH in literature (selected courses determined in conference with an English advisor)
3	SCH	Approved Elective
Eng	518	Thesis (6 SCH)
Eng	595	Research Lit and Tech (Normally taken as early as possible in a graduate program.)

##### Non-Thesis Option

24	SCH	English including at least 12 SCH in literature (selected courses determined in conference with an English advisor)
6	SCH	Approved Electives
Eng	575	Current Issues in English Studies (Capstone Course – normally taken during student's last semester of graduate coursework; Prerequisite: English 595)
Eng	595	Research Lit and Tech (Normally taken as early as possible in a graduate program.)

### Major: History (36 SCH)

#### Degree: Master of Science (M.S.)

In addition to the above program admission requirements, History majors must provide the following:

1. Positive record of professional and life experiences documented by an essay not to exceed 700 words



### Degree Requirements:

Hist	501	Methods & Principles of Historical Research	Hist	555	American History and American Films
Hist	520	Rdgs in Hist of Colonial America	Hist	560	History of American West
Hist	530	Rdgs in History of American Civil War	Hist	571	Latin American History through Film
Hist	540	Rdgs in History of Second World War	Hist	572	Colonial Spanish American
Hist	545	Rdgs in History of Modern Germany	Hist	573	Rdgs in Hiistory of Mexico
			Hist	589	Independent Study
			Hist	597	Special Topics

### Major: Interdisciplinary Studies (36 SCH)

#### Degree: Master of Science (M.S.)

This degree was developed to allow and encourage students to pursue their general education at the graduate level in courses that stimulate and enhance their personal, intellectual and cultural development. In addition to the above program admission requirements, Interdisciplinary Studies majors must provide the following:

1. An essay on career goals not to exceed 700 words

### Degree Requirements

#### Option I

IS	595	Research Literature & Tech
12-18	SCH	In the Area of Concentration
6-12	SCH	In one subject area outside the Area of Concentration
6-12	SCH	In one subject area outside the first two areas
0-6	SCH	Electives outside previous areas
IS	597	MSIS Project: Final Draft

#### Option II

12-18	SCH	In the Area of Concentration
6-12	SCH	In one subject area outside the area of Concentration.
6-12	SCH	In a subject area outside the first two areas
0-6	SCH	Electives outside previous areas
IS	518	Thesis (6 SCH)

The final project is a six-hour, two-semester research or creative project under the guidance of a mentor who helps the student decide upon a project and then periodically meets with the student to assist in, and critique, the work in progress.

During IS 595, the student will focus on determining the nature of the project, researching material, planning, and putting together a rough draft of the project.

During IS 597, the student will refine and complete the project, taking into account critiques by the mentor and an outside evaluator.

Students are also required to take a comprehensive exam in their major area of concentration for the purpose of assessment.

### Areas of Concentration

Students may complete 12 to 18 graduate hours in any academic discipline or combination of academic disciplines (except Business and Counseling) Up to 12 SCH of credit from an accredited institution may be transferred to A&M-Texarkana and if in the same subject area may be used as the Area of Concentration.

#### Example: Area of Concentration in Psychology

Psy	503	Psy of Behavior Disorders (prerequisite: Psy 316 Abnormal Psy or equivalent)	Psy	533	Psychological Testing (prerequisite: Math 453 Statistics or equivalent)
Psy	516	Psy Theories of Learning	Psy	535	Behavior Modification
			Psy	543	Human Growth & Dev
			Psy	575	Ethics in Psychology

# Education Graduate Programs

Adult Education (M.S.)

Curriculum & Instruction (M.S.)

Education (M.S.)

Educational Administration (M.Ed.)

Instructional Technology (M.S.)

Special Education (M.Ed./M.S.)

## Certification

English as a Second Language

Master Technology Teacher (MTT) EC-12

Principal

Professional Educational Diagnostician

Professional Reading Specialist

Professional School Counselor (see College of Health and Behavioral Sciences for degree)

Professional Special Education Counselor

Superintendent

Technology Applications 8-12

## Requirements for Degrees and Certificates

The following section is a guide, not an official degree plan or certificate plan. The background and goal of each student is unique, and each should secure an individual plan.

### Master of Education Degree (M.Ed.)

1. Complete all general requirements as outlined under “Master’s Degree Graduation Requirements” including satisfactory performance on the Comprehensive Examination administered by the program.
2. Must hold a bachelor’s degree and teaching certificate.
3. Complete 36 SCH in accordance with the degree program chosen.
  - a. Major: 18 to 24 hours in the major area of study
  - b. Electives: 12 to 18 hours in approved courses related to certification.

### Master of Science Degree (M.S.)

1. Fulfill all general requirements for a graduate degree as outlined under "Master's Degree Graduation Requirements" including satisfactory performance on the Comprehensive Examination administered by the division.
2. Complete a 36 SCH program consisting of:
  - a. Major: 18 to 24 SCH in the major area of study
  - b. Electives: 12 to 18 SCH in approved courses outside the major

### Major: Adult Education (36 SCH)

#### Degree: Master of Science (M.S.)

In July 2001, Texas A&M University-Texarkana received authorization to offer a major in Adult Education effective September 2001.

Graduates of this program will be prepared for careers in which they work directly with other adults in a teaching/training capacity. Currently, there are no certification procedure for person working in Adult Education.

The educational objectives of this program include the following:

1. To teach prospective adult educators both the traditional and progressive instructional methods appropriate in a wide variety of environments.
2. To provide adult educators with the theoretical and philosophical foundations necessary to establish an education/training function at their work site.
3. To teach adult educators techniques of planning and evaluating educational programs, workshops, and conferences.
4. To ensure that graduates of this program are able to assume a leadership role in developing and administering Adult Education programs.
5. To enable graduates to address the particular learning needs and styles of adult students.
6. To enable Adult Educational graduates to be effective agents for organizational change and progress.

For specific information regarding the major in Adult Education, contact Dr. Lila Walker, (903) 223-3030.

The following criteria must be successfully completed for admission into this graduate program:

1. A baccalaureate degree
2. A 2.5 GPA in the last 60 hours of undergraduate degree program
3. Three positive letters of academic recommendation  
(Letters must be dated within 6 months of application.)
4. A record of life and professional experiences
5. A letter of interest and commitment
6. Official scores on the Graduate Record Examination (GRE)
  - a. Sent by the Educational Testing Service (ETS) to Texas A&M University-Texarkana
  - b. Scores for the analytical, verbal, and quantitative components are required
  - c. Scores must be no older than five years at the time of application
  - d. Applicants seeking a second master's degree are exempt from this requirement if overall graduate GPA is 3.0 or higher.

#### Interdisciplinary Core Course

AE	595	Research Meth in Adult Educ
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#### Major Course

AE	526	Philosophical Found of Adult Learning
AE	588	Practicum in Adult Education

#### 12 SCH from:

AE	520	Adult Educ: Prof and Practice
AE	525	History of Adult Education
AE	527	Prog Planning in Adult Educ
AE	528	Instruct Meth in Adult Educ
AE	529	Leadership of Adult Educ Prog
AE	597	Special Topics in Adult Educ

#### Area of Specialization

15	SCH	Electives in supporting fields as approved by Faculty Advisor
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**Major: Curriculum and Instruction (36 SCH)**

**Degree: Master of Science (M.S.)**

**Certificate: Optional All-Level Reading Specialist**

The purpose of the M.S. in Curriculum and Instruction is to prepare teachers who are fully certified to become master-level teachers. Prior teaching experience, although not required for program acceptance, is advisable.

The degree is a 36 SCH program that includes an 18 hour core and 18 hours of advisor-approved electives in one or two areas of concentration. This configuration allows degree seekers to expand their knowledge in one or two content areas of choice and, subsequently, prepare those who are interested in teaching at the community college level and/or dual credit courses in high school with required credentials.

The following criteria must be successfully completed for admission into this graduate program:

1. A baccalaureate degree
2. A 2.5 GPA in the last 60 hours of undergraduate degree program
3. Three positive letters of academic recommendation (Letters must be dated within 6 months of application.)
4. A record of life and professional experiences
5. A written summary of professional interest and commitment
6. Official scores on the Graduate Record Examination (GRE)
  - a. Sent by the Educational Testing Service (ETS) to Texas A&M University-Texarkana
  - b. Scores for the analytical, verbal, and quantitative components are required
  - c. Scores must be no older than five years at the time of application
  - d. Applicants seeking a second master's degree are exempt from this requirement if overall graduate GPA is 3.0 or higher.

**Interdisciplinary Core Course**

ED 520 Education Research  
Literature and Techniques

ED 577 Public School Law for  
Teachers

or  
ITED 503 Instruct Delivery and Tech

**Major Courses**

ED 547 Evaluating Learning  
ED 551 Effective Teaching Strategies  
ED 565 Differentiating Instruction for  
Individual Learner Needs

ED 593 Teaching in a Multicultural  
Setting

ED 590 Curriculum Alignment for  
School Improvement  
or 510 Curriculum Studies

**Elective Area**

\*18 SCH approved electives in one or  
two areas of concentration

\*Prescribed electives for All-Level Reading Specialist Certificate. **Note:** ED 593 is recommended for students completing the All-Level Reading Specialist Certificate.

**Major: Education (36 SCH)**

**Degree: Master of Science (M.S.)**

The following criteria must be successfully completed for admission into this graduate program:

1. A baccalaureate degree
2. A 2.5 GPA in the last 60 hours of undergraduate degree program
3. 3 letters of reference: academic and/or professional (Letters must be dated within 6 months of application.)
4. Resume with cover letter expressing commitment to Education
5. Official scores on the Graduate Record Examination (GRE)
  - Sent by the Educational Testing Service (ETS) to Texas A&M University-Texarkana
  - Scores for the analytical, verbal, and quantitative components are required
  - Scores must be no older than five years at the time of application
  - Applicants seeking a second master's degree are exempt from this requirement if overall graduate GPA is 3.0 or higher.

<b>Major Courses</b>			ED	593	Teaching in a Multicultural Setting
ED	590	Curriculum Alignment for School Improvement	SpEd	540	Intro to Indiv with Except
ED	520	Educ Research Lit & Tech			
ED	547	Evaluating Learning	<b>Elective Area</b>		
ED	551	Effective Teaching Strategies	18	SCH	approved electives in one or two areas of concentration

**Major: Special Education (36 SCH)**

**Degree: Master of Science (M.S.)**

**Certificate: None**

The following criteria must be successfully completed for admission into this graduate program:

1. A baccalaureate degree
2. A 2.5 GPA in the last 60 hours of undergraduate degree program
3. Resume
4. Three professional letters of reference (Letters must be dated within 6 months of application.)
5. Cover letter expressing your interest in the program and commitment to special education
6. Official scores on the Graduate Record Examination (GRE)
  - Sent by the Educational Testing Service (ETS) to Texas A&M University-Texarkana
  - Scores for the analytical, verbal, and quantitative components are required
  - Scores must be no older than five years at the time of application
  - Applicants seeking a second master's degree are exempt from this requirement if overall graduate GPA is 3.0 or higher.

**Interdisciplinary Core Course**

ED	520	Education Research Lit and Tech	<b>Elective Area</b>	9-15	SCH	Approved courses outside major
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**Major Courses**

18-24	SCH	Approved Special Education courses	<b>Note:</b> This program does not provide certification in Special Education.		
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**Major: Special Education (36 SCH)**

**Degree: Master of Education (M.Ed.)**

**Certificate: Educational Diagnostician**

The following criteria must be successfully completed for admission into this graduate program:

1. A baccalaureate degree
2. A 2.5 GPA in the last 60 hours of undergraduate degree program
3. Resume
4. Three professional letters of reference (Letters must be dated within 6 months of application.)
5. Cover letter expressing your interest in the program and commitment to special education
6. Official scores on the Graduate Record Examination (GRE)
  - Sent by the Educational Testing Service (ETS) to Texas A&M University-Texarkana
  - Scores for the analytical, verbal, and quantitative components are required
  - Scores must be no older than five years at the time of application
  - Applicants seeking a second master's degree are exempt from this requirement if overall graduate GPA is 3.0 or higher.

**Interdisciplinary Core Course**

ED	520	Educ Research Lit and Tech	SpEd	566	Behavior Mgt & Motivation
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**Major Courses**

SpEd	520	Technology for Inclusion	<b>Foundation Courses</b>	Psy	516	Psychology of Learning
SpEd	525	Special Education Law	Psy	533	Psychological Testing*	
SpEd	540	Intro to Indiv with Except	Psy	543	Human Growth and Dev	
SpEd	541	Eval of Indiv with Except	Psy	572	Intelligence Testing**	
SpEd	542	Methods of Except Learners	* Prerequisite: Statistical Methods course			
SpEd	549	Appraisal of Indiv with Except	** Prerequisite: PSY 533			

**Major: Educational Administration (36 SCH)**

**Degree: Master of Education (M.Ed.)**

**Certificate: Principal**

The following criteria must be successfully completed for admission into this graduate program:

1. A baccalaureate degree
2. A 2.5 GPA in the last 60 hours of undergraduate degree program
3. Resume
4. Three professional letters of reference (Letters must be dated within 6 months of application.)
5. Cover letter expressing your interest in the program
6. Official scores on the Graduate Record Examination (GRE)
  - Sent by the Educational Testing Service (ETS) to Texas A&M University-Texarkana
  - Scores for the analytical, verbal, and quantitative components are required
  - Scores must be no older than five years at the time of application
  - Applicants seeking a second master's degree are exempt from this requirement if overall graduate GPA is 3.0 or higher.

**Major Courses**

ED	510	Curriculum Studies	EdAd	575	Public School Mgt and Supervision
ED	520	Educ Research Lit and Tech			
EdAd	531	Instructional Leadership	EdAd	577	School Law
EdAd	567	Instructional Supervision	EdAd	578	School Finance
EdAd	571	Personnel Administration	EdAd	579	The Principalship
EdAd	572	School and Community	EdAd	588	Principal Internship
EdAd	574	Administration of Special and Compensatory Programs			

**Note:** All students must pass the comprehensive exam with a score of 72% or higher.

**Certification Only**

Principal or Superintendent certification may be obtained by completing the specific program requirements and successfully completing the appropriate TExES exam. The Principal #68 TExES certification exam minimum passing score is 72% and the Superintendent #64 TExES certification exam minimum passing score is 80%.

**Principal Certificate Only**

A student may be eligible for an initial one (1) year probationary principal's certificate following successful completion of any four (4) of the following six (6) courses:

ED	510	Curriculum Studies	EdAd	577	School Law
EdAd	531	Instructional Leadership	EdAd	578	School Finance
EdAd	571	Personnel Administration			
EdAd	575	Public School Mgt and Supervision			

**Note:** A student initiates the request for a probationary principal's certificate by contacting the A&M-Texarkana certification office and completing the required form and submitting it for consideration.

**Superintendent Certificate**

Minimum requirements for acceptance to the Superintendent Preparation Program:

1. Texas Mid-management/Principal certification (Sec #4 below for details)
2. Grade Point Average (GPA) of 3.50 on all graduate work.

Students must submit the following documents to the Office of Teacher Certification for admission to the Superintendent preparation program:

1. Application for Admission to the Superintendent preparation program
2. Letter of interest that includes why you wish to be a superintendent
3. Resume
4. Copy of Mid-management or Principal Certificate from an SBEC approved program or equivalent issued under this title by another state. Arkansas Principal licensure meets SBEC criteria if the individual earned a score of 164 or above on the Praxis II Schools Leaders Licensure Assessment taken anytime after January 1997.



Following acceptance into the Superintendent Preparation Program, a certificate plan will be prepared and mailed to the student. The required courses in this program are as follows:

EdAd	590	Governance and Politics in Public Schools	EdAd	594	Executive Leadership (II)
EdAd	591	Superintendent Internship	EdAd	598	Business & Support Services

### Alternative Certification Program

The A&M-Texarkana Alternative Certification Program (ACP) is uniquely designed for individuals who have earned a bachelor's degree and seek a career in the teaching profession. The program spans approximately 15 months and is organized into three phases: Pre-Internship, Internship, and Post-Internship.

Pre-Internship coursework begins in the summer months prior to employment in a partner public school district as Teacher of Record. This phase provides intensive training in a variety of teaching strategies, classroom management skills, the basics of curriculum development, approaches to student motivation, and much more.

Internship marks the beginning of a career in teaching and extends throughout the public school year. The focus is continued professional development and the application of best teaching practices.

Post-Internship marks the conclusion of the program during the summer months following internship. This phase will assist in gaining further meaning from teaching experiences and establishing future professional goals.

The following certifications are available:

EC-12 Special Education	8 <sup>th</sup> – 12 <sup>th</sup> grades:
EC-4 Generalist	English, Language Arts & Reading
4-8 <sup>th</sup> grades:	Mathematics
English, Language Arts & Reading	Science
Mathematics	Life Science
Science	History
Social Studies	Social Studies

Minimum requirements for acceptance to the Alternative Certification Program:

- Bachelor's degree
- Minimum cumulative GPA of 2.5 or
  - last 60 SCH of 2.5 or
  - bachelor's cumulative GPA plus additional hours totaling 2.5
- Demonstration of college level skills in reading, writing and math and proficiency in oral and written English. Students may demonstrate these skills by at least one of the following options in each area:
 

**Reading** – THEA score of 240; ACT score of 20; SAT score of 520; GRE score of 380 in verbal reasoning; or a grade of B or better in a college literature course.

**Mathematics** – THEA score of 230; ACT score of 20; SAT score of 520; GRE score of 500; or a grade of B or above in a college algebra course, or C or above in any upper-division math course.

**Writing** – THEA score of 220; GRE score of 3.5; or a grade of C or better in ENG 1301 and ENG 1302 (or equivalent, including upper-division writing course, excluding creative writing).

**Oral Language** – TSE score of 40; SPEAK score of 45; a successful interview with college committee; a degree from an accredited university in an English-speaking country; or two years of successful academic work at universities where English was the language of instruction in an English-speaking country.

Applications for ACP admissions are available year-round with new cohorts beginning each summer. Admission to the ACP is granted in late spring of each year.

Contact Maya Edwards, ACP Director at (903) 223-3095 or [maya.edwards@tamut.edu](mailto:maya.edwards@tamut.edu) or view more information at [www.tamut.edu/altteach](http://www.tamut.edu/altteach).

### Major: Instructional Technology (36 SCH)

#### Degree: Master of Science (M.S.)

The following criteria must be successfully completed for admission into this graduate program:

- A baccalaureate degree
- A 3.0 GPA in the last 60 hours of undergraduate degree program

3. Three positive letters of academic recommendation (Letters must be dated within 6 months of application.)
4. A written summary of professional interest and commitment
5. Official scores on the Graduate Record Examination (GRE)
  - Sent by the Educational Testing Service (ETS) Texas A&M University-Texarkana
  - Scores for the analytical, verbal, and quantitative components are required
  - Scores must be no older than five years at the time of application
  - Applicants also seeking the Master Technology (MTT) Certification must also meet these criteria:
    - A teaching certification with Technology Applications or Technology Education Certification
    - or
    - A teaching certification with at least three years teaching experience

**Major Courses**

ITED	501	Instructional Technology Found, Systems, and Theory	ITED	523	Methodologies for Distance Learning Environments
ITED	502	Instruction Design and Tech	ITED	530	Research Fundamentals and Technology
ITED	503	Instructional Delivery and Technology	ITED	532	Leadership in Educational Technology
ITED	511	Teaching and Learning with Technology			
ITED	521	Instructional Video and Multimedia: Production and Utilization.	<b>Capstone</b>		
			ITED	550	Capstone in Instructional Technology

**Prescribed Electives**

9 hours from a focus area

**Master Technology Teacher (M.T.T.)**

**EC-12 Certification only**

Master Technology Teacher (M.T.T.) Certification applicant must meet the following criteria for admission into the M.T.T. program:

- A bachelor's degree with a grade point average of 2.5 on the last 60 credit hours of undergraduate degree if seeking M.T.T. certification alone; **or 3.0** if seeking degree in addition to M.T.T. certification
- A teaching certification with Technology Applications or Technology Education Certification **or**
- A teaching certification with at least three years teaching experience MTT certification seekers must submit application packet to the Office of Teacher Certification consisting of:
  - Evidence of previous certification
  - Three letters of recommendation from school or district administrators
  - A completed *Prerequisite Knowledge and Skills Questionnaire* with supporting evidence

**M.T.T. Courses (may be applied towards a degree)**

ITED	502	Instruction Design and Tech	ITED	523	Methodologies for Distance Learning Environments
ITED	503	Instructional Delivery and Tech	ITED	532	Leadership in Educational Tech
ITED	511	Teaching and Learning with Tech	SPED	520	Technology for Inclusion
ITED	521	Instructional Video and Multimedia: Production and Utilization			

**Technology Applications**

**Certification 8-12**

Students seeking Technology Applications certification at the post-baccalaureate level must complete a deficiency plan at the Office of Teacher Certification at A&M-Texarkana.

Technology Applications Courses (may be applied towards M.T.T. Certification)

ITED	511	Teaching and Learning with Tech	ITED	523	Methodologies for Distance Learning Environments
ITED	521	Instructional Video and Multimedia: Production and Utilization			



**Adult Education (AED)**

520. **Adult Education: Profession and Practice.** As a requirement of the core curriculum within the major of Adult Education, this course provides students a survey of the major dimensions of the field, an overview of its goals and purposes, constituencies, providers and agencies within the United States, and major figures that have contributed to the profession, both domestic and in the global context, as well as examine current trends, challenges and controversies.
525. **History and Philosophy of Adult Education.** An exploration of adult education as a field of study, research, and practice in the United States. Leaders, movements and agencies, economic, social and philosophical factors which have contributed to the growth of adult education will be discussed. Prerequisite: Major in Adult Education and consent of instructor.
526. **Foundations of Adult Learning.** Study of the unique nature of adult learners including motivation and participation. Historical and contemporary theories of adult learning will be discussed. Formal, incidental, informal, and self-directed learning will be included. Prerequisite: Major in Adult Education and consent of instructor.
527. **Program Planning in Adult Education.** Models and procedures for planning, developing, and administering a variety of Adult Education programs including workshops and conferences. Emphasis is on application of needs assessment models, establishing objectives, implementation procedures, and evaluation techniques. Prerequisite: Major in Adult Education and consent of instructor.
528. **Instructional Methods in Adult Education.** Principles and practice of adult learning and instruction; selection and use of appropriate instructional design strategies and materials in a variety of work contexts. Traditional methods, as well as innovative approaches, will be included. Prerequisite: Major in Adult Education and consent of instructor.
529. **Leadership of Adult Education Programs.** Principles of leadership necessary in managing the Adult Education function in a variety of work contexts. Includes theories of change and implementing change interventions. Addresses management strategies and practical problems that educational directors may face. Prerequisite: Major in Adult Education and consent of instructor.
588. **Practicum in Adult Education.** Integration of Adult Education theory and practice in an applied project significantly related to the student's professional goals. Prerequisite: Major in Adult Education and consent of instructor. Graded on a (S) satisfactory or (U) unsatisfactory basis.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.
595. **Research Methods in Adult Education.** This course is a required component for the Masters Degree in Adult Education. The purpose of the course is to introduce graduate students to the process of planning research, basic vocabulary, techniques to review the related literature, quantitative approaches to the study, concepts and methods of data collection and data analysis, and the process of writing scientific studies. Prerequisite: Major in Adult Education.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Art (ART)**

589. **Individual Study.** Individual instruction. May be repeated when topics vary.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Biological Science (BSC)**

510. **Contemporary Issues in Biology I.** This course will focus on important contemporary topics in biological science. These topics will include such issues as DNA and the Human Genome Project Human Development and Stem Cells, Genetic Disorders and Gene Therapy.
511. **Contemporary Issues in Biology II.** This course will focus on important contemporary topics in biological science. These topics will include such issues as Global Warming, HIV infection and AIDS, Origin and Evolution of Life and Acid Rain.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Education (ED)**

500. **Induction for Novice Teachers.** This is systematic training and ongoing support for new teachers before the first day of public school and continuing throughout the first semester. Students in the Alternative Certification Program, those in POINTE: Partnering Opportunities Inspiring Novice



Teacher Excellence (a Regents' Initiative II program) and newly certified teachers are invited to participate to enhance their public school students' achievement and for their own career satisfaction. The course will begin with two days in the summer of training for setting up their classrooms and gearing up for the first week of their teaching career. A Needs Assessment will be conducted during these sessions that will determine the topics of the speakers for the monthly seminars. Prerequisite: Employment in a local public school.

506. **Classroom Management and Basic Law for Teachers.** This course will present all aspects of classroom management from organizing classroom space to strategies for dealing with student behavior. Basic Texas education laws will be presented ranging from contracts to the First Amendment in schools. This course will prepare the student to feel confident not only on the first day of school, but for the entire year. Prerequisite: Acceptance into the Alternative Certification Program.
508. **Introduction to Teaching.** Theories of learning will be presented along with their impact on strategies for effective teaching. Educational measurement and evaluation (TAKS) used by schools will be studied.
520. **Education Research Literature and Techniques.** The focus of this course is two-fold: 1) the processes and tools necessary to locate, read, understand, and critique existing education research, and 2) the fundamental techniques of planning, conducting, and reporting qualitative and quantitative research in the broad field of education.
547. **Evaluating Learning.** Teacher-made tests, both subjective and objective, and published tests. Related statistical analysis concepts are also studied.
551. **Effective Teaching Strategies.** Review and participate in innovative teaching experiences such as team teaching, differentiated staffing, individualized instruction, open space instruction, and modular instruction.
553. **The Middle School.** The middle school is designed to provide educational experiences for the student who is making the transition from childhood to adolescence. These students differ significantly from elementary school children and from adolescents in the high school. This course will explore those unique differences with respect to students, curriculum and organization.
565. **Differentiating Instruction for Individual Learner Needs.** The primary focus of this course is how to differentiate instruction within the classroom setting so that students with individual learning needs have equal access to learning the curriculum. Different avenues for acquiring content and processing or understanding ideas will be emphasized. Theoretical frameworks such as neuro-developmental constructs, multiple intelligences, emotional intelligences, learning styles will be addressed. Prerequisite: ED 551.
577. **Public School Law for Teachers.** This course educates current and future teachers to become legally literate. A study of the federal and state legal framework will serve as the foundation for a more in-depth investigation of the impact of, and relationship between, constitutional, statutory, administrative, and judicial (case) law on a teacher's personal and professional life.
586. **Early Childhood Education: Methods of Math, Science and Physical Education.** This course is designed to support and enhance the teaching skills of Alternative Teacher Certification Program interns in the classroom setting in the content fields of Math, Science and Physical Education. Prerequisite: Admission to the Alternative Certification Program.
587. **Early Childhood Education-4<sup>th</sup> Grade: Methods of Language Arts, Social Studies and Fine Arts.** This course is designed to acquaint and support the student with the concepts, teaching strategies, material resources and TExES Standards to teach the content in the fields of Language Arts, Social Studies and Fine Arts. Prerequisite: Admission to the Alternative Certification Program.
589. **Individual Study.** Individual instruction. May be repeated where topics vary.
590. **Curriculum Alignment for School Improvement.** Theories and related practices of applied curriculum leadership including topological and deep alignment of the written, taught, and tested curriculum as well as curriculum planning, implementation, and management based on selected trend data and state/national/international standards will be the focus of this course. Students will study research-based curriculum-related elements of high performing schools.
593. **Teaching in a Multicultural Setting.** Surveys the historical, psychological, social, and economic factors influencing pupil behavior in the public school setting. Develops in-depth cross-cultural studies and teaching strategies relating to subject matter and social-education experiences of major U.S. minority groups. Useful to teachers at all levels.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to probe new curricula designs, instructional strategies, or evaluative techniques.

**Educational Administration (EDAD)**

510. **Curriculum Studies.** Develops comprehensive understanding of modern curricular trends. Includes historical data and current research with emphasis on aims, purposes, and outcomes of curricular changes.
531. **Instructional Leadership.** This course identifies and promotes understanding of an instructional leadership approach designed to increase student achievement. This systemic approach focuses on the interrelationships between the components: data-driven decision making, supervision, professional development, organizational management, curriculum instruction assessment, evaluation and community partnerships communication. The student who successfully completes this course will earn Instructional Leadership Development (ILD) certification for the principalship as required by the Texas Education Agency.
567. **Supervision of Instruction.** This course focuses on the role of the principal in promoting improved instruction in the classroom through the evaluation and professional development of faculty. Aspects of clinical supervision, including classroom observation, conferencing skills, and development of improvement plans through systemic staff development will be emphasized. Prerequisite: EDAD 531.
571. **School Personnel Administration.** A study is made of the administrator's role in the recruitment, classification, assignment, retention, and evaluation of school personnel. School personnel and contract law will be an area of focus with attention on professional development initiatives.
572. **School and Community.** Performance standards for school principals in the state of Texas indicate the importance of administrator skills in school community relations and school leadership in multicultural settings. Successful school leaders understand the principles of school communications. Successful school leaders also understand the dynamics of working in diverse and multicultural settings. Through communications activities and guided reflection, future school leaders will enhance their skills in forming partnerships with other educators, parents, the business community, social service agencies, elected officials, and the media. Through directed research activities (data collection and data analysis), future leaders will enhance their abilities to assemble, organize, and professionally present various forms of school information.
574. **Administration of Special and Compensatory Programs.** Prepares students to administer special and compensatory education programs. Emphasis on basic concepts, issues, problems and procedures in the management of special and compensatory education.
575. **Public School Management and Organization.** This course provides students with an overview of public school management theory and research as each applies to the day-to-day workings of K-12 educational settings. The course assumes management as a phenomenon embedded within particular contexts of school-based decision making and governance. Information from the educational administration and corporate perspectives of management will focus attention on the improvement of communication and implementation of tasks associated with the delivery of services in public schools.
577. **School Law.** The purpose of this course is to examine the legal framework of education in the United States and Texas. A study of the impact of, and relationship between, constitutional law, statutory law, administrative law, and judicial law that influence the operation of schools will be the primary focus of the course.
578. **School Finance.** This course focuses on security resources, budgeting, and accounting practices in public schools. Particular emphasis is placed upon developing and managing a campus budget that supports high student achievement.
579. **Principalship.** A study of the roles and responsibilities of the principal in the elementary, middle and secondary schools. Emphasis will be given to the leadership roles of the principal in curriculum development, supervision and evaluation of instruction, pupil management, in-service training and public relations.
588. **Principal Internship.** The internship is a field-based course in which the student practices acquired skills and theories in an educational setting at the middle level management position. Prerequisite: Program Director's approval. (May be taken for up to 6 SCH.)
589. **Individual Study.** Individual instruction. May be repeated when topics vary.
590. **Governance and Politics in Public Schools.** This course is designed to provide prospective public school superintendents with the knowledge and skills necessary to work effectively with a school board and other groups that are critical to the success of a school district (i.e., the media, the Texas



Legislature, education support organizations, state and federal agencies). Special emphasis will be placed on the legally defined roles of the superintendent and board of trustees and how to operationalize the respective roles into a productive “team of eight”. Prerequisite: Principal certification or program director’s approval.

591. **Superintendent Internship.** Internship activities in all SBEC superintendent competencies that are not included in the field-based activities in EDAD 590, EDAD 594, and EDAD 598 will be required unless determined unnecessary by the instructor based on the student’s prior experience. Internship sites shall include private business, state government and/or management, public schools, public school support institutions, non-profit organizations, and/or others as determined appropriate on an individual basis. Prerequisite: Program Director’s approval.
594. **Executive Leadership.** Leadership at the chief executive officer (CEO) level is the theme of this course. The situational application of various leadership theories, how to interface effectively with organizations and other CEOs in the community, the refinement of public communications skills, leadership ethics, the use of technology as a leadership tool, the change process as related to school reform, and long-range planning for district level improvement will be emphasized. Prerequisite: Principal certification or program director’s approval.
598. **Business and Support Services.** Public school finance at the superintendent level and the general operation of the business office and other peripheral support functions of a public school will be studied. Related topics include student food services, transportation, facility management, maintenance and construction, development and marketing of bond elections, and safe schools. Technology based infrastructure that supports student, personnel, and financing management will be emphasized. Prerequisite: Principal certification or program director’s approval.

**English (ENG)**

555. **Linguistics.** Introduction to principles of how language develops, changes and functions. Course focuses on the differences among world languages, the history of the English language, and analysis of modern English phonology, morphology and syntax (sound, units of meaning, word order).

**The East Texas Writing Project Summer Institute includes English 570, and 571.**

570. **Strategies in Composition.** While reading recent studies of the composing process, students evaluate strategies for teaching composition, including remedial and creative writing. In addition, each student researches an area of special interest within the field of composition studies, writes a review of this research, and presents a summary of finding in an oral presentation to the class. Prerequisite: This class must be taken concurrently with ENG 571 and requires permission of the instructor to enroll.
571. **Improving Students’ Writing in the Schools.** Students analyze current research in composition and writing across the curriculum, with special emphasis upon the theoretical approach developed by the National Writing Project. Further, after researching an area of special interest, each student applies theoretical principles by developing a unit of instruction and presenting a demonstration lesson. Prerequisite: This class must be taken concurrently with ENG 570 and requires permission of the instructor to enroll.
575. **Current Issues in English Studies.** This is the capstone course for students seeking the Master of Arts/Master of Science in Teaching English degree. Students conduct an in-depth study of topics in English language, literature, or composition through traditional or applied research. Students report on their progress and make a final presentation of their findings in seminar sessions. Prerequisite: Enrollment limited to students in their final semester of the MA in English program. Prerequisite: Permission of instructor.
580. **Seminar in Literature.** Examination of an individual author or group of authors, the study of a literary theme, or the study of a particular genre. May be repeated when topics vary.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.
595. **Research Literature and Techniques.** Review of research by scholars in selected areas of English language and literature with emphasis on critical approaches and research methodology. Students will demonstrate competence in research methodology by the investigation and formal reporting of a topic chosen in consultation with the instructor. (Replaces IS 595 for English majors.)
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.



**History (HIST)**

520. **Readings in the History of Colonial America.** Students will read books, write reviews, and critically evaluate research in the history of Colonial America.
530. **Readings in the History of the American Civil War.** Students will read books, write reviews, and critically evaluate research in the political, social, and military history of the American Civil War.
540. **Readings in the History of the Second World War.** Students will read books, write reviews, and critically evaluate research in the political, social, and military history of the Second World War.
560. **History of the American West.** Students will understand through reading, discussion, and research the fundamental role of westward expansion in shaping the economic, social, political, and ideological history of the United States. Students will also become familiar with the dominant interpretations of the significance of the West in American history including recent scholarship in selected topics in the history of the American West and improve oral, writing, and research skills.
571. **Latin American History through Film.** The course examines Latin American history through cinema. It will provide background on certain historical events and analyze how films have portrayed and interpreted such events. To enhance analysis of the screened films, the assigned readings play an important role in the course.
572. **Colonial Spanish America.** This course examines the social, economic, political and religious forces that shaped colonial Latin America. Special emphasis will be given to the era of encounter and conquest, with later colonial eras examined in the second half of the course.
589. **Independent Study.** Individual instruction. May be repeated when topics vary.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Instructional Technology (ITED)**

500. **Technology Tools and Applications for Educators.** This course is designed to develop student's ability to use technological tools for productivity and communication. The course may be taken as an elective in graduate degree and certificate programs.
501. **Instructional Technology Foundations, Systems and Theory.** Introduces students to the field of educational/instructional technology from historical, theoretical and practice perspectives. Offers functional knowledge of educational computing and trends in hardware, software, and other technology-related issues.
502. **Designing Instruction for the 21<sup>st</sup> Century Learner.** This course introduces students to the systems approach to instructional design. Students will examine instructional design models; apply design principles to the design, development, and evaluation of technology-based instruction. Students will develop and test an instructional prototype as an outcome of the course.
503. **Instructional Delivery for Diverse Learners.** The course explores instructional delivery models in traditional and non-traditional instructional situations. It provides students with hands-on experience in the selection and use of a variety of technology-based instructional delivery tools for a variety of instructional conditions such as teaching in one-computer classroom, multi-computer classroom or laboratory, learning centers, teleconferencing, and distance education.
511. **Teaching and Learning with Microcomputer-based Technologies.** This course will focus on using microcomputer-based technologies to achieve learning objectives, especially in the K-12 environment. Content to be covered includes an overview of computer operations and concepts; instructional integration of word processing; data base, spread sheet, and graphics applications; and accessing, evaluating, and using telecommunications and internet resources. In addition, students will develop knowledge of learner-centered tools that support guided discovery learning and hypermedia authoring, including LOGO, HyperStudio, KidPix, Inspiration, etc. As an outcome of this course, students will develop a plan for implementing these tools in a learning situation including direct instruction, cooperative learning, and project-based learning. Prerequisite: COMM 350.
512. **Assessment and Evaluation of Technology-Based Instruction and Learning.** The course develops understanding of qualitative and quantitative assessment procedures, characteristics of continuous progress monitoring and summative evaluation; and use of evaluation results to guide instructional planning and implementation. Explores using technology for assessment.
521. **Instructional Video and Multimedia: Production & Utilization.** Course provides understanding of design principles and research on effective use of digital video and multimedia elements in instruction. Focuses on practical applications of media production techniques using various multimedia and

authoring software. Certificate students must take the course as part of a sequence, namely after ITED 511 and before ITED 523. Prerequisite: Permission of instructor.

522. **Instructional Television I.** This course is the first part of a two-part series on design and development of broadcast quality instructional video programs for specified audiences. The course will focus on concepts, research, and theoretical foundations for production and use of instructional television in the education process; as well as program pre-production and production skills, with emphasis on roles of television/video production crew. Prerequisite: Jour 416.
523. **Web-based Instruction and Distance Learning.** This course is a study of the application of effective instructional methodologies to educational and training settings via multiple distance learning technologies with a focus on web mastering. Topics covered include web-based instruction, designing and managing online learning space, and facilitation of effective online interactions. Audio and video conferencing will also be covered. The course is a capstone course for students seeking Technology Applications certification, and must be taken as the last of a sequence of courses beginning with ITED 511 or ITED 512 and ITED 521.
524. **Instructional Television II.** This course is a second part of a two-part series on design and development of broadcast quality instructional video and programs for specified audiences. This course will focus on post-production editing of the instructional video project begun in part I. It will also address production considerations such as personnel, medium requirements, lighting, sound and visual effects; and product delivery formats, as well as educational implications of video use. Prerequisite: ITED 522.
530. **Research on Teaching and Learning with Technology.** This course will focus on helping students understand the fundamentals of educational technology research. Students will become familiar with a variety of research that has been conducted on technology in education and with using technology for research. In addition, students will become familiar with methods of designing and implementing quantitative and qualitative research in educational technology, the use of computer applications in research, including automatic data collection, storage, retrieval, transmission and analysis; and web-based research formats.
532. **Leadership in Educational Technology.** Explores leadership role of educational technology practitioners, including facilitating and managing the change resulting from the introduction of instructional technology to a work setting. This course focuses on theories and techniques of consultation, communication models, interpersonal communication, and peer facilitation. Prerequisite: Permission of instructor.
550. **Internship for Instructional Technology.** This course is an internship for the instructional technology degree program. Students will engage in semester-long supervised experiences performing professional functions appropriate to their career goals. A culminating report/portfolio of the internship documenting the nature of the work and results will be required. Prerequisite: ITED 501, 502, 511, 521, 530, and permission of the instructor.
589. **Independent Study.** Individual instruction. May be repeated when topics vary.

#### **Interdisciplinary Studies (IS)**

518. **Thesis.** Affords students the opportunity to undertake individual research. Graded on a (S) Satisfactory or (U) Unsatisfactory basis. (6 semester hours)
589. **Independent Study.** Individual instruction. May be repeated when topics vary.
595. **Research Literature and Techniques.** Review of research studies produced by investigators in student's major field with emphasis on investigative and verification techniques employed. Demonstrate competence in using systematic research techniques by investigation and formal reporting of a problem.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

#### **Journalism (JOUR)**

510. **International Field Study in Journalism.** (6 SCH) Students will become familiar with media and political systems of another country. Ten-day travel to the country will be required. Course may be repeated one time for a different country of study.



**Mathematics (MATH)**

525. **Advanced Geometry.** Studies in advanced geometry emphasizing geometries other than Euclidean. Dynamic geometry software will be used.
537. **Vector Spaces and Linear Transformations.** Vector spaces and linear transformations will be studied from a more algebraic and theoretical viewpoint. The computer algebra system Maple will be used. Prerequisite: At least 24 hours of undergraduate mathematics; and undergraduate class in Linear Algebra or Matrices is recommended.
545. **Analysis.** Careful study of the underpinnings of calculus from an advanced theoretical viewpoint. Maple software will be used.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Mathematics Education (MAED)**

529. **Workshop in Math Education.** May be repeated when topics vary. A course designed to provide in-service mathematics teachers with content knowledge and pedagogical techniques for teaching mathematics to grades K-12. Topic areas covered include selections from: problem solving; number and operations; patterns, functions, and algebra; geometry and measurement; data analysis, statistics, and probability. Offered in summer as needed.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Political Science (PSCI)**

540. **Seminar in Comparative Politics: Methods, Theories, Approaches.** A survey of the classic literature in the field of Comparative Politics. The course introduces students to the history of the field, fundamental theories, concepts, approaches and theories, major themes and topics, and methodological diversity.
541. **Democracy and Democratization.** An examination of the strengths and weaknesses of various definitions and concepts of democracy as well as factors which promote or impede both the emergence of democracy and its consolidation.
560. **Political Parties and Elections.** An in-depth examination of American political parties and elections. The course considers the historical development of parties, connections between parties and elections, and state of parties today in relation to organization, voting behavior and governing. The course explores the presidential election system, reviewing the various procedural stages, the role of money, media and third parties, and areas for reform.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Reading (RDG)**

501. **Fundamentals of Reading Instruction.** This course is designed for prospective teachers who have little or no knowledge about teaching reading. Major reading skills and techniques for teaching them are studied.
526. **Developing Cognitive Readiness in Literacy.** This course will enable students who are currently early childhood education teachers to provide optimal support to young children's cognitive development in literacy. The course will focus on the theoretical and research foundations of effective early childhood education in the areas of classroom management, phonological awareness, language and vocabulary development, letter knowledge, and written expression.
560. **Diagnostic and Remedial Reading.** This course will focus on evidence based reading interventions for the struggling reader. The essential components of effective reading instruction, scientifically based reading strategies, and appropriate literacy assessments will be addressed. This course will assist the reading specialist in acquiring the necessary understandings and techniques to close achievement gaps in reading.
561. **Clinical Practicum in Reading.** This course will focus on evidence based reading instruction. The features of effective reading instruction, scientifically based reading strategies, and appropriate literacy assessments will be applied in a clinical setting. This course will assist the reading specialist



in acquiring the necessary understandings and techniques to facilitate reading instruction for all students.

- 562. **Prescriptive Reading.** The classroom teacher will be provided with a framework for examining reading difficulties and techniques for evaluating and providing for reading, strengths and weaknesses.
- 563. **Teaching Reading in the Content Areas.** Designed to assist the content area teacher in acquiring the necessary understandings and techniques to more effectively facilitate learning from textbooks.
- 589. **Independent Study.** Individual instruction. May be repeated when topics vary.

**Science Education (SCED)**

- 503. **Strategies for Teaching Science.** Diagnosis and remediation of instructional strategies in problem areas in elementary and secondary school science. Also included are problems related to curricula design, instructional materials, and child development.
- 504. **Guiding Student Research in Science.** This course is designed to train teachers in content and assessment procedures that address the Texas Essential Knowledge and Skills (TEKS) and Texas Assessment of Academic Skills (TAAS) objectives for all learners. The scientific thinking processes will be emphasized in all aspects of the course. Topic areas covered include basic science concepts and basic methodology for guiding students in doing research and science projects.
- 505. **Teaching Environmental Science.** This course will concentrate on the basic principles of environmental education using a hands-on approach. Basic environmental principles and how to teach them will be stressed. Offered in summer as needed.
- 506. **Earth System Science for K-4 Teachers.** This course is built around the study of “spheres”—the biosphere, atmosphere, hydrosphere, and lithosphere. Students will learn about the major concepts important to each of these spheres and how to teach them to K-4 students. Students will also learn to use internet resources and to interact with others in a virtual community of teachers and learners to focus on content, pedagogy and technology integration.
- 507. **Earth System Science for Grades 5-8 Teachers.** Students will explain Earth sphere and event interactions in relation to specific events; perform analyses of consequences to the spheres and to specific events; create collaborative, inquire-based classroom applications; and, use technology as a learning and teaching tool for grades 5-8 students. This course is build around the study of the Brazilian deforestation, the Mt. Pinatubo eruption, the Larsen Ice Shelf disintegration, and Hurricane Dennis. Students will also learn to use internet resources and to interact with others in a virtual community of teachers and learners to focus on content, pedagogy and technology integration.
- 508. **Earth System Science for Grades 9-12 Teachers.** The focus of this course is on the student developing Earth system science knowledge using the Problem-Based Learning (PBL) Model. The student will then apply what is learned about Earth system science and Problem-Based Learning to their own grades 9-12 student classrooms and school curriculum. The course is built around the study of the coral reefs, tropical rain forest, ozone, and global climate change. Students will also learn to use internet resources and to interact with others in a virtual community of teachers and learners to focus on content, pedagogy and technology integration.
- 529. **Workshop in Science Education.** (6 SCH) May be repeated when topics vary. A course designed to provide in-service elementary science teachers with content knowledge and pedagogical techniques for teaching science to elementary school children. Topic areas covered include content in life, earth and physical sciences. The course will utilize hands-on/minds-on methods for teaching science. Offered in summer as needed.
- 597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Special Education (SPED)**

- 520. **Technology for Inclusion.** This course will focus on developing students’ understanding of learners with special needs and the use of assistive technologies (AT) to meet the needs of such learners in inclusive settings. Topics to be covered include inclusion, accessible design, and using technology to meet the objectives of Individualized Educational Plan and Transitional Plans of students with disabilities.
- 525. **Special Education Law.** Through reading, lecture, multimedia presentations and research, the student will explore special education legislation (federal and state) that has influenced the current practices in public and private schools, agencies, communities, and public services relative to individuals with

disabilities. Major emphasis will be on current public school regulations and practices established through the influence of litigated decisions and legislation.

- 540. Introduction to Exceptionalities.** The course content focuses on: (1) theories of human growth and development; (2) the impact of social/emotional, physical, and cognitive development on learning and teaching; (3) perspectives, paradigms, and trends in special education and (4) the nature of specific exceptionalities. The nature of exceptionalities includes; characteristics, etiology, diagnosis, degrees, and the impact on families and the individual, as well as social and cultural influences. Current research, issues and trends are explored.
- 541. Assessment and Instructional Planning.** Focusing on individuals with exceptionalities and those who are at-risk, this course examines a variety of evaluation procedures including formal and informal methods. Interpretation and application of evaluation results are emphasized. Current research, issues and trends are explored.
- 542. Methods for Exceptional Learners.** This course prepares teachers to meet the needs of learners with disabilities, ages 3-21. The course content focuses on: (1) the impact of specified disabilities; and (2) effective instructional interventions; and (3) collaborative partnerships to ensure student success.
- 549. Appraisal of Individuals with Exceptionalities.** This course explores assessment methodology, policy, current research, issues, and trends within the field of educational diagnosis. Students are immersed in the leadership roles and responsibilities of educational diagnosticians.
- 566. Behavior Management and Motivation.** This course examines different motivational and behavior management theories and strategies. Techniques used with individual students will be emphasized. The use of functional behavioral assessment, as well as its application to intervention planning are emphasized. Current research, issues, and trends will be explored.
- 589. Individual Study.** Individual instruction. May be repeated when topics vary.
- 597. Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

# College of Health and Behavioral Sciences

## Faculty

**Josephine A. Kahler, Ed.D., R.N. (Dean)**

*Dean of the College of Health and Behavioral Sciences and Professor of Nursing*  
B.S., University of South Dakota  
M.S., South Dakota State University  
Ed.D., University of South Dakota

**Shirley A. Garick, Ph.D., R.N.**

*Professor of Nursing*  
B.S.N., Arizona State University  
M.S.N., Texas Woman's University  
Ph.D., University of Arizona

**Tommie Hughes, Ph.D.**

*Associate Professor of Counseling Psychology*  
B.S., M.S., Texas A&M University-Texarkana  
Ph.D., Texas A&M University-Commerce

**W.T. "Tom" Jordan, Ph.D.**

*Associate Professor of Criminal Justice*  
B.C.J., Louisiana State University-Shreveport  
M.S., Florida State University  
Ph.D., Florida State University

**Karen Linstrum, Ph.D.**

*Assistant Professor of Counseling Education*  
B.S., Baylor University  
M.S., University of North Texas  
M.S., Baylor University  
Ph.D., Texas A&M University-Commerce

**Deborah Mullens**

*Instructor of Nursing*  
B.A., Southern Arkansas University  
MSN., University of Arkansas Medical Sciences Center

**Godpower O. Okereke, Ph.D.**

*Professor of Criminal Justice*  
B.A., University of Central Oklahoma  
M.A., University of Central Oklahoma  
Ph.D., Oklahoma State University

**Leonard Peck, J.D. Ph.D**

*Assistant Professor of Criminal Justice/Sociology*  
B.A., Harvard University  
J.D., University of Texas  
Ph.D., Sam Houston State University



**George J. Parangimalil, Ph.D.**

*Associate Professor of Criminal Justice/Sociology*  
B.A., Jnanabharati University  
M.A., Marquette University  
Ph.D., Northeastern University

**Peter J. Racheotes, Ed.D.**

*Professor of Counseling Psychology*  
B.S., Nasson College  
M.Ed., Ed.D., University of Massachusetts

**Sharon Roberts, Ph.D.**

*Assistant Professor of Psychology*  
B.S., MS., Emporia State University  
Ph.D., Wichita State University

# Health and Behavioral Sciences Undergraduate Degree Programs

Bachelor of Arts (B.A.) or Bachelor of Science (B.S.)  
Bachelor of Science in Nursing (B.S.N.)

Majors Offered: Criminal Justice, Nursing and Psychology

Minors Offered: Criminal Justice, Psychology and Sociology

## Health and Behavioral Sciences Undergraduate Programs

The undergraduate degree programs in Health and Behavioral Sciences provide specialized study to prepare students for graduate study and various career opportunities and to broaden students' knowledge, interests, and abilities. With an undergraduate degree, the Health and Behavioral Sciences graduate will possess an excellent repertoire of skills and knowledge which will be useful throughout life. Courses required for this degree will improve and fine tune specific skills required in every facet of life—job, home, social and individual activities. Specific courses address critical thinking, interpersonal skills, communication, and composition.

In the major, you will study the most important areas of learning that constitute your academic field. The courses will provide a solid background and give you the information expected of those who have majored in your area here or elsewhere in our country. Both the major and minor have required courses which are considered essential and electives which allow some flexibility in choosing courses of special interest or those which complement the major. Undergraduates majoring in Behavioral Sciences are required to take the Major Field Exam prior to graduation.

## Course Prerequisites

Some courses require prerequisites. Students should review the catalog for course descriptions and become aware of these prerequisites. Students are responsible for assuring that the prerequisites are completed as required. Each degree program includes the following categories:

- |                              |                                  |
|------------------------------|----------------------------------|
| A. General Education Courses | C. Minor Courses (If Applicable) |
| B. Major Courses             | D. Elective Courses              |

## Core Curriculum

In Accordance with Texas Education Code, Chapter 61, Subchapter 5, each general academic institution shall design and implement a core curriculum, including specific courses composing the curriculum, of no less than 42 lower-division semester credit hours. The following Core Curriculum is required by A&M-Texarkana:

	Engl	1301	Composition & Rhetoric I		
	Engl	1302	Composition & Rhetoric II	3 SCH from:	Psychology, Sociology, Geography, Economics (see imajor for specific requirements)
3 SCH from:	Engl	2322	British Literature I	3 SCH Math:	College Algebra or equivalent or above (see individual degree for specific requirements)
	Engl	2323	British Literature II		
	Engl	2327	American Literature I		
	Engl	2328	American Literature II		
	Engl	2332	World Literature I	3 SCH from:	
	Engl	2333	World Literature II	Arts	1301 Art Appreciation
	Hist	1301	History of U.S. to 1877	Arts	1303 Art History Survey I
	Hist	1302	History of U.S. from 1877	Arts	1313 Foundations of Art
	Govt	2305	United States Government	Musi	1301 Fundamentals of Music
	Govt	2306	State and Local Government	Musi	1306 Music Appreciation
				Musi	1308 Music Literature I
				Dram	1310 Introduction to the Theatre
					(See major for specific requirement)

3 SCH from:  
Spch 1315 Public Speaking  
Spch 1321 Business and Professional  
Speech

Bcis 1305 Business Computer Appl  
or  
Cosc 1301 Introduction to Computer Sci

6-8 SCH from: Biology, Chemistry, Geology,  
Physics, Physical Science

**Total Core Curriculum: 42 SCH**

### Major: Criminal Justice

#### Degree: Bachelor of Science (B.S.)

Crij	1301	Intro to Criminal Justice
Crij	1306	The Courts and Criminal Proc
Crij	1307	Crime in America
Crij	1310	Fundamental of Criminal Law
Crij	1313	Juvenile Delinquency
CJ	360	Probation, Parole & Community Curriculum
CJ	380	Ethnic and Cultural Minorities
CJ	400	Internship in Criminal Justice
CJ	420	Adm of Criminal Justice Agencies
CJ	430	Rights of Accused/Convict Offend
CJ	454	Research Techniques Criminal Justice
CJ	480	Criminological Theories
CJ	485	Seminar in Criminal Justice
Math	453	Statistics

9 SCH from:

PSci	427	Public Law: Federal & State
Mgt	321	Organizational Behavior
Mgt	395	Principles of Management
Psy	316	Abnormal Psychology
Soc	314	Social Psychology
Soc	323	Social Stratification

9 SCH from: UD Criminal Justice electives

### Other Requirements

Comm	350	Adv Technological Comm
Eng	340	Advanced Expository Writing
Psy	320	Psy of Interpersonal Interactions

### Electives

**Note:** A maximum of 21 SCH Criminal Justice transfer curriculum will be used to meet degree requirements.

**Total Hours for Degree: 126 SCH**

### Major: Psychology

#### Degree: Bachelor of Science (B.S.)

Psyc	2301	Intro to Psychology (Core Curriculum)
Psyc	2314	Human Growth and Dev
Psy	316	Abnormal Psychology
Psy	317	Psychology of Personality
Psy	350	Learning and Behavior
or	466	Cognitive Psychology
Psy	402	Experimental Psychology (Prereq.: Math 453)
Psy	403	History of Modern Psy
Psy	426	Introduction to Applied Psy
Psy	455	Brain & Behavior
or	456	Sensation & Perception
Math	453	Statistics
Soc	314	Social Psychology

9 SCH UD Psychology electives

### Minor Courses (18 SCH)

Must choose a minor from Arts and Sciences, Behavioral Sciences or Business Administration listed in this catalog.

### Electives

Enough electives to total 120 SCH

**Total Hours for Degree: 120 SCH**



## Behavioral Science Minors

### Criminal Justice Minor (18 SCH)

Crij	1301	Intro to Crim Justice or Equiv
CJ	315	Law and Society
CJ	325	Crime and Delinquency
CJ	360	Probation, Parole & Comm Corr
CJ	380	Ethnic and Cultural Minorities
CJ	420	Adm of Criminal Justice Agencies

### Psychology Minor (18 SCH)

Psyc	2301	Introduction to Psychology (Gen Ed)
Psyc	2314	Human Growth and Dev
Psy	316	Abnormal Psychology

Psy	317	Psychology of Personality
or	350	Learning and Behavior
Psy	426	Introduction to Applied Psy
3	SCH	Psychology elective

### Sociology Minor (18 SCH)

Soci	1301	Introduction to Sociology
Soc	320	Deviance & Deviant Beh
Soc	323	Social Stratification
Soc	380	Ethnic and Cultural Minorities
Soc	485	Religion & Society
3	SCH	UD approved Sociology electives

## Bachelor of Science in Nursing (B.S.N.)

### Requirements for Admission to the Nursing Program

Texas A&M University-Texarkana's Bachelor of Science in Nursing program is nationally accredited by the Commission on Collegiate Nursing Education and fully approved by the Texas Board of Nurse Examiners.

Submit the "Application for Admission to the RN-BSN Program" form. Submit two letters of reference (or a RN refresher course) validating safe and recent practice experience as a registered nurse, within the last two years prior to acceptance. Have grade of C or higher for associate degree level nursing and science courses. (Diploma graduates – Nursing courses to be validated by examination to establish equivalent credits. See nursing faculty advisor.) Transcript showing completion of designated lower division prerequisites: ENGL 1302, BCIS 1401 or COSC 1301 (or evidence of current enrollment).

**Note:** Upon completion of these items, the applicant **must** make an immediate appointment at the Nursing Program Office to have a Pre-Admission Advisement Conference, phone 903-223-3176.

### Requirements After FULL Admission to the Nursing Program

(**Note:** For students who are fully accepted to the Nursing program.) The student must produce proof of, and maintain for the duration of enrollment:

Current license to practice as a registered nurse in the State of Texas, Current CPR Card for Health Care Providers certification. TB screening and immunizations (MMR, hepatitis B series, diphtheria, and polio)—on the University provided physical exam form. Negative drug screening. Professional liability insurance. Personal health insurance coverage. Demonstrate the ability to perform or accommodate for performing, the essential physical, mental, behavioral or communicative functions of the curriculum.

Candidates will be accepted into each class based on the following criteria and a competitive GPA above 2.0:

**Priority 1**—Candidate has completed all required core courses.

**Priority 2**—Candidate has completed, ENGL 1302, BCIS 1401 or COSC 1301.

**Priority 3**—Candidate has completed requirements for the ADN only.

## Core Curriculum

In Accordance with Texas Education Code, Chapter 61, Subchapter 5, each general academic institution shall design and implement a core curriculum, including specific courses composing the curriculum, of no less than 42 lower-division semester credit hours. The following is the Core Curriculum required by A&M-Textarkana for students majoring in Nursing.

Engl	1301	Composition & Rhetoric I	Arts	1303	Art History Survey I
Engl	1302	Composition & Rhetoric II	Arts	1313	Foundations of Art
3 SCH from:			Musi	1301	Fundamentals of Music
Eng	2322	British Literature I	Musi	1306	Music Appreciation
Eng	2323	British Literature II	Musi	1308	Music Literature I
Eng	2327	American Literature I	Dram	1310	Introduction to the Theatre
Eng	2328	American Literature II	3 SCH from:		
Eng	2332	World Literature I	Spch	1315	Public Speaking
Eng	2333	World Literature II	or		
			Comm	380	Adv Professional Comm
			or		
Hist	1301	History of U.S. to 1877	Spch	1321	Business and Professional Speech
Hist	1302	History of U.S. from 1877			
Govt	2305	United States Government	Bio	2401	Human Anat & Physiology I (4SCH)
Govt	2306	State and Local Government	Bio	2402	Human Anat & Physiology II (4SCH)
Psyc	2301	Intro to Psychology	Bcis	1305	Business Computer Appl
			or		
3 SCH Math:			Cosc	1301	Introduction to Computer Sci
Math	1442	Elementary Statistics (4 SCH)			
or	453	Statistics			
3 SCH from:					
Arts	1301	Art Appreciation			

**Total Core Curriculum: 44 SCH**

## Major: Nursing

### Degree: Bachelor of Science in Nursing (B.S.N.)

30	SCH	Transfer Nursing courses by validation/articulation
Nurs	301	Professional Nursing Practice
Nurs	302	Health Assessment Across Life Span (4 SCH)
Nurs	303	Leadership and Management in Nursing (4 SCH)
Nurs	305	Prof Nursing Practice with Individuals & Families (4SCH)
Nurs	317	Pathophysiology for Nurses
Nurs	404	Introduction to Research for Nursing
Nurs	406	Community Health Nursing Practice (5 SCH)
Nurs	407	Quality Issues and Responsibilities (2 SCH)

### 3 SCH Electives from:

Hsci	345	Wellness Lifestyle
or	346	Complimentary & Alternative Health Care
or	347	Foundation Ethics in Health Care
or		
Nurs	489	Independent Study
or	497	Special Topics in Nursing Practice

### Support Courses

Psyc	2314	Human Growth & Dev
Chem	1405	Intro Chemistry (4 SCH)
Biol	1322	Nutrition
Biol	2420	Microbiology (4 SCH)

**Total Hours for Degree: 122 SCH**

### **Criminal Justice (CJ)**

- 310. The Juvenile Justice System.** History and development of traditional and current methods for responding to the needs of the juvenile offender; juvenile practices and procedures; juvenile law and the role of the police and other involved agencies.
- 315. Law and Society.** Social problems in a legal context. The nature, functions, limitations, and objectives of law in relationship to such problems as poverty, drug addiction, abortion, euthanasia, mental illness; the changing role of the law in attempts to solve social problems; ethical issues in criminal justice.
- 320. Deviance and Deviant Behavior.** Introduction to the general phenomena of social deviance with primary emphasis given to non-criminal deviants and deviations and victimless crimes including mental disorders, drug use, prostitution, homosexuality. Attention is given to the scope of the field and other theoretical issues. Prerequisite: SOCI 1301. (Cross-listed with SOC 320.)
- 325. Crime and Delinquency.** A study of the meaning, nature, and extent of crime and delinquency, including analysis and evaluation of preventive and treatment methods. Emphasis will be on theories of crime and delinquency causation. Prerequisite: SOCI 1301. (Cross-listed with SOC 325.)
- 330. Institutional Corrections, Theory and Practice.** Examinations of the historical development of corrections including concepts of punishment and rehabilitation; emphasis on institutional corrections from conviction to release. (Cross-listed with SOC 432.)
- 340. Criminal Law and Procedure.** History and philosophy of modern substantive criminal law with an emphasis on the Texas Penal Code. Definitions and elements of principle crimes, criminal liability, and defenses to criminal penalties.
- 350. Types of Crime.** A detailed analysis of four major categories of crime; white collar, street crime, organized and consensual crime and violent crime.
- 360. Probation, Parole and Community Corrections.** A survey and analysis of probation and parole as well as other community reintegration efforts: boot camps, halfway houses, restitution centers, electronic monitoring, and other community centered programs.
- 380. Ethnic and Cultural Minorities.** This course will explore the ways in which ethnicity, culture, race, class and gender influence people's individual and social life. It will include relevant theories in the field and examine several ethnic and cultural minorities in the United States. The course includes discussion of minority status to crime and justice issues. Prerequisite: SOCI 1301. (Cross-listed with SOC 380.)
- 400. Internship in Criminal Justice.** Supervised experience in a criminal justice agency. Participant observation and hands-on experience that provides the opportunity to integrate theory and practice (3-9 SCH). Only 3 SCH apply to the major. To receive 9 SCH the student must work full-time 3 months during either the summer or a long semester. There is a maximum of 9 SCH for an internship, with only 3 SCH counted for the major. Prerequisite: Senior standing.
- 420. Administration of Criminal Justice Agencies.** Analysis of modern administration theory and management principles and their application to the unique operating problems of criminal justice organizations.
- 430. Constitutional Issues: Rights of Accused and Convicted Offenders.** Examination of state and federal constitutional rights and guarantees for the offender; rights and privileges of incarcerated offenders; constitutional rights of juveniles.
- 454. Research Techniques in Criminal Justice.** Introduction to research methods and computer applications in criminal justice. Work processing, electronic spreadsheets, and introduction to major criminal justice databases.
- 460. Civil Disruption, Terrorism, and Mass Violence.** Examination of historic and current trends in civil disruption from domestic/international perspective, and from civil disobedience to more violent means of dissent or revolt.
- 470. Police & Community Relations.** An examination of the interface between the police and the community they serve. Topics to be addressed include civilian review boards, deadly force, police corruption, community oriented policing, the police and other community agencies that serve the public, and crime prevention methods versus traditional policing that responds after a crime is committed.
- 472. Introduction to Forensic Science. (2-2)** The study of basic concepts, techniques, practices, and procedures of criminalistics, including the most current technologies in forensic analysis. Criminal investigation of actual cases will be discussed with a minimum of scientific terminology. In addition, the nature of physical evidence will be emphasized, including the use of DNA profiling. Strongly



recommended for Criminal Justice majors and Pre-Allied Health track students in Biology. Prerequisite: Junior or Senior standing. (Cross-listed with BSC 472.)

480. **Criminological Theories.** This course describes the role of theory in crime scholarship. It surveys the major schools of thought related to crime causation (sociological, psychological, and biological) and particular theories about crime and delinquency, places these theories in historical context, and reviews some of the primary assumptions of the theories and conclusions reached from criminology research.
485. **Seminar in Criminal Justice.** This is a course that is designed to provide students with a detailed understanding of the various agencies that make-up what is referred to as the criminal justice system in America. Emphasis is placed on how the organization, management, goals and objectives of each agency affect administration of justice.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

### Health Science (HSCI)

345. **Wellness Lifestyle.** This course explores a comprehensive examination of cardiovascular health, the impact of the body's physiological reaction to stress as it relates to disease, and the relationship between diet and certain diseases. (Cross-listed with HSCI 545.)
346. **Complementary & Alternative Health Care.** An introduction to the practice of complementary and alternative health care. Such modalities as homeopathy, herbal medicine, acupuncture, and massage therapy will be discussed. Alternative practitioners from the community will be utilized as guest speakers. (Cross-listed with HSCI 546.)
347. **Foundations of Health Care Ethics.** This course introduces undergraduate students to health care ethics. It includes the philosophical underpinnings of health care ethics, examples of health care dilemmas, and examples of legal documents that are important during the course of health care delivery. Some of the topics discussed include, but are not limited to, euthanasia (active and passive), hospice, abortion, patient rights, the refusal of chemotherapy, and medical use of marijuana for adjunctive cancer pain treatment.
405. **Cultural Pluralism in Health Care and Mental Health.** This course provides a cross-cultural perspective on health care systems. The focus is on a comparative analysis of health care and mental health care delivery systems in the United States and systems in other countries. Content and focus may vary depending on the health care systems and countries in focus. Students will use their creative instincts and scholarly abilities to develop an understanding of a wide array of issues related to health care systems both in the U.S. and abroad. Prerequisite: Junior level standing.

### Nursing (NURS)

301. **Professional Nursing Practice.** (3-0). (3 SCH) Emphasis is on the history, philosophy, concepts and theoretical foundations that contribute to defining professional nursing practice, and emphasis is on socialization into professional nursing practice. Incorporates exploration and comparison of personal philosophy of nursing care.
302. **Health Assessment Across the Life Span.** (3-3). (4 SCH) Introduces the concepts and techniques of health and cultural assessment of individuals and families across the life span, for use with the nursing process. Emphasizes history/data collection and critical analysis in situations of health and deviations from health. Laboratory experiences enable student practice of clinical assessment skills, analysis and decision-making for nursing practice.
303. **Leadership and Management in Nursing Practice.** (3-3). (4 SCH) Focus is on the concepts of leadership and management, and their implications for delivery of professional nursing care. Assessment and analysis of a real work problem, assessment of the work environment, and development of a proposed solution, as well as principles of client education are included. Prerequisite: NURS 302 and enrolled in NURS 301.
305. **Professional Nursing Practice with Individuals and Families.** (3-3). (4 SCH) In this course students are expected to synthesize knowledge from all previous courses as care is provided to people with complex, unpredictable, or chronic health needs, in diverse settings where decision-making may or may not be supported by established protocols or direct supervision. The student will be self-directed in development of learning objectives and in using the nursing process for knowledge-

- based nursing interventions, evaluation of outcomes, and revisions in nursing care to maintain, restore, and promote health of individuals and families or to achieve a peaceful death. Individual clients may be children or adults whose care occurs within the context of a family. Emphasis is placed on application of research findings for critical thinking in case management, integration of pathophysiology, psychosocial and cultural concepts and professional values to coordinate care in a variety of settings, with quality and continuity. Pharmacology, pain management, crisis intervention and discharge planning are included. Prerequisite or co-requisite: NURS 301, NURS 302, SOC 423.
317. **Pathophysiology for Nursing.** (2-2) The major focus of this course is for nurses to understand the pathophysiological basis for disease processes in adults and children. Central concepts will address symptoms, treatment, prognosis, and case studies. The major direction of the course will be on clinical application of findings that underlie the pathogenesis of the disease process.
404. **Introduction to Research for Nursing Practice.** (3-0) The research process is examined as a means of generating knowledge for nursing practice. The steps in the research process are discussed with the goal that the student will become a knowledgeable consumer of nursing research. In addition to research methodology, emphasis is on information retrieval and the review and critique of published nursing research, with consideration of the use of research findings in clinical practice. Prerequisite: NURS 301.
406. **Community Health Nursing Practice.** (3-6) (5 SCH) Introduces community-based nursing practice and the role of various systems for care of individuals, families, and high-risk groups. Focus is on the role of the professional nurse in health promotion, primary disease prevention and management of chronic health problems in community settings. Clinical laboratory practice is individualized, and focuses on use of nursing process for direct care and family teaching in community settings, assessment of the environment of care, and on interventions for vulnerable populations. Prerequisite or co-requisite: NURS 301.
407. **Quality Issues and Responsibilities in Professional Nursing Practice.** (2-0). (2 SCH) A seminar course that explores political, legal, ethical, and policy issues affecting the quality of health care delivery and of nursing practice. The responsibility and means by which professional nurses can affect quality are included. Prerequisite or co-requisite: NURS 301, NURS 303, NURS 305, NURS 404 and NURS 406.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

### Psychology (PSY)

316. **Abnormal Psychology.** Surveys the various types of abnormal behavior including adjustment disorders, personality disorders, schizophrenic disorders, anxiety disorders, and organic brain disorders. It also examines the origins and treatments of abnormal behavior as well as the various classifications schemas. Prerequisite: PSYC 2301.
317. **Psychology of Personality.** Reviews the various approaches to the study of personality and considers the determinants, development, and assessment of personality. Prerequisite: PSYC 2301.
320. **Psychology of Interpersonal Interactions.** Examines the processes of social interaction, using the perspective of psychological theory and research. Topics include the growth of relationships, love, social exchange, impression management, communication, jealousy, loneliness, and games people play. Techniques for improving interactions are considered. Prerequisite: Junior standing. (NOTE: this course replaces IS 320.)
350. **Learning and Behavior.** Presents basic information about various types of learning and describes general theoretical and practical approaches to understanding and improving learning and behavioral processes. Prerequisite: PSYC 2301.
400. **Internship.** Provides field experience in psychology within local agencies and facilities with on-site supervision together with classroom activities. The internship is structured to provide students with exposure to workplace settings where persons with baccalaureate degrees in psychology are employed. Sites include in-patient and out-patient mental health and mental retardation facilities, correctional facilities, and human service organizations. Offered Fall and Spring semesters. Note: Students may apply for Internship during the semester prior to when they intend taking the course. Student workload will be evaluated with regard to maximum course load concurrent with Internship. May be taken twice for a total of 6 SCH. Preference will be given to first semester applicants.



Prerequisite: Senior standing and approval of instructor. Graded on Satisfactory (S) or Unsatisfactory (U) basis.

402. **Experimental Psychology.** Familiarizes the student with typical methods and techniques employed in psychological research. In addition to the three hours per week of classroom instruction, the student attends one two-hour laboratory per week, performing psychophysical and other psychological experiments. Prerequisite: PSYC 2301 and MATH 453.
403. **History of Psychology.** Introduces the major schools and systems of psychology as they have evolved and exist today. Prerequisite: PSYC 2301.
404. **Industrial Psychology.** Examines the person in industrial/organizational system processes including recruitment, selection, promotion, training, performance appraisal, job satisfaction, work motivation, leadership, communication, job design, union/management relations, work conditions, human factors, and workplace ergonomics. Prerequisite: Junior standing.
406. **Environmental Psychology.** Analyzes various aspects of the natural and built physical settings on human functioning and socialization. Prerequisite: PSYC 2301.
426. **Introduction to Clinical and Counseling Psychology.** Reviews clinical and counseling psychology, its history, perspective, conceptual framework and treatment modalities. Prerequisite: PSYC 2301.
440. **Psychology of Addiction.** This course studies the prominent theories of addiction and surveys the research literature related to the psychological aspects of addiction. Included is a description of commonly abused legal and illegal substances and a discussion of the difference between substance abuse and dependence. Consideration is given to prominent forms of intervention and treatment.
443. **Psychology of Death and Dying.** Studies the processes of dying and the influence of the threat of death on human behavior. Prerequisite: PSYC 2301.
445. **Human Sexual Behavior.** Examines biological capabilities, psychological characteristics and social and cultural influences on human sexual behavior. (Cross-listed with PSY 545.)
455. **Brain and Behavior.** Examines of the structure and functioning of the brain and of its many components down to the level of individual neurons. It looks at the development of the brain and the effects of drugs, disease, and injury. It provides an introduction to the processing of sensory information and control of movement by the brain. Prerequisite: PSYC 2301 and two semester of biology.
456. **Sensation and Perception.** Explores how individuals perceive their surroundings by various sensory modalities and signal processing capabilities of the brain. Prerequisite: PSYC 2301 and two semester of biology.
465. **Psychology of Aging.** Studies the theoretical and research literature related to the psychological aspects of aging. Consideration is given to changes in physical, perceptual, and cognitive processes as they affect vocational, social, and personal adjustment.
466. **Cognitive Psychology.** Examines the study of thinking behaviors in humans and other higher animals including perception, categorization, reflection, self-awareness, communication, language, creativity, and other related topics. Prerequisite: PSYC 2301.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

### Sociology (SOC)

314. **Social Psychology.** Investigates how social factors influence the individual's personality, perception, attitudes, and behavior. The course will teach the relevant theories and methods, and learn about current research on topics such as culture, gender, relationships, aggression, and group behavior. Prerequisite: SOCI 1301.
320. **Deviance and Deviant Behavior.** Introduction to the general phenomena of social deviance with primary emphasis given to non-criminal deviants and deviations and victimless crimes including mental disorders, drug use, prostitution, homosexuality. Attention is given to the scope of the field and other theoretical issues. Prerequisite: SOCI 1301. (Cross-listed with CJ 320.)
323. **Social Stratification.** The study of social stratification involves examination of the historical and contemporary systems of stratification, problems of class and caste, and trends in class system and social mobility. In addition, it explores the different concepts and theories of social stratification and their global relevance. Prerequisite: SOCI 1301.



325. **Crime and Delinquency.** A study of the meaning, nature, and extent of crime and delinquency, including analysis and evaluation of preventive and treatment methods. Emphasis will be on theories of crime and delinquency causation. Prerequisite: SOCI 1301. (Cross-listed with CJ 325.)
380. **Ethnic and Cultural Minorities.** This course will explore the ways in which ethnicity, culture, race, class and gender influence people's individual and social life. It will include relevant theories in the field and examine several ethnic and cultural minorities in the United States. The course includes discussion of minority status to crime and justice issues. Prerequisite: SOCI 1301. (Cross-listed with CJ 380.)
420. **Managing Cultural Differences.** A study of critical sensitivities one must exhibit in various parts of the world as related to the demands of business for a repertoire of style, a respect for diversity, and understanding of cultures. (Cross-listed with GBUS 420.)
423. **Health and Society.** This course will teach how life-style choices, work environment, family context, and the legislative, economic, and environmental processes influence health and wellness. Students will learn how wellness of the individual is inseparable from societal well being, and the class will examine this connection at the national and global levels. Prerequisite: Junior or Senior standing.
432. **Sociology of Correction.** Examinations of the historical development of corrections including concepts on punishment and rehabilitation; emphasis on institutional corrections from conviction to release. Prerequisite: SOCI 1301. (Cross-listed with CJ 330).
485. **Religion and Society.** This course reviews the major lines of classical and contemporary sociological thinking on religious consciousness and religious practice. How does society influence religion? How does religion influence society? What is religion's social significance in contemporary society? The course will consider these and other questions by exploring a variety of social expressions of religion. It will also examine the social bases of churches, sects, and cults, and it focuses on contemporary religion in the United States. The course will be taught at an advanced level, but does not require previous work in sociology. Prerequisite: Junior or Senior standing.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.

# Health and Behavioral Sciences Graduate Degree Programs

Counseling Psychology—Licensed Professional Counselor (M.S.)

Counseling Psychology—School Counseling (M.S.)

## Admission to Graduate Study in Behavioral Sciences

1. A baccalaureate degree from a regionally accredited institution
2. A minimum 3.0 GPA in the last 60 hours of undergraduate degree program
3. Resume
4. Letters of interest, commitment, and purpose to the program
5. Performance on appropriate standardized exams such as GRE or MAT
  - Official scores must be submitted
  - Scores may be no older than 5 years at the time of application
6. Supportive letter of evaluation from faculty and professional mentors (Minimum of 3 required, and letters must be current and dated within 6 months of application)

**International Students** entering the graduate programs must have a minimum TOEFL score (paper-based 550, computer-based 213, internet-based 79) is required of students whose native language is non-English. This test score must be sent directly from ETS and the test must have been taken within the two-year period prior to enrollment.

## Course Prerequisites

Some courses have prerequisites required. Students should review the catalog for course descriptions and become aware of these prerequisites. Students are responsible for assuring that the prerequisites are completed as required.

**Major: Counseling Psychology (48 SCH)**

**Degree: Master of Science (M.S.)**

**Eligibility: Licensed Professional Counselor**

## Purpose of the Degree Program

The required courses of this program met current academic eligibility requirements of the Texas State Board of Examiners of Licensed Professional Counselors. Students completing this program of study satisfy the academic requirements to sit for this examination.

## Prerequisite Courses

Psy	316	Abnormal Psy. (Prereq for Psy 503)
Math	453	Statistics (Prereq for Psy 533)

## Interdisciplinary Core Course

Psy	540	Research Literature & Techniques
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### Major Courses

Coun	510	Counseling Theories	Psy	503	Psychology or Behavior Disorders
Coun	511	Introduction to Counseling Services	Psy	516	Psychological Theories of Learning
Coun	512	Career Development and Information	or	535	Behavior Modification
Coun	516	Pre-Practicum in Counseling	PSY	533	Psychological Testing
Coun	520	Counseling Diverse Populations	Psy	540	Research Literature and Techniques
Coun	525	Practicum	Psy	543	Human Growth and Development
Coun	526	Internship	Psy	571	Personality Assessment
Coun	528	Group Procedures in Counseling	Psy	575	Ethics in Counseling and Psychology
			3	SCH	Elective in Counseling or Psychology

**Major: Counseling Psychology (48 SCH)**

**Degree: Master of Science (M.S.)**

**Eligibility: Certified School Counselor**

### Purpose of the Degree Program

Students who earn this degree and have completed two (2) years of public school teaching and passed the TExES will be eligible to apply for certification as an All-level Counselor in the State of Texas. This degree will also meet the educational requirements for other counseling positions such as student personnel or career counselor positions at a number of two and four year colleges or universities.

Upon successful completion of the master's degree program, two (2) years of classroom teaching experience and successful passing of the TExES examination, the student can apply through the University to the State Board for Educator Certification, which grants the counselor certification.

### Major Courses

Coun	510	Counseling Theories	Coun	528	Group Procedures in Counseling
Coun	511	Introduction to Counseling Services	Coun	534	Counseling Children and Adolescents
Coun	512	Career Development and Information	Psy	540	Research Literature and Techniques
Coun	516	Pre-Practicum in Counseling	Psy	543	Human Growth and Development
Coun	517	Assessment in Counseling	Psy	575	Ethics in Counseling and Psychology
Coun	520	Counseling Diverse Populations	6	SCH	Elective in Counseling or Psychology
Coun	523	School Counseling			
Coun	525	Practicum			
Coun	526	Internship			

### School Counselor Options

**Eligibility: Licensed Professional Counselor**

**Prerequisite: Completion of the Certified School Counselor Program (48 SCH)**

### Purpose of the Program

The required courses of this program meet current academic eligibility requirements of the Texas State Board Examiners of Licensed Professional Counselors. Students completing the following items satisfy the academic requirements to sit for the LPC examination.

### Prerequisite Courses

Psy	316	Abnormal Psy. (Prereq for Psy 533)
Math	453	Statistics (Prereq for Psy 503)

### Major Courses

Psy	503	Psychology of Behavioral Disorders
Psy	533	Psychological Testing
Psy	571	Personality Assessment



**Counseling (COUN)**

- 510. Counseling Theories.** Surveys the major theories of counseling and psychotherapy with emphasis on the application of these theories to counseling situations.
- 511. Introduction to Counseling Services.** Introduces students to the scope and purposes of the counseling profession. Standards of preparation, codes of ethics, professional organizations, licensure and certification requirements will be studied. The importance of the essential characteristics of effective therapists will be examined.
- 512. Career Development and Information.** Combines the use of current career information and career development theories in career counseling. Provides an overview of evaluating educational, occupational, and personal social information for career development. The course will cover the nature of work, the dynamics of vocational choice and development, psychological and sociological factors in job selection, manpower trends occupational surveys, job analysis, and recent publications dealing with these topics. May be taken concurrently with COUN 525 for Elementary School emphasis.
- 516. Pre-Practicum.** Supervised experience in individual counseling will be provided in a laboratory setting. Demonstration of professional standards, counseling, skills and personal characteristics appropriate to the counseling relationship is expected.
- 517. Assessment in Counseling.** Integrates theory and practice related to the use of standardized aptitude, achievement, and interest tests. The utilization of appraisal data for educational and vocational advising, placement and follow-up will be covered. Experience will be gained in the administration and interpretation of selected aptitude, achievement and interest assessments.
- 520. Counseling Diverse Populations.** Focuses on the multicultural issues that may arise within the context of counseling clients. The course is designed to raise students' awareness of their own values and their clients' values, how these values may differ in the areas of race, gender, sexual orientation, religion, and socio-economic class, and how these differences may impact the therapeutic relationship.
- 523. School Counseling.** Provides an overview of school and vocational counseling programs. An in-depth study of the functions of school counselors will be provided which includes counseling, consulting, coordinating and assessment services. Students will learn how to develop a comprehensive school counseling program, working with and serving students, teachers, staff and administration.
- 525. Practicum.** Experience in applying counseling skills and techniques under supervision in placement settings. Graded on a (S) satisfactory or (U) unsatisfactory basis. Students must earn a grade of "B" or better on prerequisite courses to be considered for admission to this class. Prerequisite for LPC program: COUN 510, 511, 516, PSY 503, and 575. PSY 533 may be taken concurrently with Practicum. Prerequisite for School Counselor option: COUN 510, 511, 516, and PSY 575. COUN 512 may be taken concurrently with Practicum. Offered Fall and Spring semesters. Must have prior approval of Internship Coordinator. Note: Students who are working a full-time job are only allowed to register for one other course when taking Practicum.
- 526. Internship.** Advanced field experience in applying counseling skills and techniques under supervision in placement settings. Prerequisite: Consent of instructor. Graded on a (S) satisfactory or (U) unsatisfactory basis. Prerequisite for LPC Option: COUN 512, 525, and 528. PSY 571 may be taken concurrently with Internship. Prerequisite for School Counseling emphasis: COUN 512, 525, and 528. COUN 517 may be taken concurrently with Internship. NOTE: Students who are working a full-time job are only allowed to register for one other course when taking Internship.
- 528. Group Procedures in Counseling.** Examines the dynamics of group process and practice with emphasis on theory and techniques of group leadership. Research paper on theory, procedure or issues in group counseling is required. Prerequisite: COUN 511, 516 and permission of the instructor. Must be completed prior to Internship for Elementary School emphasis.
- 530. Bereavement Counseling.** An in-depth study in counseling individuals who are coping with significant losses, dying and death. Counseling theories and approaches, which assist people through the grief process, will be highlighted. Prerequisite: COUN 516.
- 534. Counseling Children and Adolescents.** This course is a didactic and experiential course that prepares students to work with the special needs of children and adolescents. This course will focus on developmental needs, specific therapeutic interventions, and common emotional issues of children and adolescents. Group and individual counseling techniques will be practiced and treatment options will be covered. Prerequisite: COUN 516.

540. **Introduction to Play Therapy.** This course is designed to (1) assist those who work with children in understanding the fundamental tenets of play therapy, (2) help participants develop an effective philosophy of and approach to play therapy, (3) increase participants understanding of the inner world and behavior of children, (4) help students connect with children on a feeling level, (5) promote self-awareness and self-understanding, (6) increase participants' understanding of child development, particularly with children ages three to nine, (7) enhance participants' sensitivity to and acceptance of others, and (8) equip students with beginning level play therapy skills. Prerequisite: COUN 516.
541. **Counseling the Substance Abuser: Prevention, Intervention, and Treatment.** This course is based on the fundamental assumption that substance abusers and their families are a heterogeneous group and must be treated from an individualized perspective. Clients dealing with substance abuse issues vary in their behavior patterns, the physical effects of drugs on them, and the life consequences of their drinking or other drug use, their personality, their social environment, gender, culture, and other life-span variables. Counseling strategies need to fit the goals and needs of the individual client. The counselor must develop the skills needed to work either as a substance abuse specialist or as a generalist who must sometimes address substance abuse problems/issues. Each student will be able to describe the history and scope of drug use in the United States, developmental correlates, and cultural differences affecting drug and substance abuse. Students will be able to document their understanding of drugs and addictions, recovery, and social problems with citations from current research. Prerequisite: COUN 511.
585. **Crisis Intervention: Theory and Practice.** This course is an overview of crisis intervention. Major theoretical models of situational crises are examined and operationalized across a variety of service delivery systems. Students will develop conceptual competency necessary for professionals engaged in crisis interventions. Special emphasis is given to contemporary research in suicidology, disaster psychology, and crisis management for public schools. Topics of discussion include emergency situations such as natural disasters, terrorism, school violence, abuse, and crisis interventions with diverse populations. Prerequisite: COUN 516.
589. **Independent Study.** Individual instruction. May be repeated when topics vary.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

### **Criminal Justice (CJ)**

510. **Criminal Justice Ethics.** A discussion of classical ethical theories and their consideration in the administration of criminal justice. Specific attention will be paid to the application of these theories and the ethical development of criminal justice officials. Topics of discussion will include current ethical issues and their relationship to meta-ethical frameworks.
521. **Seminar in Policing.** A seminar that will focus on problematic issues in law enforcement. In addition to long-term intransient issues, this course examines contemporary issues based on recent and ongoing events.
547. **Seminar on Corrections.** This course examines the field of corrections from both historical and contemporary perspectives. Course materials would include a discussion of earlier forms of punishment, evolution of modern prisons, and the concept of community-based corrections.
570. **Seminar in Justice Administration.** Course identifies and discusses the roles of the key players in the judicial process. Course materials would include a discussion of the prosecutor's office, selection and use of juries, selection of prosecutors and judges, plea negotiations, courtroom work group, representation of indigent defendants and other issues pertinent to the interpretation and applications of law.

### **Health Science (HSCI)**

545. **Wellness Lifestyle.** This course explores a comprehensive examination of cardiovascular health, the impact of the body's physiological reaction to stress as it relates to disease, and the relationship between diet and certain diseases. Students who have already completed HSCI 345 are not eligible for this course. (Cross-listed with HSCI345.)
546. **Complementary & Alternative Health Care.** An introduction to the practice of complementary and alternative health care. Such modalities as homeopathy, herbal medicine, acupuncture, and massage therapy will be discussed. Alternative practitioners from the community will be utilized as guest



speakers. Students who have already completed HSCI 346 are not eligible for this course. (Cross-listed with HSCI346.)

### Psychology (PSY)

- 503. Psychology of Behavior Disorders.** Prepares students to diagnose psychological disorders using the current diagnostic manual. Videotape cases will be used to illustrate the various types of disorders. Attention will also be given to gathering relevant information from the clinical interview, psychometrics, and other sources to assist in the diagnostic process. Prerequisite: PSY 316 or equivalent.
- 516. Psychological Theories of Learning.** Surveys the various theories of learning from classical and operant conditioning to cognitive developmental models and information processing. Emphasizes application of appropriate theories to real life situations.
- 533. Psychological Testing.** Provides students with a broad overview of the basic principles and ethical issues related to psychological testing. Topics covered include norms, reliability, validity, ethics, and an introduction to the more commonly used tests of intelligence, personality, special abilities, and education/achievement. Prerequisite: MATH 453 or equivalent. May be taken concurrently with Internship for LPC option.
- 535. Behavior Modification.** Examines principles and techniques of behavior modification as it is applied to clinical, school, industrial and self-modification programs.
- 540. Research Literature and Techniques.** Review and research studies produced by investigators in student's major field with emphasis on investigative and verification techniques employed. Demonstrate competence in using systematic research techniques by investigation and formal reporting of a problem. (Replaces IS 595 for Counseling Psychology majors.)
- 543. Human Growth and Development.** Examines physical, cognitive and psychosexual development across the human life span. Emphasis is given to the complex process that grows out of the interactions between a changing person and a changing world that continues throughout the entire life span.
- 545. Human Sexual Behavior.** Examines biological capabilities, psychological characteristics and social and cultural influences on human sexual behavior. The course emphasizes the diversity of sexual learning, attitudes and values. Students who have already completed PSY 445 are not eligible for this course. (Cross-listed with PSY 445.)
- 571. Personality Assessment.** Focuses on the assessment of personality. Students will administer, score, interpret, and write assessment reports of various objective personality tests, typically including MMPI-2, the 16 PF and the MBTI. Prerequisite: Psychology 533 or equivalent. May be taken concurrently with Internship for LPC option.
- 572. Intelligence Testing.** Focuses on the assessment of intelligence of children, adolescents and adults. The course will familiarize students with the history, purpose and process of measuring intelligence. Students will administer, score and interpret results on the WPPSI-R, WISC-III and the WAIS-R. Prerequisite: PSY 533 or equivalent.
- 575. Ethics in Counseling and Psychology.** Explores the range of ethical issues that professionals may encounter within the field of psychology. Through lecture, discussion, reading, and role-plays, students will explore such issues as ethical codes and ethical decision-making, boundaries of competence, confidentiality, dual relationships, insurance/third party payments, advertising, assessment, teaching, therapy and research.
- 578. Marriage and Family Therapy.** An examination of the application of relationship counseling theory to the study of marital systems and the application of family systems theory to the study of family dynamics. The focus will be on structural, strategic and system approaches. A combination of didactic and experiential methods is employed. Students are expected to be involved in role-playing and strategic exercises.
- 579. Psychopharmacology for Counselors.** The course is a basic introduction to psychopharmacology non-medical counselors. Basic neuropsychological principles will be discussed and applied to relevant diagnostic groups involving various classes of psychopharmacological medications. The course will help counselors to understand client issues that pertain to psychopharmacology. It will equip the counselor-in-training to better understand psychopharmacology and to interact with medical personnel who prescribe psychotherapeutic medications. This training will allow counselors to understand how medications are used and how the application of various psychopharmacological medications can affect the counseling process.



581. **Child and Adolescent Psychology.** Examines the bio-psychosocial issues of children and adolescents. Psychological theories and counseling interventions that address the emotional needs of children and adolescents are studied. Emphasis is given to the diagnosis of psychological disorders and psychological treatment.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Sociology (SOC)**

589. **Individual Study.** Individual instruction. May be repeated when topics vary.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

# College of Business

## Faculty

**R. Edward Bashaw, Ph.D. (DEAN)**

*Dean of College of Business and Professor of Marketing*

B.S., M.S., M.B.A., Baylor University

Ph.D., University of Memphis

**Don Abbott, Ph.D.**

*Professor of Accounting*

B.B.A., Southern Arkansas University

M.B.A., Louisiana Tech University

Ph.D., University of Arkansas

**Joan Brumm, Ph.D.**

*Professor of Accounting*

B.S., Wayne State University

M.B.A., Texas A&M University-Texarkana

Ph.D., Louisiana State University

**Larry R. Davis, Ph.D.**

*Professor of Economics and Management*

B.B.A., M.B.A., Texas A&M University-Commerce

Ph.D., University of Arkansas

**Mohammed A. Haque, D.B.A.**

*Professor of Finance*

B.S., Bethel College

M.B.A., Ball State University

D.B.A., Mississippi State University

**James L. Harbin, Ph.D.**

*Professor of Management*

B.S., M.B.A., Arkansas State University

Ph.D., University of Arkansas

**Patricia Humphrey, D.B.A.**

*Associate Professor of Marketing*

B.S., M.B.A., Louisiana State University-Shreveport

D.B.A., Louisiana Tech University

**Charles L. McDonald, Jr., Ph.D.**

*Professor of Management Information Systems*

B.A.A.S., M.S., Texas A&M University-Texarkana

Ph.D., Nova University

**Charles W. Mohundro, Ph.D.**

*Professor of Finance and Management*  
B.B.A., M.B.A., North Texas State University  
J.D., University of Texas  
Ph.D., Texas A&M University

**Robert Owen, Ph.D.**

*Associate Professor of Marketing*  
B.A., Park College M.A., Central Michigan University  
Ph.D., Ohio State University

**David Reavis, C.C.P., Ph.D.**

*Assistant Professor of Management Information Systems*  
BBA, Southern Arkansas University  
MBA, Texas A&M University-Texarkana  
Ph.D. Nova Southeastern University



# Business

## Undergraduate Degree Programs

Bachelor of Business Administration (B.B.A)

Majors Offered: Accounting, Finance, General Business, Management, Management Information Systems (MIS), Marketing

Distinct Minors are Offered for both B.B.A and Non-business majors: Accounting, Finance, Human Resource Management, International Business, Management, Management Information Systems (MIS), Marketing

### Programs of Study

The department of Business offers programs designed to provide academic experiences to facilitate students' abilities to perform responsibly and effectively in their chosen professional roles in business, industry, government, and other related careers.

Bachelor's degree requirements include the following minimums: 60 SCH transfer credit, 54 SCH upper-division credit, and 25% in resident course work at A&M-Texarkana. Undergraduate students majoring in Business are required to take the Major Field Exam prior to graduation. **Note:** Non-business major and non-business minor students: See section below for students taking business courses.

### Course Prerequisites

Some courses have prerequisites required. Students should review the catalog for course descriptions and become aware of these prerequisites. Students are responsible for assuring that the prerequisites are completed as required. Each degree program includes the following components:

- |  |                                      |
|--|--------------------------------------|
| A. Core Curriculum/General Education Courses | D. Minor Courses (for B.B.A degrees) |
| B. Business Administration Core Courses      | E. Electives                         |
| C. Major Courses                             |                                      |

### Core Curriculum

In Accordance with Texas Education Code, Chapter 61, Subchapter 5, each general academic institution shall design and implement a core curriculum, including specific courses composing the curriculum, of no less than 42 lower-division semester credit hours. The following is the Core Curriculum required by A&M-Texarkana:

Engl 1301	Composition & Rhetoric I	3 SCH from:	
Engl 1302	Composition & Rhetoric II	Arts 1301	Art Appreciation
		Arts 1303	Art History Survey I
		Arts 1313	Foundations of Art
3 SCH from:		Musi 1301	Fundamentals of Music
Eng 2322	British Literature I	Musi 1306	Music Appreciation
Eng 2323	British Literature II	Musi 1308	Music Literature I
Eng 2327	American Literature I	Dram 1310	Introduction to the Theatre
Eng 2328	American Literature II		(See major for specific requirement)
Eng 2332	World Literature I		
Eng 2333	World Literature II	3 SCH from:	
		Spch 1315	Public Speaking
Hist 1301	History of U.S. to 1877	Spch 1321	Business and Prof Speech
Hist 1302	History of U.S. from 1877		
Govt 2305	United States Government	6-8 SCH from:	Biology, Chemistry, Geology, Physics, Physical Science (see major for course requirements)
Govt 2306	State and Local Government		
3 SCH from:	Psychology, Sociology, Geography, Economics (see major for specific course requirements)	Bcis 1305	Business Computer Application or
3 SCH Math:	College Algebra or equivalent or above (see individual degree for specific requirements)	Csci 1301	Introduction to Computer Sci
		<b>Total Core Curriculum: 42 SCH</b>	

**Other Requirements**

Acct	2301	Principles of Accounting I
Acct	2302	Principles of Accounting II
Busi	2301	Business Law I
Econ	2301	Elements of Economics I (Core Curr)
Econ	2302	Elements of Economics II
Math	1324	Finite Math (Core Curr)
Math	1325	Business Calculus

**Business Administration Core (30 SCH)**

Acct	325	Managerial Accounting
Fin	454	Financial Management
Gbus	440	International Business
Gbus	450	Business Ethics
Math	453	Statistics
Mgt	395	Principles of Management
Mgt	439	Business Policy
Mgt	465	Production & Operations Mgt
MIS	360	Management Information Sys
Mkt	363	Marketing

**Degree: Bachelor of Business Administration (B.B.A.)**

**Major: Accounting (30 SCH)**

Acct	321	Intermediate Accounting I
Acct	322	Intermediate Accounting II
Acct	323	Intermediate Accounting III
Acct	324	Income Tax Accounting
Acct	421	Governmental Accounting
Acct	425	Cost Accounting
Acct	429	Accounting Systems
9	SCH	UD electives in Business

**Total Hours for Degree: 120 SCH**

**Major: Finance (24 SCH)**

Fin	325	Money and Banking
Fin	464	Principles of Investing
Fin	470	International Finance
Fin	474	Intermediate Financial Mgt
Fin	484	Financial Institutions Markets
Fin	494	Security Analysis & Portfolio Mgt
Fin	496	Financial Derivatives
Acct	425	Cost Accounting

**Electives**

6	SCH	UD electives in Business
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**Total Hours for Degree: 120 SCH**

**Major: General Business (21 SCH)**

21	SCH	UD Business Electives
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**Electives**

6	SCH	UD Business Electives
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**Total Hours for Degree: 120 SCH**

**Major: Management (21 SCH)**

Mgt	321	Organizational Behavior
Mgt	326	Labor Relations
Mgt	475	Management Science
Mgt	495	Human Resource Mgt
Gbus	456	Social, Political & Legal Environ
6	SCH	UD Business Electives

**Electives**

6	SCH	UD Business Electives
3	SCH	UD or LD Electives

**Total Hours for Degree: 120 SCH**

**Major: Management Information Systems (27 SCH)**

MIS	305	Electronic Commerce
MIS	362	Systems Analysis & Design
MIS	366	Fundamentals of Database Sys
MIS	470	Object-Oriented Programming
MIS	472	Mgt of Local Area Networks
MIS	473	Internetworking LANS
9	SCH	UD MIS Electives

**Note:** MIS Majors may not take MIS 301 for credit on degree plan

**Additional Requirements for MIS Majors:**

Cosc	1309	Programming Logic and Design
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3 SCH from:

Bcis	1331	Programming in Basic
Bcis	1332	Cobol Programming
Cosc	1320	C++ Programming I

**Total Hours for Degree: 120 SCH**

**Major: Marketing (27 SCH)**

Mkt	366	Marketing Promotion
Mkt	416	International Marketing
Mkt	436	Marketing Research
Mkt	445	Retailing
Mkt	465	Sales Management
Mkt	467	Consumer Behavior
3	SCH	UD Business elective

**Electives**

6	SCH	UD electives in Business
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**Total Hours for Degree: 120 SCH**

## Integrated Accounting Program (B.B.A./M.S.A.)

The Integrated Accounting program combines undergraduate and graduate study. Students are simultaneously awarded a BBA and MSA in Accounting upon completion of the entire integrated 150 semester hour program.

Students must complete entire program (BBA+MSA) to be eligible for the BBA degree. Students who choose not to complete the integrated accounting degree will be converted to the standard BBA degree with a major in Accounting

### Major: Accounting

Acct	321	Intermediate Accounting I	Acct	421	Governmental Accounting
Acct	322	Intermediate Accounting II	Acct	425	Cost Accounting
Acct	323	Intermediate Accounting III	Acct	429	Accounting Systems
Acct	324	Income Tax Accounting	.		

**Note:** See Core Curriculum, General Education, Other Requirements, and Business Core for additional hours for degree.

See *Business Administration in Graduate Section of this catalog for Major requirements for MSA degree.*

Students must be within 12 SCH of completing undergraduate work prior to enrolling in graduate courses. Students must meet the minimum graduate program admission requirements within the first semester of enrollment in graduate classes.

## Minors (B.B.A.)

A B.B.A. minor may be earned by those students earning a B.B.A. degree who, in addition to completing the requirements for their major, also complete 18 semester hours in an identified minor area and achieve a grade point average of 2.0 or better for those 18 hours. Minor and the course options are listed below.

### Accounting Minor (18 SCH from)

Acct	321	Intermediate Accounting I (required)
Acct	322	Intermediate Accounting II (required)
Acct	323	Intermediate Accounting III (required)
9 SCH from:		
Acct	324	Income Tax Accounting
Acct	421	Governmental Accounting
Acct	425	Cost Accounting
Acct	429	Accounting Systems
Acct	489	Individual Study

Fin	496	Financial Derivatives
Fin	489	Individual Study

### Human Resource Management Minor (18 SCH from)

Mgt	321	Organizational Behavior
Mgt	326	Labor Relations
Mgt	438	Compensation Management
Mgt	489	Individual Study
Mgt	495	Human Resource Mgt
Mgt	498	Human Resource Selection
GBus	420	Managing Cultural Differences
GBus	456	Social, Political, and Legal Env

### Finance Minor (18 SCH from)

Fin	325	Money and Banking
Fin	464	Principles of Investing
Fin	470	International Finance
Fin	474	Intermediate Financial Mgt
Fin	484	Financial Institutions Markets
Fin	494	Security Analysis & Portfolio Management

### International Business Minor (18 SCH from)

Fin	470	International Finance
GBus	420	Managing Cultural Differences
GBus	497	(6 hrs. trip involved)
Gbus	489	Individual Study
Mkt	416	International Marketing
3	SCH	UD approved area Business elective



**Management Minor (18 SCH from)**

Mgt	321	Organizational Behavior
Mgt	326	Labor Relations
Mgt	444	Field Experience in Business
Mgt	475	Management Science
Mgt	489	Individual Study
Mgt	495	Human Resource Mgt
GBus	456	Managing Cultural Differences

**Management Information Systems Minor (18 SCH from)**

MIS	305	Electronic Commerce
MIS	308	Project Management
MIS	315	Network Security and Risk Management
MIS	345	Mgt of Telecommunications
MIS	350	Enterprise Operations Software
MIS	362	Sys Analysis and Design
MIS	366	Fundamentals of Database Management
MIS	430	Website Development
MIS	472	Local Area Network Mgt
MIS	473	Internetworking LANS
MIS	489	Independent Study

**Marketing Minor (18 SCH from)**

GBus	420	Managing Cultural Differences
Mkt	366	Marketing Promotion
Mkt	416	International Marketing
Mkt	436	Marketing Research
Mkt	445	Retailing
Mkt	465	Sales Management
Mkt	467	Consumer Behavior
Mkt	489	Individual Study

**Business Minors (Non-Business Majors)**

**Accounting Minor (18 SCH)**

Acct	2301	Principles of Accounting I
Acct	2302	Principles of Accounting II
Acct	321	Intermediate Accounting I
Acct	322	Intermediate Accounting II
6	SCH	UD Accounting Electives

**Finance Minor (18 SCH)**

Econ	2301	Principles of Economics I
Econ	2302	Principles of Economics II
Fin	325	Money, Banking & Financial Markets
Fin	454	Financial Management
Fin	464	Principles of Investments

3 SCH from:

Fin	470	International Finance
Fin	474	Intermediate Fin Mgt
Fin	494	Security and Analysis Portfolio Mgt

**Human Resource Management Minor (18 SCH)**

Mgt	395	Principles of Management
Mgt	495	Human Resource Mgt
Mgt	326	Labor Relations
Mgt	438	Compensation Management
6	SCH	Elective from Mgt or GBus

**International Business Minor (18 SCH)**

Mgt	395	Principles of Management
GBus	420	Managing Cultural Differences
GBus	440	International Business
Mkt	416	International Marketing
Geog	413	Cultural Geography

3 SCH from:

Hist	352	Europe, 1920-present
Hist	460	Cultural History of Texas

**Management Minor (18 SCH)**

Mgt	321	Organizational Behavior
Mgt	395	Principles of Management
Mgt	495	Human Resource Mgt
Mkt	363	Marketing
6	SCH	UD electives from Mgt or Gen Bus

**Management Information Systems Minor (18 SCH)**

Bcis	1310	BASIC Programming
MIS	301	Microcomputer Applications in Bus
MIS	360	Essentials of Mgt Info
9	SCH	UD MIS electives

**Marketing Minor (18 SCH)**

Mkt	363	Marketing
Mkt	365	Sales Management
Mkt	366	Marketing Promotion
Mkt	436	Marketing Research

6 SCH from:

Gbus	430	Corporate Image
GBus	468	Public Relations
Mgt	395	Principles of Management
or		any Marketing Elective

**Accounting (ACCT)**

- 321. **Intermediate Accounting I.** Accounting principles and procedures essential to the preparation of financial statements. Specific topics covered include present value concepts, cash and receivables, and inventories. Prerequisite: ACCT 2301 and ACCT 2302.
- 322. **Intermediate Accounting II.** A continuation of Accounting 321 includes such topics as fixed assets and depreciation, intangibles, liabilities, stockholders equity, earnings per share and investments. Prerequisite: ACCT 321.
- 323. **Intermediate Accounting III.** A continuation of Accounting 322 and includes such topics as revenue recognition, deferred taxes, pensions, leases, error analysis, cash flows and full disclosure. Prerequisite: ACCT 322.
- 324. **Income Tax Accounting.** Addresses current federal income tax laws with attention given to economic, social and historic viewpoints. Major emphasis is placed on the technical and accounting aspects, including the preparation of income tax returns. Prerequisite: ACCT 2301 and ACCT 2302.
- 325. **Managerial Accounting.** The application in business operations of accounting information for management decision making. The course integrates topics in cost determination, data processing, economic analysis, budgeting, and management and financial control. Prerequisite: ACCT 2301 and ACCT 2302.
- 421. **Governmental Accounting.** A discussion of nonprofit accounting to include the fund entity concept used primarily for accounting and financial reporting for municipalities, hospitals, colleges and other nonprofit organizations. In addition, partnership accounting will be covered to include income distributed, dissolution and liquidation. Prerequisite: ACCT 321.
- 425. **Cost Accounting.** Course covers job order and process cost systems using actual or standard costs. Additional topics include overhead analysis, joint and by-product costing and variance analysis. Prerequisite: ACCT 2301 and ACCT 2302.
- 429. **Accounting Systems.** The investigation, construction and installation of accounting systems. Students will receive hands on experience with a computerized accounting system. Prerequisite: ACCT 322.
- 489. **Individual Study.** Individual instruction. May be repeated when topics vary.

**Finance (FIN)**

- 325. **Money, Banking, and Financial Markets.** A study of the American banking system. In particular, the Federal Reserve System and the tools it uses to control the economy. A study of the theories of fiscal and monetary policy. Prerequisite: ECON 2301 and 2302.
- 454. **Financial Management.** The organization, the instruments, and methods of financing corporations with reference primarily to the effects on the corporation and its stockholders. Prerequisite: ACCT 2301 and 2302, ECON 2301 and 2302, and ACCT 325.
- 464. **Principles of Investments.** Introduction to the basic principles of investing that includes study of the behavior of securities markets mechanics of stock analysis and investing, decision making techniques, and risk.
- 470. **International Finance.** A study of the institutions and relationships of the international financial system as it relates to the balance of payments, foreign exchange risk, arbitrage, political risk, foreign investment and operations, global banking and international finance resources. Prerequisite: FIN 325 and FIN 454.
- 474. **Intermediate Financial Management.** An advanced analysis of the sources and uses of funds by corporations. Emphasis is on security valuation techniques, long-term investment decisions, capital structure decisions and dividend policy. Prerequisite: FIN 454.
- 484. **Financial Institutions Management.** Practices and instruments of institutions comprising finance, industry, portfolio investment policies, legal controls, growth developments, and management practices of financial institutions (particularly banks). Prerequisite: FIN 325 and FIN 454.
- 489. **Individual Study.** Individual instruction. May be repeated when topics vary.
- 494. **Security Analysis and Portfolio Management.** An advanced evaluation of investment securities of both private and public institutions through external analysis of financial statements and economic conditions, risk and return analysis, and portfolio selection. Prerequisite: FIN 454 and FIN 464.
- 496. **Financial Derivatives.** This course will cover a variety of basic finance topics and will apply these topics to health care institutions, primarily hospitals. The course is primarily designed for health care supervision/management personnel with no formal training in finance. Due to the uniqueness



of hospitals in regard to payment systems (DRG's), financial statement presentations, etc., students who have already completed a basic finance course would find this course useful.

**General Business (GBUS)**

- 420. **Managing Cultural Differences.** A study of critical sensitivities the business person must exhibit in various parts of the world as related to the demands of business for a repertoire of style, a respect for diversity, and understanding of cultures. (Cross-listed with SOC 420.)
- 440. **International Business.** Designed to allow students to explore problems and challenges in international business. Students are given the opportunity to visit with representatives of various international companies during a field trip. (Cross-listed with MGT 440.)
- 450. **Business Ethics.** A study of ethical problems in business and the foundation for decisions involving ethical issues. Topics include ethical concepts, personal integrity, individual conscience and company loyalty and responsibility conflicts, as they impact on the decision process in the functional areas of business.
- 456. **Social, Political and Legal Environment.** The study of the social, political, and legal environments in which organizations must operate. Special emphasis on legal institutions, their impact upon the operation and performance of business and government, and ethical standards and their effect upon business and government.
- 470. **Internship in Business.** This is a directed internship that provides business students with the applications of business related knowledge in an organization. The student receives hands-on experience under the joint guidance of a professional from an organization and a faculty supervisor. May repeat for additional 3 hours. Prerequisite: Consent of instructor.
- 489. **Individual Study.** Individual instruction. May be repeated when topics vary.
- 497. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

**Management (MGT)**

- 321. **Organizational Behavior.** The study of human behavior in complex organizations with emphasis on individual, small group, and inter-group behavior and how it affects and is affected by the organization in pursuit of organizational goals.
- 326. **Labor Relations.** Labor in the United States with emphasis on the historical development of unionism labor legislation, union structure, bargaining issues, contract negotiations and administration, and labor-management relations.
- 395. **Principles of Management.** A study of management principles that apply to all types of business organizations with special emphasis on planning, organizing, staffing, and controlling.
- 438. **Compensation Management.** A study of the total compensation management systems. Financial considerations emphasized include the environment of the employer organization, organizational policies, job analysis, job evaluation and employee performance and appraisal. Non-financial compensation components are studied from the viewpoint of the work environment and job design. Prerequisite: MGT 395.
- 439. **Business Strategy & Policy.** In this capstone course students apply and integrate prior knowledge, i.e., accounting, finance, management, marketing, economics. It also focuses upon the strategic process: the systematic analysis of changing conditions and the adapting of goals, strategies, and policies to meet organizational opportunities and threats. Prerequisite: ECON 2301 and 2302, ACCT 325 or ACCT 425; MKT 363 and MGT 395 and Senior standing.
- 440. **International Business.** This course provides an interdisciplinary business background for understanding the growing commercial and economic interdependence among nations and the complexities of doing business across national boundaries. (Cross-listed with GBUS 440.)
- 444. **Field Experience in Business.** Working with a business on a consulting basis, students identify and analyze problem area(s) while gaining experience in business problem solving and project management. Students are expected to define the project and utilize appropriate methodology. At the conclusion a formally written report is prepared and an oral presentation is made to the business owner. Prerequisite: MGT 395 and Senior standing.
- 465. **Production and Operations Management.** An introduction to the problems and practices involved in the manufacturing and service industry. Topics include production and operations strategies, facilities location and layout, production planning and scheduling, inventory management and quality control. Prerequisite: MGT 395.



475. **Management Science.** A survey of modern quantitative techniques in business decision-making. The application of both deterministic and probabilistic models is included. Prerequisite: MATH 453.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.
495. **Human Resource Management.** The principles, policies, and practices currently related to the organization and administration of a human resource management department; employment, promotion, and retirement; comparative analysis of such human resource practices as performance evaluation instruments, job evaluation, safety and welfare programs. Prerequisite: MGT 395.
498. **Human Resource Selection.** Selection is the process of collecting and evaluating information about an individual in order to extend an offer of employment. Such employment could be either a first position for a new employee or a different position for a current employee. The selection process is performed under legal and environmental constraints and addresses the future interests of the organization and of the individual. Prerequisite: MGT 495.

**Management Information Systems (MIS)**

301. **Microcomputer Applications in Business.** Affords students hands-on experience with microcomputer operations, worksheets, word processing, and graphical presentations to solve organizational needs. Provides exposure to management of files in a PC network environment. Required of all business majors. Should be taken during the first year of enrollment. Prerequisite: Complete one of the following: BCIS 1305, 1401, or COSC 1301.
305. **Electronic Commerce.** A study of the practices and methods used in implementing electronic commerce business solutions. Topics will include logistics and support activities, electronic data interchange, electronic supply chain management, and implementation issues. The auction process and web auction strategies will be discussed. Prerequisite: MIS 360.
308. **Project Management.** A study of the practices and methods used in managing projects. Project elements such as scheduling, organizing, implementing, control, and assessment will be discussed. The course focuses on using project management techniques appropriate for information systems projects. Prerequisite: MIS 360.
315. **Network Security and Risk Management.** A study of the practices and methods used to evaluate network security. Topics will include internet standards, cryptography, authentication and the use of firewalls. Regulatory requirements, intelligent agents, and messaging security will be discussed. Prerequisite: MIS 360.
332. **Visual Basic Application Programming with Excel.** The study of automated worksheets to assist organizational decision-making. Topics include macro programming with VBA, management of multiple worksheets, importing/exporting data, and graphics. Financial, statistical, and database functions are also addressed. Prerequisite: Complete one of the following: BCIS 1305, 1401, or COSC 1301.
345. **Management of Telecommunications.** A study of telecommunications systems and how these systems affect business processes and markets. Topics will include telecommunications applications, government regulation of telecommunications, network fundamentals, the public switched telephone network, the impact of the internet and electronic commerce on business, and information technology trends. Prerequisite: MIS 360.
350. **Enterprise Operations Management.** Study of enterprise operations. Topics include backup strategies, disaster recovery, help desk requirements, and asset management. Students will gain an understanding of how a data center should function in large corporation environments and in small data shops. Planning tools for change control, outage, and the role of a hosted data center will be discussed.
360. **Essentials of Management Information Systems.** Concepts of information systems management. Emphasis is placed on the theory and practice related to the development and operation of information systems in organizations. Course should be taken during the first year of enrollment.
362. **Systems Analysis and Design.** Study of the methodology for analysis and design of a business information system. Emphasis on critical analysis of existing systems and design of computer based systems. An actual systems analysis is required. Prerequisite: Complete one of the following: BCIS 1305, 1401, or COSC 1301.
366. **Fundamentals of Database Systems.** Concepts of relational data models, query processing, and database design theory. Emphasis on data normalization, structured query language (SQL), and application development. Prerequisite: Complete one of the following: BCIS 1305, 1401, or COSC 1301.

430. **Website Development.** Students utilize coding and Web development tools to create inter-linked Web pages. Prerequisite: Complete one of the following: BCIS 1305, 1401, or COSC 1301.
470. **Object-Oriented Programming I.** Study of software design concepts. Topics include database access, performance issues, human interface design, and language dependent functions and algorithms. Students assume the role of a software developer to complete major application project. Prerequisite: MIS 366.
472. **Local Area Network Management.** Study of networking theory and concepts. Tasks include the use of network utilities in establishing users, granting rights, building home folders, creating printer queues, and attaching workstations. Students also assume the role of a network administrator as they install, configure, and manage a network. Prerequisite: MIS 360 and BCIS 1305 or 1401 or COSC 1301.
473. **Internetworking LANs.** This course should provide a conceptual framework for understanding the structure, function, and performance characteristics of computer networks. The development of network implementation strategies and planning guidelines are also addressed. Fundamentals that define and determine the construction, operation, and maintenance of computer networks are described. Security considerations that appear as networks growing in size and complexity are noted. Important issues and trends impacting the design of computer networks are revealed. Options for expediting effective information delivery are assessed. Applications that alter the way in which information is acquired, stored, and retrieved are explored. Prerequisite: MIS 360.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.

**Marketing (MKT)**

363. **Marketing.** An introductory course in marketing presenting the basic components of marketing including product promotion, pricing, and distribution of goods and services with a set of controllable and non-controllable environmental forces.
366. **Marketing Promotion.** An analysis of the promotion networks of business firms to external publics. Emphasis is on enabling the student to appraise their effectiveness as marketing tools and their social and economic significance. Prerequisite: MKT 363.
416. **International Marketing.** Surveys the economic, cultural, and political-legal environments in which international marketing takes place, and examines marketing functions and their adaptations to those environments.
436. **Marketing Research.** Techniques of marketing research, research design, analysis and interpretation of marketing data, questionnaire building, and sampling methods. Emphasis given to selected applications of marketing research. Prerequisite: MKT 363.
445. **Retailing.** A study of managerial principles and practices of retail operations. This course covers store locations and layout, buying, pricing, promotion, services, and inventory control.
465. **Sales Management.** Policies, operation, coordination and control of marketing activities, with special emphasis on the selection and direction of sales personnel.
467. **Consumer Behavior.** The development of an accurate and comprehensive understanding of the consumer buying process and the important psychological variables that influence that process. Prerequisite: MKT 363.
489. **Individual Study.** Individual instruction. May be repeated when topics vary.

# Business Graduate Degree Programs

Accounting (M.S.A.)

Business Administration (M.B.A. and M.S.)

Business  
GRADUATE

## Admission to Graduate Study in Business Administration

1. Academic preparation including GPA and prior degrees(s) (Transcripts required)
2. A minimum 2.5 GPA in the last 60 hours of undergraduate degree program
3. Resume
4. A letter expressing your interest in program
5. Performance GMAT
  - Official scores must be submitted to Texas A&M University-Texarkana
  - Scores may be no older than 5 years at the time of application
6. 3 Supportive letters from faculty, mentors, or employers (Letters must be current and dated within 6 month of application)

## Course Prerequisites

Some courses have prerequisites required. Students should review the catalog for course descriptions and become aware of these prerequisites. Students are responsible for assuring that the prerequisites are completed as required.

## Thesis Option

Students may obtain a degree by completing 30 graduate hours and writing a six-semester hour thesis on a topic approved by the advisory committee or by pursuing a 36-hour program with no thesis. In either program, a minimum of 36 graduate semester hours are required for a graduate degree from the Department of Business Administration.

### Major: Business Administration (36 SCH)

#### Degree: Master of Business Administration (M.B.A.)

#### Undergraduate Prerequisite

6	SCH	Principles of Accounting I and II <b>or</b>	Fin 565	Managerial Finance
Acct 526		Accounting for Managers	Mgt 527	Management Policy and Strategy (Capstone Course)
6	SCH	Elements of Economics <b>or</b>	Mgt 540	International Business
3	SCH	Corporate Finance or its equivalent	Mgt 575	Management Science
			Mgt 594	Organizational Behavior & Mgt
			MIS 528	Emerging Technologies in MIS
			Mkt 521	Marketing Management

#### Major: Business Administration

Acct 524		Legal, Regulatory and Ethical Environment of Business	6 SCH from:	
Acct 525		Administrative Controls	MKT 505	Services Marketing
Eco 576		Macroeconomic Theory and Policy	MGT 501	Business Simulation
			MGT 508	Strategic Planning
			MGT 592	Human Resources Methods
			Gbus 597	Special Topics (up to 6 hours)



**Major: Accounting (36 SCH)**

**Degree: Master of Science in Accounting (M.S.A.)**

**Undergraduate Prerequisite**

Acct	2301	Principles of Accounting I
Acct	2302	Principles of Accounting II
Busi	2301	Business Law
Math	453	Statistics
Econ	2301	Elements of Economics I
Econ	2302	Elements of Economics II
Fin	454	Financial Management
Mgt	395	Principles of Management
Mkt	363	Principles of Marketing
Mis	301	Microcomputers in Business
Acct	321	Intermediate Accounting I
Acct	322	Intermediate Accounting II
Acct	323	Intermediate Accounting III
Acct	324	Income Tax Accounting
Acct	421	Governmental Accounting
Acct	425	Cost Accounting
Acct	429	Accounting Systems
3	SCH	Speech

**Major Courses**

Acct	521	Income Tax for Partnerships and Corporation
Acct	522	Study in Advanced Accounting Applications
Acct	523	Financial Statement Analysis
Acct	524	Legal, Regulatory and Ethical Environment of Business
Acct	525	Administrative Control
Acct	527	Seminar in Auditing
Eco	576	Macroeconomic Theory and Policy
Mgt	527	Management Policy and Strategy (Capstone Course)*
Mkt	521	Marketing Manage

**Other Courses**

9	SCH	From other MBA requirements
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**Note:** \*Mgt 527 is a capstone course requiring the application and integration of principles from various business disciplines including accounting, finance, marketing, management and economics in the solution of managerial problems and the development and implementation of corporate strategies in a changing environment. The course must be completed during the last semester of enrollment.

See undergraduate Business Administration section of catalog for requirements for the Integrated Accounting System for undergraduates.

**Major: Business Administration (36 SCH)**

**Degree: Master of Science (M.S.)**

Acct	524	Legal, Regulatory and Ethical Environment of Business	Mgt	527	Management Policy and Strategy (Capstone Course)*
Acct	526	Accounting for Managers	Mgt	540	International Business
Eco	576	Macroeconomic Theory and Policy	Mgt	594	Organizational Behavior and Management
Eco	577	History of Economic Thought	12 SCH from:		
Mkt	521	Marketing Management	MKT	505	Services Marketing
			MIS	528	Emerging Technologies in MIS
			MGT	501	Business Simulation
			MGT	508	Strategic Planning

**Note:** \*Mgt 527 is a capstone course requiring the application and integration of principles from various business disciplines including accounting, finance, marketing, management and economics in the solution of managerial problems and the development and implementation of corporate strategies in a changing environment. The course must be completed during the last semester of enrollment.

See undergraduate Business Administration section of catalog for requirement for the Integrated Accounting program for undergraduates.

#### Accounting (ACCT)

521. **Income Tax for Partnerships and Corporations.** A study of federal taxation of corporations, partnerships, estates, and trusts. The course consists of practical application of tax law and discussions regarding the evolution of specific statutory provisions. Prerequisite: ACCT 324.
522. **Study in Advanced Accounting Applications.** A study of business combinations with special emphasis on accounting principles applied for preparing consolidated financial statements. In addition, multinational accounting will be covered with emphasis on foreign currency transactions and translation of foreign financial statements into U.S. dollars. Prerequisite: ACCT 323.
523. **Financial Statement Analysis.** The major objective of this course is to present a comprehensive and current treatment of the analysis of financial statements as an aid to decision making for investors and creditors. The major focus is on the objectives of users of financial statements and on the analytical tools and techniques applied by them in reaching significant conclusions and decisions. Prerequisite: ACCT 323.
524. **Legal, Regulatory, and Ethical Environment of Business.** The study of the legal, regulatory and ethical environments in which organizations must operate. Special emphasis on legal and regulatory institutions, their impact on the operation and performance of business and government, ethical standards and their effect upon business and government.
525. **Administrative Controls.** A study of the role of accounting in internal management of business firms. Financial statement analysis, fund flow statements, essentials of job order, process cost systems, use of standards and budgeting are covered primarily from the standpoint of manufacturing operations. Prerequisite: Acct 2301 and ACCT 2302.
526. **Accounting for Managers.** Course covers financial and managerial accounting issues that confront economic entities. It is oriented toward graduate students who will eventually use, rather than prepare, accounting reports. (Note: students who graduated with a degree in accounting should not take this course.)
527. **Seminar in Auditing.** Principles and practices used by public accountants and internal auditors in examining financial statements and supporting data. Special emphasis is given to assets liabilities. Prerequisite: ACCT 429.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.

#### Economics (ECO)

576. **Macroeconomic Theory and Policy.** Analyzes the use of various instruments of monetary and fiscal policy and their effects on employment, prices, economic growth, and the balance of payments. Prerequisite: 3 hours of Principles of Macroeconomics or Eco 577.
577. **History of Economic Thought.** Seminar in the development of economic thought. The purpose is to acquaint the student with economists who have played an important role in the evolution of economic philosophy and theory.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.

#### Finance (FIN)

565. **Managerial Finance.** An analysis of how financial markets operate and how security prices are determined in these markets provides a base for explaining how financial management can affect the value of the firm; methods of risk analysis and discounted cash flow techniques are emphasized. Cases are used in this course. Prerequisite: Fin 454.
589. **Independent Study.** Individual instruction. May be repeated when topics vary.

#### General Business (GBUS)

597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

#### Management (MGT)

501. **Business Simulation.** This course integrates special areas of business administration as students, in a dynamic environment, analyze data and make decisions by focusing on competitive strategy in a global market arena. Students are immersed in dynamic data, using computer processed management simulation, to demonstrate the application of theory in the identification and solution of operational and strategic business issues.



508. **Strategic Planning.** This course provides an overview of strategic planning including its nature, scope and development as a critical area of management education and of the steps in the strategic planning process.
515. **Production and Operations Management.** An introduction to the management of production and operations functions in manufacturing and service organizations. This includes the development of problem solving and decision-making skills directed towards structuring complexity and uncertainty. Special emphasis will be given to the strategic impact of production and operations decisions and the interfaces between operations and the other functional areas of a firm.
527. **Managerial Strategy & Policy.** A capstone course requiring the application and integration of principles from various business disciplines including accounting, finance, marketing, management and economics in the solution of managerial problems and the development and implementation of corporate strategies in a changing environment. Must be taken during the last semester of enrollment. Prerequisite: All MBA background courses. MS students must have taken ACCT 526, ECO 576, ECO 577, MGT 594 and MKT 526.
540. **International Business.** An examination of the opportunities and challenges associated with doing business in the international arena. Special emphasis will be paid to strategies and structures of international business, the implications of international business for the functional areas of the firm, the complexity of managing and marketing in the international context due to environmental diversity, the management of financial and political risk, the international allocation of financial and productive resources, and the multinational firm.
575. **Management Science.** This course will introduce a variety of quantitative techniques for management decision-making problems. The emphasis will be placed on how to formulate a real world problem into an appropriate mathematical model, and how to derive a solution to the established model. The course focuses on linear deterministic models and requires hands-on use of some computer software packages.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.
592. **Human Resource Methods.** A graduate seminar for the study of selected procedures in human resource management such as job analysis, wage and salary surveys, fringe benefit administration, selection techniques, and performance appraisal systems.
594. **Organizational Behavior.** A study of significant behavioral science research and the practical applications of this research in managing individuals and organizations. Primary topics include group dynamics, organizational development, motivation, decision-making, leadership and personal growth and development. Lectures, readings, cases, simulation exercises, and role-playing are used.
597. **Special Topics.** Organized class. May be repeated when topics vary. Special courses designed to cover areas of specific interest.

#### Management Information Systems (MIS)

528. **Emerging Technologies in MIS.** Examines technologies that have been identified as emerging and addresses their impact on business organizations and individuals in global environment through a study of contemporary literature. Web-based course. Requires PC skills. Prerequisite: MIS 301 and MIS 360.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.

#### Marketing (MKT)

505. **Services Marketing.** This course focuses on problems and strategies specific to service businesses. Problems such as inability to inventory, difficulty in synchronizing demand and supply, difficulty in controlling quality will be addressed. Strategies used by successful services marketers to overcome these difficulties will be discussed.
521. **Marketing Management.** An advanced marketing course utilizing an analytical approach to solving marketing problems involved in goal setting, planning, and strategies as they apply to product policy, pricing objectives, promotional objections, distribution policy and marketing research.
589. **Individual Study.** Individual instruction. May be repeated when topics vary.



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and MCN Supervisor  
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\*Texarkana Community College staff who work in joint cooperative operations with A&M-Texarkana.

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# 2007 - 2008 Catalog Updates

(Last Updated: 9/4/2007)

2007 - 2008  
CATALOG CHANGES

Page 14 - CAAP Test should be deleted. **No longer administered**

Page 19 - Course Cancellation information can be found under "**Full-time Course Load**".

Page 24 - Under *Military Service Credit*, the web sites listed have changed as follows:

Navy and Marines

<https://smart.navy.mil>

Army

<https://aartstranscript.army.mil>

Coast Guard

[http://www.uscg.mil/hq/cgi/Resources/Institute\\_Forms/CG\\_form\\_1564.html](http://www.uscg.mil/hq/cgi/Resources/Institute_Forms/CG_form_1564.html)

Community College of the Air Force

<http://www.au.af.mil/au/ccaf/transcripts.asp>

Page 63 - Under *Sex Offender Registration Information*, the web site listed has changed as follows:

[https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx)

Page 75 - Under *Pathways to the Doctorate Program*, the web site listed has changed as follows:

<http://www.tamus.edu/pathways/>

Page 114 - Under *Certification*, the first line should be separated:

**English as a Second Language**

**Master Technology Teacher (MTT) EC-12**