This Catalog supersedes all previous issues. Any student whose program is interrupted by an absence of one year or more may incur the obligation of meeting changed requirements as printed in the current Catalog.

Our Lady of the Lake University of San Antonio reserves the right to withdraw courses at any time, and to change fees, rules, calendar, curricula, degree programs, degree requirements, graduation procedures and any other requirement affecting students. Changes will become effective whenever the appropriate authorities so determine. The provisions of this Catalog do not constitute a contract, expressed or implied, between an applicant, student or faculty member and Our Lady of the Lake University of San Antonio.

Our Lady of the Lake University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Our Lady of the Lake University that fall under one of these areas: (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution’s decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

For other concerns or complaints, contact the Vice President for Student Life (campus life, student activities, etc.), Vice President for Academic Affairs (academic issues) or Director of Human Resources (employee issues).
An Equal Opportunity Educational Institution

Our Lady of the Lake University believes in equal access to education and does not discriminate against members of any group because of their race, color, ancestry, religion, sex, sexual orientation, age, national origin, veteran status, disability or genetic information, or any other characteristic or status that is protected by federal or Texas law. The University follows Department of Education guidelines; Executive Order 11246 of October 1, 1972; Title IX of the Educational Amendments of 1972; and subsequently issued federal guidelines and regulations.
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The University

History

Our Lady of the Lake University of San Antonio was founded by the Congregation of Divine Providence, a religious order begun in 18th century Lorraine, France. Members of the Congregation first arrived in the United States from France in 1866, and the initial establishments of the Congregation in America were in Austin, Texas, in 1866 and in Castroville, Texas, in 1868. In 1883, the Congregation became incorporated by the State of Texas for the purpose of granting diplomas and degrees; the first post-secondary program instituted by the Congregation consisted of normal courses offered for sisters preparing to enter the teaching profession.

In 1895, construction was started at the current site of the main campus, and by 1896, the general administration of the Congregation of Divine Providence was transferred from Castroville to San Antonio, where the campus of what became Our Lady of the Lake University was developed. The first college program began in 1911 as a two-year curriculum for women. In 1919, the curriculum was expanded to four years and the institution was admitted to membership in the Texas Association of Colleges. Graduate work, begun in 1942, was coeducational from its inception; all programs became fully coeducational in 1969.

In 1923, the University became the first San Antonio institution of higher education to receive regional accreditation. In 1927, it became the third Texas school to be approved by the American Association of Universities.

In 1975, the name of the institution was changed from Our Lady of the Lake College to Our Lady of the Lake University of San Antonio in recognition of the expanded mission and the complex structure that had developed.

Living up to its mission of providing education to those with limited access, the University introduced the Weekend College concept at the San Antonio campus in 1978. Now part of the University's array of non-traditional scheduling options, the weekend program was the first program of its kind in the region offering adult students an option for completing a degree while maintaining full-time employment. OLLU began offering weekend degree programs in the Houston area (now in The Woodlands) in 1986, and in the Rio Grande Valley (La Feria) in 2008.

Our Lady of the Lake University currently offers more than 33 undergraduate majors and minors, 12 master's degree programs and two doctoral degree programs. Academic degree programs are offered in the arts, sciences, business, education, professional studies and social work. OLLU also offers a dual-language (English and Spanish) certification option with all undergraduate degree programs. Classes are offered in daytime, evening, weekend and online formats.

Mission Statement

As a Catholic university sponsored by the Sisters of Divine Providence, Our Lady of the Lake University is a community whose members are committed to serve students by:

- Ensuring quality, innovative undergraduate and graduate learning experiences;
- Fostering spiritual, personal, and professional growth; and
- Preparing students for success and continued service.

Approved by the Board of Trustees, May 27, 2010.
Accreditation

Our Lady of the Lake University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Our Lady of the Lake University that fall under one of these areas: (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution’s decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

For other concerns or complaints, please contact the Vice President for Student Life (campus life, student activities, etc), Vice President for Academic Affairs (academic issues) or Director of Human Resources (employee issues).

The University has also received appropriate accreditation or approval for various programs from the American Speech-Language-Hearing Association, the Council on Social Work Education, the Accreditation Council for Business Schools and Programs, the American Psychological Association, and the Texas Education Agency State Board for Educator Certification. In addition, OLLU is a National Center of Academic Excellence in Information Assurance Education (CAEIAE), a designation of the National Security Agency (NSA) and the Department of Homeland Security (DHS) in support of the President’s 2003 National Strategy to Secure Cyberspace. Documents pertaining to the University’s accreditation may be viewed in the office of the Vice President for Academic Affairs during normal business hours.

Vision Statement

Inspired by Catholic values and the heritage of the founding Congregation of Divine Providence, Our Lady of the Lake University is a community called to transform individuals as they discover their purpose in life.

We aspire to be nationally recognized for our distinctive programs, our expertise in Mexican American culture, and our diverse graduates who lead and serve with faith and wisdom to improve the world.

Approved by the Board of Trustees, May 22, 2008.

Sources of University Support

Generous gifts to OLLU from alumni, individuals, companies, organizations, private foundations and federal agencies provide significant financial support for an extensive array of educational needs. Those needs include, but are not restricted to, scholarships, library holdings, technological needs, equipment, capital projects, the retention and recruitment of quality faculty and the enrichment of the University’s endowment.

OLLU is proud of the thousands of alumni who give through the annual Lake Fund to their alma mater during Phonathon, through direct mail and online or because of a personal visit. OLLU is also grateful to the companies and private foundations that give, including recently The Greehey Family Foundation; AT&T Foundation; Baptist Health Foundation; Methodist Health Care Ministries; Capital One; H-E-B; Coates Foundation; Bengal Energy; Flohr Enterprises, Inc.; Lilly Endowment, Inc.; The Hearst Foundations; Pizza Hut of San Antonio; San Antonio Livestock Exposition; San Antonio Area Foundation; USAA Federal Savings Bank; The Gordon Hartman Family Foundation; The Charitable Foundation of Frost National Bank; Valero Energy Corporation; Sembradores de San Antonio; Broadway National Bank; The Zachry Foundation; The Halff Foundation; CPS Energy; Rackspace; Lo Bello; Hogg Foundation; Citi Foundation; and many more.
Other benefactors provide financial support through deferred gifts such as bequests in wills, trust funds, life insurance policies, annuities and other planned giving vehicles. The University’s 21st Century Circle honors those who make their planned gift intentions known to the Office of Development.

Many University-sponsored educational programs and projects have been funded through federal granting agencies, including: the National Science Foundation, U.S. Department of Defense, U.S. Department of the Navy, U.S. Department of Education, U.S. Department of Health and Human Services and the National Aeronautics and Space Administration.

OLLU is a registered 501 C-3, nonprofit educational institution, and all contributions are fully tax deductible in accordance with IRS rules governing charitable gifts. Information regarding contributions is available from the Office of Development.

The University Community

The community which is Our Lady of the Lake University of San Antonio consists of some 101 full-time and 158 part-time faculty, 307 full-time and 11 part-time staff members, and approximately 3,300 students, including resident students, commuter students, inter-institutional cross-registrants, online students and non-traditional students in San Antonio, Houston (The Woodlands), and Rio Grande Valley (La Feria). Graduate students represent more than half of the University’s total enrollment.

Campus governance begins with the Board of Trustees, a lay board widely representative of the various ethnic groups, religious and professional interests of the external civic community. Faculty and students share in decision-making through a system of faculty-student policy-making and advisory committees. In addition, students control their own campus business through their Student Government Association with its general council.

The academic programs of the University are organized into the College of Arts and Sciences and the professional schools of the School of Business and Leadership, the School of Professional Studies and Worden School of Social Service. Various support services are provided by the divisions of Academic Affairs, Enrollment Management, Finance and Facilities, Information Technology Services, Institutional Advancement, Mission and Ministry and Student Life.

Of special interest to students are the following offices: Student Success Center (advising, assessment, disability services, tutoring, Career Services Office, McNair Scholars Office and Writing Center), the Center for Service-Learning and Volunteerism, University Ministry, and the Student Life Division (student leadership, entertainment, food service, health services, housing, intramurals, National Association of Intercollegiate Athletics sports teams, organizations, personal counseling, recognized student organizations, recreation and wellness center).

As part of its community service and research functions, the University also maintains the Harry Jersig Center providing diagnosis and therapy for communication and learning disorders; and an off-campus Community Counseling Center; the Old Spanish Missions Historical Research Library; the Center for Women in Church and Society; the Center for Mexican American Studies and Research; the Center for Science and Mathematics Education; and the International Folk Culture Center.

Location

The main campus of Our Lady of the Lake University is located in historic San Antonio, a vibrant and diverse city with a population of more than one million. San Antonio is the seventh largest city in the nation and is the gateway to Mexico and Latin America. Founded by Spanish missionaries in 1718, San Antonio has combined the colorful traditions of many cultures. Enjoyed by visitors are the famed Alamo, the “Shrine of Texas Liberty”; the chain of Spanish missions (including Mission San...
Jose, the best-preserved mission in the United States); La Villita, a restored 18th century Spanish settlement; the Spanish Governor’s Palace; San Fernando Cathedral; and King William Historic District, a restored section of 19th century German homes. Along the banks of the San Antonio River, which meanders between the skyscrapers of the downtown area, is the colorful Paseo del Rio, a major tourist attraction replete with sidewalk cafes, art galleries, antique shops and nightclubs. The river also leads into HemisFair Plaza, site of the 1968 World’s Fair, and now the convention center for the city.

The city has long been established as a major medical and military center and now is quickly becoming known for its telecommunications, security, energy, finance, manufacturing and tourism industries. Corporations such as Toyota, the fourth-largest automaker in North America; Valero Energy Corp., the nation’s largest oil refinery corporation; Clear Channel Communications, a global media and entertainment corporation; and the National Security Agency, have also made San Antonio home. With a growing corporate and medical presence, OLLU students have a variety of internship opportunities and career choices upon graduation.

San Antonio offers outstanding music and event venues such as the Alamodome, Majestic Theatre and Aztec Theatre; several fine museums including the San Antonio Museum of Art, the McNay Art Museum, the Institute of Texan Cultures and the Witte Museum; Market Square, the largest Mexican marketplace outside of Mexico; Six Flags Fiesta Texas; and three of the top 10 tourist attractions in Texas - the Alamo, the River Walk and SeaWorld San Antonio. The city also is home to the minor league baseball team the San Antonio Missions, the North American Soccer League’s San Antonio Scorpions, the American Hockey League team the San Antonio Rampage, the WNBA’s San Antonio Silver Stars and the NBA’s five-time World Champion San Antonio Spurs.

An important military center, San Antonio is the site of Fort Sam Houston (U.S. Army post) and Lackland and Randolph Air Force Bases. It is served by the Amtrak rail system and by numerous airlines. The city is on several major highways, including IH 35 (the Pan American Highway), IH 10 (a transcontinental highway) and IH 37 (roadway to the Texas coast).

Located at the edge of the Texas Hill Country, San Antonio is less than three hours by car from the Gulf of Mexico and Padre Island, a national park, and from Mexico. The state capital, Austin, is 70 miles away. San Antonio is situated at an average elevation of 700 feet above sea level. Its climate, with an average temperature of 68.5 degrees, has given it the title “The City Where the Sunshine Spends the Winter.”

OLLU also has campuses in Houston (The Woodlands) and the Rio Grande Valley (La Feria).

Campus and Buildings

Located three miles west of downtown San Antonio, the main campus of Our Lady of the Lake University of San Antonio provides a commanding view of the city’s skyline (dominated by the 750-foot Tower of the Americas), of the tree-covered hills of northwest San Antonio and of Lake Elmendorf, which arcs its way around the northeast edge of the campus.

The large, lakeside campus itself presents intriguing contrasts: historic four-story Gothic structures stand alongside newer buildings of simple design; paved driveways and parking lots intersect green lawns and flower beds; malls and groves of stately live oak and pecan trees provide a quiet retreat from the activities of recreational courts and playing fields.

Towering high above all other structures and clearly visible from many points in the city is the majestic chapel spire of the Sacred Heart Conventual Chapel, whose bells sound out the hour and quarter hours. The chapel is admired for its Gothic design, its white marble altars and its stained glass windows from Munich, Germany.

The Main Building, first opened in 1896, is a multipurpose building containing administrative offices, classrooms, computer labs, a cafeteria, and student areas. It reopened in 2010 after a
major renovation. The 51,690 square feet Sister Elizabeth Anne Sueltenfuss Library integrates traditional library resources with the latest multimedia and information technology resources. It also houses the Academic Center for Excellence where students can access tutoring, the writing center and other academic support services. Moye Hall includes the newly developed Student Success Center where students can access advising and retention services. The Florence Walter Student Service Center houses the Testing Center, Student Employment Office, Registrar’s Office, Financial Aid Office, Student Accounts Office, Cashier, and the University Police.

Academic buildings include Griffith Fine Arts and Humanities Building, Harry Jersig Center, International Folk Culture Center, Main Building, Metz Hall, Moye Hall, Thiry Auditorium, Worden School of Social Service, and the Convent Building. Other facilities are Casa Caritas, Elliott House, Providence Hall, St. Ann’s Hall, St. Martin Hall and the University Wellness and Activities Center. Residence Halls are in Ayers Hall, Centennial Hall, Flores Hall, Pacelli Hall, Providence Hall, and St. Ann’s Hall.

Core Values

Our Lady of the Lake University is a Catholic community with a faith in a Provident God at its roots. The quality of our relationships defines our work toward the Mission and the Vision. Our core values reflect what we believe and live in our daily lives as faculty, staff and administration of Our Lady of the Lake University:

Community: We are a community who values and expects:
- Respect for diversity of experience, thought and expression;
- Transparency and accountability; and
- Productivity, creativity and innovation.

Trust: We recognize our individual and collective roles and responsibilities. As loyal and contributing members of the University, we demonstrate:
- Conscientiousness in performing our duties;
- Accountability to one another; and
- Responsibility for University resources.

Integrity: We engage in consistent, professional practice throughout our relationships that involve:
- Honesty, openness, and ethical behavior; and
- Congruence between ideals and behavior.

Service: We are each called to share our resources through:
- Use of our personal skills and knowledge for the benefit of others; and
- Promotion of the common good of the University and external communities.

Approved by the Board of Trustees, January 26, 2012.
University Services

Student Development

**Academic**

Our Lady of the Lake University subscribes to the philosophy that human potential is enhanced through a program that focuses on individual needs within the educational system. A variety of student services, programs and facilities are available to help students adjust successfully to their environment and receive maximum benefit from the total University experience.

The Services for Students with Disabilities (ADA) Office, located in the Academic Center for Excellence in the Library, provides academic assistance to qualified students. To qualify for services, students must schedule an appointment and provide appropriate documentation.

Accommodations for Students with Disabilities

Our Lady of the Lake University does not discriminate on the basis of disability in its programs and activities. The University will ensure equal opportunity with respect to participation in and benefit from all postsecondary education programs and activities offered at the University. The University is in compliance with the Americans with Disabilities Amendments Act (ADAAA) and has established the ADA Compliance Council to ensure the University’s continued compliance (see p.28 for further description of the services provided).

To inquire about services or to request accommodations or modifications, contact the Services for Students with Disabilities Office in the Academic Center for Excellence (ACE) at ada@ollusa.edu or 210-431-4010.

Our Lady of the Lake University does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies as the ADA Coordinator:

George Williams, PhD
Services to Students with Disability Coordinator
Library
411 S.W. 24th Street, San Antonio, Texas 78207
210-431-4010

The Center for Mexican American Studies and Research, located in Moye Hall, serves to further the University mission of serving a culturally diverse population through traditional and innovative educational programs by advancing understanding and development of Mexican Americans. The Center does this through the coordination and development of the Mexican American Studies major/minor curriculum. The Center also maintains the Old Spanish Missions Collection, which offers a wealth of information on Spanish Colonial missions and presidios and shipwrecks off the Texas coast, and the Mexican American Collection, donated by Maria Antonietta Berriozabal and which documents the 10 years she served as San Antonio’s first Hispanic City Councilwoman.

The Center for Science and Mathematics Education, created in 2001, is located in the Durango House. The Center coordinates a variety of initiatives designed to improve science and mathematics teaching in area school districts and houses the OLLU Texas Regional Collaborative for Excellence in Science and Mathematics Teaching, one of 65 programs in Texas. With the goal of encouraging teachers to continue their education and stay in the teaching field, the Center coordinates graduate study opportunities, professional development, mentoring, teacher recognition and a resource/library center.
Non-academic

The Athletic Department, located in the University Wellness and Activities Center (UWAC), is made up of OLLU’s competitive athletic teams, coaches and directors. The University competes in the National Association of Intercollegiate Athletics (NAIA) with men’s baseball, men’s and women’s basketball, men’s and women’s cross-country, men’s golf, men’s and women’s soccer, women’s softball, men’s tennis, men’s and women’s track and field, and women’s volleyball. A schedule for each team is posted on the athletics page on the University’s website. Students, faculty and staff are encouraged to attend home games at no cost.

The University Ministry Office, located in the Elliott House, seeks to empower students for life in light of the Gospel of Jesus Christ. Its mission is to foster an environment that provides for spiritual development and faith formation among faculty, staff and students. University Ministry provides an opportunity for all faculty, students, staff and administration to build unity within the campus from the religious perspective. Prayer and study groups, lectures and discussions, liturgical and Para-liturgical services, retreats and social action groups are planned throughout the year. Pastoral counseling services and the Sacrament of Reconciliation are available by appointment, as are opportunities to learn more about the Catholic faith. University Ministry makes every effort to promote church vocations and create Christian unity among all who come into contact with OLLU.

Campus Recreation, located in University Wellness and Activities Center (UWAC), offers a variety of activities for students, faculty and staff in both competitive (intramural and club sport teams) and noncompetitive (recreational) activities. The office sponsors activities that promote fitness participation at all levels of skill development. Facilities include softball, soccer and flag football fields; tennis courts; indoor temperature-controlled swimming pool; a gymnasium equipped for volleyball, basketball and other indoor sports; The facilities also include free weight area, a group-fitness room; cardiovascular equipment, a total body pin-select circuit strength training area, a racquetball court, and the Saint’s Warrior Zone total body conditioning room. A table tennis and a billiard table are also available for the OLLU community.

The Center for Career Development and Testing provides support to develop the career and professional skills of OLLU students, fostering effective internship and employment search practices as well as partnering with the community to assist students in successfully entering meaningful careers. In addition, the center operates the University's testing and assessment facilities. Career development services include vocational assessments, career-planning support, résumé writing assistance, mock interviews, access to internship job opportunities, career events on campus, professional networking opportunities, and graduate school information. The Center for Career Development and Testing is located in Main Building, Room 123.

The Center for Women in Church and Society, located in the Elliott House, is an outgrowth of the historical commitment to the education of women demonstrated by the Sisters of the Congregation of Divine Providence and Our Lady of the Lake University. The Center for Women in Church and Society is anchored in two fundamental beliefs: that all beings are valuable, sacred, and deserving of respect and care; and that where women thrive, all of God’s creation thrives. Thus, we exist to provide an environment -- physical, spiritual and virtual -- in which campus and community women support each other in living lives of physical, mental, and spiritual abundance, and in which we join with men of our campus and community to advocate for systems and policies that enable lives of abundance for women around the world.

The Counseling Services Office, located in Providence Hall, offers a variety of services ranging from crisis intervention to personal development. Services include short-term individual, couple, family and group counseling. Consultation and referral services are also provided.

The Health Services Office is located in the University Wellness and Activities Center, Room 112. Office hours are 9-6 Monday-Thursday and 9-5- on Fridays. Walk-ins are welcomed. Appointments can be made by calling 210-431-3919. The Director of Health Service/Nurse Practitioner is available
to current students, staff and faculty for treatment of minor and stable chronic illnesses. This is a non-billing clinic. Health promotion events are held on campus throughout the year. The office also provides the online magazine “Health 101” through the Health Services Office web pages on the OLLU website. The email address for Health Services is healthservice@lake.ollusa.edu.

**University Police**, located on the lower level of the Walter Student Service Center, coordinates campus safety and security. University Police Officers work 24 hours a day to ensure protection of the University community. The Campus Security Report is published annually and is available from the University Police office and on the website.

Additional information about any of the services offered by OLLU can be found in the Student Handbook.

### Records and Transcripts

#### Privacy (FERPA) Information

Student records at Our Lady of the Lake University of San Antonio are subject to provisions of the Family Educational Rights and Privacy Act of 1974 (PL 93-380) (FERPA), as amended, and to regulations interpreting the act.

This act provides that students shall have access to their official “education record” and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, the University may not release personally identifiable data from student records to other than a specified list of exceptions without the written consent of the student. Even a release of information to parents or spouse requires the student’s written consent.

Available upon request from the Registrar’s Office are copies of the act, a list of types of records maintained, names and titles of responsible officials and of personnel having access, procedures for reviewing or challenging records and forms for requesting copies, releasing restricted information or prohibiting release of directory information. Policies and procedures governing student records are also published in the Student Handbook.

Our Lady of the Lake University hereby designates the following as public or directory information:

- Name, address (local and permanent), telephone listing
- Email address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance (“from” and “to” dates of enrollment)
- Degrees and awards received
- The most recent previous educational agency or institution attended
- Photograph

The institution may disclose such information for any purpose, at its discretion.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure of directory information, written notification must be received in the Office of the Registrar, 411 S.W. 24th Street, San Antonio, Texas 78207-4689, within the first 12 days of the fall or spring semester, the first four days of a summer session or the first weekend of class (for students in the non-traditional scheduling format). Forms requesting the withholding of directory information are available in the Office of the Registrar on the San Antonio campus, the Administrative Offices on the Houston (Woodlands) and Rio Grande Valley (La Feria) campus, or the Registrar’s Office Website. Our Lady
of the Lake University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

Transcripts

Request for an official transcript of academic credits should be addressed to:

Our Lady of the Lake University
Registrar’s Office
411 S.W. 24th Street
San Antonio, Texas 78207-4689

For security purposes, transcript requests are not accepted by telephone. All obligations to the University must be met before transcripts are released. Transcripts from other institutions are not reproduced.

Tuition and Other Expenses

A document detailing current charges for tuition, fees, room and board is available by request from the Student Business Office. This information is also available on the University’s my OLLU portal via E-Commerce button.

After course selection is completed and before classes begin, all students are responsible for making payment arrangements in the Student Business Office.

Student Business Office

The Student Business Office provides cashier and student account services for all students. Students may cash personal checks of up to $25 per day. A current University ID card must be presented when cashing checks. There is a $25 penalty/non-sufficient funds check fee charged on all returned checks. An ATM is available on campus in the Main Building-Moye Hall breezeway.

The office also is the final step in the registration process. Registration is complete only after receiving final confirmation of registration from the Student Business Office. The office assists all students with registration invoices and monthly payments. For questions regarding student accounts, please call 210-434-6711, ext. 3929 or visit the Student Business Office located in the Walter Student Service Center.

Final Confirmation of Registration

The Student Business Office provides students financial information electronically through E-Commerce, the University’s online student accounts financial system. Students must obtain Final Confirmation of Registration in order to complete the registration process by completing the following four requirements:

1) Agreeing to the Financial Responsibility Policy in E-Commerce
2) Enrolling in a payment agreement if NOT fully covered by financial aid. This includes students paying in full, paying balance of tuition/fees less financial aid or if covered by an employer
3) Making your initial payment as stated on your payment agreement
4) Taking care of all outstanding issues with the Student Business Office such as a prior balance and/or mismatched registration verses financial aid awarded hours

Payment deadlines are available at the Student Business Office’s myOLLU portal page. Please see this website for information on employer reimbursed plans, payment agreement enrollment instructions, and other information, such as policies and deadlines. Various payment options are:

OPTION 1 - one installment/payment per semester
Available in the fall, spring and summer semesters
• Payment in full due by deferred date or date of enrollment in a payment agreement.
• Payment also can be net of financial aid, Employer Reimbursement amount.
  $45 late payment fee assessed.

OPTION 2 - two installments/payments per semester
Available in the fall, spring, summer semesters and Fast Track A or B only*
• 50 percent due by deferred date or the date of enrollment in a payment agreement.
• Reminder due within 30 days of the first class day.
  $45 late payment fee assessed.

OPTION 3 - four installments/payments per semester
Available in the fall and spring semesters for traditional students;
Available in the fall, spring and summer semesters for Fast Track A or B only and non-traditional students
• Requires a payment plan fee of $45
• 25 percent due by deferred date or date or enrollment in a payment agreement
• 25 percent due within 30 days after the first class day
• 25 percent due within 60 days after the first class day
• 25 percent due within 90 days after the first class day

An email confirming the plan will be sent to the student’s University email address immediately and soon after an email will be sent either for Final Confirmation of Registration or indicating the action to be taken. Payments may be made online, in person, or mailed. Checks payable to Our Lady of the Lake University, Visa, MasterCard, Discover or American Express are accepted. Eligible Veterans should contact the Veterans Coordinator in the Office of Financial Aid for assistance in completing necessary paperwork.

A book voucher may be available at the University Bookstore if expected financial aid is in excess of tuition, fees, and other charges for the session.

If a student decides not to attend OLLU and has already registered, it is the responsibility of the student to formally withdraw per the Financial Obligation and Refunds Policy. Students will be liable for any tuition due if they do not formally withdraw. University tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code.

Refund Policy-Credit Balances
1. Refund Delivery Policy - The University prefers that all refunds to students be delivered via electronic fund transfer (E-Refund). Students should enroll in E-Refund at least 10 days before the first scheduled disbursement.
   • Financial Aid Refunds are processed weekly after the 100 percent drop period of the start of a term. Federal regulations require that excess be disbursed within 14 days from when funds are credited to the student’s account (not when awarded).
   • Students will be notified via e-mail when an E-Refund has been disbursed. Students should allow at least 24 hours for the funds to be credited to their bank account.
   • Students can set-up E-Refund by logging into the E-Commerce home page, and selecting “Refunds” followed by “Payment Profile.” On the Payment Profile, students should add a payment method, select electronic check, enter checking account information, check the box indicating the account for refunds, and click save.

2. Credit Card Refund Policy - If a student made payment via a credit card, the University will refund only the credit card charged, up to the original amount charged, or the amount of the refund. Exceptions for students receiving employer reimbursement may apply.
University Services

3. If a student does not enroll in E-Refund, the financial aid refund will be disbursed by check. The check will be mailed to the student’s preferred mailing address as indicated in University records. If a mailed check is not received at the preferred address, there is a 10 business day waiting period before a replacement check can be issued. Disbursements can be checked by logging into E-Commerce and selecting “View Current Activity.” Estimated Financial Aid listed is considered pending aid and is not subject to refund until finalized.

**Delinquency and Default**

Students delinquent on or in default of payments and students with returned checks may be withdrawn from the University. Such students may be readmitted the following term if all financial obligations are cleared and the student is otherwise academically eligible for readmission. Balances must be paid in full before transcripts can be released.

In the event of default, students must pay the holder the amounts incurred and court costs and attorney fees in the amount assessed by the court and/or collection fees assessed by an agency in the business of collecting just debts. University tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code.

**Notice of Consent to Collection Communications**

By registering with the University, students’ expressly consent to Our Lady of the Lake University, its affiliates, agents, and service providers to use written, electronic, or verbal means to contact them as the law allows. This consent includes, but is not limited to, contact by manual calling methods, prerecorded or artificial voice messages, emails and/or automated telephone dialing systems. Students’ also expressly consent to Our Lady of the Lake University their affiliates, agents, and service providers to contact students by telephone at any telephone number associated with their account, currently or in the future, including wireless telephone numbers, regardless of whether they incur charges as a result. Students agree that Our Lady of the Lake University, its affiliates, agents, and service providers may record telephone calls regarding students’ accounts in assurance of quality and/or other reasons.

**Financial Obligations and Tuition Refunds**

A student who is delinquent or in default of payment(s) and/or returned check(s) due the University, may be withdrawn from the University in the term the delinquency or default occurs and cannot be readmitted for that term. A student who has been withdrawn from the University may be readmitted the following term if all payments due the University are paid and the student is otherwise eligible for readmission. Our Lady of the Lake University reserves the right to deny readmission based on students’ credit history with Our Lady of the Lake University. Transcripts are not issued to students who have not met all obligations to the University.

Refunds for tuition and fees in all cases are calculated from the date the properly completed withdrawal form is received in the Registrar’s Office, located in Walter Student Service Center, Room 104. Consideration cannot be given to the date the student ceased attending classes unless proper withdrawal procedures have been followed:

A. Obtain proper form(s) from Registrar’s Office, located in Walter Student Service Center, Room 104

B. Obtain signature of adviser

C. Submit completed form(s) to Registrar for final processing
   - San Antonio campus: submit to Registrar’s Office, located in Walter Student Service Center, Room 104
Application fees and advance tuition deposits for new students are not refundable. After the 100 percent refund period, all other fees are forfeited.

If proper withdrawal procedures have been followed, tuition is adjusted according to the following schedule:

<table>
<thead>
<tr>
<th>Traditional Classes</th>
<th>Tuition/Housing</th>
<th>Lab Fees</th>
<th>Other Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall / Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-5 days after start of session</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>6-19 days after start of session</td>
<td>50%</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>20 plus days after start of session</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4 days after start of session</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>5-6 days after start of session</td>
<td>50%</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>7 plus days after start of session</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
</tr>
</tbody>
</table>

Weekends and Holidays are not included in calculation

Non-Traditional Classes:

<table>
<thead>
<tr>
<th>Fall/Spring</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-8 days after start of session</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>9-19 days after start of session</td>
<td>50%</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>20 plus days after start of session</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-8 days after start of session</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>9-19 days after start of session</td>
<td>50%</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>20 plus days after start of session</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fast-Track terms</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-8 days after start of session</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>9 plus days after start of session</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
</tr>
</tbody>
</table>

Weekends may or may not be included in calculation, depending on program, refer to posted calendars on the Registrar's website www.ollusa.edu/registrar. Holidays are not included in calculation.

Classification of traditional/non-traditional is determined by program and number of weeks attending. Assistantships are rescinded at the time a student withdraws from the University.

Dropping/Withdrawing - Return of Title IV Funds for Financial Aid Recipients

Refer back to the Financial Aid section of the catalog.

### Financial Aid

The Financial Aid Office at OLLU provides resources and options that make a quality, private education affordable.

### Financial Options Available

- OLLU Payment Plans
- Education loan options (federal, state and private)
- Graduate Assistantships
- Military Benefits
University Services

- Outside scholarships:

For additional information on scholarship opportunities, visit the financial aid website at www.ollusa.edu/FinancialAid.

**Applying for Financial Aid**

To be considered for financial aid, the student must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Filing online will expedite the process. On the FAFSA, the student must include Our Lady of the Lake University’s federal school code number, 003598. This will assure that OLLU receives the information electronically.

The FAFSA process begins on Jan. 1. To be considered for priority awarding, the student should complete the FAFSA by **May 1**. The most important thing to remember is to apply early. Students must reapply for financial aid each year.

**Eligibility Requirements for Financial Aid**

The student:
- must be enrolled or accepted for enrollment in an eligible program of study
- must be a U.S. citizen or an eligible non-citizen
- must meet satisfactory academic process
- must have a valid Social Security number
- must certify that he or she will use federal student aid only for educational purposes
- must certify that he or she is not in default on a federal student loan and owes no money on a federal student grant
- must comply with Selective Service registration

**Verification**

The Department of Education randomly selects students for a process called verification. Verification means that OLLU will be comparing information from the student’s FAFSA with signed copies of the student and/or the parent(s) IRS Tax Transcript. Additional documentation may be required to resolve discrepancies found in the verification process. If there are differences between the FAFSA and financial documents, corrections will be made electronically by the Financial Aid Office.

All students who have been selected for verification will not be awarded until the verification process is completed. OLLU encourages students and families to submit the requested documentation as soon as possible to avoid any delays.

All documents submitted to the Financial Aid Office become the property of OLLU.

**Special Circumstances**

The student’s eligibility for aid is based on the information that the student reported on the FAFSA. OLLU is aware that some families have situations which are not covered in the information that is provided on the FAFSA. There must be compelling reasons for the Financial Aid Office to take into account special circumstances the student might have. These circumstances could include the family’s unusual medical expenses, tuition expenses or unemployment. Adequate documentation to support any request must be provided.
Satisfactory Academic Progress Policies

Purpose

Federal Financial Aid regulations require Our Lady of the Lake University to monitor a student’s progress toward earning a degree. Financial aid recipients must meet OLLU minimum progress standards to remain eligible for financial aid. Those who are not financial aid recipients, but would like to apply for financial aid, must meet these minimum progress standards to receive financial aid. There are four components that the Financial Aid Office checks at the end of the spring term to determine if a student will remain eligible or become eligible for financial aid. Failure to meet any one of these minimum requirements will result in the loss of financial aid eligibility. These four components of the OLLU Satisfactory Academic Progress policy are:

1) **Degree Seeking Program** - The student must be enrolled in a degree seeking program to receive financial aid.

AND

2) **Quantitative Measure** - The student must complete at least 75 percent of attempted term hours with a grade of B or better.

AND

3) **Qualitative Measure** - The graduate student must maintain a cumulative grade point average (GPA) of 3.0.

AND

4) **Time Frame Maximum** - The student must not have attempted more than 150 percent of the credit hours required for graduation in his/her degree program.

Degree Seeking Program

The student must be enrolled as a regular student in an eligible program to receive financial aid. A regular student is defined as a student who is enrolled for the purpose of obtaining a degree offered by Our Lady of the Lake University. Students not enrolled in a degree program cannot receive financial aid.

Quantitative Measure

In an effort to make sure students complete their degree plans on time, Our Lady of the Lake University has chosen a Quantitative measure of 75 percent. A student must earn 75 percent of the credit hours attempted during a school year in order to continue to receive financial aid. Only grades of A, B and P are considered as passing grades. All other grades will be counted as if the student received a letter grade of F. The formula used to figure the completion rate is to divide the hours completed by the hours attempted.

Example: A graduate student registers for 6 hours in the fall term and drops to 3 hours in the third week of the term. The student goes on to complete all 3 credit hours in the fall term with a grade of C or better. In the spring, the same student registers for 6 hours and half way through the term drops to 3 credit hours. The student goes on to complete all 3 credit hours in the spring term with a grade of B or better. Does the student meet the quantitative measure of Our Lady of the Lake University's Satisfactory Academic Progress Policy?

Fall term credit hours attempted (6) + spring term credit hours attempted (6) = 12 attempted credit hours

Fall term completed credit hours (3) + spring term completed credit hours (3) = 6 completed credit hours

Total credit hours completed (6) divided by total credit hours attempted (12) = 50 percent completion
In this example the graduate student does not meet this minimum requirement and will lose financial aid eligibility.

**Qualitative Measure**

A graduate/professional student must maintain the minimum cumulative GPA of 3.0 to earn and maintain financial aid.

*Example: A graduate student starts in the fall and receives a cumulative 2.5 GPA. At the end of the spring semester the undergraduate student has a cumulative GPA of 2.75. Does the student lose financial aid eligibility?*

Yes, the student loses financial aid eligibility. The student did not maintain the minimum GPA requirement at the time Our Lady of the Lake University’s Satisfactory Academic Progress Policy was reviewed.

**Time Frame Maximum**

Federal regulations require Our Lady of the Lake University to place a maximum time frame in which a student can receive financial aid to complete a program of study. Our Lady of the Lake University allows a student to attempt 150 percent of the required credit hours it takes to complete a degree program of choice. If more than 150 percent of the credit hours needed to complete a degree program are attempted, the student will lose financial aid eligibility.

*Example: A graduate student wishes to receive a Master of Business Administration degree, which will take 36 credit hours to earn. How many hours can this student attempt and still receive financial aid?*

Credit hours required to complete the chosen program of study (36) times 150 percent = 54

In this example, the student can attempt 54 credit hours before losing financial aid eligibility.

**Impact of Withdrawals on SAP**

- **Official Withdrawals** - Students who officially withdraw from all classes during the fall, spring or summer semesters will be placed on financial aid suspension for their next term of enrollment.

- **Unofficial Withdrawals** - Students who receive all failing grades including (F’s, W’s, WI’s and NC’s) are considered unofficially withdrawn from the University and will be placed on financial aid suspension. Federal regulations require that a return of funds calculation be completed on all students who receive federal aid unless the last day of attendance can be confirmed with the registrar’s office past the 60 percent date in that semester. This calculation may result in the student owing the University or the Department of Education a balance that must be paid prior to the next term of enrollment.

- **Administrative Withdrawal or Enforced Scholastic Withdrawal** - A student who has been administratively withdrawn or academically withdrawn from the University is also suspended from receiving financial aid.

- **Notification Process** - Students will receive notification of their status at the end of each semester after grades are posted. Notification will be sent via email and on the University campus portal.

**Appeals Process**

If a student does not meet Our Lady of the Lake University’s minimum standards of progress and the student loses financial aid eligibility, the student may submit an appeal to have financial aid reinstated. These appeals are based on extenuating circumstances that occurred during the school year when the GPA or completion rate declined. These extenuating circumstances should include
examples such as: prolonged illness, accidents that require hospitalization for the student or an immediate family member, and/or death of an immediate family member.

All appeals submitted to the Financial Aid Office MUST have documentation attached before presented to the financial aid appeals committee. Students should submit completed appeals forms to the Financial Aid Office no later than July 15 of each year. A completed appeals form must have appropriate documentation attached to the form to verify the purpose of the appeal. The decision made by the financial aid appeals committee is final.

Student Procedures

1. Student is notified by the Financial Aid Office that they have not met Satisfactory Academic Progress requirements.

2. If extenuating circumstances exist, the student has the option to appeal by submitting a Financial Aid Appeals Form to the Financial Aid Office and attaching the appropriate documentation. Appeals can be submitted electronically or in person to the Financial Aid Office at the Walter Student Service Center Room 105.

3. Student is informed of the appeals outcome and may be able to reapply for financial aid.

Financial Aid Procedures

1. Financial Aid Office runs Satisfactory Academic Progress program at the end of the spring semester.

2. Financial Aid Office notifies suspended students via email.

3. Students are informed of the appeals process.

4. Suspended student files an appeal with the Financial Aid Office.

5. Committee Chairman Marsha Eldridge informs the student of the outcome of the appeal.

6. Committee Chairman Marsha Eldridge, associate director of financial aid, reviews grades at the end of the fall semester for students who have been placed on probation. If the student fails to meet the conditions of the appeal, then financial aid is terminated. If the graduate student completes all courses with a “B” or better, then financial aid eligibility is continued.

Financial Aid Probation

If approval is granted, the student will be placed on financial aid probation and financial aid will be reinstated. If placed on financial aid probation, the student is required to meet with his/her academic adviser in order to establish an academic plan. The student’s progress standards will be checked after each term until either financial aid eligibility is lost through financial aid suspension or regained through satisfactory progression toward earning a degree. To regain satisfactory progression toward earning a degree, the graduate student must complete 100 percent of the classes attempted for the term in which he/she is under probation with a GPA of 3.0 or higher. If all attempted credit hours are not completed, and or GPA requirements are not met, the student will be placed on financial aid suspension and lose financial aid. This plan will be signed by the student and the academic adviser, and a copy will be sent to the Financial Aid Office.

At the conclusion of each semester, the appeal committee will meet to evaluate the academic progress of the student(s) on financial aid probation. Students who fail to meet any portion of their academic plan will be ineligible for all future financial aid.

Financial Aid Suspension

If an appeal is denied, the student will be placed on financial aid suspension and will not receive financial aid. To regain financial aid eligibility, the student will need to attempt and complete, at his/her own expense, the same number of hours attempted before aid was suspended at Our Lady of the Lake University. The graduate student must attempt these credit hours at Our Lady of the
Lake University and complete all courses attempted with a “B” or better in order for financial aid to be reinstated at OLLU.

**Repeat Coursework**

Effective fall 2012, per federal regulations (34 CFR Section 668.2) repeated coursework that falls under the following conditions cannot be included in a student’s enrollment status for Federal Aid eligibility. This regulation also includes federal, state and institutional funding.

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of C or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for financial aid.

Federal aid is calculated according to need and the student’s adjusted enrollment status. Recalculation will be applied regardless of whether a student received aid for previous courses and is based solely on how many times a course has been taken and passed.

**Example 1:**
A graduate student is taking a previously passed 3 credit hour course for the third time. The graduate student is enrolled in a total of 6 credit hours for the term. Per federal regulations, the repeated course must be excluded from the student’s aid eligibility. Only three of the student’s 6 hours can be used to calculate aid eligibility. The student’s aid will be adjusted to half time instead of full-time enrollment.

**Example 2:**
A graduate student repeats a previously passed course. The student receives an F on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for financial aid.

**Example 3:**
A graduate student repeats a previously passed course. The student withdraws from the course on the second attempt. The student attempts the course for the third time. The third course attempt will not be counted in total enrollment hours for Financial Aid.

**Dropping Classes**

In certain situations, students may find it necessary to reduce their course load due to personal, financial or academic reasons. Students contemplating such a reduction in hours must notify the Financial Aid Office to determine what implications such action may have on their financial aid.

Some financial aid programs require specific minimum hours of enrollment to be eligible for and to continue receiving those funds. Students who fail to notify the Financial Aid Office prior to dropping a course(s) may incur an unexpected financial obligation to the University.

There may be financial aid implications if a student is withdrawn from a class due to non-attendance.

**Complete Withdrawals and Returns of Title IV Funds Policy**

This policy applies to students who complete 60 percent or less of the enrollment period (i.e., fall, spring or summer session) for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term “Title IV aid” refers to the following federal financial aid programs: Unsubsidized Direct Stafford loans, Subsidized Direct Stafford loans, Federal Perkins loans, Direct PLUS (GRAD/Parent) loans, Federal Pell Grants, Federal SEOG (Supplemental Education Opportunity Grant and TEACH
Our Lady of the Lake University must determine the student's withdrawal date and process within 45 days. The withdrawal date is defined as:

1. The date the student began the withdrawal process or officially notified Our Lady of the Lake University of their intent to withdraw; or

2. The last date of attendance at an academically-related activity by a student who doesn't notify Our Lady of the Lake University

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least five days are excluded from both the numerator and denominator. Until a student has passed the 60 percent point of enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60 percent point is considered to have earned all awarded aid for the enrollment period. Earned aid is not related in any way to institutional charges. In addition, the University's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the University for the course. For more information on the Our Lady of the Lake University withdrawal and institutional charges' policies, please consult the website. The responsibility to repay unearned Title IV aid is shared by Our Lady of the Lake University and the student. For example, the calculation may require Our Lady of the Lake University to return a portion of federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. The return of federal aid is in the following order: Unsubsidized Direct Stafford loans, Subsidized Direct Stafford loans, Federal Perkins loans, Direct PLUS (GRAD/Parent) loans, Federal Pell Grants, Federal SEOG (supplemental Educational Opportunity Grant and Teach Grant).

How to Handle an Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45-day period students will remain eligible for the Title IV funds. If no positive action is taken by the student within 45 days of being notified, Our Lady of the Lake University will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education. During the 45-day period, the student can make full payment to Our Lady of the Lake University for the overpayment. The University will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. Please make check payable to Our Lady of the Lake University, Attn: Student Business Office. Please attach a remittance coupon to assure proper credit.

If a student is unable to pay the overpayment in full, the student can set up a repayment plan with the U.S. Department of Education. Before doing this, the student should contact the Our Lady of the Lake University Office of Financial Aid. The student should ensure that OLLU has referred the situation to the U.S. Department of Education before any repayment plan can be set up. To contact the U.S. Department of Education, refer to the address listed below.

U.S. Department of Education Student Financial Assistance Programs, P.O. Box 4222, Iowa City, Iowa 52245. Phone: 1-800-621-3115, e-mail: DCS_HELP@ed.gov. For examples of the Return of Title IV Funds calculations or questions regarding the overpayment policy, please contact the Office of Financial Aid.

Summary Return of Title IV Funds Policy

- If a student withdraws or otherwise terminates enrollment during the first 60 percent of the semester or session, and receives financial assistance from the Title IV programs (Federal Pell
Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Direct Stafford Loan, and Federal PLUS Loan), the student earns Title IV funds in direct proportion to the length of time the student was enrolled. The percentage of time during the period that the student remained enrolled is the percentage of disbursable aid for the semester/session that has been earned. The percentage of the period that the student remained enrolled is derived by dividing the number of days he/she attended by the number of days in the semester/session. Calendar days are used, but breaks of at least five concurrent days are excluded from the calculation.

- Title IV programs reimbursement monies will be withheld from any institutional refunds (tuition, room, board, fees, etc.) due to the student. If these monies are not sufficient to cover the reimbursement required, the student will be billed for the remaining amount. Failure by the student to comply with the Return of Title IV Funds Policy will make him/her ineligible to participate in any Title IV aid program from any post-secondary institution until s/he becomes compliant with the Return of Title IV Funds policy.

**Note: Unofficial Withdrawals**

Students who receive all failing grades including (Fs, Ws, WI's and NC's) are considered unofficially withdrawn from the University and will be placed on financial aid suspension. Federal regulations require that a return of funds calculation be completed on all students who receive federal aid unless the last day of attendance can be confirmed with the Registrar's Office past the 60 percent date in that semester. This calculation may result in the student owing the University or the Department of Education a balance that must be paid prior to the next term of enrollment.

**Contact Information**

Students have the right to understand the financial aid process and questions are always welcome. Please call 210-434-6711, ext. 2299 or visit the Financial Aid Office located in the Walter Student Service Center, Room 105.

Students are encouraged to visit the financial aid website at www.ollusa.edu/FinancialAid.

**University Bookstore**

Textbooks, paperbacks, OLLU imprinted merchandise, school and miscellaneous supplies may be purchased at the University Bookstore. OLLU Bookstore now has selected titles for rent. See bookstore for details. Policies of the Bookstore are as follows:

**Refunds**

Full refunds on textbooks are given during the first 10 days of the fall and spring sessions, and the first five class days of the summer session.

Refunds for both traditional students and non-traditional students will be given, provided that:
- Register receipt is furnished (cash refunds are not given without a register receipt)
- Textbooks are in the same condition as when purchased

Students should not write their name in, highlight or damage their textbooks until they are certain that they will remain in the course.

**Used Books**

The OLLU Bookstore attempts to offer a large supply of used books by buying them from students and from wholesale textbook companies. Used books are bought back from students daily, but up to 50 percent is offered during "Buyback Days" which occur during the final exams of each
semester. Exact dates may be found posted in the bookstore and announced on bulletin boards around campus.

During the specified “Buyback Days,” the bookstore offers up to 50 percent of the book purchase price, providing that:
- The textbook will be used the following semester
- The textbook is in good and usable condition

The bookstore exercises the right to reduce value or refuse a buyback depending on the following:
- Condition of the book: Used books being bought back must have no torn or missing pages or covers and no water damage. CDs must be usable, if included with a textbook
- Needed Quantity: If the bookstore has bought back the necessary quantity of books for future classes, value of the buyback may decrease

All buyback transactions require a picture ID, either student or state identification.

All buybacks transactions require a student or state picture identification.

Software
Due to existing software copyright laws, textbooks sold with accompanying software are refundable only if the seal protecting the media is unopened.

Defective Books
New and used textbooks that are defective will be replaced at no charge and should be returned as soon as possible. Refunds may be available on general merchandise such as clothing or gifts, provided it is returned within 30 days of the date of purchase with the price tag attached. The purchase of electronics items are final, however defective products will be exchanged or sent for repair, if possible.

Memberships
The University memberships include the American Council on Education, the Association of Texas Colleges and Universities, the Hispanic Association of Colleges and Universities, the Independent Colleges and Universities of Texas, the Texas Independent College Fund, the Higher Education Council of San Antonio, the United Colleges of San Antonio, the National Association of Independent Colleges and Universities, the Association of Catholic Colleges and Universities and the Council on Independent Colleges.

Educational Commitment
Our Lady of the Lake University expresses its commitment to the complete educational development of the individual: intellectual, moral, social and spiritual. It attempts, moreover, to create a person-centered learning environment in which both academic and co-curricular programs and services provide creative alternatives responsive to the needs of individual students. Flowing from its purpose as well as its commitment to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), Our Lady of the Lake University promotes an environment to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Our Lady of the Lake University’s student and personnel policies clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on University property or as part of any of the University’s activities.
Purpose of Graduate Work
The graduate programs at Our Lady of the Lake University prepare professionals to:
- Provide leadership and make scholarly contributions to the advancement of knowledge in their fields
- Apply the most current information and technology to decision making and problem solving
- Work collaboratively, productively and ethically in culturally diverse settings
- Contribute to the mission of the University by serving the needs of their communities

Degrees Offered
Our Lady of the Lake University’s graduate programs offer the following degrees:

Master of Arts with a specialization in:
- Communication and Learning Disorders
  - English
    - Concentrations:
      - Writing
  - Sociology
    - Concentrations:
      - Emphasis in Community Health
- Special Education

Master of Arts-Master Fine Arts with a specialization in:
- English
  - Concentration:
    - Literature, Creative Writing and Social Justice

Master of Arts in Teaching
- Concentrations:
  - Math
  - Science
  - Special Education
  - Bilingual Education

Master of Business Administration:
- Concentrations:
  - Finance
  - Health Care Management
  - Management

Master of Business Administration and Master of Science in Organizational Leadership (Dual Degree)

Master of Education with a specialization in:
- Curriculum and Instruction
  - Concentrations:
    - Bilingual Education
Integrated Math Teaching
Integrated Science Teaching
Reading Specialist

Principal
School Counseling

**Master of Science with a specialization in:**
- Accounting
- Information Systems and Security
- Nonprofit Management
- Organizational Leadership
  - Concentrations:
    - Interdisciplinary
    - Leadership

Psychology
  - Concentrations:
    - Family, Couple and Individual Psychotherapy
    - School Psychology

**Master of Social Work**

Social Work (54 semester hours) Regular Program
  - Concentration:
    - Services to Hispanic Children and Families

Social Work (31 semester hours) Advanced Standing Program
  - Concentration:
    - Services to Hispanic Children and Families

**Masters of Science in Organizational Leadership and Master of Business Administration (Dual Degree)**

**Master of Science in Organizational Leadership and Doctor of Philosophy with a specialization in Leadership Studies (Dual Degree)**

**Doctor of Philosophy with a specialization in:**
- Leadership Studies

**Doctor of Philosophy with a specialization in:**
- Leadership Studies and a Master of Business Administration (Dual Degree)

**Masters of Science in Organizational Leadership and Doctor of Philosophy specialization in:**
- Leadership Studies and a Master of Business Administration (Dual Degree)

**Doctor of Psychology with a specialization in:**
- Counseling Psychology

**Graduate Level Professional Certificates Offered**

**School of Professional Studies**
- Psychological Services for Spanish Speaking Populations

**School of Business and Leadership**
- Accounting/Finance
- Health Care Management
- Information Assurance and Security
Management

**Master of Science in Military Science (MS)**

Corresponding to the academic master's degree at Our Lady of the Lake University and completion of the Reserve Officer Training Course (ROTC), the student will commission in the Active or Reserve components of the U.S. Army.

By arrangement with Our Lady of the Lake University and the University of the Incarnate Word, the following Army Commission program (ROTC) pertains to enrollees from those institutions in the St. Mary's University Department of Military Science. In addition, a Leadership Laboratory is held every Wednesday afternoon for two hours, to further the development of leadership skills through a varied program consisting of field trips, practical exercises and visits to military installations. This laboratory is required each semester for all Military Science students.

**Two-Year Program for Graduate Students**

The Army ROTC offers a two-year program for those who did not have or take the opportunity to complete the normal ROTC Basic Course during their undergraduate studies. In order to enroll in the ROTC Advanced Course, a student must successfully complete four weeks of leadership training, provided at a Leadership Training Course (LTC) during the summer months prior to beginning their first graduate semester. If students desire to take advantage of this two-year scholarship opportunity, they should communicate directly with the Professor of Military Science no later than March 1 of the year preceding their master's program at OLLU.

*(NOTE: Students who are military veterans or have more than three years of JROTC training do not need to attend the Leadership Training Course.)*

**Scholarship and Remuneration**

The Department of the Army offers the LTC two-year competitive scholarship assistance to qualifying ROTC students. This assistance consists of payment of all tuition and fees per year, and a $1,200 book allotment, plus a grant to the ROTC cadet of $450 to $500 a month during the period of enrollment (not to exceed 20 months). The student need not be enrolled in the ROTC program prior to competing for a scholarship. Students interested in competing for scholarship assistance under this program should contact the Army ROTC Enrollment Officer.

**Uniform and Equipment**

All uniforms, textbooks and other equipment will be issued to students enrolled in Army ROTC courses. Students are responsible for the maintenance and upkeep of all items issued to them.

**Information**

The Professor of Military Science and the Army ROTC offices are located on the bottom floor of Treadaway Hall at St. Mary's University. The telephone number is 210-436-3415. ROTC Enrollment Officer Cell Number is: 210-379-1997. Email: rotc@stmarytx.edu.
Graduate Policies and Procedures

Because a university is an ongoing enterprise that can carry out its mission only through constant adaptation to new needs and changing circumstances, Our Lady of the Lake University reserves the right to change any of its educational policies or procedures (including admissions and graduation requirements, curricular scope and content, schedule of offerings, fees and refunds, and regulations affecting students) at any time with notice to students. The University also reserves the right to refuse to admit or readmit, or to dismiss any student at any time within policy, rules and regulations.

Student Responsibility

The student is responsible for knowing the degree requirements and enrolling in the courses that fulfill those requirements. The student is also responsible for complying with University regulations which apply to all graduate students and with program requirements which apply to the specific field of study. Students should refer to their program-specific student handbooks for additional information on the department policies and procedures. University policies (see below) always take precedence over departmental policies.

Admission Requirements

All candidates for admission to any graduate program must fulfill the following general admission requirements:
1. An earned baccalaureate degree from a regionally accredited institution.
2. A minimum grade point average of 2.50 for all undergraduate work or 3.00 for the last 60 semester hours of undergraduate work. Some academic programs may require higher minimum grade point averages.
3. Any out-of-country applicants whose native language is not English must also submit a passing score of 26 or higher on the speaking section of the TOEFL-IBT, per state guidelines for demonstration of oral communication skills.

Application Requirements

Note: All credentials submitted for admission purpose become the property of Our Lady of the Lake University and cannot be returned. Applicants who have attended OLLU are not required to submit OLLU transcripts.
1. Official transcripts from all regional accredited colleges and universities where degrees were conferred.
   a. For admission to any of the doctoral programs, applicants must provide evidence that a Master’s degree has been earned from an accredited university.
   b. All transcripts not in English must have a certified English translation. An official course-by-course credential evaluation report of these credentials must be submitted and indicate a minimum educational preparation equivalent to a U.S. baccalaureate degree and, for application to a doctoral program, evidence of completion of a Master’s degree from an accredited university.
2. Application fee of $40.
3. Completed University application form.
For Special Admission (see description in this section of the catalog), the student must submit an official transcript verifying the highest conferred degree and an overall grade point average of at least 2.50. In addition, the applicant must submit a personal statement indicating the reasons for enrolling in the requested courses.

In addition to the University application requirements, each academic program may have supplementary requirements. Please refer to respective program descriptions for explanation of the application requirements.

Application Requirements for International Students
An international student seeking admission into a graduate program must, in addition to the above, submit:
1. A $50 nonrefundable international application fee.
2. Certification of finances with 1) certificate from the financial institution where funds have been deposited or accounts have been maintained by applicant or applicant’s sponsor or 2) certificate from the applicant or applicant’s sponsor attesting to the ability to financially support studies for one academic year at OLLU.
If transferring from a U.S. college or university, applicant must submit:
   a. Proof of immigration status with copy of passport, current visa stamp, I-94 and I-20; and
   b. International Student Adviser’s Transfer Report on form requested from the International Admissions Office at 210-431-3978.

Application Deadlines
Applications and supporting documents should be submitted as soon as possible. The University’s priority deadline is April 1 for fall admission, Oct. 1 for spring admission, and Feb. 1 for summer admission. Application deadlines vary for each graduate program and may precede the University deadline. It is the applicant’s responsibility to check with the unit to which the applicant is interested in applying to learn the deadline dates that pertain to the application.

Meeting the priority deadline does not guarantee admission although it does ensure priority consideration. Applications submitted after the priority deadline will be considered on a space available basis until the program’s final deadline.

Conditional Admission
Conditional admission is granted on the merits of each case. Please refer to the department policies regarding whether respective departments will consider conditional admissions. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional acceptance within the period of specified time. If conditional acceptance is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

Special Admission
A student who wishes to register only for course work and not as a degree candidate may be considered for admission as a special student. Please refer to the department policies regarding whether respective departments will consider special admission. No more than 12 semester hours earned as a special student may be applied toward a degree and these credits must have been
earned not more than one calendar year prior to admission to the degree program. There is no guarantee, however, the course taken in the special admission category will be accepted as part of the degree curriculum, or that acceptance as a special student will lead to regular admission to the master’s program.

Transient Admission

Occasionally, a graduate student from another institution may request permission to take one or two courses at OLLU to complete degree requirements at the home institution. Such students must meet the foundation and prerequisite requirements for any courses to be taken. The application requirements for transient students are as follows:

1. Submission of a completed application for admission by the applicable deadline.
2. Application fee of $40.
3. A letter of intent that describes the reasons for enrolling in this specific course.
4. An official copy of the most recent graduate transcript.

Admission Requirements for Specific Programs

In addition to University admission requirements, each academic program may have admission requirements that are more rigorous than the University requirements. Please refer to respective academic program description for explanation of the program-specific admission requirements.

A Second Master’s Degree

A student who holds a master’s degree from OLLU and wishes to pursue a second master’s degree must have the degree program approved by an adviser, the director of the master’s program involved, and the dean or director of the school or college prior to the earning of credits for the second degree. The field of specialization of the second degree must be different from the first, although the name of the second degree need not be different from the name of the first. For all degrees no more than six semester hours of credit from the first degree may be applied toward the second degree.

Readmission

A readmission form is required for the following reasons:

1. Application to continue graduate level coursework when a year or more has passed since a student’s last date of attendance.
2. Application to continue graduate level coursework when a student has been placed on Enforced Scholastic Withdrawal and has remained out of the program for one full semester or two summer sessions.

Please refer to the deadlines for admission and to the respective academic program description for explanation of the program-specific deadlines.

Restatement of Purpose

A restatement of purpose form is submitted when a student wishes a change in area of specialization or concentration within the current discipline. This change may require additional credentials and must be approved by the dean of the college/school of the new program.
The deadline for submitting restatement of purpose form is 10 working days prior to the first day of regular registration each term.

Students wishing to discontinue one program and gain admission into another program must complete the full admission process for new program.

**Academic Advising**

A faculty or professional staff member assists each student in preparing a degree plan, approves the student's course schedule for each enrollment period, and assists with any academic problems that may occur. Although students are expected to avail themselves of the adviser's assistance wherever needed, each student individually assumes the final responsibility for the selection of courses meeting degree and certificate requirements. After the first semester, the adviser's approval is not required, but strongly suggested for students registering for courses, adding, dropping or changing courses in person with the Registrar's Office. The adviser’s approval is required for taking courses at other institutions, and for exemptions from academic regulations. Regular consultations with advisers are recommended for all students.

**Registration**

Prior to registering, students are required to meet with their academic adviser. Students must register in person or online by the last registration day as noted in the official University calendar. Students who register after the last official day of early registration will be charged a late fee. Students may register through the online registration system or in person.

The University reserves the right to cancel under-enrolled courses.

**Cross-Registration (Inter-Institutional Registration)**

Bilateral agreements between the institutions of the United Colleges of San Antonio (UCSA) permit simplified procedures for student cross-registration, when approved by the student’s academic program. Under exceptional circumstances, Our Lady of the Lake University students may enroll in courses at the University of the Incarnate Word, Oblate School of Theology and St. Mary’s University through the same process by which they enroll for courses at their home campus.

Information/restrictions concerning Cross-Registration:

1. Students at any UCSA institution may, with appropriate authorization of that institution, register for courses at the graduate or undergraduate level at the other institutions, provided all academic prerequisites of that institution offering the courses are met.
2. Students’ cross-registering at the secondary institution shall pay tuition at their “home” institution, plus any applicable course fees. Students must meet all applicable academic prerequisites and shall be subject to class attendance rules, grading policies, disciplinary regulations, and grievance procedures of the offering institution as these affect the course(s) taken.
3. Students may cross-register at and through their home institution for courses at the secondary institution, processing their registration and paying their tuition and applicable course fees at the home institution.
4. Students may not cross-register for:
   a. Independent study courses and individual instruction
   b. Doctoral-level courses and programs
   c. Weekend courses at Our Lady of the Lake University
   d. School of Law courses at St. Mary’s University
Procedures for OLLU students registering for Inter-Institutional courses:

1. Obtain and complete the "Request for Cross-Registration" form from the Registrar’s Office. Obtain all required OLLU signatures.
2. Obtain signatures from the chair of the department/dean of the school and Registrar’s Office from the institution where the course will be taken.
3. Submit original (signed) copy of "Request for Cross-Registration" form with approval or add/drop from to the OLLU Registrar’s Office for processing. Allow two working days for processing each request. Student is responsible for notifying the Registrar’s Office of any changes made to the registration, i.e. cancellation of sections, dropping and/or adding sections/courses.

Class Attendance

Students are expected to attend each class and laboratory period, except when illness or extraordinary emergencies prevent it. Punctual attendance at each class and laboratory period is an obligation of the student. For some classes, the attendance requirements are determined by the college, school or department; for others, the individual faculty member sets attendance requirements in keeping with the nature of the course and the level of the students. Failure to conform to attendance requirements may subject a student to a failing grade or institutional withdrawal.

The University is required to monitor attendance for certain categories of students, such as those attending on Veterans Administration benefits, and to report these attendance records to the agency concerned.

Course Withdrawal

A student may initiate a withdrawal from a class only by presenting the properly signed withdrawal forms to the Registrar’s Office either in person or via an official OLLUSA email account. Informal notice to faculty neither cancels registration nor the student’s contract with the Student Business Office.

The University may initiate an institutional withdrawal for disciplinary reasons or for students who are delinquent or in default of payment. Students on institutional withdrawal are prohibited by University policy from continuing their coursework.

Faculty members may initiate the withdrawal of student(s) enrolled in their class(es) by submitting a request to the Registrar’s Office. Upon completion of the withdrawal procedure in the Registrar’s Office, the student will be withdrawn with a grade of WI.

Repeating Courses

A graduate student who has enrolled in a course and received a grade lower than a B (fewer than 3.0 grade points) may repeat that same course only one time, unless the course is described in the catalog as repeatable for credit.

A. The most recent grade awarded will be used in the computation of grade point averages and credit earned.
B. If a student repeats a course and earns a lower grade, the lower grade will used in the computation of grade point averages.
C. Once a degree has been conferred, repeating courses for any reason will not affect the GPA or content of the degree already granted.
D. Students whose disability or military reserve status might necessitate more repeat enrollments may request exceptions.

Students who wish to replace a course grade must do so at Our Lady of the Lake University.

A. Transfer work or departmental examination cannot be used to repeat a course recorded at OLLU.

B. If the course is no longer offered in any form at OLLU, a student may not apply for the grade replacement option.

No more than two courses can be repeated while a graduate student at Our Lady of the Lake University. An academic program may have more rigorous standards and students should refer to the department description for information on the departmental standards.

Grading System

In the explanation below, "I" followed by a grade indicates that a student received an "Incomplete" grade which has been completed and changed to the specified grade; e.g., "IA" means a student received an "I" but later completed the work and earned an "A."

A+, A, A- (IA+, IA, IA-)
Indicates excellent achievement demonstrated by
1. Competency and accuracy of knowledge
2. Sustained and effective use of knowledge
3. Independence of work
4. Originality (Grade points: 4.00)

B+, B, B- (IB+, IB, IB-)
Indicates satisfactory achievement in the same factors listed under the "A" grade. (Grade points: 3.00)

C+, C, C- (IC+, IC, IC-)
Indicates below-average performance. (Grade points: 2.00)

No more than six semester hours of "C" grades may be counted toward a master's degree; these must be balanced by "A" grades in other degree required courses. "C" grades may not be counted towards doctoral degrees.

D+, D, D- (ID+, ID, ID-)
Unsatisfactory work; does not count toward a master's degree; does not fulfill course requirements or prerequisites and must be repeated; will result in being placed on Scholastic Probation for the next nine hours of course work at the University. (Grade points: 1.00)

P - Indicates "pass" on the Pass-Fail system; awarded for the achievement of the minimal objectives of the course. (Grade points: "P" not counted in grade point average; "F" counts same as "F" grade below)

NOTE: The Pass-Fail option is available to graduate students only when the entire class is offered under this option.

I - Indicates incomplete work; used at the discretion of the faculty member when a student has reasons outside of their control for being unable to complete requirements on time. (Grade points: not counted in grade point average). At the time the grade of Incomplete is submitted, the faculty member selects a date by which the work must be completed. The date may be earlier than the standard date but may not be later than the end of term in which the standard date is included. If a specific date is not assigned by the faculty member, the standard date (six weeks into the next long term) will apply.

NOTE: Deadline for changing incomplete grades:
1. "I" grade received in the fall term must be removed during the first six weeks of the spring term.

2. "I" grade received in the spring term must be removed during the first six weeks of the fall term; however, in the case of those students who may be liable for academic discipline, the incomplete grade must be removed within the first six weeks of the summer term.

3. "I" grades received in the summer term must be removed during the first six weeks of the fall term. A faculty member may request from the Registrar an extension of time for the removal of incomplete grades. Exceptions may not extend beyond the end of the term in which the incomplete is due to be completed. An incomplete grade which has not been removed within the allotted time automatically becomes an F. An "I" grade cannot be changed to AU, NC, Q, W, WI or X.

Q - Indicates official withdrawal from a course during refund period. (Grade points: not counted in grade point average)

W - Indicates official withdrawal from a course after refund period. (Grade points: not counted in grade point average)

Note: Specified deadlines to drop classes for each session are listed on the narrative calendars posted on the Registrar's website.

AU - Audit — Indicates non-credit. (Grade points: not counted in grade point average)

NC - No credit — indicates credit not granted for course. (Grade points: not counted in grade point average)

F - Indicates failure; removed from grade point average when course is successfully repeated; causes master's and doctoral students to be placed on Enforced Scholastic Withdrawal. (Grade points: 0.00)

X - Indicates that the work of the course extends over more than one term. Given in approved practicum, internship, field experience or thesis courses, and replaced by the appropriate letter grade when the work is completed. (Grade points: not counted in grade point average) May also be used for mid-term grades for practica, internships or field experience.

WI - The WI is issued by the instructor when a student has ceased attending or has never attended a class. Faculty should not issue a WI grade until after consultation with the Office of Financial Aid and, when appropriate, the Athletic Department. Faculty will seek approval from their respective Dean for all WI grades. (Grade points: not counted in grade point average)

Grade Point Average

The grade point average is obtained by dividing the grade points earned by the grade point divisor. For more information on calculating a grade point average, visit www.ollusa.edu/registrar. The cumulative grade point average used for most records is based on the total grade points earned from courses taken at OLLU within the academic program and credit accepted in transfer. Although faculty may at their discretion add pluses or minuses to letter grades, these distinctions are not calculated in the grade point average. A cumulative grade point average of 3.00 is required for graduate degrees.

Residence Requirements and Transfer Credit

All credits toward the master's or doctoral degree must be taken at Our Lady of the Lake University with the exception of those credits which come under the transfer credit policy. Graduate credit will not be awarded for portfolio-based experiential learning which occurs prior to the matriculation into a graduate program.
Graduate credits earned at a regionally accredited institution, including institutions of the United Colleges of San Antonio (UCSA), prior to admission to Our Lady of the Lake University may be accepted in transfer provided that the following conditions are met:

1. Each course transferred has a grade of "B" or better.

2. A maximum of six graduate semester hours may be transferred into any graduate program.

Transfer of credit earned prior to a matriculation at Our Lady of the Lake University must be formally petitioned by the student and approved by the major adviser and dean of the college or school.

After matriculation, all credits earned must be taken in residence unless the student receives approval prior to taking the course. To have a course approved, students should obtain a Request to Take Course(s) at Another College/University form from the Registrar’s Office, complete the form, obtain signatures, and return the form to the Registrar’s Office. If the course is offered through extension/correspondence, documentation certifying that the course may be used toward a degree at the home institution must accompany the form.

**Academic Load**

To be classified as full-time, graduate students must be enrolled in a minimum of six semester hours for each fall or spring term; three semester hours for each summer session or six hours for the Summer Session III term. For doctoral students enrolled in dissertation or internship hours, one semester hour will be considered full-time if they have been advanced to candidacy by the department and approved by the Office of the Vice President for Academic Affairs. If pursuing financial aid, see the Financial Aid Office section for enrollment eligibility requirements.

Graduate students will not be permitted to carry more than 16 semester hours of graduate work in any fall term or spring term, nor more than six hours during a summer session (Summer Session I or II. Excludes Summer Session III) or 12 semester hours for combination of summer I/summer II/summer III.

To maintain status for the F-1 visa, an international student in a graduate degree program must enroll in a minimum of six semester hours for each fall or spring term; three semester hours for each summer session or six hours for the Summer Session III term. No more than the equivalent of a three credit hour online/distance education class per session may be counted towards the “full course of study” requirement.

Academic programs may have additional requirements related to academic load. Consult the program-specific guidelines for descriptions of the academic load requirements.

**Time Limit**

The entire program of work for the master’s degree must be completed within six years from the date of first registration. Time limit for the doctoral program is 10 years.

**Computer Literacy Requirement**

Each graduate program has designated a level of computer literacy requirements which must be demonstrated or validated prior to graduation.

**Academic Discipline**

Continuation in a graduate program is contingent upon the following:
1. Maintaining a 3.00 grade point average in all courses attempted at Our Lady of the Lake University.
2. Progressing satisfactorily toward completion of educational objective (i.e., degree or certification).

Records of all graduate students registered for nine or more semester hours of work are reviewed for academic discipline at the end of each grading period. Records of part-time students are reviewed upon completion of nine semester hours. All courses, even if the courses were not completed, are considered in the nine semester hours. If a student’s disciplinary status is affected by the change of an "I" (incomplete) grade, the appropriate action is taken at the end of the term in which the grade change was made. Should a graduate student have a “D” grade or less than the 3.00 grade point average at any review point, the student will be placed on Scholastic Probation for the next nine hours of course work at the University. During that period, the student must do the following:
1. Raise the overall grade point average to 3.00.
2. Receive no grades of “D” or “F” in any course.
3. Repeat any course in which a “D” was earned, when the course is next offered.

If these conditions are not met, the student will be placed on Enforced Scholastic Withdrawal from the University for at least one full term or two summer sessions.

Readmission to the program will be permitted only if it is recommended by the student's adviser and the dean/director of the college or school. If student wishes to appeal immediately, the instructions below will apply. If student accepts the withdrawal, the student must contact the Office of Admissions to seek readmission.

A grade of "F" in a graduate course results in Enforced Scholastic Withdrawal without a prior period of Scholastic Probation and discontinuance in the program except upon special recommendation of the dean of the college or school.

Academic deans/director may enforce a more stringent discipline policy in their respective academic programs.

Enforced Scholastic Withdrawal Appeal Process
1. Student should submit a letter of appeal to the dean or director of the college/school of the program.
2. The dean/director will convene a review committee which may include the student's academic adviser to review the appeal.
3. The dean/director's office will notify the student in writing within 10 working days of the decision of the review committee.
4. The dean/director's office will notify the following:
   - Student's Academic Counselor
   - Registrar's Office
   - Financial Aid Office
The student’s academic adviser will meet with the student to discuss any conditions or special requirements. The Registrar's Office will make any official record changes needed and notify Residence Life in case the student is a resident student. The Financial Aid Office may have to adjust the student's award.

Note: Financial Aid Satisfactory Progress and Academic Discipline are two separate processes. Exemption from one does not guarantee exemption from the other.
Student Academic Grievance

The University provides a uniform method by which students can pursue grievance issues. An academic grievance is an allegation that something has occurred that violates existing University policy or established practices, or is intrinsically wrong. Grievance issues include complaints about alleged violations of the institution’s academic policies (e.g., application of grading policies), about unfairness in the application of policies (e.g., accusation of plagiarism or cheating), or other academic matters. For other potential violations of student rights, students should consult with their adviser or Student Life.

Evaluation of a student’s academic performance in a course or program of the University, when conducted by a faculty member, is presumed to be valid unless there is proof that the evaluation was significantly and adversely affected by prejudice (bias against the student as an individual or as a member of a group or class) and/or capriciousness (unjustifiable deviation from generally acceptable academic standards or procedures, or from explicit understandings established for the course or through the course syllabus, which is the de facto contract for course objectives, requirements and expectations).

If a student has good reason to suspect that prejudice or capriciousness significantly and adversely affected an official final evaluation of performance in a course or program or the student is being treated in an arbitrary or capricious manner by a faculty member, the student should present this concern to the faculty member and request a reconsideration of the academic matter within 30 working days of the end of the term. The complete procedure on how to file a Student Academic Grievance is available in the Student’s Handbook or on the Registrar’s site in the OLLU Portal (https://myollu.ollusa.edu).

Master’s Degree

All master’s degree programs require that a candidate complete prescribed coursework or a special/capstone project, pass a comprehensive examination, and/or prepare a thesis. Each of the options for a culminating experience is an opportunity for the student to demonstrate they can carry on a critical dialogue, integrating and interpreting material in the major and supporting field. Please refer to the program descriptions to learn more about the program-specific requirements.

Non-Thesis

The non-thesis option includes successful completion of prescribed coursework, a special/capstone project, or comprehensive examination. The comprehensive examination is intended to test the candidate’s ability to carry out a critical dialogue integrating and interpreting material in the major and supporting fields. The comprehensive examination of the field may be oral, written or both. This is administered at a time specified by the director of the program. Non-thesis master’s degree students may not have a formal examination; however, the committee must hold a ballot meeting, to determine if the student has satisfactorily met all of the program requirements.

Thesis

A thesis is an original scholarly study which makes a significant contribution to the knowledge of the chosen discipline. Please refer to the specific program descriptions for information on the availability of the thesis option. After an area of research has been selected and the student has completed all coursework, a student choosing the thesis option (when available) should request the program director to appoint a supervising professor to direct the work on the thesis. Students may not register for thesis credit until approval is obtained by the supervising professor. Thesis Guidelines, approved by the Graduate Council, are available through the myOLLU portal under Academic Affairs and Forms. Students should be continuously enrolled in a minimum of one thesis hour after coursework is completed until the thesis is defended.
Prior approval for use of human subjects or animals in research is required. If the student plans to utilize human or animal subjects for research, the student must contact the Office of Strategic Planning. Please note that departments/programs should ensure that all procedures have been followed and forms filed with the appropriate offices; they can also determine the appropriateness of such narrative within the thesis.

Following departmental guidelines, a supervising faculty member and a committee consisting of two additional members should be formed. One committee member should be from the student’s department, the second committee member may be from the student’s department or from a field related to the research topic, and the student’s supervising faculty should serve as committee chairperson. The thesis chairperson and committee will monitor the research and writing of the thesis. If any modifications of the proposed research are needed, they must be accepted by the thesis chairperson and submitted in writing to the committee members and approved by a majority. *The student should follow the University’s Guide for Writing Theses and Dissertations.*

Prior to beginning the writing of a thesis, the student must produce a thesis proposal for the committee. The proposal is the contract between the student and the committee that serves as the guide to carrying out the research and writing of the thesis. The proposal must: 1) explain the topic or problem, 2) review relevant literature, 3) discuss the need for carrying out the thesis, 4) examine possible theoretical orientations, 5) detail research procedures, 6) furnish a time line for completion, 7) discuss the implications, and 8) provide a selected bibliography. When students finish writing their proposal, they must submit an oral defense of the proposal with their thesis committee. The committee must approve the proposal before the student can begin to research and write the thesis.

The student must have a minimum cumulative GPA of 3.0, have completed or be enrolled in all the required coursework, have met all admission contingencies, and be registered for a minimum of two hours of thesis credit at the beginning of the semester in which the final defense is to be taken.

When students have completed writing their thesis to the satisfaction of the chair of their thesis committee, the student will distribute copies to the committee members and schedule a date of the oral thesis defense. The chair of the thesis committee will submit the *Request for Faculty Representative at Dissertation/Thesis Defense* to the Vice President for Academic Affairs who will select a faculty member from another department to represent the University faculty at the defense. The *Request for Faculty Representative at Dissertation/Thesis Defense* must be submitted at least 10 working days prior to the requested defense date. The time and date of the defense will be announced in the *Lake Weekly* so that those interested may attend. One copy of the thesis must be furnished to the faculty representative prior to the defense. Final defenses will include a summary of the thesis research and findings to the committee. Committee members may ask students questions concerning any aspect of their completed thesis (which is suitable in format and content for submission to the library).

The candidate shall pass if a minimum of three-fourths of those voting so indicate. In the event of a failed defense, a second and last attempt may be scheduled after a lapse of at least three months. The student who has failed two examinations will be terminated from the academic program.

No material in the thesis or special problem/project submitted to fulfill the requirements of a degree may be restricted in any way; the thesis must be made available through the Our Lady of the Lake University library for inspection by any interested parties.

The student must, upon approval of the thesis, provide bound copies, properly signed by the committee members on the signature page, of the thesis to the department and the Sueltenfuss Library. A copy of the signature page (with original signatures) must be submitted to the Office of
the Vice President for Academic Affairs to verify completion of the thesis. The thesis must be completed and approved within the time line set in advance by the program.

Master’s Student Records

In adherence with the federal Family Educational Rights and Privacy Act (FERPA), the academic unit is responsible to maintain and appropriately store complete records of student progress through their program of study. The master’s student files should include at a minimum the following documentation:
1. Admissions documents
2. Program of study
3. IRB approval (when appropriate)
4. Completed comprehensive exam and ballots (when appropriate)
5. Ballots from proposal defense and final thesis defense (when appropriate)

Doctoral Degrees

Doctoral Candidacy

Admission to doctoral candidacy is a prerequisite to receiving any doctoral degree. To qualify for admission to doctoral candidacy, a student must:

- Be accepted and enrolled in a doctoral program offered by OLLU
- Have been continuously enrolled in the program without withdrawal, or have been readmitted to the program without condition
- Complete the departmental course work requirements with a cumulative GPA of 3.0 or better
- Pass the written and oral sections of the doctoral qualifying examination

The doctoral qualifying examination is designed to determine the fitness of the student for pursuing a doctoral program in the field in which a degree is desired. The examination is intended to cover all major aspects of the field. Candidates in the PsyD and PhD programs must take both written and oral qualifying examinations.

Upon completion of departmental requirements, as defined in the respective doctoral program handbook, it is the responsibility of the doctoral student to petition the Registrar’s Office for advancement to doctoral candidacy through their department chair or program director.

Doctoral Candidacy Time Limit

The maximum number of years in candidacy is seven years following the completion of the doctoral candidacy examination. Students may submit a written appeal requesting a one-time extension of up to 12 months to the dean of the respective college/school. Written appeals must clearly state the extenuating circumstances justifying the need for an extension.

Successful Academic Progress in Candidacy

Doctoral candidates registered for dissertation/field research credit hours will be evaluated on a Pass/Fail (P/F) grading system by their dissertation chair/adviser.

Financial Aid Eligibility

Students who have advanced to candidacy and register for one credit hour of dissertation or internship will be considered full-time and eligible to financial assistance accordingly.

Dissertation

All doctoral programs require that a candidate prepare a dissertation. The dissertation is a scholarly, original study that represents a significant contribution to the knowledge of the chosen
Our Lady of the Lake University

Field. Students should be continuously enrolled in a minimum of one dissertation hour after coursework is completed and until the semester in which the dissertation is defended.

Dissertation Committee

Following departmental guidelines, a dissertation chairperson will be selected and a committee consisting of two additional members will be formed. The dissertation committee shall include at least two faculty members from the student's department, with the student's dissertation chairperson serving as committee chairperson. The remaining member must have an earned doctorate in the specific area of inquiry of the dissertation. This individual may be chosen from the student's department, the faculty of the University, or from outside the University, and must be approved by the dissertation chairperson.

The chairperson and committee will monitor the research and writing of the dissertation. If any modifications of the proposed research are needed, they must be accepted by the dissertation chairperson and submitted in writing to the committee members and approved by a majority. The student should follow the University's Guide for Writing Theses and Dissertations.

Continuous Enrollment

Beginning in the semester the dissertation committee is formed, the student must register for dissertation credits following departmental guidelines. The student must enroll in a minimum of one semester hour of dissertation course credit each semester until the dissertation is accepted. The dissertation chairperson and the program director must approve any exceptions.

Institutional Review Board (IRB) Approval

Research, the pursuit of new knowledge through systematic approaches, is a vital component of a university. Often, research involves human subjects. The Institutional Review Board (IRB) is responsible for reviewing every research project that involves human subjects and ensuring that: 1) no subject is put at unnecessary risk, 2) any risk to the subject is more than offset by the potential benefit of the research and 3) all human subject research is conducted in strict adherence to all federal regulations. All research with human subjects must be reviewed and found to meet IRB requirements before research is initiated at Our Lady of the Lake University. More information is available at the IRB website on the myOLLU portal.

If the student plans to utilize human subjects for research, the student must contact the Office of Institutional Research for Institutional Research Board guidelines and application procedures.

Proposal Defense

The student will meet with committee members, either individually or collectively, to review the dissertation proposal and set a date for the proposal defense. At the proposal defense the committee members examine the student on the dissertation proposal and related topics. After the examination, a majority of "pass" votes (including a "pass" vote by the dissertation chairperson) by the committee is required to approve the proposal. Results of the examination will be recorded in the student’s file by the chairperson of the dissertation committee.

If the proposed research involves human participants, the student must obtain approval from the Institutional Review Board (IRB) to assure that the rights of subjects are protected. This approval must be obtained after the proposal is approved and before data are collected. The student should obtain an IRB Packet from the IRB page on the myOLLU portal.

The doctoral committee is responsible for ensuring that the student has followed an appropriate format and that the content is acceptable. The graduate committee members must read and return drafts of dissertations to the student within a reasonable period of time.

Final Defense of Dissertation

A candidate for a doctoral degree must pass a final oral examination that primarily shall be a defense of the dissertation but may cover the general fields of knowledge pertinent to the degree.
The student must have a minimum cumulative GPA of 3.0, have a completed or be enrolled in all the required coursework, have met all admission contingencies, and be registered for a minimum of two hours of dissertation credit at the beginning of the semester in which the final defense is to be taken.

When the chairperson has approved the dissertation for review, the student will distribute copies to all committee members. Following departmental guidelines, when a majority of the committee and/or program faculty have indicated to the chairperson that the dissertation is an academically sound and defensible scholarly product, a final dissertation defense meeting can be scheduled by filing the Request for Faculty Representative at Dissertation/Thesis Defense with the Vice President for Academic Affairs Office. Upon receipt of the application, the Vice President for Academic Affairs will select a faculty member from another department to represent the faculty at the defense. The date and time of the defense will be set by the committee chairperson not sooner than 10 working days from the request date. One copy of the draft dissertation will be furnished to the faculty representative at the time the defense is initially scheduled. Upon receipt of the Request for Faculty Representative at Dissertation/Thesis Defense, the defense will be announced in the Lake Weekly.

At the dissertation defense, the student presents a summary of the findings and is examined orally by the committee. The faculty representative monitors the proceeding as a non-voting member and verifies that the defense was fair and rigorous by completing the Faculty Representative Form and returning it to Academic Affairs Office.

Dissertation Defense Outcome

At the conclusion of the defense, the committee members vote "pass" or "fail" with a majority of "pass" votes required for the dissertation to be accepted. The committee may recommend acceptance contingent on changes needed in the final copy. A student who fails the dissertation defense will be given one more opportunity to defend the dissertation. Second failures will result in dismissal from the program. The outcome of the dissertation defense will be recorded on the dissertation title page, copies of which are sent to Registrar to confirm completion of the dissertation requirement. The ballots are maintained in the student file.

After passing the dissertation defense, the student must submit five final copies of the dissertation, with at least two copies signed in blue ink by the committee members on the title page and the UMI Dissertation Publishing Agreement to the Office of Academic Affairs. The student may submit additional copies and pay an additional fee for binding, if desired. The dissertation must be completed and approved within the time line set in advance by the program.

Doctoral Student Records

In adherence with the federal Family Educational Rights Privacy Act (FERPA), the academic unit is responsible to maintain and appropriately store complete records of student progress through their program of study. The doctoral student files should include at a minimum the following documentation:

1. Admissions documents
2. Program of study
3. Advancement to candidacy form
4. IRB approval
5. Completed qualifying exam and ballots
6. Ballots from proposal defense and final dissertation defense
Application for Degree

No later than the published deadline on the OLLU Academic Calendar (see: Portals sites for the Registrar Office and Graduation), a degree candidate must file with the Registrar an application for degree.

Degree candidates who are taking courses at other institutions in their final term must make arrangements with the faculty at the other institution(s) to have final grades submitted to Our Lady of the Lake University Registrar's Office by the deadline specified in the University calendar. For students completing courses at the other institutions, participation in graduation will be permitted, but letters of completion, verification of degree and Our Lady of the Lake University transcripts will not be released until official transcripts from the other institutions have been received in the Registrar's Office.

Commencement Exercises

Our Lady of the Lake University confers degrees in May, August and December. Commencement exercises are held in San Antonio in May and December. Students who complete requirements in August may participate in December commencement exercises. Degree candidates will be notified of place and time for ordering caps and gowns. Invitations may be ordered at that time also, the cost of which will be incurred by the student.

A student who has completed all degree requirements may request a letter from the Registrar indicating that the degree will be formally conferred at the next degree-conferring date. Students must also clear obligations with the University. Obligations may include exit interviews, financial balances, overdue library books and fines.
College of Arts and Sciences

Dean: Michael Laney, PhD

English

The Department of English, Drama, and Mass Communication offers two graduate degrees. The MA in Literature, Creative Writing, and Social Justice is a 36-hour degree and is a compact version of the combined MA/MFA in Literature, Creative Writing, and Social Justice. It is designed for students who are only interested in completing the MA. Students may opt to switch from the MA to the combined MA/MFA degree before completing 18 semester hours of coursework.

The combined MA-MFA in Literature, Creative Writing, and Social Justice at Our Lady of the Lake University prepares students to become critically engaged and socially aware scholars, writers, educators, and professionals. The degree plan is designed to attract and to foster the growth of individuals who wish to combine creativity with practical skills and critical knowledge while keeping in mind the pursuit of social justice in their own work, their communities, and their professional practice.

The English master's program is designed primarily for part-time students, with most classes scheduled at night. However, enough courses are offered each semester that students may attend the program full time.

Program Goals and Program Learning Outcomes

Goal 1: Can utilize effectively the methods and the products of literary scholarship and research.

   Outcome 1: Can analyze the purpose, methodology, and potential pitfalls of textual and historical literary criticism.

   Outcome 2: Can identify and use the bibliographical aids, reference tools, and style manuals appropriate to a given task in literary scholarship.

Goal 2: Can utilize effectively contemporary literary theories and critical approaches.

   Outcome 1: Can describe and evaluate the basic principles and practices of American New Criticism and apply New Criticism's formalist methodology to the explication of specific texts of poetry.

   Outcome 2: Can describe and evaluate the basic theory, principles, and practices of at least three contemporary critical approaches (such as new historicism, culture studies, feminism, gender studies, Marxism, structuralism, poststructuralism [including deconstruction], reader-oriented criticism, psychoanalytical criticism, ethnic and minority studies, and postcolonial studies).

Goal 3: Can demonstrate how diverse curricular approaches can illuminate the achievements of a variety of literary figures.

   Outcome 1: Can describe, compare, and evaluate the different approaches to literary study as represented in the OLLU graduate literature curriculum.

   Outcome 2: Can use diverse approaches to develop interpretive insights about individual works of literature from writers of different backgrounds and genres.

Goal 4: (MFA) only: Can produce literary work of professional quality in poetry, fiction, creative nonfiction, screenwriting, or a hybrid form.

   Outcome 1: Can demonstrate technical competence.

   Outcome 2: Can demonstrate skilled inquiry into literary form.

   Outcome 3: Can demonstrate well-developed individual voice and aesthetic.
Goal 5: Can demonstrate knowledge of social justice theories including but not limited to those concerning race and ethnicity, gender and sexuality, class, ability, and religion.

Outcome 1: Can evaluate literature based on social justice theories.
Outcome 2: Can produce creative work exemplifying social justice theories.
Outcome 3: (MFA only): Can actively work towards social justice through their experiences in the classroom or community (in the field study).

Master of Arts in Literature, Creative Writing, and Social Justice

Admission Application Requirements

Regular Admission

In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:

1. Two letters of recommendation attesting to the applicant’s potential for success in the MA/MFA programs in Literature, Creative Writing and Social Justice.
2. Submission of official satisfactory scores on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) taken within the last five years.
3. Evidence of completion of at least 18 hours of advanced course work in English and/or Communication Arts. Students who earn a minor in English at OLLU and earn a 3.0 GPA or above in at least 12 advanced English hours are also eligible. Applicants without the required advanced hours in English may do leveling coursework or may have this requirement waived on a case by case basis.

36 semester hours

First Year: Fall
ENGL 6311 Creative Writing and Social Justice
ENGL 7394 Scholarship/Bibliography and Research Methods

Literature: Select from the following
ENGL 7332 Literature and Discourse
ENGL 7341 Literature of Social Movements

First Year: Spring
ENGL 6311 Creative Writing and Social Justice
ENGL 7331 Theory of Literature and Social Justice

Literature: Select from the following
ENGL 7339 Literature of Identity and Power
ENGL 7342 Literature and Gender

Second Year: Fall
ENGL 6311 Creative Writing and Social Justice

Literature: Select from the following
ENGL 7343 Literature, Race and Class
ENGL 7371 The Writer and the Writer's Work

Linguistics: Select from the following
ENGL 7356 Literary Translation

Second Year: Spring:
ENGL 7333 Teaching Composition, Literature, and Creative Writing
PHIL 7315 Social Justice

Select from the following
ENGL 7321 Literary Forms
ENGL 7392 Special Topics
Master of Arts/Master of Fine Arts Specialization: Literature, Creative Writing, and Social Justice

Admission Application Requirements

Regular Admission

In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:

1. Two letters of recommendation attesting to the applicant’s potential for success in the MA./MFA programs in Literature, Creative Writing and Social Justice.
2. Submission of official satisfactory scores on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) taken within the last five years.
3. Evidence of completion of at least 18 hours of advanced course work in English and/or Communication Arts. Students who earn a minor in English at OLLU and earn a 3.0 GPA or above in at least 12 advanced English hours are also eligible. Applicants without the required advanced hours in English may do leveling coursework or may have this requirement waived on a case by case basis.
4. Samples of both creative and scholarly writing (25 page total).
5. A cover letter detailing the applicant’s reasons for pursuing a combined MA/MFA in Literature, Creative Writing, and Social Justice.

48 semester hours

First Year: Fall
ENGL 6311 Creative Writing and Social Justice
ENGL 7394 Scholarship/Bibliography and Research Methods

Literature: Select from the following
ENGL 7332 Literature and Discourse
ENGL 7341 Literature of Social Movements

First Year: Spring
ENGL 6311 Creative Writing and Social Justice
ENGL 7331 Theory of Literature and Social Justice

Literature: Select from the following
ENGL 7339 Literature of Identity and Power
ENGL 7342 Literature and Gender

Second Year: Fall
ENGL 6311 Creative Writing and Social Justice

Literature: Select from the following
ENGL 7343 Literature, Race and Class
ENGL 7371 The Writer and the Writer’s Work

Linguistics: Select from the following
ENGL 7382 Studies in Language and Linguistics
ENGL 7356 Literary Translation

Second Year: Spring:
ENGL 7333 Teaching Composition, Literature, and Creative Writing
PHIL 7315 Social Justice

Select from the following
ENGL 7321 Literary Forms
ENGL 7392 Special Topics

Final Year: Fall
ENGL 6311 Creative Writing and Social Justice
ENGL 7385 Field Study
ENGL 8391 Thesis
School of Business and Leadership

Dean: Dwayne Banks, PhD

The School of Business and Leadership (SBL) offers undergraduate and graduate degree programs nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP). These include the Master of Business Administration (MBA) with concentrations in Finance, Health Care Management, and Management. The school also offers other business-related degrees: Master of Science (MS) degrees in Accounting, Information Systems and Security, Nonprofit Management, and Organizational Leadership; Doctor of Philosophy (PhD) in Leadership Studies; and MBA-MSOL, MSOL-MBA, PhD-MBA dual degrees. In addition, the SBL offers graduate certificates in Finance Health Care Management, Information Assurance and Security, and Management. These graduate programs provide practitioner-based approaches and applied research activities. The School of Business and Leadership faculty members have extensive professional and academic experience, including national certifications, professional licenses, and advance graduate degrees.

Admission Requirements
See admission requirements for each degree program for specific conditional admission details.

International Students
An international student seeking admission into a School of Business and Leadership graduate program should refer to the international admission section of this catalog for additional information on credentials needed for admission.

Conditional Admission
Conditional acceptance is granted on the merits of each case. In some circumstances, OLLU conditionally admits applicants who do not meet all of the requirements for regular admission if they fulfill the conditions listed in their letters of conditional acceptance within the specified period of time. If admitted conditionally with missing official credentials, the time to provide those documents will not extend beyond the first term of attendance. See conditional admission requirements for each degree program for specific conditional admission details.

Special Admission (Non-Degree Seeking)
If an applicant wishes to register only for course work and not for degree work, the SBL may admit that applicant as a Special Student. To take any courses, such applicant must meet the foundation and prerequisite requirements. Acceptance as a special student does not guarantee regular admission.

Business Programs Departments

Master of Business Administration Program

36 semester hours

The Master of Business Administration Program is an innovative program designed to meet the needs of practicing executives in profit and nonprofit settings. Offered in the popular face-to-face weekend degree program or online formats, the MBA focuses on sharpening skills in decision-making and problem-solving behavior for professional administrators. The program’s instructional design integrates scientific and technological advances with proven principles of management. The MBA program requires a commitment to an intensive educational experience as well as a considerable degree of independence and discipline. The format enables successful managers to continue to grow professionally without interruption of their careers, thus enhancing their competitive positioning in an increasingly sophisticated economic environment. Typical students are junior and senior managers who work in financial institutions, oil and utility companies,
insurance and communications companies and other businesses, as well as health care professionals such as doctors, nurses and administrators.

Both formats assume that adult students, given a structured set of learning objectives and a prescribed methodology, can independently master course content. Instructional contact hours are less than more traditional face-to-face programs. Most of the student's work is teacher-directed learning outside the classroom. Some classes require team meetings for assigned projects outside scheduled contact hours. Graduate business program faculty expects students to complete work in a timely and professional manner.

Applications will be subject to the current Graduate Program Admissions Committee Approved Policies and Procedures.

**Admission Application Requirements**

**Regular Admission**

In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:

1. Three letters of reference from persons knowledgeable about the applicant's managerial and/or professional performance.
2. A résumé highlighting managerial or professional work experience.
3. Evidence of at least three years of managerial or professional experience is encouraged for success in the MBA program. An admission interview will be required of all students not possessing this level of experience.
4. Attainment of the following adequate preparation standard:

   The business programs faculty of the School of Business and Leadership require all entering students to possess and be able to demonstrate currency of knowledge, theory, and practice (Adequate Preparation Standard) through appropriate business coursework in the areas of Accounting, Economics, Finance, Management, Statistics, and Business Law.

   Adequate preparation for MBA studies through appropriate business coursework consists of the following credit hours: six hours of economics, three hours of statistics, three hours of management, three hours of business law, and three hours of finance.

   If an applicant does not meet the Adequate Preparation Standard, the appropriate module(s) (Accounting, Economics, Finance, Management, Statistics, and Business Law) must be completed prior to beginning regular MBA coursework. SBL offers all of these modules through its MBA Preparatory Program offered online. Students may also choose to complete the Adequate Preparatory coursework at another institution. The MBA Preparatory course(s) do not carry academic credit applicable toward the MBA degree nor do they affect a student's MBA Grade Point Average (GPA).

   Students who have taken the relevant coursework in the areas of Accounting, Economics, Finance, Management, Statistics, and Business Law may be eligible for a waiver of specific module or modules in the MBA Preparatory course(s) under the Adequate Preparation Standard. To be eligible for a waiver of any module, relevant coursework meeting the Adequate Preparation Standard must have been successfully completed with a grade of C or higher. A waiver is not automatic. Relevant work experience or coursework completed since an applicant's undergraduate graduation will be considered by the Business Programs Graduate Admissions Committee.

   There is no partial waiving of any module subject area in Accounting and Economics. Six hours of earned academic credit in both Accounting and Economics are required.
Coursework taken in excess of six years or longer from the date of application will be evaluated to meet the Adequate Preparation Standard. Based on the Business Programs Graduate Admissions Committee's evaluation of an applicant's coursework in the module-related areas, an applicant may be required to take a specific course module, modules, or all modules. Applicants should be advised that the committee will evaluate an applicant's file in its totality to determine if the appropriate module(s) should be waived. The decision of the committee regarding Adequate Preparation cannot be appealed.

A graduate exam is not required for admissions to the MBA

Conditional Admission to the MBA Program
The Business Programs Graduate Admissions Committee grants conditional admission on the merits of each case for those applicants who do not meet all the requirements for regular admission. Applicants with an overall undergraduate GPA below 2.5 may be conditionally admitted subject to the Business Programs Graduate Admission Committee's decision. Students accepted under conditional admission must receive a grade of "B" or higher in the first 6-9 hours of MBA coursework (as deemed appropriate by the Committee); otherwise the student will be dismissed from the program. The decision of the committee regarding Conditional Admission acceptance cannot be appealed.

Application for Admission Deadlines
Application deadlines for submitting a completed application for the MBA program are as follows:
- Fall Weekend: Aug. 1 (on-campus program)
- Fall Term A: Aug. 1 (online program)
- Fall Term B: Oct. 1 (online program)
- Spring Weekend: Dec. 1 (on-campus program)
- Spring Term A: Dec. 1 (online program)
- Spring Term B: February 1 (online program)
- Summer Term: May 1

Finance, Health Care Management and Management concentrations
Concentrations are available in the above areas. All concentrations require completion of the core courses below plus three additional courses within the chosen field of study.

MBA in Finance (Weekend Program only) consists of the following core courses:
- MGMT 8334: Management Theory and Decision-Making Processes
- BLAW 8301: Legal and Ethical Environment of Business and Global Decision-Making
- ACCT 8310: Managerial Control Systems
- FINC 8329: Corporate Finance
- MKTG 8305: Marketing Strategies and Policies
- CISS 8319: Information Systems for Management
- MGMT 8347: Supply Chain and Operations Management
- ECON 8305: The Economics of Global Business Conditions
- MGMT 8351: Strategic Management Concepts and Processes

Complete three (nine hours) of the following courses from the Accounting (ACCT) or Finance (FINC) disciplines to complete the MBA in Finance:
- ACCT 8315: Controllership
- ACCT 8319: Internal Auditing
- ACCT 8320: Contemporary Topics in Accounting
- FINC 8319: Corporate Capital Budgeting
- FINC 8321: International Finance
- FINC 8323: Financial Institutions, Markets and Economic Activity
- FINC 8340: Special Studies in Finance

MBA in Health Care Management (Weekend Program and Online) consist of the following core courses:
- HCMG 7320: Health Care Law and Ethics
Complete three (nine hours) of the following courses from the Health Care Management (HCMG) discipline to complete the MBA in Health Care Management:

- HCMG 7304 Management of Health Care Institutions
- HCMG 7325 Health Care Planning and Policy
- HCMG 7380 Managed Care for Commercial, Medicare and Medicaid Populations
- HCMG 7384 Special Studies in Health Care Management

MBA in Management (Weekend Program and Online) consists of the following core courses:

- MGMT 8334 Management Theory and Decision-Making Processes
- BLAW 8301 Legal and Ethical Environment of Business and Global Decision-Making
- ACCT 8310 Managerial Control Systems
- FINC 8329 Corporate Finance
- MKTG 8305 Marketing Strategies and Policies
- CISS 8319 Information Systems for Management
- MGMT 8347 Supply Chain and Operations Management
- ECON 8305 The Economics of Global Business Conditions
- MGMT 8351 Strategic Management Concepts and Processes

Complete three (nine hours) from the following courses to complete the MBA in Management:

- MGMT 8320 International Business Strategy
- BADM 8318 Strategic Human Resources Management: Policies and Practices
- MGMT 8315 Entrepreneurship
- MGMT 8343 Current Topics in Business
- BADM 8322 International Study Tour

Graduate Certificates: Finance, Health Care Management or Management

The requirements to receive a graduate certificate as a non-degree seeking student are:

- Admission to the graduate certificate program (same as admission to the MBA program)
- Complete 15 hours consisting of the core courses and three additional courses in the elective area. (All courses must be completed at OLLU; no course will be allowed to be transferred in for the certificate program).
- Complete all prerequisite course work and all preparatory courses in basic business fields to admission

Master of Science in Accounting (Weekend Program only)

30 semester hours

The MS in Accounting program is designed for the working accounting professional seeking a generalist perspective of accounting. The program focuses on integrating accounting theory with practical application skills using analytical methods and processes, critical thinking, and accounting-related case studies and scenarios of real world business and accounting situations. The program enables accountants to provide critical financial data for internal strategic planning and external reporting purposes as well as to aid in establishing eligibility to sit for the AICPA Uniform Certified Public Accountants Examination.

All formats assume that adult students, given a structured set of learning objectives and a prescribed methodology, can independently master course content. Instructional contact hours are less than more traditional face-to-face programs. Most of the student's work is teacher-directed.
learning outside the classroom. Some classes require team meetings for assigned projects outside of scheduled contact hours. Graduate business programs faculty expect students to complete work in a timely and professional manner.

Applications will be subject to the current Graduate Program Admissions Committee Approved Policies and Procedures.

**Admission Application Requirements**

**Regular Admission**

*Submission of a completed application for admission by the applicable term deadline*

In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:

1. An earned baccalaureate degree in accounting from a regionally accredited institution or 30 credit hours in accounting
2. A satisfactory score on the Miller Analogies Test (MAT), Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT) (An applicant who already holds a master’s degree is exempt from this requirement).
3. Two references knowledgeable about the student’s managerial and/or professional performance.
4. A résumé highlighting managerial or professional work experience

**Conditional Admission to the MS in Accounting Program**

The SBL Business Programs Graduate Admissions Committee grants conditional admission on the merits of each case for those applicants who do not meet all the requirements for regular admission. Students accepted under conditional admission must receive a grade of “B” or higher in the first 6-9 hours of MS in Accounting coursework (as deemed appropriate by the committee); otherwise the student will be dismissed from the program. The decision of the committee regarding conditional admission acceptance cannot be appealed.

**Application for Admission Deadlines**

Deadlines for submitting a completed application for the Master of Science in Accounting (both on- campus and online programs) are as follows:

- **Fall**: Aug. 1
- **Spring**: Dec. 1
- **Summer**: May 1

**MS in Accounting** consists of the following courses (30 semester hours):

**Core courses 24 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCT 8310</td>
<td>Managerial Control Systems</td>
</tr>
<tr>
<td>ACCT 8315</td>
<td>Controllership or (Internship)</td>
</tr>
<tr>
<td>ACCT 8319</td>
<td>Internal Auditing</td>
</tr>
<tr>
<td>ACCT 8330</td>
<td>Business Income Taxation</td>
</tr>
<tr>
<td>ACCT 8340</td>
<td>Governmental Accounting</td>
</tr>
<tr>
<td>ACCT 8350</td>
<td>Federal Tax Research</td>
</tr>
<tr>
<td>ACCT 8354</td>
<td>Forensic Accounting and Fraud Examination</td>
</tr>
<tr>
<td>ACCT 8360</td>
<td>Advanced Business Combination</td>
</tr>
</tbody>
</table>

**Plus Six (6) hours from the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 8320</td>
<td>Contemporary Topics in Accounting-Existing Course*</td>
</tr>
<tr>
<td>ACCT 8325</td>
<td>Professional Ethics for Accountants-Existing Course</td>
</tr>
</tbody>
</table>

*ACCT 8320 Contemporary Topics (can be taken up to 3 times maximum as long as the topic is different and with the prior approval of the Accounting Program Head or Dean). Possible topics include: Auditing Clarity Projects, Estates and Trusts, IFRS, Non-profit Accounting, Risk Management, Study Tour, and Varied Topics.*
Master of Science in Nonprofit Management (Online only)

36 semester hours
The Master of Science (MS) in Nonprofit Management focuses on individuals with an interest in learning more about the nonprofit industry. The design of the program is to meet the needs of practicing executives in nonprofit settings and for students who seek to learn about managing and leading a nonprofit entity with business acumen. The program is offered completely online to meet the schedule of the busy professional.

The courses are offered in the fast-track format. With only 12 courses required in the program, full time students can complete the degree in four semesters.

Students in the program will also have the opportunity to work with their instructor to determine and develop a project that will be developed throughout the program. The project will cover components addressed throughout the program and will emphasize effective and efficient management of a nonprofit organization.

The MS in Nonprofit Management program requires a commitment to an intensive educational experience as well as a considerable degree of independence and discipline. The online format assumes that adult students, given a structured set of learning objectives and a prescribed methodology, can independently master course content. Instructional contact hours are less than more traditional face-to-face programs. Most of the student's work is teacher-directed learning outside the classroom. Some classes require team meetings for assigned projects outside of scheduled contact hours. Graduate business programs faculty expect students to complete work in a timely and professional manner.

Applications will be subject to the current Graduate Program Admissions Committee Approved Policies and Procedures.

Admission Application Requirements

Regular Admission
In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:
1. Two references from persons knowledgeable about the student's managerial and/or professional performance

Admission Deadline
Deadlines for submitting a completed application for the Master of Science in Nonprofit Management program are as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term A</td>
<td>Aug. 1</td>
</tr>
<tr>
<td>Fall Term B</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>Spring Term A</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>Spring Term B</td>
<td>Feb. 1</td>
</tr>
<tr>
<td>Summer Term</td>
<td>May 1</td>
</tr>
</tbody>
</table>

Nonprofit Management (online only)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>NPMT 8300</td>
<td>Becoming an Effective Executive Director</td>
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<tr>
<td>NPMT 8301</td>
<td>Professional Project</td>
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<td>NPMT 8305</td>
<td>Marketing for Nonprofits</td>
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<td>NPMT 8307</td>
<td>Talent Volunteer and Diversity Management in Nonprofits</td>
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NPMT 8310  Finance Accounting for Nonprofits
NPMT 8311  Social Media and Information Technology for Nonprofits
NPMT 8312  Grant Writing and Fund Raising in Nonprofits
NPMT 8314  Quality and Risk Management of Nonprofits
NPMT 8315  Operations and Administration of Nonprofits
NPMT 8320  The Legal and Ethical Elements of Nonprofits
NPMT 8322  Board Governance
NPMT 8324  Project Management, Change Management and Strategic

Computer Information Systems and Security Department

Master of Science in Information Systems and Security (online only)
30 semester hours

The Master of Science in Information Systems and Security is designed to prepare information technology professionals to assume executive technical management positions, such as Chief Information Officer, Chief Technology Officer, or Chief Security Officer. The Information Systems and Security degree includes Information Systems and Information Assurance. The Information Systems curriculum consists of an in-depth study of database management systems, systems analysis and design, telecommunications and networking, and information systems platforms from the perspective of systems management. The Information Assurance curriculum covers principles of information assurance (IA) and security, IA planning and management, IA assessment, and Internet security architectures.

The course requirements of the program include 15 hours of Information Systems courses and 15 hours in Information Assurance and Security.

The MS in Information Systems and Security is offered in an online format, but Computer Information Systems and Security faculty members are available for individual or group consultation with students throughout each academic term.

Admission Application Requirements:

Regular Admission
In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:

1. An earned baccalaureate degree from a regionally accredited institution in a technical discipline
2. A grade point average of at least 3.0 for cumulative undergraduate work or 3.2 in the major field (technical discipline) of study
3. A satisfactory score (as determined by the CISS graduate faculty) on either the GRE or GMAT

Conditional Admission to the MS in Information Systems and Security Program
Applicants not meeting the above requirements may be admitted conditionally on a case by case basis. The Computer Information Systems and Security department reserves the right to limit enrollment in the MS in Information Systems and Security program, therefore meeting the minimum requirements does not guarantee immediate admission to the program.

MS in Information Systems and Security consists of the following courses (30 semester hours):

Core CISS Courses (15 semester hours):
CISS 8302  Database Management Systems
CISS 8303  Information Systems Development
CISS 8304  Telecommunications and Networking
CISS 8305  Information Systems Hardware and Software Platforms
CISS 8310  Special Topics in Information Systems
Information Assurance courses (15 semester hours):
IASM 8302  Principles of Information Assurance and Security
IASM 8303  Information Assurance Planning and Management
IASM 8304  Information Assurance Assessment
IASM 8311  Special Topics in Information and Security
IASM 8312  Internet Security Architectures

Graduate Certificate: Information Assurance and Security
The requirements to receive a graduate certificate as a non-degree seeking student are:

- Admission to the graduate certificate program (same as admission to the MS-ISS program)
- Completion of 15 hours consisting of IASM 8302, IASM 8303, IASM 8304, IASM 8311, IASM 8312 (All courses must be completed at OLLU; no course will be allowed to be transferred in for the certificate program.)
- Prerequisite course work and all preparatory courses in technical discipline must be completed prior to admission

Department of Leadership Studies

Doctor of Philosophy (PhD) in Leadership Studies

The Department of Leadership Studies offers the Doctor of Philosophy (PhD) in leadership studies. The 75 semester credit hour doctoral program utilizes an interdisciplinary approach to prepare individuals who will emerge as leaders capable of excelling in business, health care, education and public affairs agencies.

The PhD in leadership studies program at Our Lady of the Lake University is designed as a four to five year sequence, which begins with intensive course work and culminates with the dissertation. Courses in the program reflect emerging new knowledge and skills and are taught as interdisciplinary, thematic units. This is a cohort program, which includes approximately 15-25 participants taking courses together. The cohort model provides individuals with opportunities to work collaboratively to meet the demands of the program. The program requires:
1. 75 semester hours in leadership studies beyond the master’s degree, including dissertation
2. Doctoral coursework taken at an accredited college/university up to five years prior to the student’s entry in the program may partially fulfill semester hour requirements

Admission Application Requirements

Regular Admission
In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:
1. A master’s degree with a minimum of 36 credit hours in an appropriate field from a regionally accredited college or university; leveling work may be required
2. Preferred grade point average of 3.3 on a 4.0 scale in all previous master’s degree work
3. Official scores on the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT) or Miller Analogies Test (MAT) either from a testing center or as recorded on an official transcript
4. A complete résumé
5. A personal statement may be required
6. Must take the following assessment tests at the University Assessment Center:
   - NEO Personality Inventory - Revised (NEOPI-R)
   - Watson-Glaser critical thinking skills inventory
   - Writing Assessment
7. Interview with DLS Faculty arranged by the Leadership Department and is by appointment only

**Admission Deadline**
Admissions deadlines are available on the Department of Leadership Studies website.

**Admission Procedures**
All completed admission files will be submitted to the PhD Enrollment Coordinator who will review the completed applications. All applicants will be notified of their admission decision no later than 30 days after the admissions deadline date.

**Academic Requirements**
Doctoral students will be expected to complete the following requirements in addition to required coursework:

1. **Comprehensive examinations** — each student is required to pass successfully all written and oral comprehensive examinations. The first comprehensive exam occurs after 18 credit hours. Students may not continue beyond 30 semester hours until they have passed this exam. The candidacy comprehensive exam is taken after 48 semester hours. Upon passing the candidacy exam, students may form a dissertation committee and register for dissertation credits.

2. **Dissertation** — a dissertation is required as part of the doctoral program. A student must register for at least nine semester hours of dissertation courses. If a student has not completed the dissertation by the end of the three-course sequence, the student must register for one credit hour of dissertation credit for each semester until completion.

3. **Time limits** — the interdisciplinary program is designed as a four-year cohort experience. Students are expected to complete the doctoral program in the time limit prescribed. Exceptions may be approved by the chair of the Department of Leadership Studies. Students will not be permitted to complete the program after 10 years from the time of first enrollment. Students who take longer than seven years from time of first enrollment to complete all coursework and the dissertation may need to repeat some of their courses.

4. Students complete 60 credit hours of required course work, three credit hours of electives, and 12 credit hours spent researching and writing an original dissertation.

The sequence of courses is designed around four broad areas. The four course leadership sequence progresses from theories of leading individuals and small groups through leadership in international organizations. The applied courses improve practitioner skills in the areas of communication, management and legal/ethical. The policy development courses introduce students to seminal arguments for and against a variety of societal issues. The leadership research sequence provides students the needed skills to conceive, design and conduct their doctoral dissertation. The leadership electives are taken in the last year of study concomitant to work on the dissertation.

If a dissertation chair, in agreement with a doctoral student, believes the student has a good chance of successfully defending their dissertation prior to the beginning of a term, that student should be registered for LEAD 9199 and any remaining hours needed to complete all of their course and program requirements.

If a student does not successfully defend her/his dissertation that term, the dissertation chair will submit a grade of “X” for LEAD 9199. That grade will remain in place until the student successfully defends her/his dissertation. However, if the dissertation is not completed in the next consecutive term, the student will then need to register for LEAD 9149 for each term after that in order to remain an active student.

**The Complexity of the Leadership Task**

**Progression of Courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>LEAD 9310</td>
<td>Intermediate Leadership Theories</td>
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<td>LEAD 9320</td>
<td>Intra-Organizational Leadership</td>
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<tr>
<td>LEAD 9321</td>
<td>Inter-Organizational Leadership</td>
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<tr>
<td>LEAD 9313</td>
<td>Global Leadership</td>
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LEAD 9170  Synthesis of Leadership and Research Theories
LEAD 9172  Leadership Theories Synthesis for Leadership

Readings in Leadership
LEAD 9350  Historical Leadership Theories
LEAD 9351  Advanced Leadership Theories

Applied Courses for Leaders

Communication
LEAD 9261  Oral Communication for Leaders
LEAD 9316  Conflict Management

Management
LEAD 9311  Leadership Issues in Technology and Organizational Change OR
LEAD 9314  Leadership Decision Processes
LEAD 9323  Resource Management I
LEAD 9173  Management Synthesis for Leadership

Legal and Ethical
LEAD 9324  Legal Issues
LEAD 9352  Leadership Ethics and Morality

Policy Development at the Leadership Level
LEAD 9330  Policy, Values and Partnerships
LEAD 9332  Applications in Policy and Services

The Complexity of Leadership Research

Progression of Related Courses
LEAD 9341  Intermediate Research Methods
LEAD 9342  Advanced Research Methods
LEAD 9343  Experimental Design and Statistics I
LEAD 9344  Experimental Design and Statistics II
LEAD 9171  Research Synthesis for Leadership

Applied Leadership Research
LEAD 9349  Field Based Research
LEAD 9349  Field Based Research
LEAD 9349  Field Based Research
LEAD 9149  Field Based Research
LEAD 9149  Field Based Research
LEAD 9199  Dissertation Defense

Leadership Electives (Topics Change Each Semester)
LEAD 9366  Selected Topics in Leadership Studies

Doctor of Philosophy (PhD) in Leadership Studies and Master of Business Administration

93 hours

Students in the PhD program may choose to also earn an MBA in management. This can be accomplished by taking an additional 18 hours of course work in the MBA program. The course listed with the prefix “BADM” are the courses required. All students seeking to earn an MBA must meet the admission requirements to the MBA program.

LEAD 9310  Intermediate Leadership Theories
LEAD 9318  Leadership Assessment
LEAD 9320  Intra-Organizational Leadership
LEAD 9321  Inter-Organizational Leadership
LEAD 9313  Global Leadership
LEAD 9170  Synthesis of Leadership and Research Theories
LEAD 9172  Leadership Theories Synthesis for Leadership
LEAD 9350  Historical Leadership Theories
LEAD 9351  Advanced Leadership Theories
LEAD 9261 Oral Communication for Leaders
LEAD 9316 Conflict Management
LEAD 9311 Leadership Issues in Technology and Organizational Change OR
LEAD 9314 Leadership Decision Processes
LEAD 9173 Management Synthesis for Leadership
LEAD 9323 Resources Management I
LEAD 9324 Legal Issues
LEAD 9352 Leadership Ethics and Morality
LEAD 9330 Policy, Values and Partnerships
LEAD 9332 Applications in Policy and Services
LEAD 9341 Intermediate Research Methods
LEAD 9342 Advanced Research Methods
LEAD 9343 Experimental Design and Statistics I
LEAD 9344 Experimental Design and Statistics II
LEAD 9171 Research Synthesis for Leadership
LEAD 9349 Field Based Research
LEAD 9349 Field Based Research
LEAD 9349 Field Based Research
LEAD 9199 Dissertation Defense
LEAD 9366 Selected Topics in Leadership Studies
BADM 8313 Managerial Control Systems
FINC 8329 Corporate Finance
MKTG 8305 Marketing Strategies and Policies
CISS 8319 Information Systems for Management
MGMT 8347 Supply Chain and Operations Management
ECON 8305 The Economics of Global Business Conditions

Master of Science in Organizational Leadership and Doctor of Philosophy (PhD) Leadership Studies

93 hours
LEAD 6310 Leadership Theory and Practice
LEAD 6322 Critical Thinking and Problem Analysis for Leaders
LEAD 6351 Readings in Leadership
LEAD 6362 Written Communication for Leaders
LEAD 6321 Leadership Strategies and Processes
LEAD 6341 Introduction to Leadership Research Methods
LEAD 9310 Intermediate Leadership Theories
LEAD 9320 Intra-Organizational Leadership
LEAD 9321 Inter-Organizational Leadership
LEAD 9313 Global Leadership
LEAD 9350 Historical Leadership Theories
LEAD 9351 Advanced Leadership Theories
LEAD 9261 Oral Communication for Leaders
LEAD 9316 Conflict Management
LEAD 9311 Leadership Issues in Technology and Organizational Change
LEAD 9314 Leader Decision Processes
LEAD 9323 Financial Issues in Leadership
LEAD 9324 Legal Issues
LEAD 9352 Leadership Ethics and Morality
LEAD 9330 Policy, Values and Partnerships
LEAD 9332 Applications in Policy and Services
LEAD 9341 Intermediate Research Methods
LEAD 9342 Advanced Leadership Research
LEAD 9343 Experimental Design and Statistics I
LEAD 9344 Experimental Design and Statistics II
LEAD 9349 Field Based Research
LEAD 9349 Field Based Research
LEAD 9349 Field Based Research
LEAD 9366 Selected Topics in Leadership
LEAD 9366 Selected Topics in Leadership
Master of Science in Organizational Leadership

Students are admitted to begin their programs of study three times each year: fall, spring and summer. In addition to the requirements for graduate admissions into Our Lady of the Lake University, applicants will provide a battery of materials including:

- A Graduate Exam is not required for admissions to the MBA, MSOL or MSNPM. Applicants with a 2.0-2.9 overall undergraduate GPA will be considered for conditional admission. The condition is they must receive a grade of “B” or higher in the first two courses they take in the respective program. If the student does not receive a grade of “B” or higher on each of the first two courses, they will not be allowed to continue in the program.

- A complete résumé, detailing professional work experience.

- A personal statement of three to five, double-spaced pages describing long-range professional and scholarly interests.

The Master of Science in organizational leadership enhances the leadership skills of dedicated professionals in a wide range of fields to include business, education and health care administration. The interdisciplinary degree combines theory and fieldwork in order to graduate “practitioner-scholars” who can provide enlightened leadership at the workplace.

The degree has three primary goals:

1. To afford leadership development at the master’s degree level for promising professionals with aspirations to higher levels of responsibility in business, education, health and public service in the region, the state and the nation

2. To provide an opportunity for interdisciplinary master’s degree study within a framework that fosters the development of a global perspective

3. To make substantive contributions to the application of knowledge in executive leadership and policy development, research and community service

Semester 1
LEAD 6310 Introduction to Leadership Theories
LEAD 6322 Critical Thinking and Problem Analysis for Leaders

Semester 2
LEAD 6341 Introduction to Leadership Research Methods
LEAD 6321 Leadership Strategies and Processes

Semester 3
LEAD 6351 Readings in Leadership
LEAD 6362 Written Communications for Leaders

Semester 4
LEAD 6316 Conflict Management for Leaders
LEAD 6370 Synthesis of Leadership and Research Theories

Students must pass a four hour written comprehensive exam and an oral comprehensive exam before they are eligible for the MSOL degree. Normally, this test must be taken upon completion of 24 credit hours.

Choose one of the following concentrations:

Leadership Concentration - 12 semester hours
LEAD 6314 Leadership Decision Making
LEAD 6360 Multi-Cultural Issues in Leadership
LEAD 6366 Selected Topics in Leadership
LEAD 6366 Selected Topics in Leadership
Interdisciplinary Concentration - 12 semester hours

Take the following 6 semester hours:
LEAD 6314  Leadership Decision Making  
LEAD 6360  Multi-Cultural Issues in Leadership

Take 6 semester hours from the following:
BLAW 8301  Legal and Ethical Environment of Business and Global Decision-Making  
BADM 8322  International Study Tour  
SOCI 6325  Demography  
SOCI 6390  Selected Reading  
SOWK 6321  Social Welfare Policy and Services

Other Leadership Related Course(s) — Approved by Advisor

Master of Business Administration and Master of Science in Organizational Leadership (Dual Degree)

(MBA followed by MSOL) All students seeking to earn an MSOL, in addition to the MBA, must meet the admission requirements to the MSOL program. MBA students who choose to enter the dual degree program must be admitted to the dual program before completing 18 hours of MBA courses.

54 semester hours

MGMT 8334  Management Theory and Decision-Making Practices  
BLAW 8301  Legal and Ethical Environment of Business and Global Decision-Making  
BADM 8313  Managerial Control Systems  
FINC 8329  Corporate Finance  
MKTG 8305  Marketing Strategies and Policies  
CJIST 8319  Information Systems for Management  
MGMT 8347  Supply Chain and Operations Management  
ECON 8305  The Economics of Global Business Conditions  
MGMT 8351  Strategic Management Concepts and Processes  
LEAD 6310  Introduction to Leadership Theories  
LEAD 6316  Conflict Management for Leaders  
LEAD 6322  Critical Thinking and Problem Analysis for Leaders  
LEAD 6341  Introduction to Leadership Research Methods  
LEAD 6351  Readings in Leadership  
LEAD 6360  Multi-Cultural Issues in Leadership  
LEAD 6362  Written Communication for Leaders  
LEAD 6366  Selected Topic in Leadership  
LEAD 6366  Selected Topic in Leadership

Master of Science in Organizational Leadership and Master of Business Administration (Dual Degree)

(MSOL followed by MBA) All students seeking an MBA, in addition to the MSOL, must meet the admission requirements for the MBA program. MSOL students who choose to enter the dual degree program, must be admitted to the dual program before completing 18 hours of MSOL courses.

54 semester hours

LEAD 6310  Leadership Theory and Practice  
LEAD 6316  Conflict Management for Leaders  
LEAD 6322  Critical Thinking and Problem Analysis for Leaders  
LEAD 6341  Introduction to Leadership Research Methods  
LEAD 6351  Readings in Leadership  
LEAD 6360  Multi-Cultural Issues in Leadership  
LEAD 6362  Written Communication for Leaders  
LEAD 6366  Selected Topic in Leadership  
LEAD 6366  Selected Topic in Leadership  
MGMT 8334  Management Theory and Decision-Making Practices  
BLAW 8301  Legal and Ethical Environment of Business and Global Decision-Making
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School of Professional Studies

Dean: Marcheta Evans, PhD

The School of Professional Studies offers graduate degrees in four departments: Applied Social and Cultural Sciences, Communication and Learning Disorders, Education and Psychology. The graduate programs provide research-based curricula and focus on the development of scholar-practitioner applications. The School of Professional Studies faculty engages in scholarly activity and model best practices in their teaching.

Master’s Degree Programs

Master’s degree programs provide students opportunities for in-depth studies in the professional fields of education, communication and learning disorders, marriage and family therapy, school counseling and school psychology and sociology. The clinical studies programs of the school have requirements based on the type and level of professional functioning appropriate to the individual degrees. Field experiences in practica and internships and the development of specific clinical competencies are required in most of these degree programs. The Communications Disorders program is fully accredited by the American Speech-Language-Hearing Associations Council for Academic Accreditation. The Family, Couple, and Individual Psychotherapy concentration in the MS in Psychology degree is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). All education programs are accredited by the Texas Education Agency.

Doctoral Degree Programs

The Psychology Department offers the Doctor of Psychology (PsyD) in Counseling Psychology, which trains graduates for the independent practice of assessment and intervention with individuals, couples, families and groups. The Counseling Psychology PsyD program is fully accredited by the American Psychological Association Commission on Accreditation (APA-COA) and meets the specialty guidelines for the delivery of service. For information about APA accreditation status, contact the APA Commission on Accreditation, c/o Office of Program Consultation and Accreditation, 750 First Street NE, Washington, DC 2002-4242; phone 202-336-5979, Web: www.apa.org.

Certificate Programs

Our Lady of the Lake University offers two certificate programs through the School of Professional Studies. These include a Psychological Service for Spanish Speaking Populations Certificate, and an Assessment Specialty in Autism Certificate.

Department of Applied Social and Cultural Sciences

Master of Arts in Sociology with and Emphasis in Community Health

This degree provides in-depth knowledge and skills for those who wish to become practicing sociologists in the field of community health. Those who gain this degree will have the necessary sociological insight to assist in positive transformation of the community. The program emphasizes population-based health analysis and programming in the MA curriculum.

Admission Application Requirements

Regular Admission

In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:
1. An undergraduate course in statistics with a letter grade of B or better is a prerequisite for admission to the program. The prerequisite of an undergraduate course in statistics is for the reason: Consideration of descriptive, explanatory and predictive statistics, univariate, bivariate and multivariate statistics, and inferential statistics is a part of a number of the courses in the MA Degree Plan: SOCI 6316, SOCI 6325, SOCI 6333, SOCI 6342 (Migration) and SOCI 6315, SOCI 6316 (Sociology Practice). The Program prefers the embedding of statistics in the courses rather than offering a separate graduate course in statistics.

2. A personal statement detailing preparation to undertake the degree and reasons for wishing to study for the degree

3. Two letters of recommendation not more than one year old from persons knowledgeable (college instructors or relevant employers) of the professional potential of the applicant (forms supplied by the University)

4. Interview with faculty member(s) of the Department of Applied Social and Cultural Sciences

NOTE: Meeting minimum admission standards does not guarantee admission.

International Students
An international student seeking admission into the master’s degree program for a Master of Arts in sociology should refer to the international admission section of this catalog for additional information on credentials needed for admission.

Conditional Admission
Conditional acceptance is granted on the merits of each case.

Special Admission
Students may apply for admission as a special student for their own personal interests or to transfer credit to a home institution. Special students who desire to change their status to that of a regular student must apply for admission to the Sociology Admissions Committee and gain approval of the dean of the School of Professional Studies.

Master of Arts Specialization: Sociology with Emphasis in Community Health

30 semester hours
Offered through Weekend Program
Twenty four of the semester hours are specific to Sociology. The student is allowed to select six hours of electives.

The following coursework must be completed to fulfill academic requirements of the degree:

Sociological Core Courses:
SOCI 6303 Social Theory
SOCI 6315 Sociological Practice Research I: Qualitative Methods
SOCI 6316 Sociological Practice Research II: Quantitative Methods
SOCI 6325 Demography
SOCI 6333 Society and Health
SOCI 6337 Integrative Paper
SOCI 6342 Immigration
SOCI 6360 Sociology Practice

Elective courses that students may take include, but are not limited to:
PSYC 6358 Life Planning and Career Development
PSYC 7351 Life Span Development
PSYC 8356 Family Processes Across Cultures
HCMG 7304 Management of Health Care Institutions
HCMG 7320 Health Care Law and Ethics
HCMG 7325 Health Care Planning and Policy
Department of Communication and Learning Disorders

The master’s degree program in communication and learning disorders has three major goals: 1) prepare students for successful careers in speech-language pathology, 2) provide evidence based services to individuals with communication and swallowing disorders, 3) engage in scholarly activity in the field of communication sciences and disorders. This program is accredited in Speech-Language Pathology by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language Hearing Association: 2200 Research Boulevard #310, Rockville, Maryland 20850-3289. Phone: 800-498-2071 or 301-296-5700.

Expected Learning Outcomes

1. Students demonstrate mastery of the theory and practice of speech-language pathology especially in the area of professional issues.
2. Students demonstrate proficiency in planning and implementing services across the lifespan for a variety of disorders.

Master of Arts Specialization: Communication and Learning Disorders

49 semester hours

Application Requirements

1. Please note: All applicants for the CDIS Master’s degree program must submit their application through the Communication Sciences and Disorders Centralized Application Systems (CSDCAS). In addition to the regular application requirements (see p.33 and 34), applicants are required to submit successful completion of the following courses/equivalents:

- CDIS 2400 Introduction to Communication Disorders
- CDIS 3311 Normal Language Development
- CDIS 3343 Articulation and Phonological Disorders
- CDIS 3362 Introduction to Audiology
- CDIS 3412 Introduction to Phonetics and Phonemics
- CDIS 4315 Neuroanatomy and Neurophysiology of Speech and Language
- CDIS 4340 Aural Rehabilitation
- CDIS 4351 Language Disorders in Children
- CDIS 4411 Anatomy and Physiology of Speech
In order to be given credit for a prerequisite course, that course must have been completed within a six school-year span prior to application for the master's degree program. Leveling courses will be required if applicant does not have prerequisite CDIS coursework.

1. Submission of a satisfactory ranking on the Graduate Record Examination (GRE) taken within the last five years. The CSDCAS system will accept only the GRE as an entrance examination for the CDIS Master's degree program. Applicants should use the OLLU CSDCAS GRE code 7519 when submitting GRE scores (scores for the CDIS program cannot be submitted using the general OLLU GRE code).

2. Three letters of recommendation by professionals in the field (one of which must be from a university professor) submitted to CSDCAS.

3. A personal essay submitted to CSDCAS.

4. Description of the applicant's awards, honors, or recognitions and experiences in volunteer, service, and/or research activities submitted to CSDCAS.

5. Selected applicants will be invited to a group interview with the Communication Disorders Department program faculty

**Special and Transient Admission**

Special and transient admission must be approved by the director of the Communication Disorders department faculty (see p.35).

**CDIS Leveling Students**

Students who already possess a bachelor’s degree in another field and wish to enter the CDIS master’s degree program will not be admitted to that program without first completing prerequisite undergraduate courses. Nine undergraduate classes totaling 30 hours are offered every year. Full-time students may take all required courses in two long semesters or if part-time complete the leveling program over two years. Admission to the Leveling Program is separate from application for master’s degree admission and graduate admission is not guaranteed by admission to the leveling program. However, application for admission to both programs is made through the Graduate Admissions Office.

**Admission Deadline**

Deadline for submitting a completed application to the Master of Arts program in communication disorders: Feb. 1. Applicants must have all necessary application documents, including transcripts, verified by CSDCAS by this deadline. CSDCAS indicates that verification may take up to four weeks.

**Academic Requirements:**

Students will be expected to complete the following requirements in addition to required coursework:

1. Practicum. Clinical practicum will include working with a variety of communication disorders, from mild to severe, for clients of all ages. Four hundred approved practicum clock hours required, including 325 hours at the graduate level in prescribed settings; student must meet all academic and practicum requirements of the American Speech-Language-Hearing Association. Practicum requirements include the successful completion of clinical competences as outlined in the program’s student handbook. The master’s degree prepares the graduate to function in all settings and all areas of clinical service and satisfies all academic and practicum requirements for the Certificate of Clinical Competency of the American Speech-Language-Hearing Association

2. Comprehensive Examination. Must pass the PRAXIS Test in Speech-Language Pathology, or OLLU equivalent.

3. Elective Opportunities:
a. Bilingual (Spanish/English Certification) students interested in obtaining a bilingual SLP certification who have already been accepted in the master's degree CDIS program may apply to obtain bilingual certification which requires some specialized course work as well as clinical hours with Spanish/English-speaking and other culturally-linguistically diverse clients.

b. Cultural and Linguistic Diversity (CLD) Certification students interested in obtaining a CLD certification who have already been accepted in the master degree CDIS program may apply to obtain the CLD certification which requires some specialized courses as well as clinical hours with CLD clients.

c. Thesis students interested in pursuing a career involving research in speech language pathology may opt to do some additional research for a thesis with a CDIS faculty member. Completing a thesis is not a requirement for the master's degree but is an optional elective opportunity. Students interested in this option should consult with their academic adviser. Students who choose the thesis option do not have to register for CDIS 7353 but must attend the first 5 classes.

4. All students who complete the MA graduate program take a minimum of 49 credit hours, including 2 hours of Selected Topics courses. Those who seek Bilingual or Cultural and Linguistic Diversity certification will take 5 hours of Selected Topics courses in these areas, meeting the 2 hour requirement for all students and adding 3 additional hours of course work in order to receive the certification.

5. The graduate program of the Communication and Learning Disorders department is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology. Included in the requirements for accreditation is the following statement: “The program must demonstrate how it verifies that students obtain knowledge in the basic sciences (e.g., biological, behavioral, physical science, and statistics), basic science skills (e.g., scientific methods and critical thinking), and the basic communication sciences (e.g., acoustics; physiological and neurological processes of speech, language, and hearing; linguistics).” Graduate students accepted to the program must have evidence of undergraduate coursework in all of these areas or must take additional coursework while completing the master's degree to address any deficit areas. The student's academic adviser will review undergraduate coursework and will identify and explain any deficits and discuss options for completing necessary coursework to address those deficits.

### Graduate Program

#### 1st Summer Semester

For students who enroll early for the graduate program:
- CDIS 6151 or 6251 Selected Topics in Communication Disorders (varied classes)
- CDIS 6242 Fluency Disorders

#### 1st Fall Semester

- CDIS 6365 Clinical Practicum: Policies and Procedures I
- CDIS 6353 Neurogenic Language Disorders
- CDIS 6356 Language Disorders in Preschool Children (must be taken in first semester)
- CDIS 7271 Advanced Assessment Procedures in CDIS
- CDIS 6151 Selected Topics in Communication Disorders
- CDIS 6366 Clinical Methods: Policies and Procedures II
- CDIS 6357 Language Disorder in School-Aged Individuals
- CDIS 7335 Motor Speech Disorders
- CDIS 7312 Voice Disorders
- CDIS 6161 Selected Topics in Communication Disorders

#### 2nd Summer Semester: Session I

- CDIS 6151 Selected Topics in Communication Disorders
- CDIS 6251 Selected Topics in Communication Disorders
- CDIS 6242 Fluency Disorders
Department of Education

Education programs are designed to prepare the professional educator to: 1) understand and meet the educational needs of a diverse student population, 2) function in a global society which requires all students to be life-long learners, and 3) provide opportunities for participants to gain the skills and vision to be leaders in schools faced with the challenges of the 21st century.

The state standards for educator preparation are embedded in the coursework in the degree programs offered by the Education Department. Please note: The University confirms course completion and readiness for certification exams, but does not grant state certification. Certification is granted by the Texas Education Agency. Students not from Texas should check their specific state's requirements for certification requirements. Completion of coursework and recommendation for certifications in no way guarantees employment after graduation.

State Board for Educator Certification
Texas initial teacher certification may be earned as follows: EC-6 Core with Bilingual or Special Education or 7-12 Mathematics and Science according to the MAT concentration. Teachers who are already certified in Texas may be eligible for Professional Certificates in: Principal, Reading Specialist and School Counselor.

Applicants for professional certificates are required to pass the appropriate certification test (TExES) and document two years of classroom teaching experience on teacher service record. All applicants for Texas Certificates are also screened for a record of felony or misdemeanor conviction through the Texas Department of Public Safety, as prescribed by state law.

Master’s Degree Programs in Education

The department offers three master’s degrees (MEd, MA and MAT) in the following areas:

Master of Education:  
Curriculum and Instruction  
Principal  
School Counseling  

Master of Arts:  
Special Education

Master of Arts in Teaching:  
Bilingual Education
Master of Education

Admission Application Requirements

Regular Admission
In addition to the requirements for graduate into Our Lady of the Lake University, applicants will provide:
1. Personal statement
2. List of two academic or professional sources and their contact information
3. If cumulative GPA is below 3.0, a satisfactory score on the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) taken within the last five years
4. An interview arranged by the department
5. Any out-of-country applicants must also submit a passing score of 26 or higher on the speaking section of the TOEFL-IBT, per state guidelines for demonstration of oral communication skills prior to admission to teacher education

Additional information required for MAT:
1. Verification of cleared state Criminal History check
2. PACT testing for appropriate TExES content examination showing passing score:
   a. EC-6 Generalist for Special Education Concentration;
   b. EC-6 Generalist and BTLTP for Bilingual Concentration;
   c. Mathematics 7-12 for Mathematics Concentration; and
   d. Science 7-12 for Science Concentration.

(Degree individuals who have never been admitted to an SBEC-approved (State Board for Educator Certification) Educator Preparation Program (EPP) may take Pre-Admission Content Tests (PACT) to demonstrate content proficiency for possible admission into an EPP in Texas. Taking PACT does not ensure admittance into the program. Applicants do not need approval from the certification officer to register and take a content examination. For further information and resources contact the Texas Education Agency at 512-936-8400.

International Students
An international student seeking admission into the graduate program for a Master of Education should refer to the international admission section of this catalog for additional information on credentials needed for admission.

Conditional Admission
Conditional admission is granted on the merits of each case. In some circumstances, applicants who do not meet all of the requirements for regular admission may be admitted conditionally, providing they fulfill the conditions listed in their letters of conditional admission within the period of specified time. If conditional admission is given because of missing official credentials, the period of time to provide those documents will not extend beyond the first term of attendance.

Special Admission
Students who wish to earn master’s degree credit for supplemental certification only, for special interest, or for professional certification may be admitted as special students. Before registering, an applicant for special admission must:
1. Submit an official transcript(s) showing degree awarded, to include master’s degree, if applicable. (Transient students need only submit a letter of good standing from their home institution verifying master’s degree status)

2. GPA of 2.75, or permission from the dean

3. Submit personal statement for special interest

**Academic Requirements:**

Students will be expected to complete the Comprehensive Examination or the Texas Examination of Educator Standards (TExES).

**Master of Education Specialization: Curriculum and Instruction Concentration: Bilingual**

Texas Teacher Certification Required

36 semester hours

**Foundation Courses:**

- EDUC 6304 Multicultural Foundations of Education
- EDUC 6311 Research Methods and Procedures
- EDUC 6359 Applied Learning and Development
- EDUC 6371 Curriculum Development

**Professional Courses:**

- SPED 6305 Individual Differences: Advanced Studies
- EDUC 6346 Classroom Assessment

**Concentration Courses:**

- EDUC 6320 Foundations Bilingual Education
- EDUC 6361 Instructional Techniques for Content Areas: Bilingual
- EDUC 6363 Reading and Language Arts: Bilingual
- EDUC 6364 English as a Second Language Methodology
- EDUC 6365 Language Development: English Language Learners

**Elective:** Three semester hours

**Master of Education Specialization: Curriculum and Instruction Concentration: Integrated Math Teaching**

Texas Teacher Certification Required

36 semester hours

**Foundation Courses:**

- EDUC 6304 Multicultural Foundations of Education
- EDUC 6311 Research Methods and Procedures
- EDUC 6359 Applied Learning and Development
- EDUC 6371 Curriculum Development

**Professional Courses:**

- SPED 6305 Individual Differences: Advanced Studies
- EDUC 6346 Classroom Assessment

**Concentration Courses:**

- MTED 6309 Algebra for Teachers
- MTED 6311 Geometry for Teachers
- MTED 6312 Probability and Statistics for Teachers
- MTED 6314 Problem Solving for Teachers
- MTED 6315 Current Issues and Research in School Mathematics
Choose one:
MTED 6313  Concepts of Calculus
MTED 6316  History of Mathematics

Master of Education Specialization: Curriculum and Instruction
Concentration: Integrated Science Teaching

Texas Teacher Certification Required

36 semester hours

Foundation Courses:
EDUC 6304  Multicultural Foundations of Education
EDUC 6311  Research Methods and Procedures
EDUC 6359  Applied Learning and Development
EDUC 6371  Curriculum Development

Professional Courses:
SPED 6305  Individual Differences: Advanced Studies
EDUC 6346  Classroom Assessment

Concentration Courses:
Choose four courses, no more than one from each of the following: Biology, Chemistry, Mathematics, Physics, Geology

Elective: Six semester hours (approved by adviser)

Master of Education Specialization: Curriculum and Instruction
Concentration: Reading Specialist

Texas Teacher Certification Required

36 semester hours

Foundation Courses:
EDUC 6304  Multicultural Foundations of Education
EDUC 6311  Research Methods and Procedures
EDUC 6359  Applied Learning and Development
EDUC 6371  Curriculum Development

Professional Courses:
SPED 6305  Individual Differences: Advanced Studies
EDUC 6346  Classroom Assessment

Concentration Courses:
EDUC 6344  Critical Issues in Reading Assessment and Interventions
EDUC 6348  Curriculum and Instruction in Reading
EDUC 6369  Clinical Practice in Reading
EDUC 6375  Content Area Reading in Secondary Schools

Choose two:
EDUC 6363  Reading and Language Arts: Bilingual
EDUC 6364  English as a Second Language Methodology
EDUC 6365  Language Development: English Language Learner

Master of Education Specialization: Principal

If seeking Texas School Principal certification, must be a certified teacher with two years teaching experience in an accredited TEA school and pass state TExES exam after completion of coursework.
36 semester hours

Foundation Courses:
EDUC 6304  Multicultural Foundations of Education
EDUC 6311  Research Methods and Procedures
COUN 6351  Guidance and Counseling Services
EDUC 6359  Applied Learning and Development
EDUC 6382  Internship: Administration
EDUC 7382  The Principalship

Concentration Courses:
EDUC 6371  Curriculum Development
EDUC 6381  School Administration
EDUC 6383  Business Administration of Public Schools
EDUC 6384  School Law
EDUC 6391  School Supervision
Elective  Three semester hours

Master of Education Specialization: School Counseling

If seeking Texas School Principal certification, must be a certified teacher with two years teaching experience in an accredited TEA school and pass state TExES exam after completion of coursework.

48 semester hours

Foundation Courses:
EDUC 6311  Research Methods and Procedures
COUN 6327  Applied Learning in Education and Clinical Environments
COUN 7335  Psychology Development Across the Lifespan
COUN 8314  Multicultural Issues in Counseling

Concentration Courses:
COUN 6323  Seminar in Counselor Education
COUN 6325  Vocational and Aptitude Assessment
COUN 6330  Career Awareness, Exploration and Development
COUN 6351  Guidance and Counseling Services
COUN 7337  Manifestations Mental Disorders
COUN 8302  Counseling Theories: Methods and Techniques
COUN 8310  Ethical Issues in School Professional Counseling
COUN 8312  Group Dynamics in Counseling and Therapy
COUN 8352  Pre-Practicum Counseling Laboratory: Basic Interviewing Skills
COUN 8355  Child & Adolescent Counseling
COUN 8380  Practicum: School Counseling I
COUN 8381  Practicum: School Counseling II

Licensed Professional Counselor (LPC)
The academic requirement for Licensure as a Professional Counselor in the State of Texas may be met by successful completion of the MEd in School Counseling.

For Master of Science in school psychology, see PSYCHOLOGY.

STATE CERTIFICATION INFORMATION
Teacher certification is not awarded by the university but by the State of Texas based on completion of designated courses and passing scores on the exams required by the State Board of Educator Certification. The department certification officer will work with individual students to guide them through this process.

State teaching certificates that may be earned:
1. Students may earn an initial EC-6 teaching certificate upon completion of the required core courses and successful completion of state exams in bilingual and special education.
2. Students seeking certification to teach at the secondary level must complete the required core courses as well as the courses in either the Math or Science set.

**Master’s Degree Programs in Special Education**

**Master of Arts**

The Master of Arts program is designed to facilitate the learning and preparing of currently certified Texas educators to enhance their teaching pedagogy and culturally responsiveness, while delivering academic and behavioral instruction to students with disabilities. In addition, training is offered through case study presentation, formal research, and other techniques to enhance professional development. Course scheduling affords individuals the opportunity to continue their present employment and also obtain a master's degree.

**Master of Arts Specialization: Special Education**

Texas Teacher Certification in Generic Special Education Required

36 semester hours

**Foundation Courses 12 hours:**

- EDUC 6304 Multicultural Foundations of Education
- EDUC 6311 Research Methods and Procedures
- EDUC 6359 Applied Learning and Development
- SPED 6305 Individual Differences: Advanced Studies

**Concentration Courses 15 hours:**

- SPED 6312 Language of Children and Youth with Exceptionalities
- SPED 6323 Behavior Analysis and Intervention
- SPED 6343 Structuring the Educational Environment
- SPED 6345 Assessment and Evaluation: Students with Exceptionalities
- SPED 8303 Professional Seminar: Special Education Law

**Support:** Nine hours (selected from the following with adviser approval)

- EDUC 6344 Critical Issues in Reading Assessment and Intervention
- EDUC 6363 Reading and Language Arts: Bilingual
- SPED 7320 Student Exceptionalities LD and GT
- SPED 7373 Emotional Disturbances and Related Disorders

**Master of Arts in Teaching**

**Academic Requirements**

Students will be expected to complete the Comprehensive Examination or the Texas Examination of Educator Standards (TExES)

Choose one concentration: Math, Science, Special Education or Bilingual

See course degree plan attachment for specific information on course expectations.

30-36 semester hours

**Required Core Courses:**

- EDUC 6305 Curriculum and Instruction in Multicultural Settings
- EDUC 6349 Instruction and Assessment Practices for the Multicultural Classroom
- EDUC 6354 Pedagogy Instructional Methods
- EDUC 6359 Applied Learning and Development
- EDUC 6368 Classroom Organization and Management for the Multicultural Settings
- EDUC 6375 Content Area Reading in Secondary Schools
- SPED 6305 Individual Differences - Advanced Studies
- EDUC 6388 and Internship I: Secondary
- EDUC 6389 or Internship II: Secondary
- EDUC 6397 Student Teaching
Math Concentration:
6 hours (two of the five courses) selected with advisor approval upon successful completion of PACT Mathematics 7-12 TExES testing prior to admission.

Take two of the following:
- MTED 6309 Algebra for Teachers
- MTED 6311 Geometry for Teachers
- MTED 6312 Probability and Statistics for Teachers
- MTED 6313 Concepts of Calculus
- MTED 6314 Problem Solving for Teachers

Certification Only Option:
For students not seeking a master's degree, they would have successful completion of PACT Mathematics 7-12 TExES exam prior to admission. Students would complete the 24 hour core in education.

Science Concentration:
8 hours (two of the four courses) selected with advisor approval upon successful completion of PACT Science 7-12 TExES testing prior to admission.

Take two of the following:
- SCED 6410 Topics in Biology Education
- SCED 6420 Topics in Chemistry Education
- SCED 6430 Topics in Geology Education
- SCED 6440 Topics in Physics Education

Certification Only Option:
For students not seeking a master's degree, they would have successful completion of PACT Science 7-12 TExES exam prior to admission. Students would complete the 24 hour core in education.

Special Education Concentration:
12 hours selected in consultation with advisor from the following (Student would be required to do PACT testing for EC-6 Generalist or a content exam such as Science 7-12, Math 7-12).

Take four of the following:
- EDUC 6365 Language Development: English Language Learners
- SPED 6323 Behavior Analysis and Intervention
- SPED 6343 Methods and Strategies for Students with Exceptionalities
- SPED 6345 Special Education Assessment
- SPED 8303 Professional Seminar: Special Education Law

Certification Only Option:
This degree plan does not include a certification option only. Students must submit PACT testing for EC-6 Generalist.

Bilingual Concentration:
12 hours selected in consultation with advisor from the following (Student would be required to do PACT testing for EC-6 Generalist and the BTLTP).

Take four of the following:
- EDUC 6320 Foundations in Bilingual Education
- EDUC 6361 Instructional Techniques for Content Areas: Bilingual
- EDUC 6363 Reading and Language Arts: Bilingual
- EDUC 6364 English as a Second Language Methodology
- EDUC 6365 Language Development: English Language Learners

Certification Only Option:
This degree plan does not include a certification option only. Students must submit PACT testing for EC-6 Generalist and BTLTP exam.
Department of Psychology

**Doctor of Psychology (PsyD) Counseling Psychology**

The Psychology Department offers the Doctor of Psychology (PsyD) in counseling psychology, which trains graduates for the independent practice of assessment and intervention with individuals, couples, families and groups.

The Counseling Psychology PsyD program is accredited by the American Psychological Association Commission on Accreditation (APA-COA) and meets the specialty guidelines for the delivery of services. For information about APA accreditation status, contact the APA Commission on Accreditation, c/o Office of Program Consultation and Accreditation, 750 First Street NE, Washington, D.C. 2002-4242; 202-336-5979; www.apa.org.

The PsyD program emphasizes skills and competencies for the professional practice of psychology. There is a greater emphasis in the PsyD program on the application of psychology and the delivery of services and less emphasis on traditional research activities. The PsyD degree is designed to meet state academic requirements for licensure as a psychologist.

**Admission Application Requirements**

In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:

1. Evidence of a master’s degree in psychology or a closely related discipline of at least 45 semester hours from a regionally accredited institution. Applicants who have earned a master’s degree of less than 45 semester hours may apply but should expect to do leveling coursework in addition to the doctoral requirements
2. A cumulative grade point average of 3.50 in the master’s degree program
3. A satisfactory score on the Graduate Record Examination (GRE) taken within the last five years. The average scores of students admitted to the PsyD program can be found on the Psychology Department website.
4. A satisfactory score on the GRE Psychology subject test taken within the last five years. The average scores of students admitted to the PsyD program can be found on the Psychology Department website.
5. As felony convictions may limit practicum placements and the ability to obtain professional licensure after graduation, all students who enroll in the MS/PsyD program must submit criminal background checks. A national criminal background check, no older than six months prior to enrolling in the MS/PsyD program must be submitted by the last day of the first semester in the program. All admissions are conditional pending the submission of the criminal background check.
6. Three letters of recommendation from professionals, with at least one from a former professor who can attest to the applicant’s promise as a professional psychologist
7. Pertinent professional experience
8. Personal statement of background in psychology, expectations of doctoral program and professional goals
9. Satisfactory completion of the on-campus interview process

**Admission Deadline**

Students admitted to the doctoral program begin in the fall. All admission materials must be turned in to the Admissions Office no later than Jan. 15.

**Admission Procedures**

1. All completed admission files will be submitted to the PsyD admissions committee after Jan. 15
2. The PsyD admissions committee will review the files during the two weeks that follow the deadline.

3. After an initial screening by the admissions committee, a selected number of applicants will be invited on campus for in-depth interviews. Notification regarding appointments for these interviews will be made by Feb. 1.

4. All applicants will be notified of their admission decision no later than March 1.

**International Students**

An international student seeking admission into the PsyD in counseling psychology program should refer to the international admission section of this catalog for additional information on credentials needed for admission.

**Academic Requirements**

Doctoral degree students will be expected to complete the following requirements in addition to required coursework:

1. Written and clinical (oral) qualifying examinations.

2. The written qualifying exam should be taken during the third or fourth year of doctoral level coursework and must be passed prior to the dissertation proposal defense. Students who do not pass the exam in two attempts will be dismissed from the program. The clinical examination should be taken during the third or fourth year of doctoral level coursework and must be passed prior to applying for internship. Students who do not pass the exam in two attempts will be dismissed from the program.

3. Dissertation — a dissertation is required as part of the doctoral degree program. A student must register for at least nine semester hours of dissertation (PSYC 9395, PSYC 9396 and PSYC 9397). If a student has not completed the dissertation by the end of the course sequence, PSYC 9198 must be registered for each semester until completion.

4. Pre-Doctoral Internship — the pre-doctoral internship must be completed in one year of full-time or two years of part-time commitment. A student must register for three semester hours which will be PSYC 9190, 9191 and 9192 during the internship. All internships must be approved by the training director.

5. Residency Requirement - doctoral students must attend classes on campus full-time (18 semester hours or more in one year) at least three consecutive years.

**Doctor of Psychology Specialization: Counseling Psychology**

**(117 semester hours)**

The following courses are required of PsyD students. All courses carry three semester hours of credit except for Doctoral Colloquium I and II, Practicum (which is repeated 7 times) Management of Professional Practices, Selected Topics in Counseling Psychology, and Internship, which are one semester hour classes. Graduate transcripts are evaluated upon admission for possible awarding of credit for courses that may satisfy PsyD programs requirements.

**Counseling Theories and Methods**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>PSYC 6358</td>
<td>Life Planning and Career Development</td>
</tr>
<tr>
<td>PSYC 8357</td>
<td>Advanced Systemic Approaches to Psychotherapy</td>
</tr>
<tr>
<td>PSYC 9166</td>
<td>Selected Topics in Counseling Theory and Practice: must take minimum of three semester hours</td>
</tr>
<tr>
<td>PSYC 9304</td>
<td>Theories of Multicultural Counseling</td>
</tr>
<tr>
<td>PSYC 9307</td>
<td>Positive Psychology</td>
</tr>
<tr>
<td>PSYC 9310</td>
<td>Introduction to Health Psychology</td>
</tr>
<tr>
<td>PSYC 9334</td>
<td>Postmodern Perspectives in Psychotherapy</td>
</tr>
<tr>
<td>PSYC 9338</td>
<td>History and Systems of Psychology and Psychotherapy</td>
</tr>
<tr>
<td>PSYC 9351</td>
<td>Clinical Supervision</td>
</tr>
<tr>
<td>PSYC 9352</td>
<td>Consultation</td>
</tr>
<tr>
<td>PSYC 9364</td>
<td>Seminar in Cognitive and Behavioral Therapies</td>
</tr>
</tbody>
</table>
## School of Professional Studies

### Ethics and Professional Identity
- **PSYC 8303** Professional Practice: Skills and Issues
- **PSYC 9101** Doctoral Psychology Colloquium I
- **PSYC 9102** Doctoral Psychology Colloquium II
- **PSYC 9150** Management of Professional Practices

### Psychological Assessment
- **PSYC 6342** Psycho-Educational Assessment: Cognitive Testing
- **PSYC 9322** Personality Assessment
- **PSYC 9342** Advanced Psychological Measurement and Evaluation

### Clinical Practice
- **PSYC 9190** Internship I
- **PSYC 9191** Internship II
- **PSYC 9192** Internship III
- **PSYC 9197** Doctoral Practicum (must take seven semesters and repeat until practicum requirements are met)

### Cultural Bases of Behavior
- **PSYC 8356** Family Processes Across Cultures
- **PSYC 9356** Latina/o Psychology

### Individual Differences
- **PSYC 7351** Life Span Developmental Psychology
- **PSYC 9333** Abnormal Psychology

### Social Bases of Behavior
- **PSYC 9330** Social Psychology

### Biological Bases of Behavior
- **PSYC 9325** Behavioral Neuroscience

### Cognitive and Affective Bases of Behavior
- **PSYC 9326** Learning and Cognition

### Research Design and Methodology
- **PSYC 6380** Research Design and Procedures
- **PSYC 9195** Professional Writing I
- **PSYC 9196** Professional Writing II
- **PSYC 9370** Program Evaluation
- **PSYC 9380** Quantitative Research Methods
- **PSYC 9381** Qualitative Research Design I
- **PSYC 9383** Qualitative Research Design II

### Dissertation
- **PSYC 9395** Dissertation I
- **PSYC 9396** Dissertation II
- **PSYC 9397** Dissertation III

### Elective Concentrations

#### Psychological Services for Spanish Speaking Populations (PSSSP)
- **PSYC 6332** Bilingual Assessment
- **PSYC 6370** Professional/Technical Spanish
- **PSYC 8331** Language and Psychosocial Variables in Interviews and Assessments with Latina/os
- **PSYC 9356** Latina/o Psychology

Choose one of the following:
- **PSYC 8327** Counseling Spanish Speaking Immigrants and Refugees
- **PSYC 8330** Sociocultural Foundation of Counseling Latina/os

### Required Practica
**PSYC 9197** (Bilingual Section) for six semesters of practicum, students must be in minimum one Spanish Team at the Community Counseling Service (CCS). After completing PSYC 9351, must supervise a minimum of one Spanish team at CCS.
**Behavioral Health**

Must take:
- PSYC 9347 Assessment in Health Psychology
- PSYC 9348 Family Systems Medicine

Take one of the following:
- PSYC 6427 Applied Psychophysiology and Biofeedback
- PSYC 9332 Psychological Hypnosis

**Miscellaneous Electives**
- PSYC 9165-9665 Directed Study
- PSYC 9166 Special Topics in Counseling Theory and Practice beyond the required three semester hours
- PSYC 9360 Special Topics

**Master of Science in Psychology**

Programs prepare the student to apply psychological theory and practice in a broad range of settings with diverse populations.

**Admission Application Requirements**

**Regular Admission**

In addition to the requirements for graduate admission into Our Lady of the Lake University, applicants will provide:

1. At least 12 undergraduate semester hours in psychology including one course in statistics and a cumulative average of a "B" or better

2. As felony convictions may limit practicum placements and the ability to obtain professional licensure after graduation, all students who enroll in the MS program must submit criminal background checks. A national criminal background check, no older than 6 months prior to enrolling in the MS program must be submitted by the last day of the first semester in the program. All admissions are conditional pending the submission of the national criminal background check.

3. Personal statement addressing background in Psychology, expectations of the MS program, and professional goals.

4. After a review of the completed admissions files, selected applicants will be invited to a group interview with psychology program faculty.

5. Statement of purpose.

**NOTE:** Due to limited spaces available, meeting minimum standards does not guarantee admission.

**Admission Deadlines**

Deadlines for completing application to the Master of Science degree program are:
- Fall admission - Early decision - March 1
- Final deadline - June 1

**Admission Procedures**

Students will be notified of admission decision within three weeks after the interviews of selected students.

**Academic Requirements**

Students will be expected to complete the following requirements in addition to required coursework:

1. Practicum (as required by Psychology Department)

2. Comprehensive Examination/Computer Literacy requirement

Choose from one of the two areas of concentration: Family, Couple and Individual Psychotherapy or School Psychology.
Master of Science Specialization: Psychology Concentration: Family, Couple and Individual Psychotherapy

60 semester hours

Program offered on the San Antonio campus (traditional classes) and through the Houston (The Woodlands) campus.

Family, Couple and Individual Psychotherapy prepares practitioners to assist with mental health concerns in family, couple and individuals in social contexts utilizing strengths-based approaches to psychotherapy. This program meets the academic requirements for licensure as a Marriage and Family Therapist through the Texas State Board of Examiners of Marriage and Family Therapists, and licensure as a Professional Counselor through the Texas State Board of Examiners of Professional Counselors. The San Antonio and Houston Master of Science in Psychology with a concentration in Family, Couple and Individual, Psychotherapy has been accredited by the Commission on Accreditation for Marriage and Family Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT). The commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) is responsible for establishing standards for competence in clinical education for the profession of marriage and family therapy, and for the review and recognition of the programs successfully meeting these standards.

<table>
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<tr>
<td>PSYC 6321</td>
<td>Psychological Measurement and Evaluation</td>
</tr>
<tr>
<td>PSYC 6358</td>
<td>Life Planning and Career Development</td>
</tr>
<tr>
<td>PSYC 6380</td>
<td>Research Design and Procedures</td>
</tr>
<tr>
<td>PSYC 7333</td>
<td>Psychopathology: Etiology, Diagnosis and Treatment Planning</td>
</tr>
<tr>
<td>PSYC 7351</td>
<td>Life Span Developmental Psychology</td>
</tr>
<tr>
<td>PSYC 8301</td>
<td>Group and Family Processes</td>
</tr>
<tr>
<td>PSYC 8303</td>
<td>Professional Practice: Skills and Issues</td>
</tr>
<tr>
<td>PSYC 8348</td>
<td>Strengths Based Approaches to Contemporary Issues</td>
</tr>
<tr>
<td>PSYC 8351</td>
<td>Introduction to Systemic Approaches to Psychotherapy</td>
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<tr>
<td>PSYC 8352</td>
<td>Pre-practicum Psychotherapy Laboratory: Basic Interviewing Skills</td>
</tr>
<tr>
<td>PSYC 8355</td>
<td>Psychotherapy with Children Adolescents and Their Families</td>
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<td>PSYC 8357</td>
<td>Advanced Systemic Approaches to Psychotherapy</td>
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<tr>
<td>PSYC 8359</td>
<td>Couples and Sex Therapy</td>
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<tr>
<td>PSYC 8390</td>
<td>Practicum I</td>
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<tr>
<td>PSYC 8391</td>
<td>Practicum II</td>
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<tr>
<td>PSYC 8392</td>
<td>Practicum III</td>
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<tr>
<td>PSYC 8393</td>
<td>Practicum IV</td>
</tr>
<tr>
<td>PSYC 8345</td>
<td>Theoretical Foundations of Psychotherapy</td>
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</table>

Elective Three hours

Certificate in Psychological Services for Spanish Speaking Populations (PSSSP) - Family, Couple and Individual Psychotherapy Concentration

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<td>Latina/o Psychology</td>
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<tr>
<td>PSYC 6370</td>
<td>Professional/Technical Spanish</td>
</tr>
<tr>
<td>PSYC 8331</td>
<td>Language and Psychosocial Variables in Interviews and Assessments with Latina/os</td>
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Choose one of the following:

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<tbody>
<tr>
<td>PSYC 8327</td>
<td>Counseling Spanish Speaking Immigrants and Refugees</td>
</tr>
<tr>
<td>PSYC 8330</td>
<td>Socialcultural Foundations of Counseling Latina/os</td>
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</tbody>
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Required Practica:

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PSYC 8390</td>
<td>Practicum I (Bilingual section)</td>
</tr>
<tr>
<td>PSYC 8391</td>
<td>Practicum II (Bilingual section)</td>
</tr>
<tr>
<td>PSYC 8392</td>
<td>Practicum III (Bilingual section)</td>
</tr>
<tr>
<td>PSYC 8393</td>
<td>Practicum IV (Bilingual section)</td>
</tr>
</tbody>
</table>
Master of Science Specialization: Psychology Concentration: School Psychology

66 semester hours

School Psychology prepares students to meet the academic requirements for licensure as a Specialist in School Psychology (LSSP) through the Texas State Board of Examiners of Psychologists. The program prepares students to work with children and adolescents within the school environments where they utilize a variety of methods including counseling, assessment, consultation and behavioral intervention techniques.

PSYC 6321 Psychological Measurement and Evaluation
PSYC 6322 Psychological Assessment
PSYC 6324 Achievement Testing and Individualized Assessment
PSYC 6380 Research Design and Procedures
PSYC 6342 Psycho-educational Assessment: Cognitive Testing
PSYC 7333 Psychopathology: Etiology, Diagnosis and Treatment Planning
PSYC 7351 Life Span Developmental Psychology
PSYC 8303 Professional Practice: Skills and Issues
PSYC 8325 Neurobehavioral Principles
PSYC 8305 Counseling Theories for the School Settings
PSYC 8356 Family Processes Across Cultures
PSYC 8361 Theories of Learning
PSYC 8371 Consultation in School Psychology
PSYC 8372 Operation and Organization in Schools for School Psychology
PSYC 8375 Practicum Lab: Counseling Skills in School Settings
PSYC 8388 Pre-Practicum Laboratory: School Psychology Intervention Frameworks
PSYC 8398 Practicum: School Psychology
PSYC 8399-8699 School Psychology Internship
SPED 6323 Behavior Analysis and Intervention

Choose one of the following:
SPED 6305 or Individual Differences: Advanced Studies
SPED 6343 Methods and Strategies for Students with Exceptionalities

Elective Three hours

Note: For master’s degree in school counseling see EDUCATION.

Assessment Specialty in Autism Certificate (18 hours)
PSYC 7333 Psychological Etiology and Treatment Planning
PSYC 6348 Assessment of Autism Spectrum Disorders
PSYC 6380 Research Design and Procedures
PSYC 8377 Working with Children with Autism Spectrum Disorders
SPED 6323 Behavioral Analysis and Intervention
SPED 6305 or Individual Differences: Advanced Studies
SPED 6343 Methods and Strategies for Students with Exceptionalities

Certificate in Psychological Services for Spanish Speaking Populations (PSSSP) School Psychology Concentration (18 hours)
PSYC 6332 Bilingual Assessment
PSYC 6370 Professional/Technical Spanish
PSYC 8331 Language and Psychosocial Variables in Interviews and Assessments with Latina/os

Required Practica
PSYC 8299 School Psychology Internship
PSYC 8699 School Psychology Internship

Community Counseling Service
Our Lady of the Lake University’s psychology department operates the Community Counseling Service located at the Holy Cross Health Center, as well as several other satellite counseling sites. The Community Counseling Service staff assists individuals, couples and families with a variety of
problems. Treatment teams assigned to cases include supervisors and students, which ensures the quality of service to clients and provides practicum students with a unique training experience.
Worden School of Social Service

Dean: Marcheta Evans, PhD

Mission Statement
In accordance with the Catholic teachings of social justice and the philosophy and purposes of Our Lady of the Lake University, and in adherence to the purposes of social work education articulated by the Council on Social Work Education, the mission of the Worden School of Social Service is:

- To develop competent social workers for specialized intervention in direct practice with Hispanic/Latino children and families;
- To prepare social workers for professional practice in culturally diverse settings especially agencies that serve clients from economically disadvantaged backgrounds; and
- To generate and disseminate knowledge that advances social and economic justice enhances human wellbeing; and promotes effective practice with emphasis on Hispanic/Latino children and families.

MSW Learning Outcomes
By the conclusion of the MSW program, each graduate will be able to:

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.
3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
7. Apply knowledge of human behavioral and the social environment.
8. Engage in policy practice to advance social and economic well-being and to deliver effective social work services.
9. Respond to contexts that shape practice
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.


Master of Social Work

The social work education curriculum at the master’s degree level is built upon a liberal arts foundation and includes both the professional foundation and one concentration: Services to Hispanic Children and Families. Emphasis is on preparing culturally competent practitioners with particular knowledge and skills for working with Hispanic populations. The content related to the professional foundation as well as the concentrations in the master’s degree program prepares students for advanced social work practice. Students who graduate from the program demonstrate analytic and practice skills sufficient for self-critical, accountable and ultimately autonomous practice. Please note that no credit shall be granted or courses waived based on life or previous work experience.

The Worden School offers both a regular 57-hour program and an advanced-standing 30-hour program for students having BSW from a CSWE accredited program. Classes are offered on campus either full-time or part-time and are offered part-time in the online program. Please note:
students who start as an online or campus student, must finish their degree program in the same format.

**Application Requirements**
In addition to the regular application requirements (see p. 33 and 34), applicants are required to submit:

1. Official transcripts from all previous post-secondary work
2. Three letters of recommendation not more than one year old (at least one from an academician, others from employers or supervisors)
3. A personal statement of at least two typewritten double-spaced pages addressing the following areas: motivation for graduate studies; motivation for social work; social work related employment and/or volunteer experiences; social work career goals; and understanding of and identification with the Worden School of Social Service mission.
4. Résumé

**Advanced Standing Admission**
In addition to the regular admission requirements (p.34) applicants to the advanced standing program must have the following:
- A Bachelor of Social Work degree from a program accredited by the Council on Social Work Education
- A minimum undergraduate cumulative grade point average of 3.00

**Seamless Admission**
Students with a BSW from OLLU with an undergraduate GPA of 3.0 or higher who are applying to the advanced standing program will be eligible for seamless admission if they start the MSW Program the semester following their graduation from the BSW Program (students who graduate in the spring may start in the summer or fall immediately after graduation). Application fee, deposit, and one letter of recommendation are waived for students eligible for seamless admission.

Students are requested to submit the following:
1. Personal Statement
2. Two Letters of Recommendation
3. Résumé
4. Application

**Special and Transient Admission**
Special and transient admission must be approved by the dean of the Worden School of Social Service (see p.35).

**Conditional Admission**
Conditional acceptance is granted on the merits of each case (see pp.34-35).

**Master of Social Work Regular Program**
The 57-hour program may be completed in two academic years of full-time study combining a foundation year and a concentration year. No concentration course work may be commenced until all foundation year course work is complete.

**Foundation Year**
- SOWK 6157 Foundation Integrative Seminar I
- SOWK 6158 Foundation Integrative Seminar II
- SOWK 6315 Generalist Social Work Practice: Individuals, Families and Groups
- SOWK 6321 Social Welfare Policy and Services
- SOWK 6325 General Social Work Practice: Organizations and Communities
- SOWK 6331 Human Behavior and the Social Environment: Social Systems
- SOWK 6332 Human Behavior and the Social Environment: Individuals and Families
- SOWK 6341 Social Work Research I
Our Lady of the Lake University

Concentration: Services to Hispanic Children and Family Concentration

SOWK Elective 3 hours
SOWK 6347 Evaluation of Social Work Practice With Hispanic Children and Families
SOWK 7157 Advanced Integrative Seminar I (online only)
SOWK 7158 Advanced Integrative Seminar II (online only)
SOWK 7159 Advanced Integrative Seminar III (online only)
SOWK 7321 Social Work Practice With Hispanic Families
SOWK 7328 Social Work Practice With Hispanic Youth
SOWK 7332 Social Work Practice with Hispanic Elders
SOWK 7338 Theories and Perspectives: Hispanic Children and Families
SOWK 7356 Advanced Integrative Seminar Block (on-campus)
SOWK 7366 Hispanics in the US: Policies and Programs
SOWK 8256 Advanced Social Work Field Education II (online only)
SOWK 8257 Advanced Social Work Field Education III (online only)
SOWK 8255 Advanced Social Work Field Education IV (online only)
SOWK 8757 Advanced Social Work Field Education Block (on-campus)

Master of Social Work Advanced Standing Program

27 semester hours in specified social work courses and three semester hours of electives.

To qualify for advanced standing in the MSW program, an applicant must have a BSW from a baccalaureate program accredited by the Council on Social Work Education and have a minimum grade point average of 3.0.

The 30-hour program may be completed in 12 consecutive months of full time study.

Services to Hispanic Children and Family Concentration:

SOWK Elective 3 hours
SOWK 6347 Evaluation of Social Work Practice With Hispanic Children and Families
SOWK 7157 Advanced Integrative Seminar I (online only)
SOWK 7158 Advanced Integrative Seminar II (online only)
SOWK 7159 Advanced Integrative Seminar III (online only)
SOWK 7321 Social Work Practice With Hispanic Families
SOWK 7328 Social Work Practice With Hispanic Youth
SOWK 7332 Social Work Practice With Hispanic Elders
SOWK 7338 Theories and Perspectives: Hispanic Children and Families
SOWK 7356 Advanced Integrative Seminar Block (on-campus)
SOWK 7366 Hispanics in the US: Policies and Programs
SOWK 8255 Advanced Social Work Field Education II (online only)
SOWK 8256 Advanced Social Work Field Education III (online only)
SOWK 8257 Advanced Social Work Field Education IV (online only)
SOWK 8757 Advanced Social Work Field Education Block (on-campus)

While this represents a typical full-time load, some variations including part-time study are permitted.

Transfer Credit

No more than 24 hours from a CSWE — accredited social work program may transfer into the 57 semester hour program. Up to three hours of elective credits from an accredited University may transfer into the 30 hour program. Prior approval must be obtained from the director of the MSW program to ensure earned course credits will be accepted for transfer and counted toward the degree.
Field Education

Field Education is an integral part of the master’s degree social work education. Field placement in a wide range of social welfare settings allow students to apply knowledge, skills and values acquired in the classroom.

The Worden School of Social Service’s placements are developed around a combination concurrent and block model. Student complete 450 hours during their foundation year and 500 hours of field education during their concentration year. Students may do only one work-related field placement.

Work-related placements are possible for first and second year students. A written proposal must be submitted to the director of field education at least three weeks before the end of the semester preceding the start of the field placement. Students should consult the director of field education for written instructions on preparing the proposal. Work-related placements are granted on a very restrictive basis. Refer to Worden School Field Education manual for guidelines.

Students are discouraged from working a full-time job while enrolled in field education because of the time-intensive nature of field education courses. While every effort will be made to accommodate employed students, the Worden School cannot guarantee a field placement that can be arranged around work hours. The most important criterion for a field placement is that it provides the student with an educational experience that meets MSW Program goals and objectives.

The Worden School of Social Service does not grant credit for previous life or work experience in place of field education. Field education hours earned at another accredited social work program will not be accepted as transfer credit unless through an exemption granted by the Worden School.

In order to enter the Worden School of Social Service field education courses, all students are required to be enrolled in the group professional liability insurance policy that the school carries. Students will be required to answer a number of questions, one of which asks about conviction for criminal acts. If the student has been convicted of a crime, the insurance company may refuse to enroll the student in the policy. Should this occur, the student would not be permitted to engage in the field education courses required for completion of the master of social work degree. Also, students should be aware that, increasingly, field education sites require a student to complete a criminal background check in order to be placed at the site.

In addition, in accordance with Article 6252-13a, Texas Civil Statutes, the Texas State Board of Social Work Examiners may suspend or revoke a social work license or refuse to issue a social work license for a person who has been convicted of a felony or misdemeanor for a crime that is directly related to the duties and responsibilities of the social work profession. (See Article 50.02 and 781.314b of the Texas Professional Social Work Act and Chapter 50 Human Resources Code.)
Course Descriptions

Discipline Designations

Accounting ACCT
Anthropology ANTH
Business Administration BADM
Communication Disorders CDIS
Computer Information Systems and Security CISS
Counseling COUN
Drama DRAM
Education EDUC
English ENGL
Finance FINC
Health Care Management HCMG
Human Resources Management HRMG
Information Assurance and Security Management IASM
Leadership Studies LEAD
Management MGMT
Marketing MKTG
Mathematics Education MTED
Nonprofit Management NPMT
Nursing NURS
Philosophy PHIL
Political Science POLS
Psychology PSYC
Science Education SCED
Social Work SOWK
Sociology SOCI
Special Education SPED

Course Numbers

The first digit indicates the level of the course; thus
0 pre-college
1 freshman (lower-level courses)
2 sophomore (lower-level courses)
3,4,5 advanced (upper-level courses)
6,7,8 master's
9 doctoral

The second digit indicates the semester hours.

The third and fourth digits are for course differentiation.

Accounting

**ACCT 8310 - MANAGERIAL CONTROL SYSTEM (3 Credits)**

This course addresses managerial control issues of complex organizations, including strategic planning, implementation, coordination of accounting into the planning process, design and control of responsibility center, development of budgetary models, generally accepted accounting principles, performance measurements, price and costing models, and internal controls.

**ACCT 8315 - CONTROLLERSHIP (3 Credits)**

A study of the executive's role in the management of a business enterprise from an accounting perspective. Emphasis is on the use of accounting information and technical writing and communication to enhance management decision-making. Business enterprises from start-ups to
established businesses will be examined. Ethics associated with the dissemination of financial information will also be discussed.

**ACCT 8319 - INTERNAL AUDITING (3 Credits)**
An examination of current problems and procedures used by internal auditors, the use of auditing judgement, development of audit programs, internal controls and evaluation. Included will be discussion of current ethical and social responsibility in the accounting profession.

**ACCT 8320 - CONTEMPORARY TOPICS IN ACCOUNTING (3) Credits**
In-depth coverage of current topic in accounting. Included will be analysis, concentration and presentation in such areas as financial management and reporting, forensics, taxation, auditing, international, legal and ethical issues facing the accounting profession. May include topics related accounting such as financial valuation issues and current economic issues. Current events will dictate the specific topic. Prerequisite: BADM 8313 or consent of the instructor.

**ACCT 8325 - PROFESSIONAL ETHICS FOR ACCOUNTANT (3 Credits)**
This course addresses ethical reasoning, integrity, objectivity, independence, core values, and professional issues in accounting. Students will apply the concepts of theories to accounting cases.

**ACCT 8330 - BUSINESS INCOME TAXATION (3 Credits)**
This course examines federal income taxation as it impacts corporations, partnerships, trusts and estates, including accounting methods, donative transfers, consolidations, IRS Audit procedures, tax planning and research.

**ACCT 8340 - GOVERNMENTAL ACCOUNTING (3 Credits)**
This course focuses on budgeting, accounting, auditing and financial reporting principles and practices as they relate to government and other nonprofit entities.

**ACCT 8350 - FEDERAL TAX RESEARCH (3 Credits)**
This course is an in-depth study of how to locate and resolve tax questions. Students will become acquainted with various tax materials both in paper and electronic form, court cases, IRS Rulings, IRS Procedures, tax court cases and IRS publications.

**ACCT 8354 - FORENSIC ACCOUNTING AND FRAUD EXAMINATION (3 Credits)**
This course explores the forensic accountant’s role in today’s economy. Topics covered include fraud detection and fraud investigation techniques, valuation of closely held businesses, lost profits analyses, and various types of litigation support services. Fundamental legal concepts governing expert witness testimony are also examined, and students are required to quantify economic damages in cases. By the end of the course students are able to understand both the pervasiveness and the causes of fraud and white-collar crime in our society, examine the types of fraud and fraud schemes that affect business enterprises, explore methods of fraud detection and prevention, and increase their ability to recognize potential fraudulent situations.

**ACCT 8360 - ADVANCED BUSINESS COMBINATIONS (3 Credits)**
This course addresses accounting problems and issues associated with foreign currency transactions and SEC reporting and segment reporting. In addition there will be an examination of the requirements and context of due diligence from financial statements including methods of valuation, market caps, financial reporting before and after, as well as the tax implications associated with a reorganization.
Anthropology

**ANTH 6190 - SELECTED READINGS (1 Credit)**
Advanced study of a specialized topic that the instructor selects. The course may be repeated when the topic is changed.

**ANTH 6290 - SELECTED READINGS (2 Credits)**
Advanced study of a specialized topic that the instructor selects. The course may be repeated when the topic is changed.

**ANTH 6390 - SELECTED READINGS (3 Credits)**
Advanced study of a specialized topic that the instructor selects. The course may be repeated when the topic is changed.

Business Administration

**BADM 6600 - FUNDAMENTALS OF BUSINESS ADMINISTRATION (6 Credits)**
This course is designed to provide the necessary foundation in the basic business concepts of Accounting, Economics, Business Law, Management, Finance and Statistics. This is an online course with the exception of a two-hour face-to-face orientation, which is mandatory. This course is a prerequisite for all students entering the MBA program that do not have the necessary foundation requirements.

**BADM 8313 - MANAGERIAL CONTROL SYSTEMS (3 Credits)**
Control issues of complex organizations, including strategic planning, implementation, coordination of accounting into the planning process, design and control of responsibility centers, development of budgetary models, generally accepted accounting principles, performance measurements, price and costly models, and internal controls. Prerequisite: BLAW 8301 or HCMG 7320 (health care concentration only) MGMT 8334, CISS 8319 and ECON 8305.

**BADM 8318 - STRATEGIC HUMAN RESOURCES MANAGEMENT: POLICIES AND PRACTICES (3 Credits)**
Development of human resources policies in organizations; case studies on legal ethical concerns and competition in the diverse, multicultural global workplace.

**BADM 8322 - INTERNATIONAL STUDY TOUR (3 Credits)**
A concentrated opportunity to study business operations or economics in an international setting. Prerequisite: Vary with course content, consent of instructor is required. Fee: Varies depending on transportation.

**BLAW 8301 - LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS AND GLOBAL DECISION-MAKING (3 Credits)**
Legal and ethical study of business, its origins and developing impact on society; the judicial system, cost of litigation vs. alternative dispute resolution techniques, and current issues at the federal and state level in areas such as contract, torts, product liability, deceptive trade, property, business enterprises, electronic commerce, employment and international law. Focus on ethical dilemmas faced in today's business environment.
Communication Disorders

CDIS 6151 - SELECTED TOPICS IN COMMUNICATION DISORDERS (1 Credit)
In-depth study of specialized topic. May be repeated for credit when topics vary. Student must take a total of two credit hours. Prerequisites: Consent of instructor, independently arranged. Offered: Fall, Spring, Summer

CDIS 6167 - ADVANCED CLINICAL PRACTICUM: POLICIES AND PROCEDURES (1 Credit)
Graduate clinical practicum in evaluation, treatment and management of more complex and varied communication disorders and dysphagia under direct supervision of ASHA certified CDIS Faculty. Discussion of advanced clinical methodology and procedures for use in intervention and legal, ethical and professional issues related to professional practice. Students continue to show evidence of increased independent evaluations, report writing, decision making, planning and therapy intervention in preparation for their externship placement. Prerequisite: CDIS 6366 Enrollment in master program in CDIS. GPA of 3.0 or better and completion or enrollment in course work that qualifies the students for clinical experience. This course can be repeated until the clinical practicum is complete. Offered: Fall, Spring, Summer.

CDIS 6242 - FLUENCY DISORDERS (2 Credits)
The acquisition of normal fluency and stuttering, and theories, etiology and treatment, with a focus on implications for remediation. Offered: Summer.

CDIS 6251 - SELECTED TOPICS IN COMMUNICATION DISORDERS (2 Credits)
In-depth study of specialized topics. May be repeated for credit when topics vary. Student must take a total of two credit hours. Prerequisites: Consent of instructor, independently arranged. Offered: Fall, Spring, Summer.

CDIS 6258 - LANGUAGE IN DISCOURSE (2 Credits)
Analysis of spoken and written language use in children and adults with and without disorders. Emphasis will be on the contextual analysis, e.g. speech acts, coherence and cohesive in conversation, narrative and expository genres. Models of intervention including evaluation and treatment will be incorporated. Prerequisites: CDIS 6353, CDIS 6356, CDIS 6357. Offered: Fall.

CDIS 6351 - SELECTED TOPICS IN COMMUNICATION DISORDERS (3 Credits)
In-depth study of specialized topic. May be repeated for credit when topics vary. Student must take a total of two credit hours. Prerequisites: Consent of instructor, independently arranged. Offered: Fall, Spring, Summer.

CDIS 6353 - NEUROGENIC LANGUAGE DISORDERS (3 Credits)
Etiology, symptomatology, assessment and therapeutic techniques for neurogenic language/cognitive disorders. Offered: Fall.

CDIS 6354 - DYSPHAGIA (3 Credits)
Anatomy and physiology of normal swallowing, and etiology, symptomatology, clinical and instrumental assessment and treatment of swallowing disorders. Prerequisite: CDIS 4411 or equivalent. Offered: Spring.

CDIS 6356 - LANGUAGE DISORDERS IN PRESCHOOL CHILDREN (3 Credits)
Review of normal language development, etiology, symptomatology and assessment of language disorders in preschool children. Emphasis on in-depth language analysis and intervention, required to be taken first fall semester in program. Prerequisite: CDIS 3311. Offered: Fall.
CDIS 6357 - LANGUAGE DISORDERS IN SCHOOL-AGED INDIVIDUALS (3 Credits)
Review of language development in school year, emphasis on semantic, pragmatic and discourse analysis, and assessment and treatment of language disorders, especially language learning disabilities. Prerequisite: CDIS 6356. Offered: Spring.

CDIS 6365 - CLINICAL PRACTICUM: POLICIES AND PROCEDURES 1 (3 Credits)
Graduate clinical practicum in evaluation, treatment and management of communication disorders and dysphagia under direct supervision of ASHA certified CDIS faculty. Discussion of clinical methodology and procedures for use in intervention and legal, ethical and professional issues related to professional practice. All students enrolled in masters courses must enroll in this course during their first semester in the program. Prerequisites: Enrollment in master program in CDIS. GPA of 3.0 or better and completion or enrollment in course work that qualifies the student for clinical experience. Fee: $50. Offered: Fall, Spring, Summer.

CDIS 6366 - CLINICAL METHODS: POLICIES AND PROCEDURES II (3 Credits)
Graduate clinical practicum in evaluation, treatment and management of communication disorders and dysphagia under direct supervision of ASHA certified CDIS faculty. Discussion of advanced clinical methodology and procedures for use in intervention and legal, ethical and professional issues related to professional practice. Student's evidence increased independent evaluations, report writing, decision making, planning and therapy intervention. Prerequisites: Enrollment in master program in CDIS. GPA of 3.0 or better and completion or enrollment in course work that qualifies the students for clinical experience CDIS 6365. Offered: Fall, Spring, Summer.

CDIS 7191 - PROBLEMS IN COMMUNICATION DISORDERS (1 Credit)
A study of problems and trends in the field of communication disorders. May be repeated for credit when topics vary. Offered: Fall, Spring, Summer.

CDIS 7213 - AUGMENTATIVE COMMUNICATION (2 Credit)
Theories and procedures for establishing and implementing an individualized augmentative communication system for children and adults. Includes study of access devices, systems and equipment. Offered: Fall.

CDIS 7271 - ADVANCED ASSESSMENT PROCEDURES IN CDIS (2 Credits)
Seminar in diagnostic procedures; differential diagnosis, administration, interpretation and analysis of standardized assessments and informal/non-standardized assessment measures (e.g., play-based assessments, curriculum based assessments) across ages and cultures. Fee: $70. Offered: Fall.

CDIS 7273 - FIELD EXPERIENCE IN SCHOOL SETTINGS (2 Credits)
Supervised experience in assessment and remediation of communication disorders under the direct supervision of ASHA-certified personnel at an off-campus school or child-based community agency. Course will be repeated for credit as needed. Offered on a pass/fail basis. Prerequisite: GPA of 3.0 or better, appropriate academic background and clinical practicum experience and consent of faculty. Offered: Fall, Spring, Summer.

CDIS 7274 - FIELD EXPERIENCE IN MEDICAL SETTINGS (2 Credits)
Supervised experience in assessment and remediation of communication disorders under the direct supervision of ASHA-certified personnel at an off-campus adult, medical setting. Course may be repeated for credit as needed. Offered on a pass/fail basis. Prerequisites: GPA of 3.00 or better, appropriate academic background and clinical practicum experience and consent of faculty. Offered: Fall, Spring, Summer.
CDIS 7291 - PROBLEMS IN COMMUNICATION DISORDERS (2 Credits)
A study of problems and trends in the field of communication disorders. May be repeated for credit when topics vary. Offered: Fall, Spring, Summer.

CDIS 7312 - VOICE DISORDERS (3 Credits)
Information on the etiology, diagnosis and treatment of voice disorders associated with pathologies. Includes clinical voice observation. Prerequisite: CDIS 4411, CDIS 5360. Offered: Spring.

CDIS 7335 - MOTOR SPEECH DISORDERS (3 Credits)
A study of the disorders of speech with a neuromuscular basis found in children and adults, including adult apraxia, developmental apraxia of speech, childhood dysarthria and the adult dysarthrias. Prerequisite: CDIS 4411. Offered: Spring.

CDIS 7353 - RESEARCH AND EFFICACY IN CDIS (3 Credits)
Measurement of efficacy in the practice of speech-language pathology. Application of group and single subject research designs when investigating evaluation and treatment outcomes. Impact of efficacy data on ethical and legal issues in the practice of speech-language pathology. A required project includes use of parametric and non-parametric statistical analysis and library resources. Offered: Fall.

CDIS 7377 - FIELD EXPERIENCE IN PEDIATRIC SETTINGS (3 Credits)
Supervised experience in assessment and remediation of communication disorders under the direct supervision of ASHA-certified personnel at an off-campus school, child-based community agency, or pediatric medical setting. Course will be repeated for credit as needed. Offered on a pass/fail basis. Prerequisites: CDIS 6167 a GPA of 3.0 or better, appropriate academic background and clinical practicum experience and consent of faculty. Fee: $35. Offered: Fall, Spring, Summer.

CDIS 7379 - FIELD EXPERIENCE IN ADULT SETTINGS (3 Credits)
Supervised experience in assessment and remediation of communication disorders under the direct supervision of ASHA-certified personnel at an off-campus school, child-based community agency, or pediatric medical setting. Course will be repeated for credit as needed. Offered on a pass/fail basis. Prerequisites: CDIS 6167 a GPA of 3.0 or better, appropriate academic background and clinical practicum experience and consent of faculty. Fee: $35. Offered: Fall, Spring, Summer.

CDIS 7381 - SEMINAR IN COMMUNICATION DISORDERS (3 Credits)
Investigation of current topics in communication disorders. May be repeated for credit when topics vary. Offered: Fall, Spring, Summer.

CDIS 7391 - PROBLEMS IN COMMUNICATION DISORDERS (3 Credits)
A study of problems and trends in the field of communication disorders. May be repeated for credit when topics vary. Offered: Fall, Spring, Summer.

CDIS 7491 - PROBLEMS IN COMMUNICATION DISORDERS (4 Credits)
A study of problems and trends in the field of communication disorders. May be repeated when topics vary. Offered: Fall, Spring, Summer.

CDIS 8202 - COMMUNICATION DISORDERS IN DIFFERENT CULTURES (2 Credits)
Assessment and treatment of speech and language disorders in different cultures, particular emphasis on the Hispanic culture. Offered: Spring.

CDIS 8340 - CLEFT PALATE (3 Credits)
A study of the effects on speech, resonance, and velopharyngeal dysfunction due to craniofacial anomalies with an emphasis on cleft lip palate. Information on assessment procedures, prosthetic
devices and therapies, and surgeries via a multidisciplinary team approach. Prerequisites: CDIS 4411, CDIS 7312. Offered: Spring.

**CDIS 8391 - THESIS IN COMMUNICATION DISORDERS (3 Credits)**
See University Thesis Guidelines. Prerequisite: Three semester hours in statistics and 12 semester hours in master’s degree CDIS courses.

**CDIS 8491 - THESIS IN COMMUNICATION DISORDERS (4 Credits)**
See University Thesis Guidelines. Prerequisite: Three semester hours in statistics and 12 semester hours in master’s degree CDIS courses.

**CDIS 8591 - THESIS IN COMMUNICATION DISORDERS (5 Credits)**
See University Thesis Guidelines. Prerequisite: Three semester hours in statistics and 12 semester hours in master’s degree CDIS courses.

**CDIS 8691 - THESIS IN COMMUNICATION DISORDERS (6 Credits)**
See University Thesis Guidelines. Prerequisite: Three semester hours in statistics and 12 semester hours in master’s degree CDIS courses.

### Computer Information Systems and Security

**CISS 6600 - FUNDAMENTALS IN INFORMATION SYSTEM TECHNOLOGY (6 Credits)**
This course is designed to provide the necessary foundation in the basic information systems concepts of Operating Systems, Programming, Analysis and Design, Networking, and Databases. This is an online course. This course is a prerequisite for all students entering the MS in Information Systems and Security program who do not have the necessary technology foundation.

**CISS 8302 - DATA BASE MANAGEMENT SYSTEMS (3 Credits)**
Analysis, design and management of databases to meet e-commerce business system organizational data and information needs using. Uses current e-commerce information systems development methodologies such as Object-Oriented Analysis and Design (OOA&O) and tools. Such as Computer-Assisted Systems Engineering (CASE) software and current databases/object of a complex e-commerce business database application. Formulation and application of methods for data resource management, including distributed access, performance optimization, scalability, and security.

**CISS 8303 - INFORMATION SYSTEMS DEVELOPMENT (3 Credits)**
Analysis, design, and implementation of complete information systems using current methodologies and tools. Application of methods for overall development/acquisition of technology solutions, including software application, database integration, system distribution, system integrity and security, and the operational management and maintenance of information systems.

**CISS 8304 - TELECOMMUNICATIONS AND NETWORKING (3 Credits)**
An-depth coverage of telecommunications and networking technologies. Architectures, topologies and protocols will be analyzed, along with communications standards used in enterprise networks and for electronic commerce systems. Course includes application of telecommunications and networking technologies to solve enterprise communications requirements in instructor provided scenarios and case studies.

**CISS 8305 - INFORMATION SYSTEMS HARDWARE AND SOFTWARE PLATFORMS (3 Credits)**
Examines the key elements of all computer systems using an integrated approach that treats hardware and software as part of the same, larger system. Students gain important insights into
the interplay between hardware and software and develops a better understanding of modern computer systems. Offered: Fall.

**CISS 8310 - SPECIAL TOPICS IN INFORMATION SYSTEMS (3 Credits)**

In-depth study of specialized topic chosen by instructor. Course may be repeated for credit when topics vary. Prerequisite: varies with course content.

**CISS 8319 - INFORMATION SYSTEMS FOR MANAGEMENT (3 Credits)**

Management information as corporate resource to effect strategic advantage. Includes Information Systems/Information Technology (IS/IT) resources for managerial decision-making, information literacy for managers, and IT-related legal, ethical, and social issues. Current and developing IS/IT trends and techniques to support business best practices within cultural, political, and business environments.

**Counseling**

**COUN 6323 - SEMINAR IN COUNSELOR EDUCATION (3 Credits)**

Seminar on current issues and trends in professional counseling and guidance. May be repeated for credit as topic varies.

**COUN 6325 - VOCATIONAL AND APTITUDE ASSESSMENT (3 Credits)**

Assessment of individuals and groups through interpretation of achievement, aptitude, interests values and self-esteem measures with attention to cultural differences and norming practices. Includes critical analysis of representative tests. Fee: $50.

**COUN 6327 - APPLIED LEARNING IN THE EDUCATIONAL AND CLINICAL ENVIRONMENTS (3 Credits)**

Examination of theoretical principles of education psychology to the diagnosis and treatment of students' behavioral and learning problems. Child and adolescent development, learning theories, current research, psychological and psycho-educational assessment, therapeutic interventions, special education, and ethical legal and administrative codes of the counseling profession.

**COUN 6330 - CAREER AWARENESS, EXPLORATION AND DEVELOPMENT (3 Credits)**

Interrelationships among lifestyle, work environment, and career planning are explored. Career development theories; occupational, educational, and personal/social information sources and delivery systems; career assessment and development programs are studied. Includes a personal career assessment battery. Fee: $50.

**COUN 6351 - GUIDANCE AND COUNSELING SERVICES (3 Credits)**

Philosophy, objectives and programs for guidance and counseling services in educational settings. Role of the counselor, current issues, and problems, and referral sources. Focus on the Comprehensive Guidance Program for Texas Public Schools.

**COUN 6385 - PROFESSIONAL INTERNSHIP: SCHOOL COUNSELOR (3 Credits)**

One-year teaching experience where the student is employed as a School Counselor and jointly supervised by the University and an accredited school. Course requires documentation of at least 50 percent time on the job spent as a partner teacher in the direct instruction/guidance of large groups, small groups and individual students utilizing effective classroom management and counseling techniques. Lesson plans will be aligned to the appropriate TEKS. May be repeated once for credit. Prerequisite: Must be a certified Texas teacher to be eligible for the internship. Fee: $30.
COUN 7335 - PSYCHOLOGICAL DEVELOPMENT ACROSS THE LIFESPAN (3 Credits)
Major theoretical principals of human growth and development from birth through geriatric maturity. Integration of knowledge of human development with the particular needs of vulnerable populations, and the relationship of these needs to current social agency, educational, or therapeutic practices.

COUN 7337 - MANIFESTATIONS OF MENTAL DISORDERS (3 Credits)
Analysis, etiology, diagnosis and appropriate treatment of mental disorder classifications based on the current Diagnostic and Statistical Manual of Mental Disorders. Best practices with implications for women, children, and minorities. Will cover the administration of mental status exams.

COUN 8302 - COUNSELING THEORIES: METHODS AND TECHNIQUES (3 Credits)
Current approaches in psychological counseling; key concepts, therapeutic techniques and applications of theories, basic ethical and personal issues in the counseling context.

COUN 8310 - ETHICAL ISSUES IN SCHOOL AND PROFESSIONAL COUNSELING (3 Credits)
Exploration of current ethical codes for school counselors and private practitioners, various models of ethical decision-making, landmark legal cases, maintaining counselor vitality.

COUN 8312 - GROUP DYNAMICS IN COUNSELING AND THERAPY (3 Credits)
Focus upon group theory, research, and process. Development of knowledge, skills and experiences in group function and the dynamics of human interaction in a group settings, intergroup relations, conflict, teamwork, and group leadership. Effective group facilitation.

COUN 8314 - MULTICULTURAL ISSUES IN COUNSELING (3 Credits)
Development knowledge, skills, and approaches for effective cross-cultural counseling concerning characteristics such as culture, race, gender, sexual orientation, physical disability, and religious preference. Significant attention given to developing self-awareness of values, attitudes and beliefs as they relate to counseling in a diverse society.

COUN 8352 - PRE-PRACTICUM COUNSELING LABORATORY: BASIC INTERVIEWING SKILLS (3 Credits)
Approaches to systemic and individual interviewing. Special attention to the beginning stages of therapy and to common presenting concerns. Laboratory preparation of students to begin practicum. Prerequisites: COUN 8302 or consent of instructor.

COUN 8355 - CHILD AND ADOLESCENT COUNSELING (3 Credits)
Analysis of factors contributing to and procedures for promoting psychological health in children and adolescents, appropriate counseling theories and interventions in the context of school and professional practice.

COUN 8380 - PRACTICUM: SCHOOL COUNSELING I (3 Credits)
Supervised experience in practical application and integration of principles and techniques of counseling in a selected educational setting; seminar to supplement and evaluate field experience. Requires a minimum of 125 direct service hours and 225 total hours. Prerequisites: 18 semester hours in graduate counseling courses including COUN 6351, COUN 8302, COUN 8352. Fee: $30.

COUN 8381 - PRACTICUM: SCHOOL COUNSELING II (3 Credits)
Continuation of COUN 8380. Students must demonstrate competence with elementary, middle school and high school students or with individuals served by a community agency or a career resource center. Requires a minimum of 125 direct service hours and 225 total hours. Prerequisite: 21 hours in graduate counseling courses, including: COUN 6351, COUN 8302, COUN 8352, and COUN 8380. Fee: $30.
ECON 8305 - THE ECONOMICS OF GLOBAL BUSINESS CONDITIONS (3 Credits)
Analyzes the global economy in which business operates today. Attention centers on the key policy issues and major economics forces that affect business activity and on the tools necessary to evaluate these issues and forces. The former include unemployment, inflation, fiscal policy and the truce nature of budget deficits, monetary policy and the changing financial environment, and the roles of the U.S. dollar, productivity and international trade. The course also explores the role played by the U.S. and world financial markets in influencing the domestic and global economic environments.

Education

EDUC 6106 - SELECTED TOPICS IN EDUCATION (1 Credit)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

EDUC 6206 - SELECTED TOPICS IN EDUCATION (2 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

EDUC 6300 - EDUCATION TECHNOLOGY FOUNDATIONS (3 Credits)
An overview of topics in the area of educational technology. Topics include terminology, applications, hardware systems, social issues, ethical issues and historical trends. Offered: Distance Learning Course, Fall.

EDUC 6304 - MULTICULTURAL FOUNDATIONS OF EDUCATION (3 Credits)
Specific effects of multicultural environments on student learning to include considerations of variations in beliefs, traditions and values across cultures. Cultural, linguistic diversity and exceptional learners' specific needs are reviewed in relation to cultural milieu; to include the child, the family, assessment, effective communication and collaborative procedures and their relation to the total educational program. Offered: Distance Learning, Fall.

EDUC 6305 - CURRICULUM AND INSTRUCTION IN MULTICULTURAL SETTINGS (3 Credits)
A study of curriculum organization, instructional methods, teaching cycle, scope and sequence of knowledge and skills in Texas Essential knowledge and skills (TEKS). Attention to proficiency in teaching pedagogy with diverse students. Practical applications of models of teaching. Eight clock hours of field experience in schools. Fee: $10. Offered: Spring.

EDUC 6306 - SELECTED TOPICS IN EDUCATION (3 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

EDUC 6309 - SEMINAR IN MATH, SCIENCE AND TECHNOLOGY (3 Credits)
Seminar on current issues and trends in math, science and technology learning and teaching.

EDUC 6311 - RESEARCH METHODS AND PROCEDURES (3 Credits)
Study of statistics, analysis of research design and methodology, use of library resources and evaluation of current literature; completion of a research project required. Must be taken during first nine semester hours of program. Offered: Fall, Spring, Summer, Distance Learning.

EDUC 6317 - ADVANCED CHILDHOOD GROWTH AND DEVELOPMENT (3 Credits)
In-depth examination of child development including both normal and exceptional development; specifically the cognitive, language, physical, social, and emotional developmental domains of the child from the prenatal period to early adolescence. Exploration of theoretical frameworks, current
research, and application as well as examination of effects of varying environmental and cultural backgrounds on child growth and development. On-site observations of children in various contexts. Fee: $20. Offered: Spring.

**EDUC 6318 - TEACHING YOUNG CHILDREN (3 Credits)**
An integrated approach to curriculum, assessment and instruction based on aesthetic, effective, cognitive, language, motor, physical and social development of children (birth through age eight); identification of best practices in organizing the learning environment, materials, schedule and routines in naturalistic child-centered settings. Practical application of play-centered curricula. Fee: $20. Prerequisite: EDUC 6317. Offered: Spring.

**EDUC 6320 - FOUNDATIONS BILINGUAL EDUCATION (3 Credits)**
Investigation of the history, philosophies and theories in bilingual societies. Topics will focus on language policy and the sociological, psychological, and legal aspects involve and their affects on second language learners schooling. Course includes research project in the area of bilingual education. Offered: Fall.

**EDUC 6321 - SEMINAR IN SCHOOL ADMINISTRATION (3 Credits)**
Administrative problems studied and specific school situations; development of individual capabilities in resolving persistent problems.

**EDUC 6322 - SEMINAR IN SUPERVISION (3 Credits)**
Special topics and issues related to needs of individual students specializing in professional supervision.

**EDUC 6324 - OBSERVATION AND PRACTICE (3 Credits)**
Experience in various aspects of work in the school learning resources center, including reader services and records, organization of materials, use of materials with teachers and students, physical preparation of library-media and technology-based materials; 135 clock hours of practice required in an accredited school. Prerequisite: EDUC 6326, EDUC 6355. Offered: Fall, Spring.

**EDUC 6326 - CATALOGING AND CLASSIFICATION (3 Credits)**
Provides a basic understanding and utilization of MARC data, cataloging in context and subject arrangement of library materials; procedures of organizing print and non-print materials; consideration and use of basic tools; need and purpose of basic records, use of the on-line card catalog and printed indexes; physical preparation of materials. Offered: Spring of odd-numbered years.

**EDUC 6333 - YOUNG ADULT LITERATURE AND RELATED MEDIA (3 Credits)**
Reading needs and basic reading interests of young adults; standard aids for selection; factors in using, selecting, and evaluating materials in all formats including multicultural and multiethnic materials for adolescents; using and interpreting materials in the secondary school curriculum. Offered: Spring, Fall of odd-numbered years.

**EDUC 6344 - CRITICAL ISSUES IN READING ASSESSMENT AND INTERVENTIONS (3 Credits)**
Examines issues critical to meeting needs of students with reading difficulties, including assessment of strengths and weaknesses and development of interventions based on assessment data. Interventions will be developed from current research that establishes best practices. Fee: $10. Offered: Spring.
**EDUC 6346 - CLASSROOM ASSESSMENT (3 Credits)**
Emphasis on different theoretical models of instruction and assessment and their application in the classroom with a focus on curricular alignment. Through lesson study, planning and refinement of “research lesson” are developed to support long-term goals for student learning and professional development. Offered: Summer, Distance Learning offered Summer.

**EDUC 6348 - CURRICULUM AND INSTRUCTION IN READING (3 Credits)**
An examination of the current theories of reading, supporting research and relationships to current reading methods of instruction and curriculum designs. Technological based materials will be evaluated, along with their use as a method of instruction. Credit may not be earned for this course. Offered: Spring.

**EDUC 6349 - INSTRUCTION AND ASSESSMENT PRACTICES FOR THE MULTICULTURAL CLASSROOM (3 Credits)**
Examination of different theoretical models of teaching and assessment with an emphasis on the interrelationship between curriculum, instruction and assessment including the design of high quality, developmentally appropriate, standards-aligned curriculum for a diverse student population; technology integration and creation of performance assessment, rubrics, test construction and modifications for students with learning differences are covered. Practical application of alignment of instruction and assessment. Offered: Summer.

**EDUC 6354 - PEDAGOGY INSTRUCTIONAL METHODS (3 Credits)**
Pedagogical approaches in the content areas including languages arts, social studies, math science and the fine arts. Emphasis on effective instructional strategies and best practices including technology, working with students in small groups, instructional centers, and in whole class settings. Offered: Summer.

**EDUC 6355 - THE LEARNING RESOURCES CENTER IN SCHOOL (3 Credits)**
Problems and methods of achieving effective service in the school learning resources center; organization and administrative of learning resources and objectives with standards for evaluating service to students and faculty. Offered: Fall of even-numbered years.

**EDUC 6356 - SELECTION AND ACQUISITION OF MATERIALS (3 Credits)**
Philosophy, principles, and practices of selecting and acquiring all types of library materials; use of selection tools and bibliographic sources for developing both print and non-print collections for school learning resources centers. Offered: Spring of even-numbered years.

**EDUC 6357 - MATH AND SCIENCE METHODS (3 Credits)**
Focus on range of evidence-based for teaching math and science K-8, including modifications for students with exceptionalities. Emphasis on best practices and integrated teaching; understanding technology, the TEKS and TAKS. Prerequisite: EDUC 6305. Fee: $40. Offered: Fall, Spring.

**EDUC 6359 - APPLIED LEARNING AND DEVELOPMENT (3 Credits)**
Overview of the theoretical foundations of educational psychology; student characteristics and diversity; basic principles of human learning and motivation to include: perception, memory, problem-solving, transfer, cognitive development and group processes. Application of basic psychological principles in educational and clinical settings. Offered: Fall, Spring, Summer.

**EDUC 6360 - INFORMATION SOURCES AND SERVICES (3 Credits)**
Selection, evaluation, and utilization of information sources including book, non-book, technology and telecommunication-based sources; developing techniques and methods for reference service. Offered: Spring of even-numbered years.
EDUC 6361 - INSTRUCTIONAL TECHNIQUES FOR CONTENT AREAS: BILINGUAL (3 Credits)
Techniques for teaching mathematics, science and social studies in Spanish including technical vocabulary building in Spanish, classroom management and conceptual development in content areas. Research in language development and academic Spanish for L1/L2 cognitive academic language learning approach strategies. This course is taught bilingual (English/Spanish). Prerequisite: Academic and oral language proficiency in Spanish and English. Fee: $20.

EDUC 6363 - READING AND LANGUAGE ARTS: BILINGUAL (3 Credits)
Examines the development and assessment of literacy in the primary language (L1) and in the students’ second language (L2). Transfer and diagnosis of literacy skills between languages including the current social nature of the biliteracy process. Research in the area of literacy assessment. Minimum of eight hours of field experience in bilingual classrooms. This course is taught bilingual (English/Spanish). Prerequisite: Academic and oral language proficiency in Spanish and English. Fee: $20.

EDUC 6364 - ENGLISH AS A SECOND LANGUAGE METHODOLOGY (3 Credits)
Current approaches to second language acquisition and instruction; methodology of teaching and testing English as a second language (ESL); design, implementation and evaluation of ESL programs and materials. Offered: Fall.

EDUC 6365 - LANGUAGE DEVELOPMENT: ENGLISH LANGUAGE LEARNERS (3 Credits)
Study of bilingual language developmental stages and acquisition processes of reading and writing in students first (L1) and second language (L2). Language variety with an emphasis on social and cultural contexts and the successful development of bilingualism in families, communities, and schools. Course includes research project in the area of Second Language Acquisition. Offered: Spring.

EDUC 6368 - CLASSROOM ORGANIZATION AND MANAGEMENT FOR MULTICULTURAL SETTINGS (3 Credits)
Overview of basic principles of classroom organization and management of instructions, including theoretical knowledge about the science of classroom management. A broad range of techniques is presented with attention to social, cultural, and gender differences as factors important to effective classroom management, Code of ethics and standard practices for Texas educators including professional and ethical practices and conduct toward colleagues and students. Emphasis on practical application of theoretical frameworks of classroom management. Eight clock hours of field experience in schools. Fee: $10. Offered: Summer.

EDUC 6369 - CLINICAL PRACTICE IN READING (3 Credits)
Supervised practice with students with reading problems in a clinic setting. The experience will include reading diagnosis; development and implementation of interventions. Data will be gathered and case studies written. Fee: $25. Offered: Summer.

EDUC 6371 - CURRICULUM DEVELOPMENT (3 Credits)
Definitions, theories and characteristics of curriculum which guide professionals in preparation of curricula and processes of curricular change. Offered: Spring, Summer Distance Learning Fall.

EDUC 6372 - LEADERSHIP IN INSTRUCTIONAL TECHNOLOGY (3 Credits)
The role of the school leaders in communication, collaboration, mentoring, coaching and consulting as related to technology in instruction. Offered: Distance Learning Course Fall. Fee: $10.
EDUC 6374 - READING DIAGNOSIS AND PRESCRIPTION (3 Credits)
Overview of assessment and correction of reading difficulties; principles of intervention and corrective instruction, including use of the Response to Intervention (RTI) approach; informal and standardized instruments for diagnosing student strengths and weaknesses in reading; formulation of programs, appropriate strategies and procedures based on diagnosis, clinical practice in administration and interpretation of diagnostic instruments. Practical application of intervention design and implementation. Minimum of 8 hours of field experience in schools. Offered: Fall.

EDUC 6375 - CONTENT AREA READING IN SECONDARY SCHOOL (3 Credits)
Principles, methods and materials for effective instruction in reading at the secondary level. Emphasis is placed on reading to learn with meaning-based strategies that help students construct meaning and become more effective readers in the content areas, appropriate reading levels, adaptation of materials in content areas and assessment procedures. Practical applications of reading strategies to help students become more effective readers. Minimum of eight hours of field experience in schools. Offered: Spring.

EDUC 6376 - DESIGNING PROFESSIONAL DEVELOPMENT TEACHERS (3 Credits)
Critical examination of convergent research for application in the school environment. Identification of professional development needs and development of adult learning situation to promote positive change. Offered: Distance Learning Course Spring.

EDUC 6377 - TEACHING EDUCATIONAL TECHNOLOGY (3 Credits)
A study of instructional technology tools and integration strategies for teaching and learning. Topics include theory and practice of integration, with specific emphasis on instructional software, productivity software, multi-media, internet, and discipline-specific tools and applications. Offered: Summer, Distance Learning Course Spring.

EDUC 6379 - ADVANCED EDUCATIONAL TECHNOLOGY (3 Credits)
A study of emergent technology-based delivery and management of instruction. Topics include information literacy; digital media (video, audio, animations, etc.) design and production; management of digital information; advanced Web authoring; and technology-related legal, ethical, and socialite issues. Prerequisite: EDUC 6300 or consent of instructor. Fee: $20. Offered: Distance Learning Course Spring.

EDUC 6380 - PROFESSIONAL INTERNSHIP: SCHOOL LIBRARIAN (3 Credits)
One-year teaching experience where the student is employed as a school librarian and jointly supervised by the University and an accredited school. Course requires documentation of at least 50% time on-the-job spent as a partner teacher in the direct instruction/guidance of large groups small groups and individual students utilizing effective classroom management and counseling techniques. Lesson plans will be aligned to the appropriate TEKS. Offered on a pass/fail basis. May be repeated once for credit. Fee: $30. Offered: Fall, Spring.

EDUC 6381 - SCHOOL ADMINISTRATION (3 Credits)
Behavioral science concepts and principles of computer-age management and educational leadership for a multicultural society; focus on individual administrator's attitudes, motivation, perception skills. Offered: Spring of even numbered years, Summer of odd-numbered years.

EDUC 6382 - PRINCIPAL INTERNSHIP (3 Credits)
Knowledge, skills and experience at the performance level under joint guidance and direction of school administration officials and education administration teaching staff; experiences with all administrative jobs and positions except that of superintendent. This course may be repeated for credit. Fee: $50. Offered: Spring.
EDUC 6383 - BUSINESS ADMINISTRATION OF PUBLIC SCHOOLS (3 Credits)
Principles of finance and organization of business management functions in public schools, including internal structure, use of computers, budgeting, accounting, purchasing, control of supplies, taxation, bonds, school construction, building maintenance and operation, transportation, food services, legal relationships, insurance, funding of special projects, and local, state and federal relationships. Offered: Fall, Summer of even-numbered years.

EDUC 6384 - SCHOOL LAW (3 Credits)
Legal bases for organizing and conducting public and private school systems, statutes and court decisions affecting educational functions. Offered: Spring.

EDUC 6386 - INTERNSHIP I: ELEMENTARY (3 Credits)
Elementary teaching experience where the students is employed as a teacher of record and jointly supervised by the University and an accredited school. Attendance at internship seminars is required during first semester of teaching. Offered on a pass/fail basis. Fee: $30. Offered: Fall, Spring.

EDUC 6387 - INTERNSHIP II: ELEMENTARY (3 Credits)
Elementary teaching experience where the student is employed as a teacher of record and jointly supervised by the University and an accredited school. Attendance at internship seminars is required during first semester of teaching. Offered on a pass/fail basis. Fee: $30. Offered: Fall, Spring.

EDUC 6388 - INTERNSHIP I: SECONDARY (3 Credits)
Secondary teaching experience where the student is employed as a teacher of record and jointly supervised by the University and an accredited school. Attendance at internship seminars is required during first semester of teaching. Offered on a pass/fail basis. Fee: $30. Offered: Fall, Spring.

EDUC 6389 - INTERNSHIP II: SECONDARY (3 Credits)
Secondary teaching experience where the student is employed as a teacher of record and jointly supervised by the University and an accredited school. Attendance at internship seminar is required during first semester of teaching. Offered on a pass/fail basis. Fee: $30. Offered: Fall, Spring.

EDUC 6391 - SCHOOL SUPERVISION (3 Credits)
Scope, procedures and processes, organization and administration, and planning of supervision; application of principles of supervision to the teaching-learning situation in a multicultural community. Offered: Fall.

EDUC 6393 - SEMINAR IN SCHOOL LIBRARIANSHIP (3 Credits)
Special problems, activities, and topics in school librarianship, educational technology, etc. May be repeated for credit when topic varies.

EDUC 6395 - TELECOMMUNICATIONS FOR INSTRUCTIONAL PURPOSES (3 Credits)
A study of the use of educational telecommunications for teaching and learning. Topics include the networking, teleconferencing, streaming media, and instructional application of the World Wide Web. Offered: Distance Learning Course Summer.

EDUC 6397 - STUDENT TEACHING (3 Credits)
This student teaching experience is designed for students in the M.A.T program. It will consist of 12 consecutive weeks of full-day observation and teaching at an assigned school under the supervision of a cooperating teacher and an OLL supervisor. The student teacher will be responsible for planning, implementing and evaluating instruction in collaboration with the cooperating teacher.
Weekly seminars at will explore appropriate topics. Offered on a pass/fail basis. Prerequisite: Consent of MAT advisor. Fee: $30. Offered: Fall, Spring.

**EDUC 6399 - DIRECTED STUDIES IN SCHOOL LIBRARIANSHIP (3 Credits)**
Faculty supervision of an in-depth study and report of a topic in library and information science, instructional technology or other related fields. Limited to students who have completed all required courses.

**EDUC 6406 - SELECTED TOPICS IN EDUCATION (4 Credits)**
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

**EDUC 6419 - THESIS (4 Credits)**
Prerequisite: EDUC 6311 approval of topic, consent of thesis director.

**EDUC 6421 - SEMINAR IN SCHOOL ADMINISTRATION (4 Credits)**
Administrative problems studied and specific school situations; development of individual capabilities in resolving persistent problems.

**EDUC 6506 - SELECTED TOPICS IN EDUCATION (5 Credits)**
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

**EDUC 6519 - THESIS (5 Credits)**
Prerequisite: EDUC 6311 approval of topic, consent of thesis director.

**EDUC 6521 - SEMINAR IN SCHOOL ADMINISTRATION (5 Credits)**
Administrative problems studied in specific school situations; development of individual capabilities in resolving persistent problems.

**EDUC 6606 - SELECTED TOPICS IN EDUCATION (6 Credits)**
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Consent of instructor.

**EDUC 6619 - THESIS (6 Credits)**
Prerequisite: EDUC 6311 approval of topic, consent of thesis director.

**EDUC 6621 - SEMINAR IN SCHOOL ADMINISTRATION (6 Credits)**
Administrative problems studied in specific school situations; development of individual capabilities in resolving persistent problems.

**EDUC 6680 - STUDENT TEACHING (6 Credits)**
The student teaching experience will consist of twelve consecutive weeks of full-day observation and teaching at an assigned school. The student teacher will be responsible for planning, implementing, and evaluating instructions in collaboration with the cooperating teacher. Weekly seminars will explore teaching-related topics. Offered on a pass/fail basis. Prerequisite: Consent of MENTC Program Director. Fee: $30. Offered: Fall, Spring.

**EDUC 7382 - THE PRINCIPALSHIP (3 Credits)**
Organizational and administrative structure of elementary, middle and secondary schools, including special reading, special education, vocational education, bilingual and multicultural education, federal programs. Includes needs assessment, appropriate personnel and program evaluation criteria, personnel selection and use of computers in classrooms and offices. Offered: Fall of even-numbered years, Summer of odd-numbered years.
EDUC 7392 - SCHOOL SUPERVISION: ELEMENTARY, MIDDLE, AND SECONDARY (3 Credits)
Initiation and management of change; use of consultants in promoting the educational program, supervisory techniques, e.g., interaction analysis, targets for improvement, videotape usage and analysis of teaching; supervisory relationships; organizing a progressive supervisory program.

EDUC 8303 - THE SUPERINTENDENCY (3 Credits)
Administrative problem studied in specific situations involving decision-making at the superintendent level; development of individual capabilities in approaching higher level decision processes for individuals and management teams.

EDUC 8312 - INTERNSHIP FOR SUPERINTENDENTS (3 Credits)
The internship for superintendents is on a cooperative basis with school districts. The internship will provide knowledge, skills, and experiences under the joint guidance of a district superintendent and the educational administrative professor with the superintendent specialty. This is a semester program of guided administrative experiences at the superintendent's level. Fee: $30.

EDUC 8314 - SCHOOL-COMMUNITY INTERACTION (3 Credits)
The students shall be able to describe a plan for improving the school's relationship to the community it serves and to whose control it must respond, demonstrate skills in effective two-way communication and the rapport of mutual acceptance, use techniques to effect changes in the attitudes of school personnel toward parent and community relationships and involvement, and application of community resources.

EDUC 8315 - SUPERINTENDENT OF SCHOOLS, THE ADMINISTRATIVE TEAM AND PERSONNEL MANAGEMENT (3 Credits)
Competencies in the following area shall be acquired organizational planning, administrative communication, selection and evaluation of personnel, and functions of regulatory groups on a local, state and national level.

EDUC 8316 - ADVANCED SCHOOL BUSINESS ADMINISTRATION (3 Credits)
The student shall be able to understand, evaluate, select and implement the most advanced current business concepts and practices available in today's technology of school business operations.

EDUC 8612 - INTERNSHIP FOR SUPERINTENDENTS (6 Credits)
The internship for superintendents is on a cooperative basis with school districts. The internship will provide knowledge, skills, and experiences under the joint guidance of a district superintendent and the educational administrative professor with the superintendent specialty. This is a semester program of guided administrative experiences at the superintendent's level. Fee: $60.

English

ENGL 6311 - CREATIVE WRITING AND SOCIAL JUSTICE (3 Credits)
Combines traditional methods of literary and critical analysis with the creative writing workshop in order to explore the intersection of literature and social justice, the ways writers and writing can impact communities, and the role that writers and literature play in effecting social change and justice. Course offerings are genre-specific and topics vary.
ENGL 6321 - TEACHING RHETORIC AND COMPOSITION (3 Credits)
Application of theory and research to the teaching of composition and rhetoric and/or other communication arts. May be repeated for credit when topics vary (for example: Teaching Creative Writing, Expository and Argumentative Writing, Composition Research, Writing Assessment).

ENGL 6331 - WRITTEN COMMUNICATION ARTS (3 Credits)
Study and application of theory and research in written communication; development of specialized writing skills. May be repeated for credit when topics vary (for example: Stylistics, Rhetoric of Argument, Copywriting/Editing, Fiction Writing, Scriptwriting).

ENGL 6340 - BUSINESS AND PROFESSIONAL COMMUNICATION ARTS (3 Credits)
Study of theories and research findings in communications with application to business and the professions. May be repeated for credit when topics vary (for example: Management Communications, Information and Decision Science, Professional Speaking and Writing, Public Relations Techniques).

ENGL 6341 - MEDIA COMMUNICATION ARTS (3 Credits)
A survey course exploring the genre of Literary Journalism, which includes authors such as Thomas Wolfe, Truman Capote and Hunter S. Thompson. Readings and analysis will focus on the structure and core elements of this writing style, as well as on the writings of the authors themselves.

ENGL 6391 - READINGS IN COMMUNICATION ARTS (3 Credits)
Arranged by the student with an individual professor after approval by the graduate advisor. May be repeated for credit when topics vary.

ENGL 7321 - LITERARY FORMS (3 Credits)
Analytical study of significant works as representative of a given genre. May be repeated for credit when topics vary (for example: Autobiography, Rhetoric of Fiction, Contemporary American Novel, Modern Drama, Formal Analysis of Poetry).

ENGL 7331 - THEORIES OF LITERATURE AND SOCIAL JUSTICE (3 Credits)
Theoretical and critical perspectives on literature which address and analyze social justice issues. A central aim of the course is to examine theories and practices that aim to combat inequities and injustices by interrogating assumptions underlying social categories such as “race,” “class,” “gender,” “sexual orientation,” and “nationality.” May be repeated for credit when topics vary (for example: Contemporary Literary Theories, Feminist Criticism, History of Literary Theory and Criticism, Theories of Social Change).

ENGL 7332 - LITERATURE AND DISCOURSE (3 Credits)
Study of influence on of social, political, philosophical, scientific, and ideological discourses on literature. May be repeated for credit when topics vary (for example: Philosophical Currents in English Romanticism, The Earth in Literature, Science Fiction and Ideas of the Future, Neoclassicism, Modernity and Poetry, The Postmodern Novel, Art and Culture).

ENGL 7333 - TEACHING COMPOSITION, LITERATURE, AND CREATIVE WRITING (3 Credits)
Application of literary theory, criticism and research to the teaching of composition, literature, and creative writing.

ENGL 7339 - LITERATURE OF INDENTITY AND POWER (3 Credits)
Study of literary works that develop an understanding of key concepts such as prejudice, privilege, oppression, liberation, justice, equity, inequity, and equality (for example: Poetry of Social
Deviance, War and Morality in the Novel, Disability Literature, Power and Powerlessness in Minority Literatures).

**ENGL 7341 - LITERATURE OF SOCIAL MOVEMENTS (3 Credits)**
Study of important literary works within cultural context of a given social movement. May be repeated for credit when topics vary (for example: Racial and Ethics Politics in Early American Literature, Contemporary American Myths; Protest, Social Change, and Victorian Prose; Immigrant Experience in the Literature of the Southwest).

**ENGL 7342 - LITERATURE AND GENDER (3 Credits)**
Literature and the formulation, transmission and redefinition of gender and gender roles. May be repeated for credit when topics vary (for example: Strong Women in Literature, the Gendered Frontier in American Literature, Gay Texts and Subtexts, Feminist Themes).

**ENGL 7343 - LITERATURE, RACE AND CLASS (3 Credits)**
Literature as a vehicle for the expression of ethnic and social identity and for the formulation transmission and redefinition of constructs on race and class. May be repeated for credit when topics vary (for example: Minority Writers and Filmmakers, Latina Prose and Poetry, Marginalized Subjects, Multicultural Currents).

**ENGL 7356 - LITERARY TRANSLATION (3 Credits)**
Introduces students to the craft of literary translation and the many ways it can help them become better writers. The work of various leading writer-translators will be studied and discussed to see connections between the authors these writers have translated and the innovations in their own poetry and prose. Knowledge of a foreign language is not required. Offered: Spring.

**ENGL 7371 - THE WRITER AND THE WRITER’S WORK (3 Credits)**
Intensive study of major works in relation to authors’ lives and canons, with an emphasis on writers whose works impact our understanding of social injustices and inequalities. May be repeated for credit when topics vary (for example: Dante’s Inferno and Social Responsibility, Inequity in Shakespeare, Langston Hughes and the Harlem Renaissance).

**ENGL 7382 - STUDIES IN LANGUAGE AND LINGUISTICS (3 Credits)**
Study and application of research and theory in language and linguistics. May be repeated for credit when topics vary (for example: Generative Grammers, Minority Dialects, Contemporary Usage, Psycholinguistics).

**ENGL 7385 - FIELD STUDY (3 Credits)**
Field Studies should address community service and/or the pursuit of social justice through student-developed, faculty-approved projects such as interning with cultural, professional, or social organizations, developing multimedia presentations, creating websites, editing a publication, organizing cultural events, or teaching in community centers. Projects should be equivalent of 45 hours of coursework.

**ENGL 7391 - READINGS IN LITERATURE (3 Credits)**
Arranged by the student with an individual professor after approval by the graduate advisor. May be repeated for credit when topics vary.

**ENGL 7392 - SPECIAL TOPICS (3 Credits)**
In-depth study of topics not appropriate under other course titles. May be repeated for credit when topics vary.
ENGL 7394 - SCHOLARSHIP/BIBLIOGRAPHY AND RESEARCH METHODS (3 Credits)
Introduces students, at the theoretical level, to key issues relevant to all subfields of literary studies, and at the practical level to the tools and resources necessary for conducting advanced literary scholarship, including print and online resources. Must be taken in first year.

ENGL 8391 - THESIS (3 Credits)
Supervised research culminating in a major essay. May take twice.

ENGL 8691 - THESIS (6 Credits)
Supervised research culminating in a major essay. Cannot take twice.

Finance

FINC 8319 - CORPORATE CAPITAL BUDGETING (3 Credits)
Corporate financial strategies, problem solving and decision making within the domestic and international corporate settings. Examination of theoretical underpinnings and concentration on real world problems. Prerequisite: FINC 8329.

FINC 8321 - INTERNATIONAL FINANCE (3 Credits)
Examines the theory and practice of corporate financial management in an international arena. Includes topics such as international financing, investment, risk, foreign exchange, capital budgeting and international money management. Prerequisite: FINC 8329.

FINC 8323 - FINANCIAL INSTITUTIONS, MARKETS AND ECONOMIC ACTIVITY (3 Credits)
Integrates modern economic and financial theory with the fields of money and banking, finance and government regulation, and examines the effect of such integration on the organization and behavior of financial markets and institutions. Prerequisite: FINC 8329.

FINC 8329 - CORPORATE FINANCE (3 Credits)
Emphasizes the development of skills necessary for sound financial decision making within the firm. Includes financial ratio analysis, capital budgeting, risk and return analysis and financial forecasting.

FINC 8340 - SPECIAL STUDIES IN FINANCE (3 Credits)
In-depth study of specialized topic chosen by instructor. Course may be repeated for credit when topics vary. Prerequisite: Varies with course content.

Health Care Management

HCMG 7304 - MANAGEMENT OF HEALTH CARE INSTITUTIONS (3 Credits)
Covers the organization of health care delivery systems in the U.S. including the following hospitals, ambulatory care, intermediate and long term care, cyber care and other contemporary trends. Includes analysis of demographic trends related to the aging U.S. population, early intervention programs for preventive and wellness care, and basic epidemiological techniques for analyzing local health care needs. Considers delivery systems in other countries and the implications for change in the emerging U.S. market. Discussion focuses on intervening in the design of structures and processes of health care systems and the management of organizational performance to include human resources, physical plant and materials.
HCMG 7320 - HEALTH CARE LAW AND ETHICS (3 Credits)
Focuses on the legal relationships among health care users, providers, public interest and the government. Reviews administrative and constitutional law as well as ethical issues associated with health care in the United States.

HCMG 7325 - HEALTH CARE PLANNING AND POLICY (3 Credits)
Analyzes the political, social and economic dimensions of U.S. health care policy at the national, state and local levels and their implications for current and future health care organizations across the spectrum of care. Applies the theory by tracking health care legislation in progress at the national, state and local levels. Considers key federal legislation such as the Balanced Budget Act for implications in the delivery of health care in the U.S. Analyzes trends in policy-making so as to forecast future legislative initiatives that may impact the design of delivery of health care in the U.S. Considers how to influence policy development at the local, state and national level. Applies concepts and techniques that can affect short-term and long-term program strategic planning in health services delivery systems.

HCMG 7361 - HEALTH CARE FINANCE (3 Credits)
Overview of financial management of health care organizations. Topics include printing and reimbursement strategies, managed care contracting financial arrangements and implications, cost control, capital budgeting, cost-benefit analysis, financial ratio analysis, mergers and acquisitions and financial modeling.

HCMG 7380 - MANAGED CARE FOR COMMERCIAL, MEDICARE AND MEDICAID POPULATIONS (3 Credits)
Analyzes factors impacting on emerging managed care product lines and competing alternative delivery systems. Examines managed care market penetration in various markets and the strategic responses of hospitals, health care providers, integrated delivery systems and others to increasing market penetration by managed care organizations. Discusses characteristics of future leaders of health care organizations and techniques for improving the financial, behavioral and structural dynamics of health care institutions. Integrates the content of the previous courses to enhance potential for successfully managing the delivery of the full spectrum of health services in a future characterized by constant change and increasing organizational complexity.

HCMG 7384 - SPECIAL STUDIES IN HEALTH CARE MANAGEMENT (3 Credits)
In-depth study of current topics in business chosen by the instructor. Course may be repeated for credit when topics vary.

Human Resource Management

HRMG 8310 - PERFORMANCE ANALYSIS AND IMPROVEMENT STRATEGIES (3 Credits)
Based on behavioral concepts as they apply to performance in organizations and organization effectiveness. Examines performance standards. Assessment and appraisal and compensation issues in relation to how employee's competencies, interests, and accomplishments contribute to the future growth of the responsive organization. Students learn when and how to use performance improvement strategies such as feedback and compensation and incentive systems, professional development plans and workplace and job design.

HRMG 8312 - MANAGEMENT DEVELOPMENT: EDUCATION AND TRAINING FOR MANAGERS (3 Credits)
Examines key principles relevant to training and development, including the role of training in an organization, adult learning theory, needs assessment, training methodology, organizational support, resources and constraints, evaluation of training, and managing the training function.
International training considerations are also addressed. Issues that influence training implementation, such as ethics and interpretation will be reviewed.

**HRMG 8315 - STRATEGIC HUMAN RESOURCES ADMINISTRATION FOR COMPETITIVE EDGE (3 Credits)**
Focuses on recruiting, screening and selection, hiring and out-placing employees within the public and private sector. Laws of Recruitment and Selection are also discussed with a view to application of recruitment and selection process for a diverse workforce. Includes an analysis of labor force demographics, equity in recruitment and selection, and sensitivity to diverse cultures. Addresses the use of technology to find and attract employees, including company week page criteria for staffing and electronic communications polices. Discusses various Employment Affirmative Action cases and EEO laws for study analysis of laws.

**HRMG 8318 - CONFLICT RESOLUTION: MANAGEMENT, MEDIATION AND ARBITRATION (3 Credits)**
Examines conflict theory and the processes of conflict management and resolution, such as negotiation, mediation, alternative dispute resolution problem-solving. Students study the development and assessment of the roles of mediator arbitrator, and reconciliatory; assess third party interventions in a variety of organizational settings; compare and contrast legal processes and alternative dispute resolution; and discuss ethical perspectives and dimensions, Labor relations cases will be analyzed.

**HRMG 8342 - SPECIAL TOPICS IN HUMAN RESOURCE MANAGEMENT (3 Credits)**

### Information Assurance and Security Management

**IASM 8302 - PRINCIPLES OF INFORMATION ASSURANCE AND SECURITY (3 Credits)**
Course will include survey of information assurance and security, design and analysis methods for high assurance information systems, safety, reliability and security, specification of mission-critical system properties, software and hardware validation, verification and certification, legal and ethical issues in computer security.

**IASM 8303 - INFORMATION ASSURANCE PLANNING AND MANAGEMENT (3 Credits)**
Discussion and practical performance of the certification and accreditation process, to include development of a system security plan. Course will introduce generic security planning guidelines and documents. Students will develop a security plan for a supplied description of an AIS/telecommunications systems.

**IASM 8304 - INFORMATION ASSURANCE ASSESSMENT (3 Credits)**
Course will include discussion and demonstration of information assurance assessment. Students will learn to identify, assess and report vulnerabilities, threats and risk in an AIS/telecommunications system, and recommend corresponding protection measures. Students will perform role playing scenarios in which points of exploitation are identified and appropriate countermeasures are applied in an instructor supplied description of an organization’s AIS/telecommunications system.

**IASM 8311 - SPECIAL TOPICS IN INFORMATION SYSTEMS SECURITY (3 Credits)**
In-depth study of topics in information security chosen by the instructor. Course may be repeated for credit when topics vary. Prerequisite: Varies with course content
IASM 8312 - INTERNET SECURITY ARCHITECTURES (3 Credits)
Course will include a detailed study of network and distributed systems security. The course reviews security consideration in distributed system and enterprise network architectures, and implementation of security services such as cryptography, access control and network security and monitoring. Students will examine and compare network and system architectures, and apply lessons learned to instructor supplied AIS/telecommunication systems.

Leadership Studies

LEAD 6310 - INTRODUCTION TO LEADERSHIP THEORIES (3 Credits)
Introduction to the history and theory of leadership to critical thinking and methods of inquiry as they bear on the subject of leadership, to the ethics of leadership, to basic leadership competencies, to relevant leadership contexts, and to leading groups and individuals. Analysis of historical concepts and contemporary theories of leadership. Emphasis on application of theoretical concepts to actual leadership situations.

LEAD 6314 - LEADERSHIP DECISION MAKING (3 Credits)
Introduction to models and techniques that support effective and efficient decision processes. Introduces the students to the identification and avoidance of known cultural and cognitive biases and other process pitfalls that can seriously hinder successful decision-making. Offered: Fall.

LEAD 6316 - CONFLICT MANAGEMENT FOR LEADERS (3 Credits)
This course will offer students the opportunity to develop and refine conflict management skills needed to facilitate organizational processes aimed at successfully attaining desired performance results. Topics will include communication, interpersonal skills, bargaining and negotiation, and other strategies for recognizing and resolving conflict in complex organizations. Offered: Spring.

LEAD 6321 - LEADERSHIP STRATEGIES AND PROCESSES (3 Credits)
Focus on strategic planning methodologies and issues related to the design of effective organizational structures, processes and control systems in contemporary and future complex organizations. Emphasis will be placed on a variety of seminal strategic planning methodologies available to leaders. Prerequisite: LEAD 6310.

LEAD 6322 - CRITICAL THINKING AND PROBLEM ANALYSIS FOR LEADERS (3 Credits)
Study of the principles of logic, critical thinking, problem definition and decision theory that are used in identifying problems, assumptions and alternatives for problems that leaders encounter. Methods of decision-making and scenario planning are explored in detail.

LEAD 6341 - INTRODUCTION TO LEADERSHIP RESEARCH METHODS (3 Credits)
Explores the process of asking research questions and finding answers. Includes broad overview of experimental and non-experimental methods. Emphasizes the functional use and understanding of basic statistics in evaluating research findings.

LEAD 6344 - TRANSFORMATIONAL LEADERSHIP (3 Credits)
Introduction to the history of Transformational Leadership, to critical thinking and methods of inquiry as they bear on the subject of leadership, to the ethics of leadership, to the basic leadership competencies, to relevant leadership contexts, and to leading groups and individuals. Emphasis on application of theoretical concepts and the measurements of Transformational Leadership to actual leadership situations.

LEAD 6351 - READINGS IN LEADERSHIP (3 Credits)
Introductory survey of contemporary writings and emerging theories on leadership.
LEAD 6360 - MULTI-CULTURAL ISSUES IN LEADERSHIP (3 Credits)
This course will examine cultural styles of leadership and various leadership styles that can be employed in different cultural settings. Students will examine the role of culture in attitudes toward society, family and work. Prerequisite: LEAD 6310.

LEAD 6361 - GENDER ISSUES IN LEADERSHIP (3 Credits)
This course will examine gender issues by exploring how gender influences human development, achievement, self-concepts, family roles, work life and social institutions such as the legal system. Gender perceptions as they relate to leadership styles will be explored in detail. Prerequisite: LEAD 6310.

LEAD 6362 - WRITTEN COMMUNICATION FOR LEADERS (3 Credits)
Provides an overview of the structure, process and requirements associated with writing effective reports, executive summaries and proposals. Covers advanced rules of grammar and syntax and methods for synthesizing disparate sources of information into concise written summaries.

LEAD 6366 - SELECTED TOPICS IN LEADERSHIP (3 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit.

LEAD 6370 - SYNTHESIS OF LEADERSHIP RESEARCH THEORIES (3 Credits)
This course is designed to serve as a capstone to the first 18 hours (core courses) of the MSOL degree. This course integrates material across the core practical and theoretical courses, and is intended to aid retention and student success by enabling integration, synthesis and application of specialized knowledge. Offered: Fall.

LEAD 7330 - LEADERSHIP IN SOCIAL MOVEMENTS (3 Credits)
Exploration of history of leadership is social movements. Comparison and contrast of forms, mechanisms and practices of leadership in various stages of a social movement. Examination of values of leaders as expressed through stories of ordinary people involved in leadership in social movements. Prerequisite: LEAD 6310.

LEAD 9115 - INTERNSHIP (1 Credit)
Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

LEAD 9134 - COMMUNITY RESOURCES II (1 Credit)
Examination of the reciprocal partnerships in the community specific to his or her field of interest and the implications of that specific partnership for community and regional structure and function, social and political organizations, economic structure and development.

LEAD 9149 - FIELD BASED RESEARCH (1 Credit)
Identification of a problem related to the field of leadership and use of experimental and/or qualitative research to investigate the issue and suggest solutions. May be repeated as many times as needed. Offered on a pass/fail basis.

LEAD 9166 - SELECTED TOPICS IN LEADERSHIP STUDIES (1 Credit)
Specialized courses which provide intensive, specific exposure to a topic selected from the following emphasis areas: technology leadership, non-profit and public leadership and for-profit leadership. May be repeated for credit when topic varies. Prerequisite: Doctoral level or consent of instructor.
LEAD 9170 - SYNTHESIS OF LEADERSHIP AND RESEARCH THEORIES (1 Credit)
This course provides specialized instruction to serve as a capstone to the first year of courses. The course will help students to consolidate learning across practical and theoretical courses in such a manner that the student goes beyond encapsulated knowledge and moves towards successful integration of material, with the ability to discuss and apply consolidated knowledge in a scholarly manner. Prerequisite: A minimum of 12 hours of leadership core courses, including LEAD 9310 and LEAD 9341.

LEAD 9171 - RESEARCH SYNTHESIS FOR LEADERSHIP (1 Credit)
The course provides specialized instruction to serve as a research capstone to the pre-candidacy doctoral student. It will help students to consolidate learning across 12 hours of research methodology and statistics courses in such a manner that the student goes beyond encapsulated knowledge and moves towards successful integration and application of the material beyond the classroom. Prerequisite: A minimum of 12 hours of research methods and statistics courses, including LEAD 9341, LEAD 9342, LEAD 9343, LEAD 9344.

LEAD 9172 - LEADERSHIP THEORIES SYNTHESIS FOR LEADERSHIP (1 Credit)
The course provides specialized instruction to serve as a leadership theories capstone to the pre-candidacy doctoral student. It will help students to consolidate learning across 12 hours of leadership theory courses in such a manner that the student goes beyond encapsulated knowledge and moves towards successful integration and application of the material beyond the classroom. Prerequisite: A minimum of 36 hours in program with the following courses LEAD 9310, LEAD 9320, LEAD 9321, LEAD 9350 and LEAD 9316.

LEAD 9173 - MANAGEMENT SYNTHESIS FOR LEADERSHIP (1 Credit)
The course provides specialized instruction to serve as a management capstone to the pre-candidacy doctoral student. It will help students to consolidate learning across 12 hours of management courses in such a manner that the student goes beyond encapsulated knowledge and moves towards successful integration and application of the material beyond the classroom. Prerequisite: A minimum of 36 hours in program, with the following courses LEAD 9313, LEAD 9320, LEAD 9321 and LEAD 9323.

LEAD 9199 - DISSERTATION DEFENSE (1 Credit)
This one-hour credit must be taken the semester a candidate wishes to defend the dissertation. Fee: $200.

LEAD 9215 - INTERNSHIP (2 Credits)
Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

LEAD 9249 - FIELD BASED RESEARCH (2 Credits)
Identification of a problem related to the field of leadership and use of experimental and/or qualitative research to investigate the issue and suggest solutions. May be repeated as many times as needed. Offered on a pass/fail basis.

LEAD 9261 - ORAL COMMUNICATION FOR LEADERS (2 Credits)
Covers principles of effective oral communication to both small and large groups in both formal and informal settings. Covers aspects of developing effective support materials for and principles of effective meeting management, briefings and speeches. The student will be required to hone her or his skills in impromptu presentations requiring critical thinking skills and oral dialectic exchanges.
LEAD 9266 - SELECTED TOPICS IN LEADERSHIP STUDIES (2 Credits)
Specialized courses which provide intensive, specific exposure to a topic selected from the following emphasis areas: technology leadership, non-profit and public leadership and for-profit leadership. May be repeated for credit when topic varies. Prerequisite: Doctoral level or consent of instructor.

LEAD 9310 - INTERMEDIATE LEADERSHIP THEORIES (3 Credits)
Overview of the knowledge, skills, and abilities needed to lead complex organizations in the public and private sectors of 21st Century American society. Issues include developing and sustaining strategic focus, applying leadership principles in an environment of constant change and applying systems thinking to the management of human, financial, materials and information resources.

LEAD 9311 - LEADERSHIP ISSUES IN TECHNOLOGY AND ORGANIZATIONAL CHANGE (3 Credits)
Leadership opportunities and challenges related to the integration of technology within complex organizations. Discussion will include trends, issues and the effects of technological change on organizational structure and behavior. Focus on resource implications and legal issues related to organizational use of digital technology. Course provides experimental familiarization with a broad range of technological support systems that are available or anticipated in the near term.

LEAD 9312 - SOCIAL CONTEXT FOR LEADERSHIP IN DEMOCRATIC SOCIETY (3 Credits)
Investigation of the moral, ethical and social context of organizational decision-making. Examination of social and value issues which confront organizational leaders in the public and private sectors of a democratic society. Exploration of the implications of value-driven decision-making for the development of organizational responses to contemporary social issues.

LEAD 9313 - GLOBAL LEADERSHIP (3 Credits)
Exploration analysis and evaluation of comparative approaches to leading and managing complex organizations form an international perspective. Investigation of comparative societal cultures, norms and systems in other developed and developing nations. Evaluation of implications of differing societal cultures and social systems for organizational behavior at the institutional, organizational and individual levels of analysis.

LEAD 9314 - LEADER DECISION PROCESSES (3 Credits)
Experiential investigation of models and techniques that support effective and efficient decision processes. Emphasizes the practice of effective decision processes through team decision-making activities. Provides experiential focus on the identification and avoidance of known cultural and cognitive biases and other process pitfalls that can seriously hinder successful decision-making.

LEAD 9315 - INTERNSHIP (3 Credits)
Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

LEAD 9316 - CONFLICT MANAGEMENT FOR LEADERS (3 Credits)
Advanced study of theoretical models behind conflict management needed to effectively lead organizations and influence a positive organizational culture and enhance organizational processes. Students will engage in critical analysis of models and scenarios reflecting the importance of communication, interpersonal skills, bargaining and negotiation, and creating a culture that facilitates effective conflict management. Prerequisite: Acceptance to Leadership Studies PhD program.
LEAD 9317 - LEADERSHIP IN LEARNING ORGANIZATIONS (3 Credits)
Process of strategy development formulation and implementation at various levels within the organization. Focus on role of top leaders in creating and sustaining organizational vision, and integrating organizational systems and resources to support mission accomplishment. Other issues considered will include organizational change and strategic renewal, and the management of human resources throughout theses continuing processes.

LEAD 9318 - LEADERSHIP ASSESSMENT (3 Credits)
Course provides an overview and application of key leadership assessment instruments and explores the evolution of leadership and the development of psychological assessment instruments as a means for understanding leadership dynamics. Research assignments to integrate scholarly writing and systems thinking to leadership research and theory to organizations. Fee: $40.

LEAD 9320 - INTRA-ORGANIZATIONAL LEADERSHIP (3 Credits)
Identification, analysis, evaluation and application of factors which influence the design, structure and operation of complex organizations in the public and private sectors of society. Emphasis on integration of theory and concepts from the social sciences as a basis for understanding human behavior within complex organizations.

LEAD 9321 - INTER-ORGANIZATIONAL LEADERSHIP (3 Credits)
Issues related to the design of effective organizational structures, process and control systems in contemporary and future complex organizations. Domains of inquiry include strategic assessment, goal formulation; design of organizational processes to attain desired performance; and measurement, analysis and evaluation of organizational performance outcomes. Emphasis on application of contemporary theory, methods and techniques to improve organizational outcomes.

LEAD 9323 - RESOURCES MANAGEMENT I (3 Credits)
Focus is on the application of the theory, methods and techniques of economic analysis to entrance the effectiveness of resource allocation decisions within complex organizations. Issues and techniques related to estimation and allocation of costs, evaluation of revenues and decision-making processes related to programmatic resource allocations will be explored. Emphasis will be placed on real world problem-solving related to revenue maximization and cost minimization in complex organizations.

LEAD 9324 - LEGAL ISSUES (3 Credits)
Reviews the legal bases for organizing and administering organizations. Statutes and court decisions affecting organizational functions will be studied. Discussion will include an overview of legal policy and precedents related to equal opportunity, discrimination and other issues involving equity, access and opportunity within complex organizations in the public and private sectors.

LEAD 9325 - MARKETING AND PUBLIC RELATIONS (3 Credits)
Offers an overview of the key elements of marketing and its impact on organizations and society. Topics include strategic marketing decisions made at the corporate and business level, and organizational issues that affect the formulation and implementation of marketing strategy.

LEAD 9326 - RESOURCES MANAGEMENT II (3 Credits)
Focus on developing and refining skills, knowledge and abilities needed for successfully integrate financial planning and management control systems in complex organizations. Topics covered include theory, methods and techniques that support effective analysis of the financial implications of program alternatives; cash and capital budgeting, risk and return analysis; and long-range financial planning in a managerial team environment.
LEAD 9330 - POLICY, VALUES AND PARTNERSHIPS (3 Credits)
Interdisciplinary overview of research related to contemporary policy development at federal, state and local levels, and their implications for organizations and communities. Includes introduction to and analysis of the dynamics of public policy formulation in allocating resources to support social institutions such as education, health care, the family, social welfare and housing.

LEAD 9331 - INTERGRATED DELIVERY OF SERVICES (3 Credits)
Illustrates the synergistic relationship between the organization and the community. Includes opportunities to analyze and evaluate historical and current services provided through organizations.

LEAD 9332 - APPLICATIONS IN POLICY AND SERVICES (3 Credits)
Provides the students with the opportunity to examine the dynamics of policy development in his or her field of interest and to place the dynamics in the context of historical and current service delivery.

LEAD 9333 - COMMUNITY RESOURCES I (3 Credits)
Involves study in the interconnections among organizations, community programs and public policies. Course attention will be given to building reciprocal partnerships between the organization and the community; theory and analysis of community and regional structure and function; social and political organizations, economic structure and development.

LEAD 9341 - INTERMEDIATE RESEARCH METHODS (3 Credits)
Overview of theory and methods of research in the social sciences. Topics include development of research questions and analysis, site entry, interviewing, participant observation and data collection and coding. Emphasis on theory and methods of survey research, including sampling, measurement theory, questionnaire construction, issues related to reliability and validity, and introduction to techniques used in data reduction and analysis.

LEAD 9342 - ADVANCED RESEARCH METHODS (3 Credits)
Offers an overview of various methods of qualitative research, including broad categories of phenomenology, case study research, ethnography and critical research. The philosophies, methodologies and issues associated with various kinds of qualitative research will be studied. Students will explore a research problem specific to their field, using a qualitative research design. Prerequisite: LEAD 9341.

LEAD 9343 - EXPERIMENTAL DESIGN AND STATISTICS I (3 Credits)
Characteristics of various group experimental designs, with emphasis on application and interpretation of inferential statistics used to analyze data. Includes review of statistics such as z-scores; t-tests, chi-square; simple linear regression; discriminate analysis; analysis of variance and an introduction to multiple linear regression. Emphasizes use of computer statistical software and interpretation of results.

LEAD 9344 - EXPERIMENTAL DESIGN AND STATISTICS II (3 Credits)
Develops skills and understanding needed to apply and interpret the results of multivariate statistical methods of data analysis. Topics include non-parametric statistics; multiple linear regression analysis; path analysis; factor analysis; cluster analysis; principal components analysis and discriminate analysis. Uses and interpretation of methods such as multivariate analysis of variance; repeated measures analysis of covariance; and multiple analysis of covariance. Emphasis will be on the use and interpretation of computer software to analyze data sets assigned.
LEAD 9349 - FIELD BASED RESEARCH (3 Credits)
Identification of a problem related to the field of leadership and use of experimental and/or qualitative research to investigate the issue and suggest solutions. May be repeated as many times as needed. Offered on a pass/fail basis.

LEAD 9350 - HISTORICAL LEADERSHIP THEORIES (3 Credits)
Survey of historical and contemporary writings on leadership. Readings and discussions will focus on developing a historical understanding of leadership and an in-depth understanding of current schools of leadership thought.

LEAD 9351 - ADVANCED LEADERSHIP THEORIES (3 Credits)
Survey of contemporary writings and emerging theories on leadership. Prerequisite: LEAD 9350 and completion of 36 semester hours in the doctoral program or department permission.

LEAD 9352 - LEADERSHIP ETHICS AND MORALITY (3 Credits)
An in-depth investigation of the characteristics and relationships between ethical and moral practices and effective leadership. Ethical reasoning will be developed and applied to a variety of leadership situations.

LEAD 9360 - WRITTEN COMMUNICATION (3 Credits)
Provides an overview of the structure, process and requirements associated with writing for conducting literature reviews, writing effective reports, executive summaries and proposals, and articles for publication in peer-reviewed journals and other professional publications. Covers advanced rules of grammar and syntax.

LEAD 9361 - ORAL COMMUNICATION (3 Credits)
Covers principles of effective oral communication to both small and large groups in both formal and informal settings. Covers aspects of developing effective support material for and principles of effective meeting management, briefings and speeches. The student will be required to hone her or his skills in impromptu presentations requiring critical thinking skills and oral dialectic exchanges.

LEAD 9366 - SELECTED TOPICS IN LEADERSHIP STUDIES (3 Credits)
Specialized courses which provide intensive specific exposure to a topic selected from the following emphasis areas: technology leadership, non-profit and public leadership, and for-profit leadership. May be repeated for credit when topic varies. Prerequisite: Doctoral level or consent of instructor.

LEAD 9415 - INTERNSHIP (4 Credits)
Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

LEAD 9515 - INTERNSHIP (5 Credits)
Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.

LEAD 9615 - INTERNSHIP (6 Credits)
Participation in an internship position related to other field of study and dissertation concentration. May be repeated for up to six total credit hours. Prerequisite: Consent of graduate adviser.
Management

MGMT 8315 - ENTREPRENEURSHIP (3 Credits)
This course focuses on the key concepts and methods relevant for entrepreneurs. Course covers the elements of new venture initiation as well as strategies for small and growing organizations. Students will prepare a business plan for an entrepreneurial venture of their choice, possibly for new venture they are considering.

MGMT 8320 - INTERNATIONAL BUSINESS STRATEGY (3 Credits)
Focuses on multinational business firms and the strategies employed to gain competitive advantage in international markets. Also includes discussion of ethics and social responsibility in a global economy. Draws from readings, cases and current business periodicals.

MGMT 8334 - MANAGEMENT THEORY AND DECISION MAKING PRACTICES (3 Credits)
The complex role of the manager in strategic planning, leadership, power, communication, motivation and decision making. Decision theater practice of effective team decision-making processes. Fee: $50.

MGMT 8343 - CURRENT TOPICS IN BUSINESS (3 Credits)
In-depth study of current topics in business chosen by the instructor. Course may be repeated for credit when topics vary. Prerequisite: Varies with course content.

MGMT 8347 - SUPPLY CHAIN AND OPERATIONS MANAGEMENT (3 Credits)
Overview and case study of issues and problems in management of the operations function along the supply chain. Topics include strategy, quality management, just-in-time process improvement management, customer and supplier relations, forecasting, and supply chain measurement and benchmarking.

MGMT 8351 - STRATEGIC MANAGEMENT CONCEPTS AND PROCESSES (3 Credits)
An integrative capstone course to be taken in the final trimester. Examines the role of top management in creating a vision for the enterprise and integrating resources to achieve a competitive advantage in carrying out its mission. Focuses on total enterprise objectives with societal values and a global economy. Prerequisite: BLAW 8301 or HCMG 7320 (health care management students), MGMT 8334, ACCT 8310, FINC 8329 or HCMG 7361 (health care management students), MGMT 8347, CISS 8319, MGMT 8351, ECON 8305 and enrollment in final term of the MBA Program. Fee: $50.

Marketing

MKTG 8305 - MARKETING STRATEGIES AND POLICIES (3 Credits)
Strategic planning for domestic and international market problems and effective direction and control of marketing operations and strategies of the firm. Emphasis on managing the marketing function within the organizational structure.

MKTG 8319 - MARKETING COMMUNICATIONS STRATEGY (3 Credits)
Examines the concept of Integrated Marketing Communications (IMC) strategy in successfully communicating the brand concept and product/service benefits to a customer group. Topics specifically examined include the advertising strategy, publicity and public relations, mass media considerations, sales force design and management, reseller support through sales promotions, and the analysis of communication strategies, including the internet. Prerequisite: MGMT 8347.
MKTG 8320 - INTERNATIONAL MARKETING (3 Credits)
Examines the challenge of entering and operating effectively in foreign markets. Decisions must be made on objectives, strategies, market selection, adaptation of products, logistics, communication channels and message structure, and systems of marketing organization and control. Cultural issues are emphasized. Requires development of a marketing plan. Prerequisite: MKTG 8305.

MKTG 8342 - SPECIAL STUDIES IN MARKETING (3 Credits)
Covers in-depth study of specialized topic chosen by instructor. Course may be repeated for credit when topics vary. Prerequisite: Varies by topic.

Mathematics Education

MTED 6210 - TOPICS IN MATHEMATICS EDUCATION (2 Credits)
Concepts in mathematics for the classroom teacher, emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary.

MTED 6309 - ALGEBRA FOR TEACHERS (3 Credits)
An overview of algebraic topics across the TEKS and high-school algebra. A detailed development of selected topics, including applications and history. Topics include: Patterns and relationships, families of functions, linear and non-linear equations, systems of equations and inequalities, matrices and determinants. Applications and explorations are modeled through the use of technology. Prerequisite: Consent of instructor

MTED 6310 - TOPICS IN MATHEMATICS EDUCATION (3 Credits)
Concepts in mathematics for the classroom teacher, emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary.

MTED 6311 - GEOMETRY FOR TEACHERS (3 Credits)
The historical development of geometric ideas through the ages; topics in Euclidean geometry; transformational geometry; and non-Euclidean geometries including fractal and projective Geometry. Recent developments on content and methods for the teaching of Geometry. Computer software is used to provide a technology-rich environment for the learning of geometry. Prerequisite: Consent of instructor

MTED 6312 - PROBABILITY AND STATISTICS FOR TEACHERS (3 Credits)
Overview of probability and data analysis topics across the TEKS. Topics include probability exploratory data analysis, simulation, sampling, development of continuous distributions and their properties, correlations and regression, hypothesis testing, topics from non-parametric methods, and modern uses of statistics. Study of modern educational technology and software used in statistics and probability applications. Prerequisite: MTED 6309 or consent of instructor

MTED 6313 - CONCEPTS OF CALCULUS (3 Credits)
An integrated study of the major concepts of differential and integral calculus and their applications. Prepares teachers to incorporate pre-calculus foundational ideas into lower level mathematics and science courses. Students cannot receive credit for this course if they have credit in MATH 2412 or MATH 4311. Prerequisite: Consent of the instructor

MTED 6314 - PROBLEM SOLVING FOR TEACHERS (3 Credits)
The heuristics of problem solving and problem posing, applications, recreational mathematics and mathematical modeling. Development of banks of problems at various levels and selected from
geometry, measurement, number theory, probability, statistics, and algebra. Prerequisite: At least six hours of MTED courses or consent of the instructor.

MTED 6315 - CURRENT ISSUES AND RESEARCH IN SCHOOL MATHEMATICS (3 Credits)
A thorough review of the literature on experimental and exemplary programs, results of recent national, state and local assessments of students' achievement in schools, and current research related to the teaching and learning of mathematics, the TEKS and the NCTM Standards for school mathematics. Prerequisite: At least six hours of MTED courses or consent of the instructor.

MTED 6316 - HISTORY OF MATHEMATICS (3 Credits)
Historical development of mathematics and the study of various philosophies of mathematics. Prerequisite: Consent of the instructor. MTED 6316 both cannot be counted.

MTED 6410 - TOPICS IN MATHEMATICS EDUCATION (4 Credits)
Concepts in mathematics for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary.

Nonprofit Management

NPMT 8300 - BECOMING AN EFFECTIVE EXECUTIVE DIRECTOR (3 Credits)
This course will cover the unique environment that leaders and managers of nonprofits encounter. Topics covered include: Understanding your leadership style; leading volunteers, employee motivation and satisfaction, productivity and performance management. Offered: Fall.

NPMT 8301 - PROFESSIONAL PROJECT (3 Credits)
At the beginning of the MSNPM, the student along with the instructor will determine a project that will be developed throughout the program. The final project will be presented formally to the instructor and fellow students through an online process for discussion and interaction. The project is to cover components addressed throughout the program and will emphasize effective and efficient management of a nonprofit organization. Students will follow the Action Research approach: Introduction, Literature Review, Methodology, Results, Discussion, and Presentation. Offered: Fall.

NPMT 8305 - MARKETING FOR NONPROFITS (3 Credits)
This course will cover the various functions of marketing. It will address methods to effectively manage and implement a marketing budget and strategy. Prerequisite: NPMT 8300. Offered: Fall.

NPMT 8307 - TALENT VOLUNTEER AND DIVERSITY MANAGEMENT IN NONPROFITS (3 Credits)
The crucial factors of hiring volunteers and staff to support the nonprofits organizations functions are part of the course. Managing a diverse paid staff and volunteer personnel as a primary role of the Executive Director is also covered, including appropriate evaluation and promotion plans. Offered: Spring.

NPMT 8307 - TALENT VOLUNTEER AND DIVERSITY MANAGEMENT IN NONPROFITS (3 Credits)
Emphasizes the development of skills necessary for sound financial decision making within a nonprofit. Includes financial ratio analysis, capital budgeting, risk and return analysis, and financial forecasting. Prerequisites: NPMT 8300, NPMT 8305. Offered: Spring.
NPMT 8311 - SOCIAL MEDIA AND INFORMATION TECHNOLOGY FOR NONPROFITS (3 Credits)
Various uses of social media and information technology to support and promote the operations of nonprofit organizations are addressed. The specific types of social media and their application to inter-and-intra-organizational communication, marketing, and planning are discussed through case studies and qualitative research. Offered: Spring.

NPMT 8312 - GRANT WRITING AND FUND RAISING IN NONPROFITS (3 Credits)
The basics of grant writing and effective fundraising techniques specific to nonprofit organizations are part of the course. Traditional and nontraditional methods of raising funds, as well as regulatory essentials will augment the basics. Offered: Summer.

NPMT 8314 - QUALITY AND RISK MANAGEMENT OF NONPROFITS (3 Credits)
The basic of grant writing and effective fundraising techniques specific to nonprofit organizations are part of the course. Traditional and nontraditional methods of raising funds, as well as regulatory essentials will augment the basics. Offered: Summer.

NPMT 8315 - OPERATIONS AND ADMINISTRATION OF NONPROFITS (3 Credits)
This course will address how to effectively integrate the numerous functional areas/activities of a nonprofit, such as Human Resources, Finance, Operations, Marketing, etc. Other areas covered included Project Management, Lean Management, and Six Sigma. Prerequisites: NPMT 8300, NPMT 8305, NPMT 8310. Offered: Spring.

NPMT 8320 - THE LEGAL AND ETHICAL ELEMENTS OF NONPROFITS (3 Credits)
Legal and ethical study of business with the focus on the nonprofit sector. Specifically, the judicial system, cost of litigation vs. alternative dispute resolution techniques, and current issues at the federal and state level in areas such as contracts, torts, product liability, deceptive trade, property, business enterprises, electronic commerce, employment and international law. Focus on ethical dilemmas faced in today's business environment. Prerequisite: NPMT 8300, NPMT 8305, NPMT 8315. Offered: Fall.

NPMT 8322 - BOARD GOVERNANCE (3 Credits)
The essential elements of Board of Director's composition, expected requirements, functions, and responsibilities are covered. The importance of fiscal and fiduciary Board members roles is addressed, as well as the interaction of an Executive Director with Board members through effective communication and delineating responsibilities of both entities. Offered: Fall.

NPMT 8324 - PROJECT MANAGEMENT, CHANGE MANAGEMENT, AND STRATEGIC MANAGEMENT OF NONPROFITS (3 Credits)
An integrative capstone course to be taken in the final semester. Examines the role of top management in creating a vision for the enterprise and integrating resources to achieve a competitive advantage in carrying out its mission. Focuses on total enterprise objectives with society values and a global economy. Prerequisites: NPMT 8300, NPMT 8305, NPMT 8310, NPMT 8315, NPMT 8320. Offered: Fall.

Philosophy

PHIL 7315 - SOCIAL JUSTICE (3 Credits)
Study of philosophical work that develop a holistic understanding of social justice through the critical examination of issues concerning justice obligations, in the national and international domains, to oppressed and indigent groups and nations, to future generations, and to the natural world. Offered: Spring.
Political Science

POLS 6310 - DYNAMICS OF AMERICAN POLITICAL LEADERSHIP (3 Credits)
Perspectives on political leadership in the United States. Evaluation of existing approaches to the study of political leadership. Identification of ways that democratic principles, American political institutions, and political culture present opportunities and/or constraints for political leaders.

POLS 6320 - ETHICS AND POLITICAL LEADERSHIP (3 Credits)
Exploration and application of ethics in political leadership through analysis of ethical dilemmas major political leaders encounter in public leadership roles.

POLS 6330 - EXECUTIVE, LEGISLATIVE AND JUDICIAL LEADERSHIP (3 Credits)
Evaluation of leadership, strengths and weaknesses of selected American presidents, legislators, and Supreme Court justices. Critique of leadership style, leadership goals, leadership teams assembled, and ability to lead constituents.

POLS 6340 - COMPARATIVE GLOBAL POLITICAL LEADERSHIP (3 Credits)
Application of theories and models of leadership to the global political setting. Topics include charismatic global political leaders, transactional global political leaders, and transformational global political leaders.

Psychology

PSYC 6190 - SELECTED TOPICS IN PSYCHOLOGY (1 Credit)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

PSYC 6290 - SELECTED TOPICS IN PSYCHOLOGY (2 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

PSYC 6321 - PSYCHOLOGICAL MEASUREMENT AND EVALUATION (3 Credits)
Study of the construction of measurement instruments, including specification of the test purpose, generation of the form and content of test items, item try-out and analysis, standardization of test administration and scoring procedures, assessment of test reliability and validity, and establishment of test norms. Fee: $25 Offered: Fall

PSYC 6322 - PSYCHOLOGICAL ASSESSMENT (3 Credits)
Assessment of individuals through interpretation and integration of most frequently used measures of personality and various other diagnostic screening instruments that examine depression, anxiety, and social factor impact. Prerequisite: PSYC 6321, PSYC 6342 or EDUC 6345 EDUC 6346. Fee: $75. Offered: Fall.

PSYC 6324 - ACHIEVEMENT TESTING IN INDIVIDUALIZED ASSESSMENT (3 Credits)
Overview of recommended norm reference test of individual achievement. Covers individualized administration scoring, interpretation and report writing for diagnostic purpose and academic program planning. Discusses formal and informal procedures and processes involved in psychoeducational testing and implications for intervention. Fee: $50 Offered: Summer

PSYC 6326 - LATINA/O PSYCHOLOGY (3 Credits)
Overview of historical foundations of contemporary Latino psychologies and current state of knowledge in Latino psychology research and practice. Emphasis on issues such as acculturative stress, oppression and discrimination, culture-bound values, ethnicity and ethnic identity
development, and gender issues. Students will examine personal attitudes, experiences, and beliefs as they relate to the competent and ethical delivery of services to Latino populations. (Note: This course is taught in Spanish). Prerequisite: PSYC 6370 or facility in oral Spanish as determined by the OLLU Oral Proficiency Assessment. Offered: Fall

PSYC 6332 - BILINGUAL ASSESSMENT (3 Credits)
Assessment of individuals through interpretation and integration of most frequently used measures of multicultural assessment. Course will focus on best practices in assessment of individuals from a multi-cultural/multi-linguistic background. Prerequisites: PSYC 6321, PSYC 6322 or consent of instructor. Fee: $50. Offered: Summer.

PSYC 6342 - PSYCHO-EDUCATIONAL ASSESSMENT: COGNITIVE TESTING (3 Credits)
Training in administration, scoring, interpretation and report writing. Overview and use of various batteries and instruments used for measuring cognitive ability of children and adults. Overview of the relationship between ability and achievement in psycho-educational measurement. Prerequisites: PSYC 6321 or SPED 6345. Fee: $75. Offered: Fall, Spring.

PSYC 6348 - ASSESSMENT OF AUTISM SPECTRUM DISORDERS (3 Credits)
Assessment of individuals through interpretation and integration of the most frequently used measures of Autism Spectrum Disorders, Social Skills and Sensory Integration Assessments Prerequisites: PSYC 6321, PSYC 6322, PSYC 6342, PSYC 7333. Fee: $50. Offered: Spring.

PSYC 6358 - LIFE PLANNING AND CAREER DEVELOPMENT (3 Credits)
Vocational choice theory, career choice and lifestyle, sources of occupational and educational information and career decision-making processes. Includes a personal career assessment battery. Fee: $50. Offered: Fall.

PSYC 6365 - ADULT LEARNING: THEORIES AND TECHNIQUES (3 Credits)
Examination of the principles of learning as they apply to the adult in the non-academic setting; emphasis on methods of program design and implementation. Offered: Fall.

PSYC 6370 - PROFESSIONAL TECHNICAL SPANISH (3 Credits)
Spanish vocabulary and language skills needed for working in mental health settings. Focus on proficiency required for conducting psychotherapy and psychological assessments with Spanish dominant populations and professional presentation. Prerequisite: Facility in oral Spanish determined by the OLLU Spanish Oral Proficiency Assessment. Offered: Spring

PSYC 6380 - RESEARCH DESIGN AND PROCEDURES (3 Credits)
Addresses research methodologies used in psychotherapy research. Data gathering and analysis related to data-based decision making for intervention and service delivery is addressed. The use of evidence-based practices in community organizations, and marriage and family therapy is also covered. Students examine qualitative and quantitative methods, evaluate and design research, and learn to translate research findings into clinical practice. Prerequisites: Enrolled in M.S. in Psychology or PsyD program or consent of instructor. Offered: Summer.

PSYC 6390 - SELECTED TOPICS IN PSYCHOLOGY (3 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

PSYC 6427 - APPLIED PSYCHOPHYSIOLOGY AND BIOFEEDBACK (4 Credits)
Introduction of biofeedback practice from several points of view: theoretical, electronic, psychophysiological and operational. Focus on operation of biofeedback instruments. Clinical applications are reviewed. Clinical literature reviews and specific cases are presented. Lab provides hand-on-
Course Descriptions

instruction and practice with biofeedback instrumentation and skills. Three lecture and three lab hours per week. Offered: Summer.

PSYC 6490 - SELECTED TOPICS IN PSYCHOLOGY (4 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor.

PSYC 6590 - SELECTED TOPICS IN PSYCHOLOGY (5 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

PSYC 6690 - SELECTED TOPICS IN PSYCHOLOGY (6 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

PSYC 6790 - SELECTED TOPICS IN PSYCHOLOGY (7 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

PSYC 6890 - SELECTED TOPICS IN PSYCHOLOGY (8 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

PSYC 6990 - SELECTED TOPICS IN PSYCHOLOGY (9 Credits)
In-depth study of specialized topic chosen by instructor. May be repeated for credit when topic varies. Prerequisite: Graduate standing and consent of instructor

PSYC 7333 - PSYCHOPATHOLOGY: ETIOLOGY, DIAGNOSIS AND TREATMENT PLANNING (3 Credits)
Definition, description and diagnosis of mental disorders according to DSM and other classification systems. Focus on the individual in family and cultural contexts. Will cover the administration of mental status exams and the development of treatment plans based on diagnostic categories. Offered: Spring

PSYC 7351 - LIFE SPAN DEVELOPMENTAL PSYCHOLOGY (3 Credits)
Social development of the individual as a process; ecological and familial settings for development as they interact with genetic and physiological patterns of growth and change. Offered: Fall, Summer.

PSYC 8198 - PRACTICUM: SCHOOL PSYCHOLOGY (1 Credits)
Continuation of school psychology practicum, PSYC 8398, for second and subsequent semesters. Students must continuously enroll in this course until the practicum is completed. This course does not count toward degree requirements.

PSYC 8299 - SCHOOL PSYCHOLOGY INTERNSHIP (2 Credits)
Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: $50. Offered: Fall, Spring.
PSYC 8301 - GROUP AND FAMILY PROCESSES (3 Credits)
Focus upon understanding group process and facilitation. Review of strategies for prevention of interpersonal and systems dysfunction utilizing communication groups, family enrichment, parenting groups, etc. Offered: Spring, Summer.

PSYC 8303 - PROFESSIONAL PRACTICE: SKILLS AND ISSUES (3 Credits)
Investigation of professional issues relevant to ethics, professional organizations, family law, certification and licensure, and finance relative to practice. Offered: Spring, Summer.

PSYC 8305 - COUNSELING THEORIES SCHOOL SETTINGS (3 Credits)
Introduction to a variety of counseling theories and applications appropriate for use with children and adolescents in school systems and other educational settings. Offered: Summer

PSYC 8319 - THESIS (3 Credits)
See University Thesis Guidelines

PSYC 8325 - NEUROBEHAVIORAL PRINCIPLES (3 Credits)

PSYC 8327 - COUNSELING SPANISH SPEAKING IMMIGRANTS AND REFUGEES (3 Credits)
Local experience in the cultures and language of Spanish speaking immigrants and refugees and their influence on mental health delivery services in the US. Includes study related to immigration history, policy and mental health service delivery. Course will involve a volunteer component at a designated site and field trips to relevant agencies. Note: Students taking this course for the fulfillment of the PSSSP certificate will be required to fulfill part of the course requirements in Spanish. Prerequisite: PSYC 8356 Offered: Summer of odd years

PSYC 8330 - SOCIALCULTURAL FOUNDATIONS OF COUNSELING LATINA/OS (3 Credits)
Immersion experience in the cultures and language of a selected Spanish speaking country or Puerto Rico and their influences on the delivery of mental health services. Includes lectures from professionals from mental health and related fields, and field trips to relevant sites. Prerequisite: Student in MS in Psychology or PsyD in Counseling Psychology or consent of instructor. Fee: will vary depending on cost of travel and lodging. Offered: Summer of odd-numbered years.

PSYC 8331 - LANGUAGE AND PSYCHOSOCIAL VARIABLES IN INTERVIEWS AND ASSESSMENTS WITH LATINA/OS (3 Credits)
Ethnically sensitive practices and delivery of services to Latinos. Issues related to language psychosocial variables in interviews and assessment of social and psychological well-being. Prerequisites: PSYC 6322, PSYC 8352 and PSYC 8356 Offered: Fall

PSYC 8343 - PROJECTIVE TECHNIQUES IN TESTING (3 Credits)
Administration scoring, interpretation, and report writing for projective testing including projective drawings, apperception tests and various informal techniques; Basic introduction to the Rorschach Inkblot system; Developing integrative and interpretational strategies. Prerequisite: PSYC 6322, PSYC 6342, PSYC 9322. Fee: $75. Offered: Spring.

PSYC 8345 - THEORETICAL FOUNDATIONS OF PSYCHOTHERAPY (3 Credits)
Exploration of foundational theories of individual and systemic psychotherapeutic approaches. Review of key concepts, techniques and therapeutic process and ethical considerations. Offered: Spring
PSYC 8348 - STRENGHTS-BASED APPROACHES TO CONTEMPORARY ISSUES (3 Credits)
Application of strengths-based approaches to the identification and treatment of contemporary issues such as addictive behaviors, eating disorders, homelessness, trauma, geriatrics and other. Course will examine evidence-based practices and practice-based evidence for strengths-based interventions in working with individuals, couples and families experiencing these issues. Prerequisites: PSYC 8352. Offered: Summer.

PSYC 8351 - INTRODUCTION TO SYSTEMIC APPROACHES TO PSYCHOTHERAPY (3 Credits)
Introduction to strengths based approaches to psychotherapy to work with individuals, couples, families, and larger systems. Emphasis on solution-focused, narrative, collaborative, and brief systemic approaches. Offered: Fall.

PSYC 8352 - PRE-PRACTICUM PSYCHOTHERAPY LABORATORY: BASIC INTERVIEWING SKILLS (3 Credits)
Approaches to strengths-based interviewing with families, couples, and individuals. Special attention to the beginning stages of therapy common presenting concerns, and utilizing client feedback. Laboratory preparation of students to begin practicum. Prerequisites: PSYC 8351 or consent of instructor. Offered: Spring.

PSYC 8355 - PSYCHOTHERAPY WITH CHILDREN ADOLESCENTS AND THEIR FAMILIES (3 Credits)
Application of systemic therapies to individual and family psychotherapy with children and adolescents. Emphasis on cultural context and working with larger systems including schools, child protective services, and the court system. Examines areas that frequent need to be addressed when working with children and adolescents including family violence and abuse, substance abuse, gang violence and bullying. Prerequisite: PSYC 8351 Offered: Fall

PSYC 8356 - FAMILY PROCESSES ACROSS CULTURES (3 Credits)
Familiarization with systems on a variety of levels and across a diversity of cultures. Emphasis on the cultural and contextual aspects of normalcy. Issues in healthy family functioning and assessment. Offered: Spring.

PSYC 8357 - ADVANCED SYSTEMIC APPROACHES TO PSYCHOTHERAPY (3 Credits)
Presentation and analysis of contemporary methods in systemic therapy. Emphasis on development of a meta-theoretical perspective in psychotherapies in general and systemic therapies in particular. Prerequisites: PSYC 8351 or PSYC 9334. Must be enrolled in PSYC 8390, PSYC 8391, PSYC 8392, PSYC 8393 or PSYC 9197. Offered: Spring.

PSYC 8359 - COUPLES AND SEX THERAPY (3 Credits)
Systemic approaches to working with same-sex and different-sex couples. Emphasis on understanding sexual and gender dilemmas in sociocultural contexts. Review of research literature on theory, assessment and treatment. Prerequisite: PSYC 8352. Offered: Spring.

PSYC 8361 - THEORIES OF LEARNING (3 Credits)
Overview of theories and principles of learning in Psychology; Topics include cognitive development, the role of memory, information processing, perception and motivation in learning; Explores techniques and methods employed in development of learning styles. Reviews all of the major theories of learning in Psychology. Offered: Summer.
PSYC 8371 - CONSULTATION IN SCHOOL PSYCHOLOGY (3 Credits)
Overview of consultation services in schools; various models for consultation, including skills and strategies with parents, teachers, administrators and other professional trends in research and practice. Offered: Summer

PSYC 8372 - OPERATION AND ORGANIZATION IN SCHOOLS FOR SCHOOL PSYCHOLOGY (3 Credits)
Organizational structure of schools; role definition and function of various personnel including the specialist in school psychology (LSSP); Review of Special programming, legal guidelines and IDEA requirements; Overview of federal, state, and local school governance; Operational variables that impact service delivery. Offered: Spring.

PSYC 8375 - PRACTICUM LAB: COUNSELING SKILLS IN SCHOOL SETTINGS (3 Credits)
Overview and application of psychological counseling skills for individual and groups in schools; includes overview of brief techniques and approaches used in systems as well as other individual theoretical approaches and techniques appropriate for use in schools. Prerequisites: PSYC 8351 and PSYC 8388. Offered: Spring

PSYC 8377 - PRACTICUM: WORKING WITH CHILDREN WITH AUTISM SPECTRUM DISORDERS (3 Credits)
Supervised experience in the practical application and integration of principles and techniques of autism assessment, behavior modification and academic and behavioral intervention strategies for children with autism. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 150 hours of total direct and indirect services. Prerequisites: PSYC 6321, PSYC 6322, PSYC 6342, PSYC 7333. Offered: Summer.

PSYC-8388 PRE-PRACTICUM LABORATORY: SCHOOL PSYCHOLOGY INTERVENTION FRAMEWORKS (3 Credits)
Primary skills and processes in school setting for the practice of School Psychology procedural frameworks for assessment, counseling, consultation, and special programming eligibility; Basic terminology, mandatory documentation, and direct and indirect accountability for interventions given educational mandates of Response To Intervention (RTI) framework. Preparation for Practicum activities. Prerequisite: PSYC 6321, PSYC 6342. Offered: Fall.

PSYC 8389 - FIELD PLACEMENT FOR VIOLENCE PREVENTION AND INTERVENTION: LEVEL II (3 Credits)
Supervised experience in application and integration of communication and human relations skills in appropriate field setting. Prerequisite: Consent of instructor. Fee: $15. Offered: Fall, Spring, Summer.

PSYC 8390 - PRACTICUM I (3 Credits)
Under direct supervision of psychology faculty, students will provide psychological services to individuals, couples, and families in the department-sponsored clinics. Requires a minimum of 20 hours per week time commitment. Prerequisites: 18 semester hours in graduate psychology including PSYC 8351, PSYC 8352. Fee: $100. Offered: Fall, Spring, Summer

PSYC 8391 - PRACTICUM II (3 Credits)
Continuation of PSYC 8390. Placement at approved department sponsored clinics and approved community sites. Requires a minimum of 20 hours per week time commitment. Prerequisite: PSYC 8390. Fee: $20. Offered: Fall, Spring, Summer.
PSYC 8392 - PRACTICUM III (3 Credits)
Continuation of PSYC 8391. Placement at department sponsored clinics and approved community sites. Requires a minimum of 20 hours per week time commitment. Prerequisite: PSYC 8391. Fee: $20. Offered: Fall, Spring, Summer.

PSYC 8393 - PRACTICUM IV (3 Credits)
Continuation of PSYC 8392. Placement at department sponsored clinics and approved community sites. Requires a minimum of 20 hours per week time commitment. Prerequisite: PSYC 8392. Fee: $20. Offered: Fall, Spring, Summer.

PSYC 8398 - PRACTICUM SCHOOL PSYCHOLOGY (3 Credits)
Supervised experience in the practical application and integration of principles and techniques of school psychology in child clinical or educational settings. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 300 hours of total direct and indirect services. Prerequisites: PSYC 6322, PSYC 6342, PSYC 8352, PSYC 8355, PSYC 8371, PSYC 8372. Fee: $20. Offered: Fall, Spring, Summer.

PSYC 8399 - SCHOOL PSYCHOLOGY INTERNSHIP (3 Credits)
Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: $50. Offered: Fall, Spring.

PSYC 8499 - SCHOOL PSYCHOLOGY INTERNSHIP (4 Credits)
Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: $50. Offered: Fall, Spring.

PSYC 8599 - SCHOOL PSYCHOLOGY INTERNSHIP (5 Credits)
Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: $50. Offered: Fall, Spring.

PSYC 8619 - THESIS (6 Credits)
See University Thesis Guidelines.

PSYC 8699 - SCHOOL PSYCHOLOGY INTERNSHIP (6 Credits)
Supervised experience in the practical application and integration of principles and techniques of school psychology in a selected educational or clinical setting. On-site supervision will be supplemented by a weekly seminar with school psychology faculty. Requires 1200 total hours of direct and indirect services. May be completed on a full-time basis (40 hours per week) over two semesters or half-time basis (20 hours per week) over four semesters. Must complete a total of six semester hours. Prerequisite: PSYC 8398. Fee: $50. Offered: Fall, Spring.
PSYC 9101 - DOCTORAL PSYCHOLOGY COLLOQUIUM I (1 Credit)
Broad overview of issues and practices in professional psychology. Current topics such as licensure, managed health care, professional organizations, applications of current research, legal and ethical issues in counseling psychology are addressed to help develop identity as a professional psychologist. Offered on a pass/fail basis. Offered: Fall.

PSYC 9102 - DOCTORAL PSYCHOLOGY COLLOQUIUM II (1 Credit)
Broad overview of issues and practices in professional psychology. Current topics such as licensure, managed health care, professional organizations, applications of current research, legal and ethical issues in counseling psychology are addressed to help develop identity as a professional psychologist. Offered on a pass/fail basis. Offered: Spring.

PSYC 9150 - MANAGEMENT OF PROFESSIONAL PRACTICES (1 Credit)
Overview of business practices in professional psychology. Topics include: advertising and marketing a practice, managed care, record keeping practices, and supervision issues. Prerequisite: Doctoral level or consent of instructor. Offered: summer of even-numbered years.

PSYC 9165 - DIRECTED STUDY (1 Credit)
Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

PSYC 9166 - SELECTED TOPICS IN COUNSELING THEORY AND PRACTICE (1 Credit)
Specialized courses which provide intensive, specific exposures to a chosen theory, psychotherapeutic practice, client population or clinical issue. May be repeated for credit when topic varies. Prerequisite: Doctoral level or consent of instructor.

PSYC 9190 - INTERNSHIP I (1 Credit)
Supervised practice of psychology including psychotherapy, psychological assessment, consultation, supervision, psychoeducational activities and case management at an approved site. May be completed on a full-time and half-time basis. Requires a minimum of 1900 hours and supervision by a licensed psychologist. Offered on a pass/fail basis.

PSYC 9191 - INTERNSHIP II (1 Credit)
Supervised practice of psychology including psychotherapy, psychological assessment, consultation, supervision, psychoeducational activities and case management at an approved site. May be completed on a full-time and half-time basis. Requires a minimum of 1900 hours and supervision by a licensed psychologist. Offered on a pass/fail basis.

PSYC 9192 - INTERNSHIP III (1 Credit)
Supervised practice of psychology including psychotherapy, psychological assessment, consultation, supervision, psychoeducational activities and case management at an approved site. May be completed on a full-time and half-time basis. Requires a minimum of 1900 hours and supervision by a licensed psychologist. Offered on a pass/fail basis.

PSYC 9195 - PROFESSIONAL WRITING I (1 Credit)
Development of advanced skills and techniques in academic writing, with an emphasis on APA style. Attention to professional writing. Including clinical reports, proposals for conference presentation, and preparing manuscripts for publication. Prerequisite: Doctoral level or consent of instructor. Offered: Summer.
PSYC 9196 - PROFESSIONAL WRITING II (1 Credit)
Continuation of PSYC 9195 Professional Writing I with an emphasis on writing dissertation proposals and preparing internship application materials. Prerequisite: PSYC 9195. Offered: Summer.

PSYC 9197 - DOCTORAL PRACTICUM (1 Credit)
Supervised practice of psychology including individual, family and group psychotherapy, psychological assessment, consultation, supervision, psychoeducational activities, and case management at the university clinic, or a designated off-campus site. Students must enroll in this course 7 consecutive semesters and continuously enroll in this course until completion of 1000 direct contact hours. Only 7 credits will be counted toward the degree plan. Prerequisites: Doctoral level and PSYC 9334. Fee: $20. Offered: Fall, Spring, Summer.

PSYC 9198 - DISSERTATION IV (1 Credit)
Continuation of dissertation work for fourth and subsequent semesters. Students must continuously enroll in this until the dissertation is complete. Offered on a pass/fail basis. Prerequisite: PSYC 9395, PSYC 9396 and PSYC 9397.

PSYC 9265 - DIRECTED STUDY (2 Credits)
Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

PSYC 9304 - THEORIES MULTICULTURAL COUNSELING (3 Credits)
Provides students with theory, knowledge and skills needed for the practice of multicultural counseling and psychotherapy. Cross cultural psychotherapy, assessment and research with multicultural populations covered with emphasis on race, ethnicity, gender and lifestyle issues. Prerequisite: PSYC 8356 or equivalent and doctoral level or consent of instructor. Offered: Fall of even-numbered years.

PSYC 9307 - POSITIVE PSYCHOLOGY (3 Credits)
Positive psychology is the scientific study of positive experience, positive individual traits, and the institutions and practices that facilitate their development. This course reviews the history of positive psychology and the contributions this new field has made to research and practice. Areas of controversy will be critically examined with consideration given to conflicting viewpoints and their respective empirical support. Focus on the clinical application of positive psychology. Offered: Summer of even-numbered years.

PSYC 9310 - INTRO TO HEALTH PSYCHOLOGY (3 Credits)
Introduction to the psychologist role in primary health care settings. Strategies for assisting clients with medical problems. Physiological and psychological factors influencing disease and disorders; health psychological assessment and intervention strategies applicable to individuals and groups, environmental factors, marketplace, factors and interpersonal factors. Selected medical diseases and syndromes; psychological seques and intervention, and prevention. Prerequisite: Doctoral level or consent of instructor. Offered: Summer of even-numbered years.

PSYC 9322 - PERSONALITY ASSESSMENT (3 Credits)
Administration, scoring, interpretation and report writing of objective measures of personality. Emphasis on formulating a sound data base of information from interviews and tests and developing interpretational strategies. Prerequisite: PSYC 6321 and doctoral level or consent of instructor. Fee: $75. Offered: Fall of odd-numbered years.
PSYC 9325 - BEHAVIORAL NEUROSCIENCE (3 Credits)
Advanced overview of the general principles of neuroscience as applied to human behavior. Topics include basic neuroanatomy and physiology, sensory and motor system, and psychopharmacology. Prerequisite: Doctoral level or consent of instructor. Offered: Fall of odd-numbered years.

PSYC 9326 - COGNITION AND EMOTION (3 Credits)
Overview of the cognitive and affective bases of behavior. Cognitive and emotional processes and their interrelationship will be examined, with an emphasis on the neural bases of each. The role of individual differences in personality, gender, and culture on cognitive and emotive processes will be explored. Prerequisite: Doctoral level or consent of instructor. Offered: Fall of odd-numbered years.

PSYC 9330 - SOCIAL PSYCHOLOGY (3 Credits)
Study of the effects of the social environment on human thoughts, feelings and behaviors. Topics include: social cognition and perception, emotional expression, attitudes, attraction, prejudice, prosocial behavior and aggression. Offered: Spring of odd-numbered years.

PSYC 9332 - PSYCHOLOGICAL HYPNOSIS (3 Credits)
An examination of standard theories of hypnosis with particular emphasis on the work of the Ericksonians. Review of research in hypnosis and current developments. Beginning skills in trance induction and utilization. Examination of ethical issues in the use of hypnosis. Prerequisite: Doctoral level or consent of instructor. Offered: Summer of even-numbered years.

PSYC 9333 - ABNORMAL PSYCHOLOGY (3 Credits)
Theoretical perspectives on etiology, development, and treatment and treatment of selected major and minor diagnostic categories of individual abnormal thinking and behavior. Topics covered include affective disorders, thought disorders and personality disorders. Prerequisite: Doctoral level PSYC 7333 or equivalent. Offered: Fall of even-numbered years.

PSYC 9334 - STRENGTHS BASED APPROACHES PSYCTORHERAPY (3 Credits)
Examination of influence of social constructionism and other postmodern theories on the practice of strengths-based approaches to psychotherapy. Therapeutic approaches emphasized include Narrative, MRI Solution Focused, Collaborative, and Client Directed Outcome Informed (CDOI) therapies. Examination of common factors and outcome management approaches to psychotherapy research. Preparation for doctoral practicum. Prerequisite: Doctoral level or consent of instructor.

PSYC 9338 - HISTORY AND SYSTEMS OF PSYCHOLOGY AND PSYCHOTHERAPY (3 Credits)
Examination of the history and systems in the field of psychology and psychotherapeutic practice. Relationship between the origins of psychological science and the development of the major theories of psychotherapy are explored. Emphasis will be placed in looking at the history of psychology within a cultural context, including race, ethnicity, gender, and class. The evolution of the field's code of ethics and standards of care will also be examined. Prerequisites: Doctoral level or consent of instructor. Offered: Spring of odd numbered years.

PSYC 9342 - ADVANCED PSYCHOLOGICAL MEASUREMENT EVALUATION (3 Credits)
Modern and classical test theories, concepts and techniques in testing to include test construct, scaling, reliability, validity, item analysis and strengths and limitations of testing are also discuss technical issues in test development and to practice their knowledge through projects. Prerequisite: Doctoral level and PSYC 6321 or equivalent. Offered: Fall of even numbered years.
PSYC 9347 - ASSESSMENT IN HEALTH PSYCHOLOGY (3 Credits)
Use of interviews, multiple health related questionnaires, tests, indices in assessing health behavior, quality of life and traditional psychological tests in a medical context. Prerequisite: PSYC 9310 and doctoral level or consent of instructor. Offered: Fall of even-numbered years.

PSYC 9348 - FAMILY SYSTEMS MEDICINE (3 Credits)
Introduction to the application of systems theory to the understanding, diagnosis and treatment of health problems. Includes review of current literature in family systems medicine and topics such as conducting systems oriented assessments, conducting interviews and developing systems oriented treatment plans in a medical setting. Prerequisite: PSYC 9310 and PSYC 9347. Offered: Spring of odd-numbered years.

PSYC 9351 - CLINICAL SUPERVISION (3 Credits)
Approaches to the supervision of individual, marital and family therapy. Includes supervised practice in supervision. Offered: Spring of odd-numbered years.

PSYC 9352 - CONSULTATION (3 Credits)
Emphasis on integrated models of consultation. Examination of major models of psychological consultation in various settings. Prerequisite: Doctoral level. Offered: Spring of even-numbered years.

PSYC 9356 - LATINA/O PSYCHOLOGY (3 Credits)
Focus on the work of leading Latina/o psychologists. Topics covered include: culture and personality, acculturation and ethnic self-identification, individual development, gender role socialization, influence of family and other systems and educational achievement. Offered: Fall of odd-numbered years.

PSYC 9360 - SPECIAL TOPICS (3 Credits)
Extensive study and research on a particular clinical issue, theory or technique. Prerequisite: Doctoral level or consent of instructor.

PSYC 9364 - SEMINAR IN COGNITIVE AND BEHAVIORAL THERAPIES (3 Credits)
Explores the major assumptions and theories underlying cognitive and behavioral therapies; identifies the major theorists and their models. Methods and techniques associated with the theories and their application to common mental health problems are studied. Prerequisite: Doctoral level or consent of instructor. Offered: Summer of odd-numbered years.

PSYC 9365 - DIRECTED STUDY (3 Credits)
Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

PSYC 9370 - PROGRAM EVALUATION (3 Credits)
Research designs employed to test the effectiveness of intervention programs in changing thoughts, feelings and behaviors are presented. Issues related to validity and ethics are discussed. Methods of evaluating therapeutic interventions are highlighted. Prerequisite: Doctoral level or consent of instructor. Offered: Spring of odd-numbered years.

PSYC 9380 - QUANTITATIVE RESEARCH METHODS (3 Credits)
Overview of correlational, experimental and quasi-experimental research designs and related statistical tests used in psychological research. Application to the practice of psychology is emphasized. Prerequisite: PSYC 6380 or equivalent and doctoral level or consent of instructor. Offered: Spring of even-numbered years.
PSYC 9381 - QUALITATIVE RESEARCH DESIGN I (3 Credits)
Introduction to qualitative research paradigms. Focus on understanding of designing and conducting original qualitative research relevant to the further development of counseling psychology; and on the preparation for oral and written presentation of its results. Study of the transformative aspects of qualitative research Prerequisite: PSYC 6380 or equivalent doctoral level or consent of instructor. Offered: Spring.

PSYC 9383 - QUALITATIVE RESEARCH DESIGN II (3 Credits)
Advanced seminar with emphasis on the appraisal of available research and the review of manuscripts. Design and implement an original culturally competent qualitative research project. Focus on the production and presentation of participant observation research, including techniques for sampling, data generation, collection and data analysis. Prerequisite: PSYC 9381. Offered: Fall.

PSYC 9395 - DISSERTATION I (3 Credits)
Identification of a problem related to the profession of psychotherapy and/or family therapy and use of experimental and/or qualitative research to investigate the issue and suggest solutions. Offered on a pass/fail basis. Prerequisite: PSYC 9334 and doctoral level or consent of instructor.

PSYC 9396 - DISSERTATION II (3 Credits)
Identification of a problem related to the profession of psychotherapy and/or family therapy and use of experimental and/or qualitative research to investigate the issue and suggest solutions. Offered on a pass/fail basis. Prerequisite: PSYC 9334 and doctoral level or consent of instructor.

PSYC 9397 - DISSERTATION III (3 Credits)
Identification of a problem related to the profession of psychotherapy and/or family therapy and use of experimental and/or qualitative research to investigate the issue and suggest solutions. Offered on a pass/fail basis. Prerequisite: PSYC 9334 and doctoral level or consent of instructor. Fee: $200.

PSYC 9465 - DIRECTED STUDY (4 Credits)
Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

PSYC 9565 - DIRECTED STUDY (5 Credits)
Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

PSYC 9665 - DIRECTED STUDY (6 Credits)
Exploration of a specialized topic under faculty direction. May consist of a literature review, development and/or execution of a research project. Course may be repeated for credit when topic varies.

Science Education

SCED 6210 - TOPICS IN BIOLOGY EDUCATION (2 Credits)
Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology and Health; Principles of heredity; Insects, Spiders, Lizards, etc.) Fee: $40 applies when laboratory is included.
SCED 6220 - TOPICS IN CHEMISTRY EDUCATION (2 Credits)
Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology and Health; Principles of Heredity; Insects, Spiders, Lizards, etc.) Fee: $40 applies when laboratory is included.

SCED 6230 - TOPICS IN GEOLOGY EDUCATION (2 Credits)
Concepts in earth science for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Earth's Movement and Energy; Rocks and Minerals; Historical Geology; Earth and Its Moon; Space, Planets and Stars). Fee: $40 applies when laboratory is included.

SCED 6240 - TOPICS IN PHYSICS EDUCATION (2 Credits)
Concepts in physics for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Motion and Light; Electricity and Magnetism). Fee: $40 applies when laboratory is included.

SCED 6310 - TOPICS IN BIOLOGY EDUCATION (3 Credits)
Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology and Health; Principles of Heredity; Insects, Spiders, Lizards, etc.) Fee: $40 applies when laboratory is included.

SCED 6320 - TOPICS IN CHEMISTRY EDUCATION (3 Credits)
Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology and Health; Principles of Heredity; Insects, Spiders, Lizards, etc.) Fee: $40 applies when laboratory is included.

SCED 6330 - TOPICS IN GEOLOGY EDUCATION (3 Credits)
Concepts in earth science for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Earth's Movement and Energy; Rocks and Minerals; Historical Geology; Earth and Its Moon; Space, Planets and Stars). Fee: $40 applies when laboratory is included.

SCED 6340 - TOPICS IN PHYSICS EDUCATION (3 Credits)
Concepts in physics for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Motion and Light; Electricity and Magnetism). Fee: $40 applies when laboratory is included.

SCED 6410 - TOPICS IN BIOLOGY EDUCATION (4 Credits)
Biological concepts and phenomena for the classroom teacher. Emphasizes everyday biology. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Environmental Biology; Physiology Health; Principles of Heredity; Insects, Spiders, Lizards, Etc.) Fee: $40 applies when laboratory is included.

SCED 6420 - TOPICS IN CHEMISTRY EDUCATION (4 Credits)
Concepts in chemistry for the classroom teacher, emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when
topics vary (for example: Matter, Energy and Change; Moles and Molecules; Chemistry and Mathematics). Fee: $40 applies when laboratory is included.

**SCED 6430 - TOPICS IN GEOLOGY EDUCATION (4 Credits)**  
Concepts in earth science for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Earth's Movement and Energy; Rocks and Minerals; Historical Geology; Earth and Its Moon; Space, Planets and Stars). Fee: $40 applies when laboratory is included.

**SCED 6440 - TOPICS IN PHYSICS EDUCATION (4 Credits)**  
Concepts in physics for the classroom teacher; emphasizes real world applications. Topics and skills aligned with the Texas Essential Knowledge and Skills. May be repeated once for credit when topics vary (for example: Motion and Light; Electricity and Magnetism) Fee: $40 applies when laboratory is included.

**Social Work**

**SOWK 6151 - FOUNDATION INTEGRATIVE SEMINAR I (1 Credit)**  
Students integrate generalist knowledge, skills and values learned in foundation courses with the field education experience. Must be taken concurrently with SOWK 8351. Meets every other week. Prerequisite: Admission to MSW. For online students, completion of foundation curriculum and a minimum of 3.0 GPA. Offered: Campus Fall. Online Fall, Spring, Summer.

**SOWK 6157 - FOUNDATION INTEGRATIVE SEMINAR I (1 Credit)**  
Students integrate generalist knowledge, skills and values learned in foundation courses with the field education experience. Must be taken concurrently with SOWK 8251.

**SOWK 6158 - FOUNDATION INTEGRATIVE SEMINAR I (1 Credit)**  
This course is a condition of Foundation Integrative Seminar I. Students integrate generalist knowledge, skills and values learned in foundation courses with the field education experience. Must be taken concurrently with SOWK 8252.

**SOWK 6159 - FOUNDATION INTEGRATIVE SEMINAR III (1 Credit)**  
This course is a continuation of Foundation Integrative Seminar I and II. Students integrate generalist knowledge, skills and values learned in foundation courses with the field education experience. Must be taken concurrently with SOWK 8253. Prerequisite: Completion of SOWK 6157 and SOWK 6158.

**SOWK 6315 - GENERALIST SOCIAL WORK PRACTICE WITH INDIVIDUALS, FAMILIES AND GROUPS (3 Credits)**  
Professional social work practice based on a social systems paradigm and social work values and ethics. Content emphasizes practice with individuals, families and groups. Prerequisite: Admission to MSW. Offered: Campus Fall. Online Fall, Spring, Summer.

**SOWK 6321 - SOCIAL WELFARE POLICY AND SERVICES (3 Credits)**  
Overview of contemporary social welfare system in the United States as a response to social work problems: with special attention to the history of social work. Emphasis on descriptive analysis of programs and policies aimed at addressing poverty and social justice. Prerequisite: Admission to MSW. Offered: Campus Fall. Online Fall, Spring, Summer.
SOWK 6325 - GENERALIST SOCIAL WORK PRACTICE WITH ORGANIZATIONS AND COMMUNITIES (3 Credits)
Professional social work practice based on social work ethics and values. Content emphasizes practice with organizations and communities. Prerequisite: SOWK 6332. Offered: Campus Spring. Online Fall, Spring, Summer.

SOWK 6331 - HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT: SOCIAL SYSTEMS (3 Credits)
Theoretical foundations of human behavior from a social systems, ecological perspective. Emphasis on reciprocal, interactive influence of individual group, organizational and community behavior and dynamics. Prerequisite: Admission to MSW. Offered: Campus Spring. Online Fall, Spring, Summer.

SOWK 6332 - HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT: INDIVIDUALS AND FAMILIES (3 Credits)
Individual and family development from a social systems, ecological perspective. Content includes life span development from conception to old age. Prerequisite: Admission to MSW. Offered: Campus Fall, Online Fall, Spring, Summer.

SOWK 6341 - SOCIAL WORK RESEARCH I (3 Credits)
Examination of quantitative and qualitative research methods used in social work, including phases and design of a research project. Ethical standards and cultural factors are highlighted. Prerequisite: Admission to MSW. Offered: Campus Spring. Online Fall, Spring, Summer.

SOWK 6347 - EVALUATION OF SOCIAL WORK PRACTICE WITH HISPANIC CHILDREN AND FAMILIES (3 Credits)
Application of formative and summative evaluation methods employed to determine the effectiveness of program and interventions in working with Hispanic children and families. Prerequisites: Successful completion of all foundation courses; or in advanced standing. Offered: Spring, Summer. Online Fall, Spring, Summer.

SOWK 7156 - ADVANCED BLOCK INTEGRATIVE SEMINAR (1 Credit)
Integration of field education experience with knowledge, skills and values in direct practice with Hispanic children and families. Prerequisite: Successful completion of all foundation and concentration courses. Must be taken concurrent with SOWK 8456 and SOWK 8556, Field Education: Services to Children and families. Meets every other week for two hours. Offered: Summer, Fall, Spring.

SOWK 7157 - ADVANCED INTEGRATIVE SEMINAR I (1 Credit)
Seminar designed to ensure students integrate their required graduate social work coursework with the experiential learning in their field education internship. Provides opportunity for students to demonstrate attainment of core competencies. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 8356. Open only to online students. Prerequisites: Completion of all MSW program concentration courses. Minimum 3.0 GPA. Offered: Online only, Fall, Spring, Summer.

SOWK 7158 - ADVANCED INTEGRATIVE SEMINAR II (1 Credit)
Seminar designed to ensure students integrate their required graduate social work coursework with the experiential learning in their field education internship. Provides opportunity for students to demonstrate attainment of core competencies. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 8356. Open only to online students. Prerequisites: Completion of all MSW program concentration courses, SOWK 7157, SOWK 8356 and a minimum 3.0 GPA. Offered: Online only, Fall, Spring, Summer.
SOWK 7159 - ADVANCED INTEGRATIVE SEMINAR III (1 Credit)
Seminar designed to ensure students integrate their required graduate social work coursework with the experiential learning in their field education internship. Provides opportunity for students to demonstrate attainment of core competencies. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 8356. Open only to online students. Prerequisites: Completion of all MSW program concentration courses, SOWK 7157, SOWK 7158, SOWK 8256 and SOWK 8356. Minimum 3.0 GPA. Offered: Online only Fall, Spring, Summer.

SOWK 7170 - INDEPENDENT STUDY IN SOWK (1 Credit)
Intensive individual study of selected specific problems of interest to student. Prerequisite: Consent of adviser and director of the MSW program.

SOWK 7270 - INDEPENDENT STUDY IN SOCIAL WORK (2 Credits)
Intensive individual study of selected specific problems of interest to student. Prerequisite: Consent of adviser and director of the MSW program.

SOWK 7312 - ADVANCED SOCIAL WORK PRACTICE WITH GROUPS (3 Credits)
Principles of group dynamics, psychotherapeutic and other methods of intervention examined in relation to tasks, therapies, social development and evaluation of one's own practice. Prerequisite: Admission to MSW.

SOWK 7321 - SOCIAL WORK PRACTICE WITH HISPANICS FAMILIES (3 Credits)
This course prepares students for social work practice with Hispanic families, including culture, theory, engagement, assessment, interventions and evaluation. Prerequisites: Successful completion of all foundation courses; or in Advanced Standing. Must be taken prior to SOWK 8456 and SOWK 8556, Field Education: Services to Children and Families; and SOWK 7156 Advanced Block. Offered: Summer, Fall, Spring.

SOWK 7328 - SOCIAL WORK PRACTICE WITH HISPANIC YOUTH (3 Credits)
This course prepares students for social work practice with Hispanic youth, including culture, theory, engagement, assessment, interventions and evaluation. Prerequisites: Successful completion of all foundation courses; or in Advanced Standing. Must be taken prior to SOWK 8456 and SOWK 8556, Field Education: Services to Children and Families; and SOWK 7156 Advanced Block. Offered: Summer, Fall, Spring.

SOWK 7332 - SOCIAL WORK PRACTICE WITH HISPANIC ELDERS (3 Credits)
This course prepares students for social work practice with Hispanic youth, including culture, theory, engagement, assessment, interventions and evaluation. Prerequisites: Successful completion of all foundation courses; or in Advanced Standing. Must be taken prior to SOWK 8456 and SOWK 8556, Field Education: Services to Children and Families; and SOWK 7156 Advanced Block. Offered: Summer, Fall, Spring.

SOWK 7338 - THEORIES AND PERSPECTIVES: HISPANICS CHILDREN AND FAMILIES (3 Credits)
Critical analysis of theories and perspectives on Hispanic child and family development, functioning and interaction in the social context. Prerequisites: Successful completion of all foundation courses; Can be taken concurrently with SOWK 6347 and SOWK 7366 concentration courses. Offered: Campus Fall, Summer. Online: Fall, Spring, Fall.

SOWK 7342 - SOCIAL WORK RESEARCH SEMINAR (3 Credits)
Student's implementation of research project developed in SOWK 6342. Seminar provides faculty supervision of student “hands-on” presentation of research findings in colloquia. Offered: Fall, Spring.
SOWK 7356 - ADVANCED INTEGRATIVE SEMINAR BLOCK (3 Credits)
Seminar designed to ensure students integrate their required graduate social work coursework with the experiential learning in their field education internship. Provides opportunity for students to demonstrate attainment of core competencies. Minimum 500 hours of field education must be completed. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 8757. Prerequisites: Completion of MSW Program Concentration curriculum and a minimum 3.0 GPA. Offered: Campus Fall, Spring. Online Fall, Spring, Summer.

SOWK 7366 - HISPANICS IN THE US: POLICIES AND PROGRAMS (3 Credits)
Critical analysis of US social policies and social welfare programs utilizing theories of power and oppression to understand issues of human rights, and social and economic justice impacting Hispanic children and families. Prerequisites: Successful completion of all foundation courses; or in Advanced Standing. Offered: Campus Spring, Summer. Online Fall, Spring, Summer.

SOWK 7370 - DIRECTED STUDY IN SOWK (3 Credits)
Intensive individual study of selected specific problems of interest to student. Prerequisite: Consent of adviser and director of the MSW program.

SOWK 7371 - PSYCHOPATHOLOGY (3 Credits)
Study of basic concepts related to the development and assessment of abnormal behavior. Content focuses on major mental disorders, the diagnostic/assessment process and its application in a variety of settings, the use of assessment tools such as the Diagnostic and Statistical Manual of Mental Disorders. Prerequisite: Admission to MSW. Offered: Campus Spring, Summer. Online Fall, Spring, Summer.

SOWK 7384 - PRACTICE ISSUES IN MEDICAL SOCIAL WORK SETTINGS (3 Credits)
Major policy, system, ethical, and practice issues in medical social work. Academic and experiential aspects emphasized. Prerequisite: Admission to MSW.

SOWK 7470 - INDEPENDENT STUDY IN SOWK (4 Credits)
Intensive individual study of selected specific problems of interest to students. Prerequisite: Consent of adviser and director of the MSW program.

SOWK 7640 - THESIS IN SOCIAL WORK (6 Credits)
Prerequisite: SOWK 6342; topic approved by thesis director and director of the MSW program.

SOWK 8251 - FOUNDATION FIELD EDUCATION I (2 Credits)
Field placement in human service organization under the supervision of a licensed master's level social worker. Emphasis on development of foundation social work practice values, skills and knowledge. Must be taken concurrently with SOWK 6157. Offered on a pass/fail basis.

SOWK 8252 - FOUNDATION FIELD EDUCATION II (2 Credits)
Field placement in human service organizations under the instruction and supervision of licensed master social work practitioners. Emphasis on development of foundation social work practices values, skills and knowledge. Must be taken concurrently with SOWK 6158. A minimum of 150 clock hours in the agency must be completed. Offered on a pass/fail basis. Prerequisites: Minimum 3.0 GPA. For online students, completion of foundation curriculum, SOWK 6157, SOWK 8251.

SOWK 8253 - FOUNDATION FIELD EDUCATION III (2 Credits)
Field placement in human service organizations under the instruction and supervision of licensed master social work practitioners. Emphasis on development of foundation social work practices values, skills and knowledge. Must be taken concurrently with SOWK 6159. A minimum of 150 clock
hours in the agency must be completed. Offered on a pass/fail basis. Prerequisites: Minimum 3.0 GPA. For online students, completion of foundation curriculum, SOWK 6158, SOWK 8252.

**SOWK 8255 - ADVANCED SOCIAL WORK FIELD EDUCATION (2 Credits)**
Field placements in human service organizations under the instruction and supervision of licensed master level social workers. Advanced social work practice with families and children, with emphasis on Hispanics.

**SOWK 8256 - ADVANCED SOCIAL WORK FIELD EDUCATION II (2 Credits)**
Second of three field sequence courses. Required field placement in approval human service organizations under the instruction and supervision of licensed master's level social workers. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 7158. A minimum of 500 clock hours in an agency must be completed and equally distributed over three terms. Open only to online students. Offered on a pass/fail basis. Prerequisites: Completion of the concentration curriculum; SOWK 7157, SOWK 8255 and a minimum of a 3.0 GPA. Fee: $30. Offered: Online only Fall, Spring, Summer.

**SOWK 8257 - ADVANCED SOCIAL WORK FIELD EDUCATION III (2 Credits)**
Third of three field sequence courses. Required field placements in approved human service organizations under the instruction and supervision of licensed master's level social workers. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 7159. A minimum of 500 clock hours in an agency must be completed and equally distributed over three terms. Open only to online students. Offered on a pass/fail basis. Prerequisites: Completion of the concentration curriculum; SOWK 7157, SOWK 7158, SOWK 8256, SOWK 8255 and a minimum of a 3.0 GPA. Fee: $70. Offered: Online only Fall, Spring, Summer.

**SOWK 8351 - FOUNDATION FIELD EDUCATION I (3 Credits)**
Field placement in human service organizations under the supervision of licensed master's level social work. Emphasis on development of foundation social work practice values, skills and knowledge. Must be taken concurrently with SOWK 6157. Foundation Integrative Seminar I. A minimum of 240 clock hours in the agency must be completed. Offered on a pass/fail basis. Prerequisite: Good academic standing. Completion of foundation curriculum and a minimum 3.0 GPA. Fee: $45. Offered: Campus Fall. Online Fall, Spring, Summer.

**SOWK 8352 - FOUNDATION FIELD EDUCATION II (3 Credits)**
Field placement in human service organizations under the instruction and supervision of licensed master social work practitioners. Emphasis on development of foundation social work practice values, skills and knowledge. Must be taken concurrently with SOWK 6158, Foundation Integrative Seminar II. A minimum of 240 clock hours in the agency must be completed. Offered on a pass/fail basis. Prerequisite: Minimum 3.0 GPA. For online students, completion of Foundation curriculum, SOWK 8351 and SOWK 6157 and a minimum 3.0 GPA. Fee: $45. Offered: Campus Spring. Online Fall, Spring, Summer.

**SOWK 8456 - FIELD EDUCATION: SERVICES TO CHILDREN AND FAMILIES (4 Credits)**
Field placements in human service organizations under the instruction and supervision of licensed master level social workers. Advanced social work practice with families and children, with emphasis on Hispanics. Must be taken concurrently with SOWK 8556 and SOWK 7156, Advanced Block Integrative Seminar. A minimum of 489 clock hours in the agency must be completed. Offered on a pass/fail basis. Prerequisite: Completion of the foundation curriculum or Advanced Standing and good academic standing. Fee: $45. Offered: Fall, Spring.
SOWK 8556 - FIELD EDUCATION: SERVICES TO CHILDREN AND FAMILIES (5 Credits)
Field placements in human service organizations under the instruction and supervision of licensed master level social workers. Advanced social work practice with families and children, with emphasis on Hispanics. Must be taken concurrently with SOWK 8456 and SOWK 7156, Advanced Block Integrative Seminar. A minimum of 489 clock hours in the agency must be completed. Pass/Fail. Prerequisite: Completion of the foundation curriculum or Advanced Standing and good academic standing. Offered: Fall, Spring.

SOWK 8757 - ADVANCED SOCIAL WORK FIELD EDUCATION BLOCK (7 Credits)
Required field placement in approved human service organization under the instruction and supervision of licensed master’s level social workers. Concentration is social work practice with Hispanic children and families. Must be taken concurrently with SOWK 7356. A minimum of 500 clock hours in an approved agency must be completed. Offered on a pass/fail basis. Prerequisites: Completion of the foundation curriculum or Advanced Standing. A minimum of a 3.0 GPA. Fee: $85. Offered: Campus and Online Fall, Spring.

Sociology

SOCI 6190 - SELECTED READINGS (1 Credit)
Advanced study of a specialized topic that the instructor selects. The course may be repeated when topic is changed.

SOCI 6290 - SELECTED READINGS (2 Credits)
Advanced study of a specialized topic that the instructor selects. The course may be repeated when topic is changed.

SOCI 6303 - SOCIAL THEORY (3 Credits)
This class offers an overview of social theory, with particular emphasis on sociological, political science and economic theory. Specifically, we will discuss: 1) What are the roots of contemporary scientific and social scientific theory? 2) What major themes and thinkers make up the foundation of contemporary thought? 3) How were these texts shaped by the social context of that time? In other words, how do these writings reflect the broader social and economic thoughts of that time period? 4) How do these texts influence social scientific theorizing and analysis today? Finally, how to frame theoretical constructs for community practice and problem solving. Offered: Fall.

SOCI 6315 - SOCIOLOGICAL PRACTICE RESEARCH I QUALITATIVE METHODS (3 Credits)
Examination of the qualitative research methodologies used in the professional practice of sociology, including field research strategies such as ethnography and focus groups as well as unobtrusive research strategies such as content analysis and oral traditions. The applicant of qualitative methods to community problem solving is emphasized. This is the first of a two course sequence in the mixed methods approach to research and practice. Offered: Fall.

SOCI 6316 - SOCIOLOGICAL PRACTICE RESEARCH II QUANTITATIVE METHODS (3 Credits)
Overview of the quantitative research methodologies used in the professional practice of sociology, including the process of creating a research project design, use of descriptive and inferential statistics, development of appropriate computer skills, and strategies of assessment, and evaluation. The applicant of qualitative methods to community problem solving is emphasized. This is the second of a two course sequence in the mixed methods approach to research and practice. Prerequisite: SOCI 6315 and undergraduate course in statistics. Offered: Spring.
SOCI 6321 - ORGANIZATIONAL CONTEXT OF SOCIOLOGICAL PRACTICE (3 Credits)
Overview of organizational structure and processes with emphasis on techniques of organizational assessment. Substantive topics include organizational forms, leadership, power, decision-making, communication, environmental influences, effectiveness and change.

SOCI 6325 - DEMOGRAPHY (3 Credits)
Emphasizes the use of demographic materials and methods for planning, policy analysis and evaluation research. Topics include population composition, change and distribution, standardization and decomposition of rates, sources and quality of data, applications of computer programs for demographic analysis. Emphasis is placed upon viewing the demographic events of fertility, migration and mortality as outcomes of interest for community based problem solving. Offered: Summer.

SOCI 6329 - POLICY PLANNING (3 Credits)
Focuses on the analysis and development of policy at the organizational and community levels. Strategies for promoting policy change are also discussed.

SOCI 6333 - SOCIETY AND HEALTH (3 Credits)
Examination of population health within layered social contexts (nation, state, county, neighborhood); study of historical and current theories, special and temporal dimensions, and comparisons of individual (medical model) and population-based perspectives on health. Emphasis is placed on the social determinants of health framework for engaging in community based problem solving. Offered: Fall

SOCI 6337 - INTEGRATIVE PAPER (3 Credits)
This course is an independent research project and the culmination graduate program. This course is designed to help students write a major research thesis that integrates the electives of choice with sociological methods and knowledge. Through the guidance of a faculty member, students will devise a research question, complete a literature review and conduct qualitative or quantitative research project. Field study projects may examine a range of interdisciplinary topics that relate to the themes of the graduate program: community health providing health services to marginalized populations, and/or immigrant issues.

SOCI 6342 - IMMIGRATION (3 Credits)
Using sociological methods and perspectives, this course explores international migration patterns and immigrant issues. Students will employ critical thinking skills to better understand this highly controversial issue. Specifically, students will learn about migration patterns, immigrant incorporation, and migration policies. Furthermore, students will learn how to frame theoretical constructs for community practice and problem solving. Offered: Spring.

SOCI 6355 - CRIME AND PUNISHMENT (3 Credits)
This course explores the central concepts of crime and punishment by asking two major questions: “Why do people commit crime?” and “How does society respond to crime?” Through in depth discussions, students will explore this important issue in contemporary America from a variety of disciplinary perspectives. In order to examine patterns of criminally, students will examine the nature of deviance and the theories used to explain these activities across various racial, class, and age groups. In order to examine the social responses to deviance, students will investigate how the “Deviance” and “Criminal” label is applied in various ways across segments of the population and time periods. Furthermore, together we will explore the impact of crime policy on individuals and society, e.g., voting outcomes, community, employment, wage growth, etc. The hope is that scholars will continue to develop critical thinking skills and broaden their understanding of criminality and social order in society.
| Course Descriptions |

**SOCI 6360 - SOCIOLOGY PRACTICE (3 Credits)**
Supervised practice by sociology faculty in the application of the sociological perspective to community problem solving; and on site supervision by staff of community based organization where the Practice occurs. Offered: Spring.

**SOCI 6389 - PRACTICUM (3 Credits)**
Intensive experiential learning opportunity in which the methods and theories of sociology are applied in practice while working under supervision in a public or private sector setting. Registration is limited to those graduate students who receive consent of the instructor. Fee: $10 Offered: Fall, Spring

**SOCI 6390 - SELECTED READINGS (3 Credits)**
Advanced study of a specialized topic that the instructor selects. The course may be repeated when topic is changed.

**SOCI 7391 - THESIS (3 Credits)**
See University thesis guidelines. Prerequisite: Consent of graduate adviser

**Special Education**

**SPED 6305 - INDIVIDUAL DIFFERENCES: ADVANCED STUDIES (3 Credits)**
Overview of difference of human behavior in extreme ranges from the norm, to include physical, cognitive and affective characteristics of special populations. Review of definitional issues, related legal and legislative history that impacts the rights of individuals with disabilities; ethical issues and programming for diverse populations to include transitional services and culturally/linguistically appropriate assessments. Current literature is reviewed as a basis for required research, with 10 hours of observation required. Meets requirements for certification in generic special education. Offered: Fall, Spring.

**SPED 6312 - LANGUAGE ISSUES IN SPECIAL EDUCATION (3 Credits)**
Examination and discussion of under-developed language to prevent misidentification and to assist in the discrimination between language differences and language disorders. Strong emphasis on bilingual language development, English language learners and Response to Intervention (RTI) strategies as related to assessment and instruction of students with exceptionalities, especially those with learning disabilities. Fee: $20. Offered: Fall, Spring.

**SPED 6323 - BEHAVIOR ANALYSIS AND INTERVENTION (3 Credits)**
Principles of applied behavioral analysis and intervention; ethical consideration and cognitive strategies for students with pervasive developmental disabilities, severe emotional disturbances and related disorders. Case study approach includes applications of classroom management, crisis prevention/intervention, social skills and management of violent behavior. Offered: Spring.

**SPED 6330 - SPECIAL EDUCATION TECHNOLOGY (3 Credits)**
Identification of assistive technology needs and locating resources. Development of universally accessible electronic media. Study of legal issues related to assistive technology and instructional media. Fee: $10. Offered: Distance Learning Course Spring.

**SPED 6341 - AMERICAN SIGN LANGUAGE (3 Credits)**
An introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL) includes focus on the manual alphabet, numbers, conversational skills, culturally appropriate behaviors and ASL grammar. Practical applications in communicating with children with specific needs. Offered: Fall.
**SPED 6343 - METHODS AND STRATEGIES FOR STUDENTS WITH EXCEPTIONALITIES**  
(3 Credits)  
Service delivery systems and instructional strategies that focus on academic content mastery vis-a-vis the learning needs of students with exceptionalities. Differentiated instruction in inclusive settings; instructional decision-making and assessment; work with individualized Educational Plans (IEPs). Fee: $20.

**SPED 6345 - SPECIAL EDUCATION ASSESSMENT**  
(3 Credits)  
Procedures and practices in administration, scoring and interpretation of screening and diagnostic assessments most commonly utilized in school districts with applications of RTI in the areas of: oral language, literacy, written expression, mathematics, general achievement, behavioral/emotional, intelligence, adaptive behavior, early childhood, and transition/vocational. Emphasis on various assessments used by professionals to include: criterion/curriculum based, norm-referenced, teacher made portfolios, district and state-mandated assessments. Review of current issues and best practices in choosing, administering and interpreting data. Fee: $40. Offered: Fall.

**SPED 6391 - THE GIFTED AND TALENTED CHILD**  
(3 Credits)  
Identification of gifted and talented children including those with dual diagnosis. In-depth coverage of standards, curriculum and instructional differentiation, assessment considerations, tiered activities, and methods for enhancing creativity. Meets the mandates required from the state of Texas for Level One Awareness of Gifted and Talented for classroom teachers. Research project will be required. Offered: Fall.

**SPED 7312 - BILINGUAL SPECIAL EDUCATION ASSESSMENT AND INSTRUCTION**  
(3 Credits)  
Overview of recommended formal and informal assessment procedures and interventions for language minority students in the areas of giftedness, learning disabilities, developmental delays and social/emotional/behavioral disorders. Covers appropriate use of an interpreter to assure non-biased assessment of language minority students, cultural considerations regarding beliefs and traditions of students from minority populations. Descriptions of specific characteristics related to academic progress and teacher adaptations. Offered: Summer.

**SPED 7320 - STUDENT EXCEPTIONALITIES LD AND GT**  
(3 Credits)  
This course examines the characteristics and educational needs of children and youth who are gifted, including those with a learning disability. Issues in global education to gifted and learning disabled students will be examined. Fee: $25. Offered: Fall, Spring.

**SPED 7373 - EMOTIONAL DISTURBANCES AND RELATED DISORDERS**  
(3 Credits)  
Focused exploration of diagnostic criteria (DSM-IV), discrete etiologies, assessment, intervention models and treatment strategies among populations which frequently exhibit similar behavioral manifestations to include student with autism, emotional and behavioral disorders and severe/profound disabilities. Specific special education laws, policies, ethical considerations and responsibilities are reviewed. Offered: Spring.

**SPED 8303 - PROFESSIONAL SEMINAR: SPECIAL EDUCATION LAW**  
(3 Credits)  
Significant historical and current issues in special education services including use of consultative models with sensitivity towards diverse family dynamics; use of school and community resources including: service agencies, multi-disciplinary issues, and technology. Professional and programming practices as well as ethics and review of relevant professional leadership and communication skills. Prerequisite: SPED 6305. Fee: $20. Offered: Spring.
SPED 8314 - PRACTICUM: SPECIAL EDUCATION (3 Credits)
Observation and supervised practice in education of students with disabilities. Approximately 110 contact hours required for SPED 8314 in an accredited or approved school, agency or institution. Students may repeat course for credit if clock hours are needed. Three hundred fifty (350) contact hours are required for students seeking initial certification in special education. Offered on a pass/fail basis. Prerequisite: Written consent of special education graduate adviser. Fee: $20. Offered: Fall.

SPED 8316 - PRACTICUM: EDUCATION DIAGNOSTICIAN (3 Credits)
Observation and supervised practice in the practical application and integration of principles and techniques of educational diagnosticians in educational settings. Minimum of 110 contact hours. Prerequisite: Written consent of special education graduate adviser. Fee: $30. Offered: Fall, Spring.

SPED 8319 - SELECTED TOPICS: SPECIAL EDUCATION (3 Credits)
In-depth study of specialized topics in special education. May be repeated for credit when topics vary. Prerequisite: Consent of instructor and graduate adviser.

SPED 8324 - THESIS: SPECIAL EDUCATION (3 Credits)
See University Thesis Guidelines.
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