



2023-2028  
COLLEGE CATALOG

REVISED 2024





2023-2028  
College Catalog

*INFORMATION SUBJECT TO CHANGE*

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## ACCREDITATION STATUS

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate of Arts, Bachelor of Arts and Bachelor of Science degrees. Questions about the accreditation of Texas College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Texas College is accredited by the Teacher Education Agency (TEA)  
*Texas Education Agency, 1701 N. Congress Avenue, Austin, Texas, 78701, (512) 463-9734*

## AGENCY APPROVALS

Texas College is listed with and approved by the Texas Education Agency and the Texas Higher Education Coordinating Board to offer select licensure programs for teacher certification.

Texas College is approved for the training of veterans as prescribed by the Veterans Administration Office.

Texas College is approved by the Texas Workforce Commission as a training site.

## AUTHORIZATION

Texas College is authorized by the U.S. Immigrations and Customs Enforcement (ICE) Agency to admit non-immigrant international students.

## INSTITUTIONAL MEMBERSHIPS

Texas College is a member institution of the following organizations:

- American Association of Collegiate Registrars and Admissions' Officers
- Central State Football League
- Council for Higher Education Association Council of Independent Colleges
- Independent Colleges and Universities of Texas
- National Association of Deans, Registrars, and Admissions' Officers
- National Association for Equal Opportunity in Higher Education
- National Association of Independent Colleges and Universities
- National Association of Intercollegiate Athletics
- Red River Athletic Conference
- Texas Association of Developing Colleges
- United Negro College Fund

## **DISCLAIMER NOTICE**

The Texas College Catalog is an agreement between the student and the College. It contains information about academic requirements, policies and regulations of the institution. Each student should become familiar with its contents in order to prevent unnecessary difficulties, uncertainty and delays that will hinder progress toward graduation. Although this catalog accurately reflects programs, policies and requirements of the institution at the time of printing, the College reserves the right to correct errors that may have occurred in the printing of this document. The College also reserves the right to withdraw courses at any time, change fees, tuition, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures, or any other requirement without prior notice and as deemed necessary.

## **SEXUAL HARRASSMENT POLICY**

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

## **NON-DISCLOSURE OF EDUCATIONAL RECORDS**

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may be made available to persons with the written authorization of the student. Under FERPA, employees of the College may be given access to student information based on having legitimate educational need.

For additional information regarding FERPA regulations, you may go the web address: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>; you may call 1-800-USA-LEARN (1-800-872-5327) (voice); individuals who use TDD may call 1-800-437-0833; or you may write at the following address:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

## **AMERICAN WITH DISABILITIES ACT (ADA)**

Texas College provides equal opportunity to qualified disabled persons in accordance with the requirements of the American with Disabilities Act (ADA). This Act ensures that individuals with current disabling conditions are provided reasonable accommodations to enable them to enjoy the programs, activities, services and employment opportunities offered by the College. Texas College adheres to this provision once a student/employee self identifies. Students may contact the Office of Academic Affairs for information/assistance; employees may contact the Office of Human Resources.

## **NOTICE OF NON-DISCRIMINATION**

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Martin Hall, 2<sup>nd</sup> floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2342 office, (903) 526-4426 fax or Texas College, Attn: Director of Human Resources, Martin Hall, 2<sup>nd</sup> floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2201 office, (903) 363-1828 fax.

# TEXAS COLLEGE CAMPUS MAP



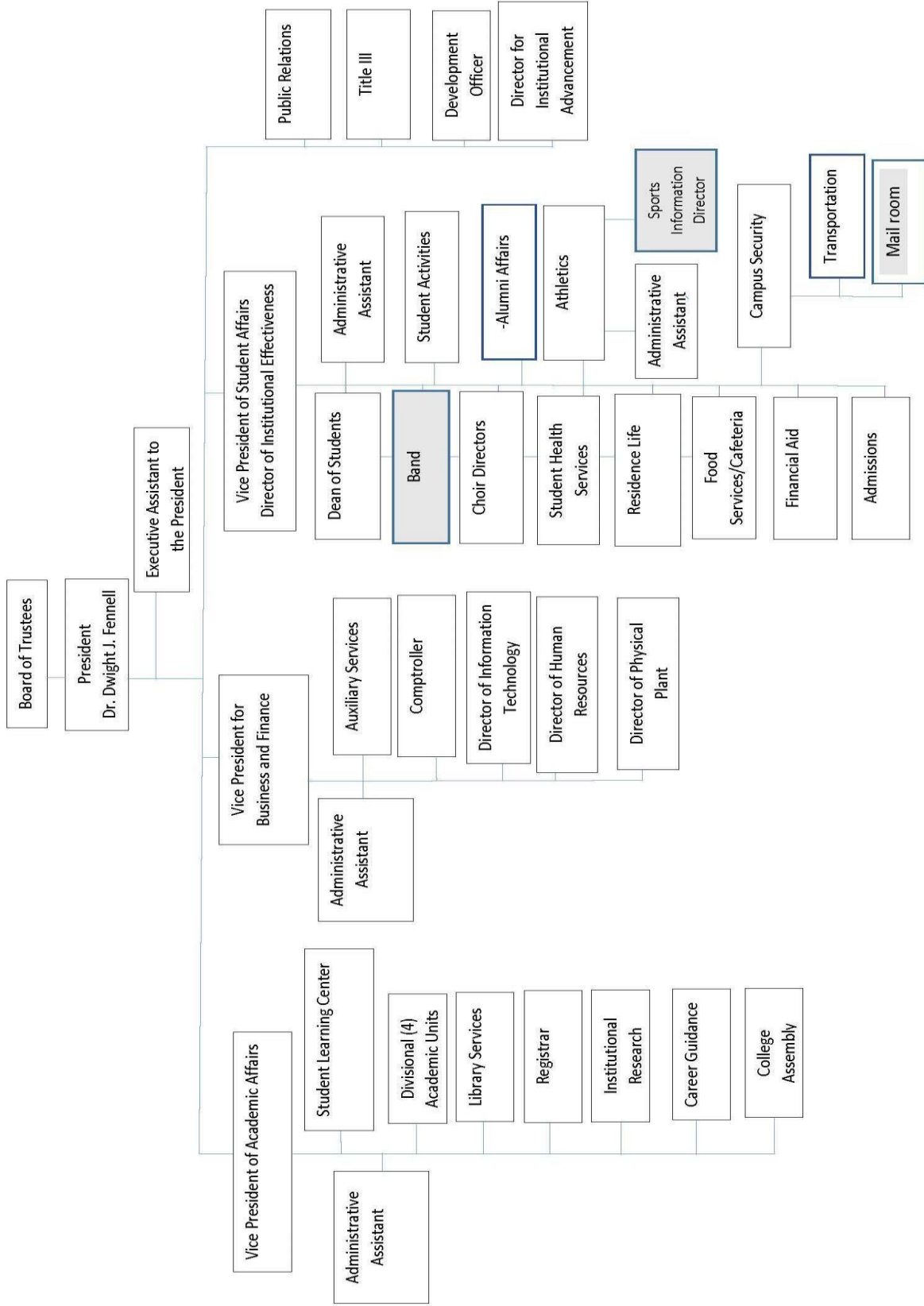
2404 North Grand Ave.  
Tyler, TX 75702  
903.593.8311  
www.texascollege.edu

## LEGEND

- |   |                              |
|---|------------------------------|
| 1. Martin Hall Administration Building  | 5. Gus F. Taylor Gymnasium   |
| 2. Student Center                       | 6. Music Hall                |
| 3. Dining Hall                          | 7. New Residence Hall        |
| 4. W.L. Moody Business/Science Building | 8. Willie Lee Glass Building |
|   | 9. Wilton J. Daniel Hall     |
|   | 10. Security Booth           |
|   | 11. Marthe H. Fair Hall      |
|   | 12. Enrollment Center        |
|   | 13. Carter Hall              |
|   | 14. D. R. Glass Library      |
|   | 15. Fitness Center           |

Revised 1/25/2014





## HISTORY OF THE COLLEGE

In the spring of 1894, Texas College was founded by a group of ministers affiliated with the Christian Methodist Episcopal Church. The founding represented the start of the educational process for a group of disenfranchised individuals in the area of East Texas, City of Tyler.

The Charter as originally issued July 1, 1907, indicates that the name of the corporation was established as “Texas College.” The exclusive educational direction was to include the education of youths, male and female, in all branches of a literary, scientific and classical education wherein [all] shall be taught theology, normal training of teachers, music, commercial and industrial training, and agricultural and mechanical sciences.

On June 12, 1909, the name of the college was changed from Texas College to Phillips University. The noted change was associated with Bishop Henry Phillips, as a result of his leadership and educational interests for mankind. The name change was short lived and reportedly lasted until actions for a name reversal occurred in 1910 at the Third Annual Conference of the church. On May 1912 the College was officially renamed Texas College.

The subsequent years of the College were spent with refinements and enhancements of the educational enterprise. The Articles of Incorporation reflect such efforts with modifications and amendments during periods 1909 to 1966.

The College today complies with its founding principles with the right to offer instruction in the areas of Arts and Sciences, Humanities, Computational Sciences, Natural Sciences, Social Sciences and Education with preparation of teachers and the provision of instructional supports, to those in pursuit of an education.

*Note: Information provided by Secretary of State Charter- July 10, 1907; Amendment- July 24, 1909; Amendment- March 14, 1918, Amendment-November 26, 1957; Statement –September 26, 1963; Statement of Change of Registered Agent –August 15, 1966 and Amendment –August 19, 1966.*

## MISSION STATEMENT

Texas College is a Historically Black College founded in 1894, by the Colored Methodist Episcopal Church, now the Christian Methodist Episcopal Church (CME). Our mission continues to embody the principles of the Christian Methodist Episcopal Church. The College shall prepare students with competencies in critical and creative thinking related to the knowledge, skills, and abilities as defined in areas of study. Additionally, the College shall provide an environment to inspire intellectual, spiritual, ethical, moral, and social development, which empowers graduates to engage in life-long learning, leadership, and service. *(Restated October 26, 2023)*

## **CORE VALUES**

The Mission Statement of the College is delivered through operationalizing the support of the institution's Core Values. The Core Values are the guiding principles that are foundational in the holistic development of the teaching-learning process. The Core Values are defined as:

**Academic Excellence** - Developing a culture of curiosity and creativity that will challenge the frontiers of teaching/learning; stimulate research; raise the level of analytical reasoning and inquiry; and enable students to acquire leadership, human relations, communication and technology skills.

**Integrity** - Instilling the pursuit of character, honesty and sincerity of purpose as the moral rubrics upon which the behaviors of graduates and the College family are anchored.

**Perseverance** - Implanting diligence, enterprise and pride in the application of skills, knowledge and abilities developed during the course of study at Texas College.

**Social Responsibility** - Promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.

**Tolerance** - Emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.

**Community Service** - Encouraging self-extension in service to others as the heart and soul of our educational enterprise.

## **INSTITUTIONAL OUTCOMES**

It is significantly important that the direction, scope and focus of the institution be shared and understood with stakeholders of the College i.e., students, community of friends, faculty and staff, alumni and Board of Trustees. For this purpose, Texas College has established four areas as the essential direction of institutional outcomes. They include:

- Having students gain a command of the use of communicative skills, both written and verbal;
- Teaching students to become critical thinkers in the use of content knowledge and beyond;
- Having students involved in service project and social responsibilities that assist in skill development; and
- Providing students with the knowledge and experiential learning that will assist them in becoming productive citizens, i.e., individuals who can assist with the development of others where they live and work.

## OPEN ADMISSION POLICY

Students entering the four-year baccalaureate degree program are expected to have a minimum cumulative grade point average of 2.00 or its equivalent. Students with less than a 2.00 cumulative grade point average at the time of admission will be directed to the association of arts program and must meet with the admission committee or be advised by that committee through correspondence.

## ADMISSION

Texas College is a liberal arts postsecondary institution that offers the Associate of Arts, Bachelor of Arts and Bachelor of Science degrees. Texas College enrolls students with potential, desire and motivation to further their educational development in keeping with the mission of the College. Students interested in attending Texas College may apply online at <http://www.texascollege.edu>, or by requesting an application from:

Texas College Office of Admission  
2404 North Grand Avenue Tyler, TX 75702-2298

Applications for admission may be mailed to prospective students by calling (903) 593-8311, ext. 2221 or (800) 306-6299.

Students seeking admission to Texas College may have the status of: *full admission*, *provisional admission*, *conditional admission* or *transient admission*. The admission status for each is defined as follows:

*Full Admission.* A fully admitted student is an individual who has completed all requirements for admission to the College. This includes a minimum grade point average of 2.0; a completed application for admission, official transcripts received from all institutions previously attended including high school, if less than 12 college credits. Additionally, a Texas College medical form must be completed along with proof of immunization and meningitis vaccination, if applicable.

*Conditional Admission.* Texas College has open admission with the expectation that students will enter with a minimum 2.00 cumulative grade average from high school or other institutions previously attended. However, students who apply with less than a 2.00 cumulative grade average and have other indicators that suggest an academic risk, may be accepted on a *conditional* basis. The College may accept students in this category, after a review by the Admission Committee. The student may have a prescriptive course of study and/or may be directed to enroll in the two-year Associate of Arts (AA) degree program in General Studies. After completion of the Associate of Arts program, students are encouraged to enroll into one of the Baccalaureate degree programs.

*Provisional Admission.* Provisional admission may be granted when all documentation for full admission have not been received from institutions previously attended, i.e. high school, college, university, etc. Students admitted in the provisional status must submit all official documents (high school/GED transcript, college/university transcripts) by the close of business on the 12th class

day of the initial semester they are enrolled. Students whose records are not received within the allotted time period will not be granted regular admission.

*Transient Admission.* Applicants seeking to register for courses to be transferred to another college or university in which they are regularly enrolled will be admitted as transient students. The transient student may not be registered for more than two consecutive semesters. The transient student must complete a formal application for admission and complete the regular registration process. Transient students are not eligible to receive financial aid from Texas College.

## ADMISSION REQUIREMENTS AND PROCEDURES

*Admission Requirements for Entering Freshman.* A student desiring to enter the freshman class must have graduated high school or have successfully completed the General Educational Development (GED) Test, with no prior attendance at a postsecondary institution following graduation. A student entering the freshman class must have completed a minimum of 22 credits, adopted from Texas Education Agency (TEA) minimum High School Program (HSP) of high school course of study. One high school unit is equivalent to 36 weeks of class work in high school. The distribution of units should be as follows:

English Language Arts.....	4.0 credits
Social Sciences.....	3.0 credits
Mathematics .....	3.0 credits
Science .....	3.0 credits
Academic Elective .....	1.0 credit
Economics.....	0.5 credit
Physical Education.....	1.0 credit
Speech.....	0.5 credit
Fine Arts.....	1.0 credit
Elective Courses.....	<u>5.0 credits</u>
<b>Total</b>	<b>22.0 credits</b>

A minimum overall grade point average (GPA) of 2.00 is required for students entering the freshman class. Prospective students whose GPA is lower than 2.00 may be granted *conditional admission* after a review of their records by the Admission Committee. If approved for admission, the student may enroll in the two-year Associate of Arts (AA) degree program in General Studies. After completion of the Associate of Arts program, students are encouraged to enroll into one of the Baccalaureate degree programs.

Each entering freshman student is required to submit the following credentials to be considered for enrollment at Texas College. The items include: A completed application for admission; an official high school transcript; and official transcript(s) from all colleges and/or universities previously attended through dual enrollment.

In addition to the requirements outlined above, each entering freshman student may submit the

Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. All entering freshman students (with less than 12 credit hours) is required to take an institution approved assessment test prior to registration for the purpose of determining correct placement in select core required courses.

Students who require improvement in basic skills will be referred to the Student Learning Center (SLC). The SLC provides remedial and academic support that assists with retention and development towards academic enrichment. The SLC offers assessments in reading, writing and mathematics for determining where assistance may be needed.

*Admission Requirements for Homeschooled Students.* Texas College acknowledges the academic pursuits of students who are homeschooled. Homeschooled applicants are required to submit the following:

- A completed application for admission;
  - A notarized copy of the official home-school transcript showing date of graduation with course requirements that meet the State of Texas graduation requirements as approved by the Texas Education Agency;
  - An official GED certificate with score report (if applicable); and
  - Home-schooled applicants may submit Scholastic Aptitude Test (SAT) or American College Test (ACT) scores.
- *Admission Requirements for Transfer Students.* A transfer student is defined as a candidate for admission who enrolls at Texas College after having attended, or completed course work at a college or university.

Transfer students must submit the following information to be considered for admission. The information includes:

- A completed application for admission;
- Official high school/GED transcript (if less than 12 hours completed at another postsecondary institution); and
- Official college/university transcript(s) from all institutions previously attended.

For admission consideration, transfer students must not be on academic suspension or expulsion at the time of the request for admission. Additionally, transcripts from schools abroad must be accompanied by an evaluation performed by a U.S. credentialing agency in order to determine credit transferability. Transcripts and official records must be received by the Office of Admission, directly from the sending institution.

## TRANSFER STUDENTS & CREDITS

Admission may be granted to a student who took courses equivalent to those at Texas College while attending another college/university. The courses being transferred for credit toward a degree at Texas College must have been completed at an accredited college and/or university. The transfer student applicant also must complete the regular Application of Admission and meet the admission requirements at Texas College, except that the transfer student must only attest to having graduated from high school or completed the GED by indicating that on the application.

An exception, however, is that a student transferring with less than 12 hours must submit evidence of the high school transcript or GED. Additionally, students on suspension from another college or university are not eligible to register and will not be accepted.

Courses pursued on the two-year college level may not be credited toward upper level (junior and senior) degree requirements. Academic work completed six or more years prior to enrollment may not be used to satisfy major and/or minor degree requirements. In order to complete a degree program at Texas College, a minimum of 25 percent of the semester credit hours required for degree completion must be earned through instruction at Texas College.

*Transfer Credit.* The transfer student will generally have credits earned that may be considered at the time of admission. Transfer credits may be accepted from regionally and nationally accredited colleges or universities. All official transcripts from previously attended colleges or universities must be received before an official evaluation is considered complete. Students who have completed post-secondary work outside the United States are required to provide a commercial evaluation of all course work completed. There is no assurance that any and all transfer credits are applicable or transferrable to the degree programs at Texas College.

A complete transfer application for admission includes:

1. Application for Admission;
2. Application fee (non-refundable) in the form of a money order. Personal checks are not accepted. Applicants may also make payment via debit/credit card on-line at <https://www.velocitypayment.com/client/capitalone/texascollege/index.htm>; and
3. Official college transcript from ALL colleges/universities attended.

Additional requirements for admission include:

1. Medical examination (completed by a physician);
2. Proof of health insurance;
3. Copy of immunization records;
4. Copy of social security card; and
5. Proof of meningitis shot (or waiver).

Undue delay of admission to the college may be prevented if the official transcript(s) and application for admission are submitted at least 30 days prior to the opening of the session in which the student wishes to enter. New and transfer students whose credentials have failed to reach the

college by the 12<sup>th</sup> class day may be administratively withdrawn. Transcripts and other supporting data will not be returned to the applicant.

*Advanced Placement Credit.* Students from high schools with the Advanced Placement program may contact the Office of the Registrar for evaluation of transferable credits that may be awarded as a result of participation in the AP program. Credit will be awarded at Texas College for AP courses based on the final official test scores. The following are acceptable test scores: three (3); four (4); or five (5).

*Credit for Military Service.* Veterans with at least one year of military service may qualify for prior learning experiences. Veterans should submit official copies of service records for evaluation prior to enrolling. The evaluation of military credits will be guided by the evaluation of academic credit prepared by the American Council on Education (ACE).

*Readmission to the College.* Readmission to the College is required when a student has been inactive or experienced a break in service for one or more semesters from the College. When this occurs, the student must reapply for admission by completing an Application for Admission and submitting official transcripts from all colleges or universities in which the student was enrolled while not enrolled at Texas College, if applicable (grades and grade averages are not transferable). Students applying for readmission should note that:

- A completed application for admission is required;
- Official transcripts from all colleges or universities in which the student was enrolled while not enrolled at Texas College, if applicable, are required. Transcripts must be received directly from the sending institution;
- Provisions listed in the current College catalog at the time of reenrollment must be adhered to; and
- Any course substitutions transferred from another college/university may not be used to satisfy degree requirements in a major or minor.

*Admission of International Students.* Texas College adheres to federal law when admitting non-immigrant international students; this is applicable to full-time study only. An applicant for admission from a foreign country must submit credentials to the Office of Admission prior to the semester in which the applicant desires to attend. Credentials of international students are evaluated according to the general regulations governing admission to Texas College.

International students must comply with all rules and regulations (federal laws) for non-immigrant students. The items listed below are requirements to be met or submitted by prospective international students before the Certificate of Eligibility (I-20) form is issued by Texas College. All prospective international students must have the following:

- An equivalent U.S. high school diploma or General Certificate of Education that has been evaluated by the World Education Services (WES) or International Academic Credential Evaluators Incorporated. Prospective students are responsible for the submission of transcripts for their official evaluation;



- Official transcript from both high school and all colleges/universities previously attended;
- *Test of English as a Foreign Language* (TOEFL) score. A score of 550 is required for the paper exam or a score of 213 for the computer and Internet-based versions;
- A medical examination report completed by a licensed physician. This must be submitted in accordance with the U.S. Department of Health requirements; and
- A notarized letter of financial support and advanced payment of all tuition and fees for the academic year of entry.

Students will receive the I-20 form required to obtain an F-1 Visa once full admission has been determined and payment has been made for the academic year to the Office of Business and Finance.

*Admission of International Transfer Students from U.S. Institutions.* International students who have been in attendance at a U.S. postsecondary institution(s) must submit the following:

- A completed application for admission;
- Official college/university transcript(s) from all institutions previously attended. Transcripts must be received directly from the sending institution(s);
- Transcripts from schools abroad accompanied by an evaluation performed by a U.S. credentialing agency in order to determine credit transferability, if less than 12 hours are being transferred; and
- A notarized letter of support/sponsorship and advance payment for the academic year tuition and fees.

International Students must not be on academic suspension or expulsion at the time of the request for transfer. The Texas College I-20 will be issued once eligibility to transfer has been confirmed and payment for tuition and fees has been made to the Office of Business and Finance.

## **BUSINESS AND FINANCE INFORMATION**

The Office of Business and Finance serves to achieve the College's mission through the efficient operation and use of physical and human resources, while providing financial sound management of the College's financial resources. The functional areas of the Office of Business and finance exists to provide courteous, customer-focused, cost-effective, professional and innovative services and leadership to students, faculty, and other constituents of Texas College in a manner that warrants the highest degree of public confidence in our integrity, efficiency and fairness.

## **COST OF ATTENDANCE POLICY**

Texas College reserves the right to adjust College costs during the year, should conditions so warrant and with timely notification(s) to students. Students whose accounts are not current with the Office of Business and Finance and whose financial aid forms are incomplete, incorrect, or late may be denied any and all College services. A student may not receive transcripts, grade reports, or other educational records until all accounts with the College are satisfied.

*Tuition and Required Fees.* This consist of the annual cost of tuition, student fees, room and board, when applicable and other charges for the upcoming year Tuition and fees do not include amounts for books, supplies, travel expenses, and other miscellaneous personal items. Students are expected to meet their financial obligations. The College reserves the right to withhold services and accommodations, deny transcript requests and/or place students on financial hold if payments are not made as scheduled. Students may access a copy of their statement at any time online through their school JICS account.

Payments to Texas College for tuition and fees should be made by certified or cashier’s checks, drafts, money orders, or credit/debit cards. On-line credit/debit card payments can be made at <https://www.velocitypayment.com/client/capitalone/texascollege/index.htm>. Texas College does not accept personal checks. Cash should not be mailed to the College. Texas College disclaims any liability for cash (currency) that is sent through the mail. Payments should be sent to Texas College, Office of Business and Finance, 2404 North Grand Avenue, Tyler, TX 75702.

**SCHEDULE OF TUITION & FEES**

<b>SCHEDULE OF TUITION &amp; FEES</b>			
<b>Per Semester</b>	<b>Off Campus</b>	<b>On-Campus</b>	<b>On-Campus</b>
Tuition (12-18 credit hours)	\$4,104	\$4,104	\$4,104
Room (in residence hall)			\$2,100
Room (in Rose hall)		\$1,900	
Board		\$1,900	\$1,900
Student Fees	\$900	\$900	\$900
<b>Total (12-18 hours)</b>	<b>\$5,004</b>	<b>\$8,804</b>	<b>\$9,004</b>

## TEXAS COLLEGE ASSESSMENT FEE SCHEDULE

ASSESSMENT FEE SCHEDULE	
Library Fee	\$50.00
Health Service Fee	\$200.00
Student Activity Fee	\$150.00
Student Facilities Fee	\$200.00
Student Technology Service Fee	\$300.00
<b>Total</b>	<b>\$900.00</b>
<b>Additional Fees</b>	
Application Fee	\$20.00 per application
Drop/Add Fee	\$20.00 per schedule change
Late Enrollment Fee	\$75.00 per enrollment
Re-Admit Fee	\$25.00 per re-admit
Parking Fee	\$30.00 annually or \$20.00 per semester Note: \$20.00 Parking fee , per semester is only applicable only during Spring and Summer terms
Housing Fee (non-refundable)	\$300.00 per year
Registration Fee (non-refundable)	\$150.00 per year
Graduation Fee (non-refundable)	\$200.00 per year
Dual Degree Associate or Art	\$275.00 per year
Late Graduation Fee (non-refundable)	\$50.00 per year
<b>Total cost for one year for full-time student off campus</b>	<b>\$10,008.00</b>
<b>Total cost for one year for full-time student on campus</b>	<b>\$18,008.00</b>

*Library Fee.* The cost of purchasing library materials, on-line information resources, and other services for students.

*Health Services Fee.* The cost of providing medical services at the college's health service clinic.

*Student Activity Fee.* The cost of financing, constructing, operating, maintaining, and improving recreational sports facilities and programs.

*Student Facilities Fee.* The cost of financing renovating, operating, maintaining, and improving campus facilities.

*Student Technology Fee.* Student access to systems of instructional computing and information technology services. It also includes new student ID (swipe) cards.

*Graduation Fee.* Students are required to pay a non-refundable graduation fee payable 30 days prior to their scheduled Commencement date.

*Financial Obligations.* Students whose accounts are not current with the Business Office and students whose financial aid forms are incomplete, incorrect, or late may be denied any and all College Services. A student may not receive transcripts, grade reports, or other educational records until all accounts with the College are satisfied.

*Commuter Meal Cards.* May be purchased directly from the Business Office.

## **OTHER NON-REFUNDABLE FEES**

*Room Reservation Fee.* Room reservation fee in the form of a money order, made payable to Texas College (if applicable) or applicants may make payment via debit/credit card online at <https://www.velocitypayment.com/client/capitalone/texascollege/index.htm>

*Re-admittance Fee.* Students who have a break in service for one semester or longer may be assessed a re-admittance fee.

*Parking Fee.* Covers the cost of parking on campus. Students who operate a vehicle on campus are required to obtain a parking decal.

*Late Registration Fee.* Students who **complete the registration process after the dates indicated for registration on the Academic Calendar are assessed a late fee.** The late registration fee is required at the time of registration and/or may be billed to students account.

*Overload Fee.* A fee is assessed for each credit hour in excess of the normal load of 18 credit hours per semester. Students must get prior approval from the Office of Academic Affairs to register for additional classes over the permitted 18 hours.

*Course Audit Fee.* Those students enrolled as “auditors” of a class are charged an audit fee per

course. Audit fees are non-refundable.

*CLEP Credit Fee.* A course substitution fee for individuals who pass general education requisites by way of the College Level Education Program (CLEP) tests.

*Advanced Placement Program Fee.* The Advanced Placement (AP) program is a cooperative educational endeavor between secondary schools and colleges and universities administered by the College Board Advanced Placement Program. High schools that participate in the program offer special AP courses, followed by the AP examinations in early May. Texas College awards a minimum of three (3) credits to students who earn a score of three (3) or higher on the AP examination. The course(s) credited and the number of credits offered will depend on the academic major not to exceed six hours, AP subject area, and departmental recommendation. The College charges the regular per credit hour fee.

*Transcript Fee.* Each student is entitled to request an official transcript at the required fee.

*Graduation Fee.* Students are required to pay a non-refundable and non-transferrable graduation fee prior to their scheduled commencement date.

*Refund Policy.* A refund is defined as financial aid and/or cash payments minus the amount retained by the institution for the student's actual period of enrollment. Any student who withdraws from the institution may be eligible for a refund of institutional charges, according to the published refund policy. However, a student who received financial aid and withdraws from the institution may be required to refund all or a portion of the financial aid awards to the appropriate financial aid programs.

The date of withdrawal for refund is established by the date on the official withdrawal form, unless otherwise informed by the College's administration. Listed below are the *pro rata* refund calculations that will apply to all students. Tuition, fees, institutionally contracted room and board, and other school charges are refunded as follows:

Up to and including the 12th Class day: 90%

Within week 4: 70%

Within week 5: 60%

Within week 6: 50%

Within week 7: 40%

After week 7, zero percent (0%) of living expenses are prorated according to weeks of enrollment completed in a 16-week semester. Half the academic year's allowance for books and supplies is considered to be used at the start of each term.

The effective date of withdrawal will be the date when the withdrawal is officially completed and recorded in the Office of the Registrar. In order to receive a partial refund, the official withdrawal must be completed and recorded in the Office of the Registrar on or before the 12th class day for

the fall or spring terms. For the summer term the withdrawal must be completed by the second day of the summer term.

If the college determines that a student did not begin the withdrawal process or otherwise notify the college of the intent to withdraw, the college may determine the appropriate withdrawal date.

The college may use the student's last date of attendance at an academically-related activity as the student's withdrawal date. The school must document that the activity is academically- related and document the student's attendance at the activity. Examples of academically-related activities include, but are not limited to, an examination, a tutorial, computer-assisted instruction, academic counseling, or turning in a class assignment.

## **FINANCIAL AID**

Texas College provides equal educational opportunities for all students, and the policy of equal opportunity is fully implemented in all programs. All financial aid is administered by the Office of Financial Aid.

Students can apply for financial aid from a variety of sources to meet their educational expenses. This aid is based on need/or merit. Students must meet the Satisfactory Academic Progress requirements in order to receive federal financial aid. All financial aid applicants must be accepted for admissions by Texas College before aid will be processed. All academic transcripts from previously attended colleges must be evaluated by the Registrar's Office before aid will be processed. Financial Aid will not be processed for students who are not fully admitted to the college. Students who are transient are not eligible for aid. The goal of the Office of Financial Aid is to provide financial assistance to students to assist them in meeting their educational costs. *Eligibility Requirements.* The student financial aid eligibility is determined by the Department of Education regulations. In order to be eligible to receive federal financial aid, students must meet the following requirements:

- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security Number;
- Be officially admitted to Texas College;
- Be enrolled in an eligible degree program;
- Not be in default of any federal funds or owe a refund/overpayment on a federal grant;
- Must maintain Satisfactory Academic Progress (SAP) in an eligible course of study in accordance with the College's guidelines; and

The following deadlines are offered to assist in planning. They are:

### **Priority Deadlines for Federal Financial Aid (grants and loans)**

- Fall: June 1
- Spring: October 1

## **Priority Deadlines for Scholarships**

- Fall: June 1
- Spring: October 1

*Application Process.* All students interested in federal financial aid must file the *Free Application* for Federal Student Aid (FAFSA). The form can be obtained through high school counselors, libraries, or any college, university, or career school. Using Texas College school code: 003638 on-line at [www.fafsa.gov](http://www.fafsa.gov). Returning students can file a FAFSA Renewal Application if they filed a FAFSA last year.

Application if they filed a FAFSA last year. Students need to check with the Financial Aid Office for the priority deadline date(s).

*Types of Financial Aid.* Texas College continuously reviews its financial aid program in an effort to assist needy and worthy students with the rising costs of a college education. The College offers its students the following types of financial assistance based on the institution's eligibility to participate in the various programs.

## **GRANTS**

### **Type: *Federal Pell Grant***

Eligibility: Undergraduate students demonstrating need by the Federal Pell Grant formula How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to the financial aid office

Amount: Maximum award amount per year \$ 7,395.00 for current 2023-2024 year.

### **Type: *Federal Supplemental Educational Opportunity Grant (SEOG)***

Eligibility: Undergraduate students whose need analysis exhibits excessive need How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to the financial aid office

Amount: Varies, generally \$ 4,000.00 per year

### **Type: *Federal Work Study***

Eligibility: Undergraduate students who have demonstrated financial need

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to Financial Aid Office
3. Complete and submit Federal Work study contract to the Financial Aid Office
4. Attend Work Study orientation

Amount: Paid monthly at \$13 an hour and no more than 20 hours per week.

**Type: *TEACH Grant***

Eligibility: Teacher Education majors, Cumulative GPA of at least 3.25, be enrolled in a Teach Grant eligible program

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to the financial aid office
3. Complete TEACH Grant counseling
4. Complete and sign the TEACH Grant Agreement to Serve

Amount: \$ 4,000.00 per year

**Type: *Texas Equalization Grant (TEG)***

Eligibility: Texas Resident, show financial need, not receiving an athletic scholarship, register for selective service or exempt from registration

How to apply:

Complete the Free Application for Federal Student Aid

TEG Renewals:

1. Complete the Free Application for Federal Student Aid
2. Have an overall 2.5 GPA
3. 75% completion of attempted hours for the year and completion of 24 hours or the year

Amount: Varies, generally \$5,810 per year

**Type: *Texas Work Study (TWS)***

Eligibility: Texas residents, show financial need, register for the Selective Service or a signed statement for exemption, enroll at least half-time, not a recipient of an athletic scholarship

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit required documents to Financial Aid Office
3. Complete and submit Federal Work study contract to the Financial Aid Office
4. Attend Work Study orientation

Amount: Minimum wage, up to 20 hours per week, paid monthly Loans:



**Type: *Federal Direct Loans (Subsidized and Unsubsidized)***

Eligibility: Need eligibility must be established by the College's Financial Aid Office

How to apply:

1. Complete the Free Application for Federal Student Aid
2. Submit all required documents to the Financial Aid Office
3. Complete the Entrance Counseling, Financial Aid Awareness, and Master Promissory Note

Amount:

**Dependent Students**

Direct Loans Annual Loan Limit

- 1<sup>st</sup> year \$ 5,500 (no more than \$ 3,500 may be subsidized)
- 2<sup>nd</sup> year \$ 6,500 (no more than \$ 4,500 may be subsidized)

**Independent Students**

Direct Loan Annual Loan Limit

- 1<sup>st</sup> year \$ 9,500 (no more than \$3,500 may be subsidized)
- 2<sup>nd</sup> year \$ 10,500 (no more than \$ 4, 500 may be subsidized)

**Type: *Federal Plus***

Eligibility: Parent of dependent student How to Apply:

1. Student completes Free Application for Federal Student Aid
2. Parent completes plus pre-approval process, via phone or internet
3. Contact the Financial Aid Office for more information

Amount: Parents of undergraduates may borrow up to the entire cost of attendance minus any other financial aid received.

**Type: *College Access Loan (CAL)***

Eligibility: Texas Resident, meeting SAP requirements, good credit standing

How to Apply:

You may apply online at [www.hhloans.com](http://www.hhloans.com)

Amount: Students may borrow no less than \$100.00 and up to the cost of attendance minus any other aid.

**Type: *Private Loans***

Eligibility: Credit Based

How to Apply:

You may apply with Elm Select at  
<https://www.elmselect.com/v4/school/469/program/1/program-detail>

**Type: *Institutional Scholarship and Grant Aid***

Texas College seeks, acknowledges, and awards those students who demonstrate academic, musical, athletic, or leadership promise. Students applying for and/or receiving institutional awards must complete the application process for financial aid (file a Free Application for Federal Student Aid [FASFA]) and submit all required documentation to the Office of Financial Aid.

The provisions of the institutional grant-in-aid are limited to the direct costs of attending the College; that is, tuition and room and board. If other financial assistance (when combined with the institutional grant-in-aid award) exceeds the direct costs, the institutional grant will be reduced accordingly. Students may receive up to two institutional grant-in-aid awards unless authorized by the Scholarship Committee. Grant-in-aid awards are not redeemable as cash, but are offered for the exclusive purpose of meeting student's direct educational costs

## **CRITERIA FOR INSTITUTIONAL SCHOLARSHIPS AND GRANT-IN-AID**

To be eligible for institutional grant-in-aid, the student must:

- Must complete a Free Application for Federal Student Aid (FASFA);
- Be a fully admitted, full-time student enrolled in at least 12 semester hours each fall and spring semester and reside on campus;
- Maintain enrollment in at least twelve (12) semester hours during the entire semester to keep the scholarship for the current semester;
- Maintain Satisfactory Academic Progress; and
- Maintain a 2.3 GPA; and
- Cannot have had any disciplinary action taken or pending for conduct or judicial issues.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (SAP) is the term used to denote a student's successful completion of coursework toward a degree. Students who fall behind in their coursework or fail to achieve minimum standards for a grade point average and completion of classes may lose their eligibility for all types of federal and state aid (includes grants, work-study, Direct and Plus Loans).

## SATISFACTORY ACADEMIC PROGRESS COMPONENTS

### Annual Evaluation

Satisfactory Academic Progress evaluations will be completed at the end of each academic year and cannot take place until final grades are posted. This review will determine eligibility for the upcoming summer, fall and/or spring semester. Every student who applies for financial aid must be meeting Satisfactory Academic Progress, regardless of whether they are a first-time applicant or have received financial aid in the past. Any financial aid assistance offered for the year ahead is subject to cancellation if the minimum standards of satisfactory academic progress were not met the prior year.

Incoming freshman and new transfer students will be considered for financial aid for one academic year prior to the evaluation of Satisfactory Academic Progress. At the end of the first academic year of attendance at Texas College, all students will be evaluated based on the standards of their academic level. Students who transfer to Texas College will not be evaluated until they have completed two semesters.

### HOW SAP IS REVIEWED

*(There are three measures Qualitative, Quantitative, and Maximum Time Frame)*

In calculating/reviewing SAP, credit hours and grades attempted towards the chosen major/program will be considered. Grades included, but are not limited to: courses passed, courses failed, courses in which the student withdraws, repeated courses, transfer/accepted courses, remedial coursework and courses for which the student did not receive financial aid.

### QUALITATIVE MEASURE (GPA)

QUALITATIVE MEASURE CUMULATIVE GRADE POINT AVERAGE TABLE				
Cumulative Hours Attempted	1-15 Hours	16-30 Hours	31-45 Hours	46 Hours and Above
Minimum Cumulative Grade Point Average	1.50	1.70	1.90	2.00

## QUANTITATIVE MEASURE/PACE OF PROGRESSION

In calculating the quantitative measure, we measure the Pace of Progression in which the student is progressing. The calculation is completed by dividing the total major/program credit hours earned by the cumulative major/program hours attempted. (Example: total attempted credit hours for major/program= 43 and total credit earned hours = 24. As a result the calculation would be  $24/43 = 55\%$ . The student only has 55% completion rate which does not meet SAP). SAP will be met if the student is achieving the appropriate cumulative GPA (see cumulative grade point average table) and the Pace of Progression is equal to 67% or higher and the student has not reached 150% maximum time frame allowed from their degree program (see maximum hour table below).

As an example, the following table shows the minimum number of credits a student must complete with an A, B, C, or D on a cumulative basis to be eligible for federal/state financial aid.

Maximum Hours Table			
Attempted Hours	Completed Hours	Attempted Hours	Completed Hours
1	1	11	8
2	2	12	8
3	2	13	9
4	3	14	10
5	4	16	11
6	4	17	12
7	4	18	12
8	6	19	13
9	6	20	14
10	7	21	14

*Maximum Hours Allowed.* The total attempted credit hours must not exceed 150% of the U.S. Department of Education approved length of the student's major/program. Students may receive federal student aid if they have attempted below 150% of the maximum federal student aid credit hours approved in their major/program. In order to determine the total numbers of credit hours approved for the program, multiply the total numbers of program credit by 1.50. (Example: If the degree program requires/approved 120 credit hours for the length of the program, multiply 120 credit hours x 1.50 = 180. The maximum allowable attempted credit for the program in this example = 180 hours.) Credit hours attempted includes ALL credit hours pursued, earned, dropped, and failed. All pursued, earned, dropped and failed credit hours are counted as attempted credit hours even if the student did not receive financial aid.

*Financial Aid Probation: (per regulations must be reviewed at the end of each semester).* A student will be placed on financial aid probation if their Satisfactory Academic Progress appeal is approved. During the probationary period, a student remains eligible to receive financial aid funding. During the probationary term, a student must maintain the required cumulative GPA and completion rate. Failure to attain the required GPA and/or the rate of completion will result in the suspension of financial aid eligibility. If a student does not attain the required GPA and/or completion rate but successfully follow the academic plan, he/she may submit a subsequent appeal showing that he/she has met the terms of the academic plan.

*How to Submit Financial Aid Appeal.* Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to submit an appeal. The financial aid committee will respond in writing with the results of the appeal and explain the requirements a student must meet to re-establish eligibility for state/federal financial aid by the established deadline. Submitting an appeal does not guarantee the student will regain financial aid eligibility.

Appeals will be reviewed by the Financial Aid Appeals Committee. The Committee will issue a decision in writing to the student. If the appeal is approved, the student will be placed on Financial Aid Probation for one term and will be expected to successfully complete the appropriate number of credits for their level of enrollment and earn the appropriate GPA. At the end of the term, the student's number of hours completed and cumulative GPA will be sent to the Office of Financial Aid by the Office of the Registrar as proof of SAP. If the student does not meet SAP standards by the end of the one semester, aid will be denied for future terms until SAP standards are met.

If an appeal is denied, the student will be responsible for their own educational costs. After completing a term, the student may submit another appeal and provide a transcript as supporting documentation. Then if SAP standards are met, aid will be reinstated for future semesters. The completion of additional self-paid semesters or filing an appeal does not guarantee regaining aid eligibility. A student MUST show academic progress.

Students failing to meet the minimum SAP requirements with extenuating circumstances may submit a Financial Aid Appeal with supporting documentation to the Financial Aid Appeals Committee.

*Examples of extenuating circumstances are but not limited to*

- Prolonged illness, medical conditions, or injury to student or immediate family member
- Death of an immediate family member
- Extenuating circumstances beyond the student's control

*Examples of Supporting Documentation are but not limited to*

- Physician's letters and hospitals records (must include dates of illness and recovery time)
- Death certificate or obituary
- Court documents or police reports
- Letters from a third party such as attorneys, professional counselors etc., on his/her letterhead

*The student must provide the following in order to submit a Financial Aid Appeal*

- Complete the Financial Aid Appeal form.
- Submit a letter that includes the following:
  1. Why the student failed to meet the SAP requirements (For example: personal illness)
  2. What has changed in the student's situation that will allow the student to demonstrate progress by the next SAP evaluation (For example; recovered from illness)
  3. What are the mitigating circumstances in which you are appealing based upon, along with supporting documentation

If the Financial Aid Appeal is approved, and SAP requirements are attainable by the end of the semester. The student will be placed on "Probation" and will be eligible for financial aid the corresponding semester. SAP will be reviewed at the end of the semester of eligibility. If the student is not meeting SAP requirements, the student is no longer eligible for state/federal aid. The student must attend Texas College for one semester at his/her own expense and meet all SAP requirements.

Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to submit an appeal. The financial aid committee will respond in writing with the results of the appeal and explain the requirements a student must meet to re-establish eligibility for state/federal financial aid by the established deadline. Submitting an appeal does not guarantee the student will regain financial aid eligibility.

*Applying for Reinstatement.* If a student fails to meet the SAP requirements and does not have mitigating circumstances to appeal. The student may apply for reinstatement after completing the following requirements:

- Enrolling in at least 6 credit hours of courses required for their degree program. Pay his/her tuition and fees without the use of state/federal financial aid.
- Complete all attempted courses with at least a "C" or better. (Grades of W, I, D, or F, do

not qualify for re-instatement).

Once the student has met all three requirements, the student may submit an appeal form based on the semester's final grade report. All requests for reinstatement will be reviewed and a decision will be made by the Financial Aid Appeals Committee.

*Appeal without an Academic Plan.* The Financial Aid Appeals Committee will determine if a student is able to meet the Satisfactory Academic Progress requirements by the end of each semester. If it is determined the student is able to meet Texas College's SAP requirements, the student may submit a Financial Aid Appeal. If the Financial Aid Appeal is approved, the student will be placed on probation. A probationary status means the student is eligible for financial aid for one academic year. In order to meet the Satisfactory Academic Progress requirements, the student must earn the appropriate cumulative GPA (see Cumulative Grade Point Average Table), and maintain a 67% completion rate for all attempted courses not to exceed 150% (Pace of Progression) of the degree program.

*Appeal with an Academic Plan: (must adhere to plans requirements and is reviewed at the end of each semester).* An appeal with an academic plan is necessary in select instances. The student must adhere to the Academic Plan to ensure that they will meet Texas College's SAP requirements by the end of each semester without exceeding 150% of the degree program. The student must submit a signed copy of the Academic Plan along with the Financial Aid Appeal. If the appeal is approved, the student will be placed on Probation with an Academic Plan. A probationary status means the student is eligible for financial aid as long as the student adheres to the Academic Plan. Students, who are following an Academic Plan, will need to meet with their faculty advisor each semester prior to registering for classes.

**Please note:** *If the Financial Aid Appeal is approved, the Academic Plan requires 75% successful completion. The student cannot have any drops, withdrawals, and the student must maintain the required GPA (see Cumulative Grade Point Average Table).*

## **WITHDRAWALS**

For a student who stops attending class officially or unofficially, the last date of a student's attendance in each class will be used to calculate how much of his/her financial aid was earned for the semester. Students who withdraw from all classes will receive a grade of "W."

## **UNOFFICIAL WITHDRAWALS**

Students who receive financial aid and stop attending classes, never start attending classes, or fail to withdraw from classes due to never attending classes will receive a grade of *FX* for all classes for the semester. If the last date of attendance cannot be determined, the College will use the 60 percent point of the semester as a determination of the last date of attendance; this will count towards the student's 150 percent maximum timeframe (pace of progression) of the degree program period.



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

*Repeated Courses.* All repeated courses will be counted as attempted hours in calculating the maximum allowed timeframe. Financial aid may be lost if the student fails a repeated course. A student may repeat a course to improve a prior grade as long as satisfactory progress is being maintained. Eligibility only applies to repeating a course one time.

*Part-time Students.* Cumulative GPA requirements are the same as for full-time students. The number of semesters required to complete the program will depend on hours registered. Students must successfully complete the majority of credit hours attempted each semester. However, no student will receive financial aid once 150% of the required credit hours to complete the program have been attempted.

*Financial Aid Suspension.* A student who fails to meet the standards at the end of the academic year will be ineligible for financial aid beginning the next semester of attendance. A student is automatically ineligible for financial aid when they receive grades of "F" in all courses attempted. In evaluating satisfactory progress, a grade of "I" will be considered a "F." Students who pre-register before grades are evaluated and who use financial aid to defer tuition and fees; may owe a financial aid repayment if they do not maintain satisfactory academic progress and become ineligible for financial aid once grades are posted and reviewed.

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

## **STUDENT SERVICES**

Students have opportunities for involvement in a wide range of activities including residence hall living, religious services, leadership training programs, social and recreational activities, service programs in the community, student organizations, and athletics. They may also participate in the administration and operation of various student activity programs.

*Residence Life.* The College recommends that students with less than 60 hours live in the residence halls. Upon arrival to campus, students must register and then transition to residence halls where they have been assigned. A residence center room inventory form and the student personal data record form are provided and must be completed before keys are issued. All disciplinary matters in the residence halls are subject to the judicial proceedings outlined in the Student Handbook. Failure to comply with regulations cited in the Student Handbook may result in disciplinary actions up to and including immediate suspension from the College. Any student who withdraws or is suspended from the College must vacate the residence hall and the campus immediately. Contact

the Office of Student Affairs for additional information.

*Dining Services.* The dining services offers students a healthy and balanced diet essential to physical well-being. All students who reside in College residence halls are required to purchase the College meal plan. Additionally, commuter meal plans are available; contact the Office of Business and Finance for more details.

*Room and Board.* When students move into a residence hall, they automatically enter into a contract for room and board throughout the respective academic year (Fall and Spring). Students who live in a residence hall are required to purchase the College meal plan.

*Religious Life.* In keeping with the mission of the College, students are encouraged to experience spiritual development by participating in various activities offered by the College. Such activities include, but are not limited to: college assembly, Bible study, Worship services, lyceum programs and campus ministry activities.

*Student Support Services.* The Office of Students Affairs provides student support services that are consistent with the Mission of the institution. Moreover, the unit of Student Affairs works with and through the unit of Academic Affairs to provide diversified services that includes, but is not limited computer labs, writing programs, math programs, reading assistance, tutoring, advising, career services, library services and intramurals. All services are intended to promote student learning and assist in the developing of students.

*Assistance for Students with Disabilities.* Texas College provides assistance to students who self-identify in keeping with the American Disabilities Act (ADA). The College provides reasonable accommodations and/or may direct students to vocational rehabilitation services offered by the State. Students should contact the Office of Academic Affairs to self-identify and request the type of service/support needed.

*Health Services.* Students, whether full-time or part-time, may receive limited medical care through the College's Clinic with proof of current enrollment. The College does not assume responsibility for long term medical care; nor does the College provide health insurance. Health insurance is the responsibility of the parents/guardians of students.

*Athletics.* The College offers recreational athletic opportunities for students in both intramural and intercollegiate sports. Activities in the intramural program may include basketball, flag football, softball, and volleyball. Intercollegiate sports may include football, men's and women's basketball, baseball, men's and women's track, men's and women's soccer, volleyball, and softball.

*Library Services.* The Dominion R. Glass Library provides services that promotes student learning and personal/professional enhancements. The library is a support of and supplement to the teaching learning process of the College. Support services include a variety of electronic media and computer laboratories equipped to enhance learning opportunities in keeping with the College's

*Mission.* Students and faculty have access to library references and resources through search tools like the Library of Texas online. Through TexShare, a consortium shared database, students can read e-books (electronic copies of books) 24 hours a day. TexShare also provides Interlibrary Loans. Through this service patrons have access to items located at other college libraries. Library services include instruction in the form of orientations, information literacy, and bibliographic instruction, giving students a broad range of materials and services thus increasing their potential for becoming lifelong independent learners.

*Career Services.* Career Services is a resource support that aids students' professional development in becoming productive citizens where they live and work. Career Services organizes career fairs and establishes relationships with employers on behalf of students. Services include campus interviews with potential employers; job listings of employment opportunities; a career information library; career counseling of undergraduates; referral to part-time and summer jobs when available; referral of graduating seniors and alumni to full-time positions, graduate schools and internships; interviewing skills preparation; and resume writing workshops.

*Mail Services.* Mail Services is a support to students residing on campus. The service allows students to maintain contact with parents and constituents. It is the option of the student to obtain a mailbox during business hours. A mailroom staff member will be on duty during the posted times to assist; only authorized personnel are allowed in the mailroom. All students' mail is sorted and placed in the mailboxes Monday thru Friday, and may be picked up during regular hours. Students must present a valid student ID card to pick up parcels. Students can only pick up their own mail.

*Texas College Identification Cards.* As a safety measure, Texas College encourages students, faculty, staff and stakeholders to have in their possession and visible at all times, a validated Texas College Identification Card (ID). A validated identification card confirms that the holder of the card has access to the campus and select rights and privileges for the term designated. The ID card also validates current registration for an academic term for students enrolled at Texas College. If the ID card is lost or stolen, please see the Office of Business and Finance for the current fee charge for a replacement ID. Loaning the ID card to anyone, allowing other persons to use one's ID Card, or failure to present one's ID Card when requested by College officials is a violation of College regulations and subjects the holder and unauthorized user to disciplinary actions. Each student is personally liable for all obligations incurred by use of the ID card. The ID card is property of the College and may be requested at any given time by a College official.

*Automobiles on Campus.* The operation of automobiles on campus is a convenience and privilege provided to students and the general public. Students may operate automobiles on the College campus in accordance with College regulations. All vehicles operated on campus must display a current Texas College parking decal purchased from the Office Business and Finance. Vehicles not properly registered with the Office of Business and Finance or those found parked in violation of parking regulations may be removed from campus at the owner's expense. A citation or any other communication from a Security Officer is an official College notice. An individual who does not respond to such communication is subject to disciplinary action.

*Campus Security.* Campus Security is a support service that is designed to provide a safe and secure environment for students, faculty and staff. The function of security reports to the Office of Student Affairs. Campus security is responsible for traffic control, enforcement of college policies and security of the campus at large. Security is on duty 24 hours a day, seven days a week and serves the campus community in every way possible for safety, service and protection. The Office of Security works very closely with the Tyler Police Department, the Smith County Constables' Office, the Tyler Fire Department and all emergency services. Violations of campus regulations may be handled by campus security or an emergency service agency. This service is designed to provide a safe environment for living and learning.

The College adheres to the regulations of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be "fined" up to \$62,689 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action.

*Extra-Curricular Activities.* The College offers a variety of educational and professional experiences through extra-curricular activities. Extra-curricular activities are those, which are beyond the classroom and are designed to assist with student learning and development. Such extra-curricular activities include College Concert Choir; College Band; Community Service; Student Government Association; and PanHellenic Organizations, to name a few. The Office of Student Affairs generally plans and work with extracurricular activities for the college.

*Organizations.* The Office of Student Affairs through the application process creates holistic experiences for the formation of organizations; approval is not an automatic process. All applications will be reviewed for consideration and/or approval. The organizations are registered through the Office of Student Affairs with oversight provided by that office.

## ACADEMIC POLICIES AND PROCEDURES

*Credit Hour Policy:* Texas College follows the general practice of higher education that a contact hour is a measure that represents an hour of delivered instruction. A semester credit hour is normally granted for satisfactory completion of one 50-minute session (contact hour) of classroom instruction per week for a semester of not less than fifteen weeks. With this formula, the college evaluates credit hours as follows:

Credit hours	Contact hours	Total minutes
1.0	15	750
2.0	30	1500
3.0	45	2250
4.0	60	3000

*Course Load.* A minimum of twelve (12) and a maximum of eighteen (18) semester hours of class and laboratory work constitute a normal course load during a semester. Students who enroll in more than 18 hours per semester will be charged an overload fee. Students enrolling for twelve (12) semester hours or more are classified as full-time students. Students enrolling in less than twelve (12) semester hours are classified as part-time students. Full-time students on academic probation may not enroll for more than fourteen (14) semester hours. If a summer session is offered, the maximum course loads for students will be six (6) semester hours, or as designated by the Office of Academic Affairs for special programs.

*Classification:* Students are classified based on credit hours earned, as shown in table below:

### Classification of Students

CLASSIFICATION OF STUDENTS	
Classification	Credit hours
Freshman	1-29
Sophomore	30-59
Junior	60-89
Senior	90 +

*Orientation:* All students entering Texas College for the first time are encouraged to participate in orientation activities. Orientation provides students with an introduction to campus life before registration and classes begin.

*Registration:* Students generally register in person or thru an online process. Directions for the registration process are provided by the Office of the Registrar. In consultation with the appropriate advisor, a class schedule is prepared followed by the completion of the official registration form.

This step can be done by the student through the JICS system or with the assistance of the advisor. A student becomes officially enrolled in a class by completing the registration process. A student is officially enrolled once they have cleared the Office of Business and Finance and have secured an official Texas College ID Card.

*Late Registration:* Late registration begins at the official start of classes. Students may continue to register for classes during the late registration period. Students will be charged a late registration fee.

*Academic Advisement:* Upon initial enrollment, every student is encouraged to declare a major. Prior to the beginning of classes, an academic advisor is assigned. The academic advisor provides the student with a degree plan and assists the student in course selections and degree audits. The academic advisor will guide students through their chosen degree plan to graduation.

Students should consult with the academic advisor about academic requirements, programs of study, and policies. All students assume the responsibility for planning a study program with the academic advisor in accordance with the academic requirements for the area of specialization selected. The individual student is encouraged to consult with the academic advisor in planning a class schedule for each semester. Students should follow a degree plan that is consistent with curriculum requirements in the catalog for the year of entry. *Ultimately, it is the responsibility of each student to secure the degree plan and follow it to meet graduation requirements.*

*Add or Drop Courses:* Students may change their initial schedule by adding or dropping courses within the time period specified in the Academic Calendar for each term. A student who wishes to change his/her class schedule after completing registration is responsible for securing a Drop/Add form. All changes must be approved by the faculty advisor and instructor, and in some special cases, the Vice President for Academic Affairs. The student then takes the completed form with appropriate signatures to the Office of the Registrar. A fee may be assessed for student initiated add(s) or drop(s). Students who attend class (es) for which they have not officially added to their course load, will not receive a grade. Students who discontinue a class without officially dropping, will receive the grade earned.

## ACADEMIC RIGHTS

A student will have the following academic rights when properly enrolled as a student at the institution:

1. Performance evaluation based on a written syllabus.
2. Appropriate open discussion, inquiry and expression, which occur in the classroom and in student/instructor conferences.
3. Freedom to take exception to the views presented in a classroom setting and to reserve judgment in matters of opinion.
4. Professional and ethical conduct from all institutional personnel.

*Competent and Professional Instruction:*

1. Competent academic advisement.
2. Protection against improper disclosure of a student's records, academic work, views, beliefs and political associations.
3. Information prior to registering regarding the costs of tuition, activity fees, lab fees, etc.
4. Accurate information regarding course offerings, programs, majors, transfer policy, institutional requirements and expectations.
5. Accurate information regarding changes in course programs or institutional requirements and reasonable accommodation of those already enrolled in a program or classes.
6. The right to receive academic credit and/or academic degrees when all specified requirements and coursework have been satisfied.
7. The right to dispute academic evaluation under the Grade Appeal Procedure if the student believes that the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor, or was imposed in an arbitrary or capricious manner.

## WITHDRAWALS

Students may withdraw from a course or withdraw from the College. Following are criteria for each.

*Withdrawal from a Course:* Students who wish to withdraw from a course must obtain a "Course Withdrawal Form" from the Office of the Registrar. The student is responsible for circulating the form for appropriate signatures. Once the form is completed, the student must return the form to the Office of the Registrar, to complete the withdrawal process. A final grade of "W" is an indication that the student has officially withdrawn from the course. Please note that ceasing to attend class does not constitute a withdrawal from the course. Students who do not complete the proper withdrawal procedures will receive a grade of "F" for the course.

*Withdrawal from the College:* Students who wish to withdraw from the College, must obtain the "Withdrawal from College" form from the Office of the Registrar. The student is responsible for circulating the form for appropriate signatures and returning the form to the Office of the Registrar.

Properly following this procedure will result in a grade of “W” for each class. Students failing to withdraw from the College will receive the grade earned for the course(s). Note that there is no opportunity to appeal the grade of “W.”

*Administrative Withdrawal from the College:* The College reserves the right to administratively withdraw students who are in violation of the College’s policy, or are affected by extenuating circumstances. Administratively withdrawn students will receive grades of “W” for all enrolled classes.

*Unofficial Withdrawal Policy:* An unofficial withdrawal takes place when a student has discontinued attendance for unknown reasons and failed to inform the College. When this occurs, the College makes a determination of the student’s last date of enrollment by consulting with the student’s faculty of his/her last date of class attendance. If the last date of attendance cannot be determined, the College will use the 60 percent point of the semester as a determination of the last date of attendance. The grade of *FX* is assigned for all classes for the semester.

*Intellectual Property Policy:* The objective of this policy is to encourage the production of copyrightable materials (“Works”) that advance Texas College’s academic, scholarly, and service-oriented mission and that contribute to the professional stature of those involved in the creation of the Works.

The policy governs the respective ownership rights of the College and all of its employees, both academic and non-academic in copyrightable material produced within the scope of employment or otherwise arising out of the participation of individuals, including students, in the activities of the College. The College will not assert its ownership interest in scholarly and academic Works created by members of the faculty/staff who use generally available College resources. However, the College does assert ownership of copyrightable Work where significant College resources are utilized in the creation of the Work or in other circumstances as required pursuant to an agreement with a third party or where the Work is a work made for hire. (Generally available resources include one’s office, office computer, telephone (excluding long-distance charges), and library resources.

As a general rule, the author of a Work is the owner of the copyright. It is the general policy of the College that Works that are created on an individual’s own independent initiative outside the time, place, and scope of employment or activity within the College are owned by the author.

Conversely, under the work made for hire doctrine of the Copyright Act, the author, and therefore the owner, of the copyright in Works created by persons within the scope of their employment is the employer rather than the individual creator. Therefore, unless modified by this Policy or by the specific terms of a written agreement signed by the faculty member or other employee or covered individual and the President (or his or her designee), as a matter of law, Works created by College faculty members in the course of their teaching and research and by other personnel in the course of their employment (including students working in conjunction with faculty), are the property of the College.



However, since a fundamental principle of the College as organization of higher education is to encourage the development and widest possible dissemination of scholarly work produced by members of the College Community, and consistent with longstanding academic tradition, except as described below, the College cedes copyright ownership to the faculty member who writes or develops a scholarly or academic tangible or virtual Work (including books, papers, lecture notes, articles, and similar materials) where such Work is created by a faculty member either using his or her own resources or using College resources that are generally available to the College faculty.

Texas College does not cede ownership in the following situations:

- (1) The College retains ownership of the copyright to works created: (a) by faculty members as part of an assigned project or task, where the assignment explicitly states that the work will be owned by the College; (b) by staff members in any work they perform for the College; and (c) by student employees in the course of any assigned duties other than research tasks performed in support of a project directed by a faculty member that does not fall within any other exception.
- (2) Ownership of the copyright to works commissioned or developed by a faculty member or other employee pursuant to an agreement that the College has with an entity outside of the College will be governed by the terms of such agreement. If the agreement does not specify ownership by the outside entity, ownership shall vest in the College. All such agreements must be approved in writing by the President (or his or her designee).
- (3) Unless the parties agree in writing to the contrary, the College shall own the copyright in a work of the College: (a) will make or has made a significant investment in the development of the work through the provision of substantiate' financial, personnel, technology, facilities, or other resources beyond that which is generally provided faculty in the ordinary course of instruction and research; or (b) enters into a written agreement with the developer(s) that makes provision for copyright ownership.

## GRADING

*Course Examinations:* Regular examinations are generally held for all courses at mid-semester and at the close of each semester. Credit will be granted for a course only after the student has taken all regular examinations for that course.

*Grade Reports:* Students are notified by the Office of the Registrar of their mid-semester grade performance electronically through the JICS Portal. Final semester grade reports are also electronically posted through the JICS Portal at the end of each semester, including the summer term. Grade reports are made available to all students who are in good financial standing with the College. In keeping with FERPA, grades are not sent to parents unless there is written authorization from the student to do so.

*Grading Policy:* The final semester grades are determined by the instructor based on the grades earned by the student for all completed course work. Grades are reported officially by the instructors to the Office of the Registrar at mid-semester and at the end of the course according to the following grading system:

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: Below 60  
I: Incomplete  
NC: No Credit W – Withdrawal  
FX: Unofficial Withdrawal

A - indicates outstanding performance combined with intellectual alertness and initiative;

B - indicates above average work that is performed in a sustained and creative manner according to all requirements of the course;

C - represents the minimum accepted performance for course work in the major or minor area;

D - represents work in the lowest passing quality through which a student can fulfill the minimum requirements of a course. It is considered to be borderline;

F - indicates that the student has failed. If the course is required, the student must repeat the course for a passing grade. If a student earns an “F” in a course that extends over two semesters, he or she may not continue in the same or higher subject area until the first course is taken again and passed;

I – is assigned when circumstances beyond the control of the student make it impossible for the student to complete all work of the course. It is the student’s responsibility to conference with the instructor to ensure that the grade of “I” is changed when the work is completed. The student has one (1) semester following the incomplete being issued to complete course work;

NC - is assigned as the grade for the student who has not fulfilled requirements of a developmental education (or remedial) course which he/she has attended regularly

W – indicates that the student has officially withdrawn from the course. If the course is required, the student must complete the course at a later date in order to receive credit. The “W” indication is administratively assigned by the Registrar.

FX – indicates that a student has not officially withdrawn from the college, nor completed satisfactory coursework for a letter grade. The FX indication is administratively assigned by the Registrar.

*Incomplete Grades:* An Incomplete (I) grade is granted to students who are experiencing extenuating circumstances. However, the student must be passing the course. The student has one semester following the Incomplete being issued to complete course work. Students who do not return the subsequent semester are obligated to complete the assignment(s) for the “Incomplete” by the deadline date. Students who do not complete course work within the statute of limitation will receive a grade of “F” for the course. Once the grade of “F” has been recorded, it cannot be changed.

*Grade Appeal:* If a student wishes to appeal a grade after the initial grade has been reported, the following steps should be followed:

- (1) The initial appeal for posted grades begins with a discussion between the instructor and the student. If a grade change is granted, the instructor must complete a Change of Grade Form;
- (2) The completed form is submitted to the respective division chair for review and approval consideration. If approved, the division chairperson moves the form forward;
- (3) The form approved by the division chairperson is submitted to the Vice President of Academic Affairs for review and approval consideration. The Vice President will forward the approval to the Registrar for the grade change to take place. This is the final step in the appeals process.

The Change of Grade Form will rest in the Office of the Registrar after all necessary approvals are completed.

*Statute of Limitation:* Texas College has a statute of limitation that grants a student six (6) years to complete an academic degree plan. Students who fail to complete the statute of limitations per the criteria are obligated to the new program of study and policies in place at that time.

*Satisfactory Academic Progress:* The Office of Academic Affairs conducts review of academic progress at the end of each semester. Students in academic jeopardy receive notice of their standing, if they are not progressing academically. To maintain Satisfactory Academic Progress (SAP), students must comply with the hours earned and cumulative grade point average in keeping with the SAP scale that follows.

## SAP Scale

SAP Scale	
Hours Earned	CGPA
1-15	1.50
16 -30	1.70
31-45	1.90
46 and above	2.00

*Academic Probation:* A student whose cumulative grade point average falls below the standard (as established by the SAP Scale above) will be placed on academic probation during the next semester the student is enrolled. The probation status must be removed within two semesters. During the probationary period, students are expected to earn a cumulative minimum grade point average of 2.00 (C) or better. Students on academic probation are required to register with Student Support Services for tutoring and reinforcement of study skills. A student who leaves the College on academic probation will be re-admitted on academic probation; even if the student has attended another institution between leaving and re-entering Texas College. Probation status will be removed when the student has achieved the required cumulative grade point average of 2.00 or better, following one semester of probation.

*Academic Suspension and Dismissal:* A student on academic probation after two consecutive semesters will be placed on academic suspension for one semester. When placed on academic suspension, a student must reapply. Readmission is not automatic. Once readmitted to the College, the student will have two semesters to bring the cumulative grade point average up to the standard (as established by the SAP Scale).

A student may appeal academic suspension and dismissal by writing to the Vice President of Academic Affairs and documenting circumstances for failure to meet satisfactory academic progress requirements. The Vice President of Academic Affairs may present the student's case to the Academic Affairs Appeals Committee which will forward a recommendation to the Vice President of Academic Affairs. The Vice President of Academic Affairs will in turn inform the student of the final decision.

*Academic Integrity:* Texas College believes that strength of character is as important as academic achievement. Therefore, the College expects everyone in the academic community to maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty (which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud) is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions to a student who has committed scholastic dishonesty.

*Student Information Sharing:* The College interacts and informs students of pertinent information through the institutions JICS Portal. It is through this process that grades, fees, financial aid, course information and other related items are provided.

*Student Records:* Texas College protects the rights of all student records and subscribes to the Family Educational Rights and Privacy Act (FERPA) of 1974. In this regard, there is a non-disclosure of educational records for all students unless authorized by the student. The College reserves the right for staff to review records for administrative purposes and decision making. Academic records for all students are securely housed in the Office of the Registrar in fire proof files.

*Requirements for Graduation:* Texas College offers the Associate of Arts and Baccalaureate Degrees. Candidates for a degree must:

1. Satisfy all general education, institutional and program requirements for the major and/or minor in keeping with the approved degree plan associated with the College's academic programs; earn a grade of "C" or better in all courses required in the major and minor subjects; and where applicable, pass departmental comprehensive and/or exit examinations and required projects.
2. Candidates for the Baccalaureate degrees are required to complete the last 30 hours in residency at Texas College to be awarded a degree from the College, with a minimum grade point average of 2.00; a minimum requirement of 2.75 for the Educator Preparation Program.

Texas College confers the academic degree once per academic year. This is generally done at the College's Commencement in May. Only those students who have completed all degree requirements may participate in the graduation exercise. The transcript reflects the official date of degree completion and is a part of the student's permanent record.

*Graduation Information:* The student must complete an application for graduation during the prescribed period noted by the Academic Calendar. Upon completion of the final degree audit by the Registrar, the student will be informed of his/her graduation status. A graduation fee is required and must be paid prior to graduation. This is a one-time nonrefundable fee charged to each person applying for a degree regardless of whether they participate in the graduation ceremonies or not.

Students completing all coursework may be eligible to participate in the commencement ceremony in May. Prospective degree candidates cannot participate in the graduation ceremony with coursework and graduation requirement deficiencies. The official date of graduation is placed on the diploma and the student's permanent record.

**Note:** Appearance of a candidate's name in the commencement program does not ensure that he/she has met all requirements for graduation.

*Graduating with Honors:* In order to graduate with Honors, students must have:

- Completed the degree program for which they have continuous enrollment earning up to 60 credit hours at Texas College.
- Met the institutional requirements by having completed the degree requirements within six years of enrolling in the College.
- Earned a minimum cumulative grade point average of 3.30 at Texas College with no grades less than a "C" for all completed coursework and no developmental work included in the computation of the average.

The cumulative grade standard for Honors is as follows:

- 3.80-4.00 Summa Cum Laude
- 3.60-3.79 Magna Cum Laude
- 3.30-3.59 Cum Laude

*Class Attendance Policy:* The student is responsible for attending all lectures, seminars, laboratories, and field work for each registered class. A student will be permitted one unexcused absence per credit hour of the course by the instructor in which he/she is enrolled. Any student whose unexcused absences exceed the number permitted by the instructor may be vulnerable to failing the course. The administration endorses student participation in activities and exercises that represent the college to the external publics. However, students are still responsible for the successful completion of coursework. Following are examples of excused absences and acceptable documentation considered by administration.

### EXCUSED ABSENCES AND ACCEPTABLE DOCUMENTATION

EXCUSED ABSENCES AND ACCEPTABLE DOCUMENTATION	
Reason	Documentation
Personal illness or illness of immediate family member	Physician's statement
Death in immediate family	Funeral program
Patriotic duty (military or jury duty; court appearance, etc.)	Copy of notice or summons
Performance of co- or extra-curricular obligations to the College (travel with athletic teams, class field trips, conferences, seminars, fine arts performance, etc.)	Written statement from sponsor or notice from either the Office of Academic Affairs or Student Affairs

*College Assembly Attendance:* All students are required to attend all College Assembly. This is an institutional requirement for graduation. Failure to show diligence in meeting the requirement may result in denial of approval for graduation. Students who attend the minimum required hours for College Assembly will receive one-half (.5) credit per semester.

*First and Second Year Seminars:* Entering freshmen and transfer students are required to complete the First- and Second-Year Seminars. The First- and Second-Year Seminars are institutional requirements for graduation.

*Course Prerequisites:* Some courses require prerequisites to assure appropriate foundation. Prerequisites are stated in the course description. Students are encouraged to meet all prerequisites

before enrolling in a particular course.

*Course Substitution:* Any substitution or exemption must be recommended by the appropriate division chairperson and approved by the Vice President of Academic Affairs.

Requests for course substitutions are not automatically approved.

*Declaration of Majors and Minors:* The College offers 19 majors at the Baccalaureate level and two majors at the Associate of Arts level. Students first declare a major during the application process and are guided to advisors accordingly. Students may change the major at any time by completing a *Change of Major Form* that may be obtained from the Office of the Registrar. If a student changes his/her major, the student must adhere to the current degree plan in effect at the time of the change.

A minor is required in select disciplines. Students should discuss selection of a minor with the faculty advisor for their major field. A grade of “C” or better is required in the major/minor courses to fulfill degree requirements for graduation.

*Second Major:* Students who have completed all academic requirements for one area of specialization may submit an application to pursue a second major in another subject area. The student will be required to complete the requirements in the second field of concentration in order to qualify for a second major.

*Concurrent Enrollment:* Students who request concurrent enrollment at another college or university must obtain written permission from their academic advisor expressing the extenuating circumstance for the request. The advisor’s request is subsequently forwarded to the Division Chair then to the Vice President of Academic Affairs as a recommendation for approval consideration. The Vice President will inform the student in writing of the decision.

*Cancelled Classes:* The College reserves the right to cancel any class that does not have a sufficient number of students enrolled to warrant its continuation. If students attempt to add another class, they should do so during the scheduled drop and add period listed on the Academic Calendar.

*Repetition of a Course:* A course in which a grade of “D” or “F” was earned must be repeated if the course is needed to satisfy degree requirements in the major and/or minor. When a course is repeated, the original grade remains on the student’s permanent transcript. A course will be counted only once in meeting the semester hours required for majors, minors, or graduation. If a course is repeated, the highest grade recorded is considered the official grade in the course and will be the only grade used in computation of grade point averages.

*Credit by CLEP:* Texas College may grant credit to students for successful completion of College Level Examination Program (CLEP) Tests in the general education courses only. It is recommended that students visit the CLEP website at [www.clep.com](http://www.clep.com) for information about registration for the CLEP tests.

CLEP examinations will not affect a student's grade point average and may not be awarded for courses in which a student has received a "D" or "F" grade. Students must seek permission from the Vice President of Academic Affairs to take an examination for credit in the semester in which the requirements for graduation are to be completed. A fee is charged to record CLEP credits. Students who are interested in receiving course credit should check with the Office of the Registrar to obtain a list of subjects in which credit by examination is permitted.

*Grade Point Calculations:* The records of all students are measured both qualitatively and quantitatively at the end of the academic year, including the summer term. Official designation of a student's academic standing is made according to the official degree audit and is certified by the Registrar. Grade point calculations are based on a 4.00 scale. Non-punitive grades, including incompletes (I's) and no credit (NC), and (FX) are not counted in the computation of the cumulative grade point average.

*Change of Student's Personal Information:* If a change occurs in a student's name, telephone number, permanent mailing address, or local address, prompt notification must be given by the student to the Office of the Registrar. The student is responsible for all communications mailed to the address of record given to the College.

*Veteran's Benefits:* A veteran is a person who has served or is serving in the Armed Forces. Veterans and their dependents may receive benefits only for courses that are necessary for graduation. Veterans and/or dependents:

- May not audit a course or repeat a course in which they have previously earned a satisfactory grade and receive Veterans' Administration benefit payments on such credit hours;
- Who transfer from another college must have their official transcripts sent to Texas College as soon as possible for evaluation. Failure to do this subjects them to loss of benefits in accordance with Section 1775 of Title 38 of the U.S. Code; and
- Must inform the Office of the Registrar promptly of any changes in their name, address, number of dependents or any other changes in their enrollment status that would affect their Veterans' Administration benefits or curriculum.

*Scope of Catalog:* A student is obligated to the catalog in effect at the time in which they enter the College. The College reserves the right to amend policies, rules, procedures with notification to the students. The statute of limitation provides the student six years to complete the program of study without interruption, i.e. no breaks in study, under the catalog in effect at the time of the student's entry.



## ACADEMIC HONORS

Academic Honors is the acknowledgement of students who perform at the criteria established for Presidential Scholars, Dean's List, and Honor Roll Scholars. The computation of grade point averages in assessing student eligibility for academic honors is based upon regular collegiate courses only; no developmental courses will be computed in the GPA.

*Presidential Scholars:* Full-time students who maintain a grade point average of 3.80 - 4.00 for two (2) consecutive semesters (Spring – Fall) with no grades less than a “C” while enrolled in at least 12 semester hours of regular course work.

*Dean's List:* Full-time students who maintain high scholastic averages with a grade point average of 3.50 to 3.79 in regular course work for two (2) consecutive semesters (Spring – Fall) with no grades less than a “C.”

*Honor Roll:* Full-time students enrolled in at least 12 semester hours of regular course work, who have achieved a semester grade point average of 3.00 or greater.

## ACADEMIC PROGRAMS

The academic programs of Texas College are a result of the program review process that has established four areas as the essential direction of institutional outcomes for student learning. They include:

1. Having students gain a command of the use of communicative skills; both written and verbal;
2. Teaching students to become critical thinkers in the use of content knowledge and beyond;
3. Having students involved in service projects and social responsibilities that assist in skill development; and
4. Providing student with the knowledge and experiential learning that will lead them in becoming productive citizens, i.e. individuals who can assist with the development of others where they live and work.

The institution offers degree programs based on at least 60 semester credit hours at the associate level and at least 120 semester credit hours at the baccalaureate level. The total educational program at Texas College is arranged to permit flexibility in the selection of courses by the individual in any curriculum. Moreover, considerable attention is given to the acquisition of a common base of general knowledge in the liberal arts, upon which a program of specialization might be built. To this end, a common core of general education courses must be completed satisfactorily by all students regardless of degree plans.

*Major Divisions:* Four academic divisions comprise the Texas College educational program:

- Division of Business and Social Sciences
- Division of Education
- Division of General Studies and Humanities

- Division of Natural and Computational Sciences

*Baccalaureate Degree Programs:* Texas College students may pursue either a Bachelor of Arts (B.A.) degree or a Bachelor of Science (B.S.) degree in the following areas:

Biology	Interdisciplinary Studies (Educator Preparation Programs)*
Business Administration	Core Subjects EC-6 with STR*
Computer Science	English Language Arts and Reading with STR*
Criminal Justice	Math Grades 4-8*
English	Science Grades 4-8*
Liberal Studies Mathematics	English Language Arts and Reading Grades 7-12*
Music	Math Grades 7-12*
Religion	Science Grades 7-12*
Social Work	Physical Education Grades EC-12*
Sociology	

Select majors have the option to pursue a minor field of study. The minor represents a concentrated offering of a minimum of 18 hours in one of the fields of studies listed below. Courses for the minor are not duplicative, i.e. they cannot be used for the General Core nor the major content offering; all minor offerings must be at the 3000-4000 course levels. Minor field of studies are included for all majors except Education.

*Associate Degree Programs.* Texas College students may pursue an Associate of Arts in Early Childhood Education and Associate of Arts in General Studies. The completion of the Associate offering in Early Childhood Education does not constitute automatic admission into the Interdisciplinary Studies (Educator Preparation Program) at the Baccalaureate level.

*Teacher Certification Programs.* Individuals who desire to teach may obtain teacher certification in the areas of academic specialization presented below:

### **Educator Preparation Programs**

<b>UNDERGRADUATE OFFERINGS</b>	
<b>Certification Level</b>	<b>Disciplines</b>
Early Childhood - Grade 6	Generalist
Grades 4-8	English, Language Arts, Reading and Life Science, and Mathematics
Early Childhood - Grade 12	Physical Education
Grades 7-12	English, Language Arts, and Reading Life Science, and Mathematics

## DISTANCE EDUCATION POLICY

The College offers an online program through distance education with options for hybrid and face-to-face course modalities. The program uses an authentication software *Biometric Signature ID*, for identifying students and ensuring integrity. The software ensures that the student who registers is the individual who actively participates, completes the course or program, and receives the course credit. Following are essential components of the authentication process:

- The *Information Technology (IT) department* provides the technical support for distance education. IT provides students with login credentials and an orientation to help them access and navigate the learning management system. The IT department conducts regular system upgrades and provides technical support for students and faculty on a 24/7 basis.
- Texas College uses *Biometric Signature ID*, an authentication software for identifying students and ensuring integrity when they log on, take exams, or submit work. Tuition and fees online students remain the same as for traditional students, and no additional charges are added for distance education.
- All online students participate in a *virtual orientation* during which they may ask questions and interact with faculty and staff. Online forms for applying and registering, and directions for the registration process are provided through video, handouts, emails, and websites postings. Academic advisors guide students through their degree plan in sessions during virtual office hours using Zoom, Microsoft Team, and ezTalks, as well as through emails.

## GENERAL EDUCATION COURSES AND INSTITUTIONAL REQUIREMENTS

All students aspiring to become candidates for the Bachelor of Arts or Bachelor of Science degree must complete a maximum of 44 semester hours of general education courses and 15 hours of institutional requirements. The underlying objectives of these courses are to:

- Provide students with a background of essential information and experiences from which they can acquire knowledge needed to succeed in meeting demands of society;
- Provide an opportunity for students to acquire knowledge in various subject matter fields that address students' interests and inclinations;
- Afford channels through which students must perform required critical and creative thinking to assimilate the knowledge gained;
- Offer learning experiences which will evaluate the level of students' abilities to engage in independent inquiry;
- Assist students in developing a value process that will enable them to become socially conscious; and
- Create within students the desire to emulate those who have achieved scholarly eminence

## GENERAL EDUCATION COURSES

GENERAL EDUCATION COURSES		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
PHED	Any Physical Activity (1) hour Course	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2302	World Literature to 1660	3
BIOL 1471	General Biology I	4
PHYS 1405	Introduction to Physical Science	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	U.S. National Government	3
Total		44
<b>INSTITUTIONAL REQUIREMENTS</b>		
ASEM 1100	College Assembly	4
SOCI 1100	First Year Seminar	1
SOCI 2100	Second Year Seminar	1
ELECTIVE (S)		9
Total		15
<b>OVERALL TOTAL REQUIREMENTS</b>		<b>59</b>

## STUDENT SUPPORT SERVICES

Texas College is committed to helping students develop the skills needed to optimize the probability of success academically and socially. In support of this aspect of the mission, the College provides developmental courses and learning support services to assist students in being successful as they matriculate through their higher education experience.

*Student Support Services.* The Student Support Services (SSS) provides academic assistance for the student body. The SSS is located on the first floor of the Moody Science and Business Center (MSBC). The following services are offered and students are strongly encouraged to take advantage of these services:

The SSS Tutorial Team provides an invaluable service to all Texas College students.

Tutoring services, in virtually every subject offered at TC, are provided to assist students with sharpening their academic skills. In addition, students and faculty provide tutoring for students.

- The Early-Alert System monitors students' progress by flagging poor attendance and low grades. This approach to sustainability confronts potential dropouts with an encounter of hope and attempts to redirect them to the path of academic success.
- The First-Second-Year Seminar (F/SYS) courses prepare entering students not only to cope with the rigors of their college experience, but also to thrive and be successful in their college career. The F/SYS accomplishes this by engaging in student assessment, teaching success strategies, and exposing them to College policies, procedures, and services.
- Academic Advising of first- and second- year students comprises another crucial component of the SSS. Each first- and second-year student is assigned a first- and second year advisor. Research shows that good advising may be the single most underestimated exercise in higher education.

## **DIVISION OF BUSINESS AND SOCIAL SCIENCES**

The Division of Business and Social Sciences consist of Business Administration, Criminal Justice, Social Work, and Sociology. To earn the bachelor's degree, students must complete the required hours in the general education core the institutional course requirements, and the content (major program) area requirements.

The Division of Business and Social Sciences prepares students in the respective majors by offering a compilation of courses that provide an understanding of the content and the foundational principles of the subject matter. Each major is mission driven in that they ensure a balanced intellectual preparation that assist students with being prepared as productive citizens in their chosen fields of study.

All students aspiring to become candidates for a major in the Division of Business and Social Sciences must complete a maximum of 44 semester hours of general education courses and 15 hours of institutional requirements. The prerequisite courses and requirements are listed.

## GENERAL EDUCATION COURSES

GENERAL EDUCATION COURSES		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
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ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2302	World Literature to 1660	3
BIOL 1471	General Biology I	4
PHYS 1405	Introduction to Physical Science	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	U.S. National Government	3
Total		44
INSTITUTIONAL REQUIREMENTS		
ASEM 1100	College Assembly	4
SOCI 1100	First Year Seminar	1
SOCI 2100	Second Year Seminar	1
ELECTIVES		9
Total		15
<b>TOTAL</b>		<b>59</b>

## BUSINESS ADMINISTRATION

The major of Business Administration provides an understanding of how to manage a business so that it remains stable for the opportunity of growth. Students are introduced to decision making techniques along with strategies for understanding of and preparing for business operations. The compilation of courses in business have content that include management, accounting, marketing, finance, business law and economics; all assist with the foundational understanding of the major.

Additionally, the College also offers the *Business Administration* program fully online through distance education with options for hybrid and face-to-face course modalities. The program aligns with the college's mission to support life-long learning through flexible course options. The business program prepares students for employment demands in business and financial operations. Following is the Degree Plan for the major in Business Administration.

We recognize the unique challenges and opportunities in distance learning and are committed to providing you with a secure and enriching educational experience. To maintain the integrity of our academic programs, we have put in place various measures to verify and authenticate the identity of each student throughout the course.

The Registrar's Office has instituted the following measures to ensure that the student who registers actively participates, completes the course or program, and receives credit. Listed below are key essentials for online learning actions taken to achieve the goal:

- Every student is provided with unique login credentials for accessing the online learning platform. It is crucial to handle these credentials confidentially and avoid sharing them.
- We have incorporated BIO-SIG multi-factor authentication to add an extra layer of security to your account, ensuring that only authorized individuals can access course materials and assessments.
- Under certain circumstances, we may utilize identity verification protocols, like video conferencing or remote proctoring, to verify that the enrolled student actively engages in assessments.
- We support open communication. If you have any issues with your login credentials or have concerns about your participation's authenticity, please contact the Office of the Registrar promptly.

By taking these steps, we aim to create a learning environment where your accomplishments truly highlights your knowledge and commitment. Academic integrity benefits not only individual students but also enhances the credibility and reputation of our distance learning program. If you have any questions or require further clarification on our distance learning process, please do not hesitate to contact the Office of the Registrar.



## BUSINESS ADMINISTRATION DEGREE PLAN

<b>BUSINESS ADMINISTRATION DEGREE PLAN</b>		
<b>AREA, COURSE CODE AND NUMBER</b>	<b>COURSE NAME</b>	<b>CREDIT HOURS</b>
General Education Core Requirements	See Separate Degree Plan	44
Institutional Requirements	See Separate Degree Plan	15
Support Courses for Business		6
Business Core Courses for Major		60
GBUS 2301	Introduction to Business	3
GBUS 2302	Principles of Management	3
GBUS 2303	Principles of Accounting I	3
GBUS 2304	Principles of Accounting II	3
GBUS 3312	International Business	3
GBUS 3314	Business Communications	3
GBUS 3315	Principles of Marketing	3
GBUS 3316	Human Resources Management	3
GBUS 3317	Principles of Finance	3
GBUS 3318	Organization Theory and Behavior	3
GBUS 3320	Organizational Ethics	3
GBUS 3322	Money and Banking	3
GBUS 4310	Entrepreneurship	3
GBUS 4311	Business Law	3
GBUS 4313	Leading in Organizations	3
GBUS 4314	Strategic Management	3
GBUS 4316	Labor-Management Relations	3
GBUS 4322	Production and Operations Management	3
GBUS 4323	Business Internship	3
GBUS 4324	Special Topics in Business	3
Support Courses for Business		
ECON 2302	Principles of Economics	3
MATH 1342	Statistics	3
<b>TOTAL</b>		<b>125</b>

## **BUSINESS ADMINISTRATION COURSE DESCRIPTIONS**

GBUS 2301 – Introduction to Business (3 credit hours). This course presents a general overview covering the economic foundations of business and the capitalistic system. Emphasis will be placed on the functional areas of management, human resources, management information systems, international business, marketing, production/operations management, financial management, and accounting.

GBUS 2302 – Principles of Management (3 credit hours). This course introduces students to the principles of human and organizational behavior. Topics covered include management and leadership theories, management functions, organizational structure, human resources, management information systems, production and the control function, organizational communication, business ethics and social responsibilities, and other related subjects.

Prerequisite: GBUS 2301.

GBUS 2303 – Principles of Accounting I (3 credit hours). This course offers a study of the fundamental principles of accounting as they apply to the modern business practices including concepts of debit and credit, general journals and ledgers, sales, purchases, inventory, and other topics.

GBUS 2304 – Principles of Accounting II (3 credit hours). A continuation of GBUS 2303. This course will continue discussion of basic terminology, concepts, and procedures of accounting. Emphasis will be placed on accounting for partnerships and corporations. Other topics include cash flow statements, financial statement analysis, managerial accounting concepts, cost accounting, budgeting, and introduction to personal income taxation. Laboratory problems and practice sets will be used to apply theory presented in daily lectures.

GBUS 3312 – International Business (3 credit hours). A study of management processes and practices in multinational business organizations, overseas markets, and economic interdependence. Prerequisite: GBUS 2301.

GBUS 3312 – International Business (3 credit hours). This course prepares students to global principles to conduct and manage business globally. Topics covered include Globalization; Cultural environment; political systems; economic environment; International trade theories; government influence on trade; Regional and International trade agreement; and other topics.

Prerequisite: GBUS 2301.

GBUS 3314 – Business Communications (3 credit hours). This course emphasizes communication theory, principles of business communication, message development, business- like research, report writing, and delivery/presentation of business information, and international business communication.

GBUS 3314 – Business Communications (3 credit hours). This course introduces students to the role and importance of communication in business and professional organization. Subjects explored include, but not limited to: the nature of communication; the communication model;

multi- cultural communication; written, verbal, and nonverbal communication; and presentation and interviewing skills.

GBUS 3315 – Principles of Marketing (3 credit hours). A general course dealing with functions, commodities, and agents involved in marketing of goods and services.

GBUS 3315 –Marketing (3 credit hours). A general course dealing with functions, commodities, and agents involved in marketing of goods and services.

GBUS 3316 – Human Resource Management (3 credit hours). This course introduces human resources management roles within the context of the total organizational function and discusses the traditional human resources management functions of recruitment, training, labor relations, human resources planning, and compensation/benefits management. It includes a study of some of the contemporary issues of ethics, drugs, and AIDS in the work place, sexual harassment, and international labor mobility in the dynamic and changing world of business. Prerequisites: GBUS 2301 and GBUS 2302.

GBUS 3317 – Principles of Finance (3 credit hours). An examination of the principles of financing capital and securities for business organizations. Prerequisites: GBUS 2304

GBUS 3317 –Financial Management (3 credit hours) An examination of the principles of financing capital and securities for business organizations. Prerequisites: GBUS 2304

GBUS 3318 – Organizational Theory and Behavior (3 credit hours). Introduces students to the theories of individual/human behavior in organizations. Topics includes: values, attitudes, personality, perception, motivation, group dynamics, communications, organizational structure, leadership, control, power, politics, organizational culture, change and development. Cases, lectures and experiential exercises will be used. Prerequisites: GBUS 2302.

GBUS 3320 – Organizational Ethics (3 credit hours). The examination of ethical theories and their application to business and managerial decision-making in the organizational environment; social responsibility, ethical dilemmas and their impact on decisions affecting different stakeholders. Sources of moral values, moral development and coping skills to deal with ethical conflicts between personal and organizational values. Prerequisites: GBUS 2301 and GBUS 2302.

GBUS 3322 – Money and Banking (3 credit hours). A study of the fundamental theories of money, banking, and investment. Topics includes: economic role of the banking system and financial institutions, Federal Reserve System and monetary policy, and instruments of international finance.

GBUS 4310 – Entrepreneurship (3 credit hours). Concepts and practices underlying small business entrepreneurship covering the role, pitfalls, potentials and growing importance of small business. Students will be exposed to concepts dealing with the development of entrepreneurial skills and behavior; they will also be required to identify a business of their preference, and prepare a comprehensive business plan. Case analysis and lectures will be used. Prerequisites: 3 hours of

Economics and GBUS 2303 or by permission of the instructor.

GBUS 4311 – Business Law (3 credit hours). A comprehensive presentation of law as a discipline, especially as it applies to business. It also emphasizes the societal or public law that forms the general background for individual business transactions.

GBUS 4313 – Leading in Organizations (3 credit hours). Introduces students to leadership concepts with emphasis on strategic leadership and development. Key leadership skills will be explored, including communication and conflict resolution, business/professional ethics and social responsibility, team building, and change management. Lectures, case studies and experiential learning/simulation exercises will be used to emphasize management development skills.

GBUS 4314 – Strategic Management (3 credit hours). Enterprise management integrating the functional areas of business problems and applying the principles to complex problems at the executive level are presented. The case method is used extensively. Prerequisite: Completion of current enrollment in all 3000 level business core courses.

GBUS 4316 – Labor Management Relations (3 credit hours). Overview of labor law, rights of employers and unions in organizing and bargaining, grievance process, arbitration, negotiation, and conflict management strategies and tactics in the dynamic business environment.

GBUS 4322 – Production Operations Management (3 credit hours). The integration of the managerial functions of planning, organizing, directing, and controlling the processes of resource conversion into goods and services. Topics includes: forecasting, planning, facilities location and layout, job design, inventory control, and quality control. Prerequisites: GBUS 2302.

GBUS 4323 – Business Internship (3 credit hours). The student will receive supervised experience in performing duties in an actual business environment with emphasis on observing the management decision making process involved in the conversion of resources into the sales of goods and/or services. Prerequisite: Junior/Senior standing or consent of instructor.

GBUS 4324 – Special Topics in Business (3 credit hours). A course to be utilized for seminars and special lectures in topics not offered in the catalog. Topics may include any area in the field of economic study. This course may be taken more than one time when the topics are different. Prerequisites: junior or senior standing and consent of instructor.

ECON 2302 – Principles of Economics (3 credit hours) This course is an introductory course to economic concepts and theories. This course is divided into two major components. The first component is Macroeconomics which covers a description of the economy as a whole such as employment, Gross Domestic Product, Consumer Price Index. The second component is Microeconomics which describes the interactions between individuals and organizations in the marketplace, and addresses concepts and analysis such as supply and demand, theories of the firm, competition and monopoly and welfare economics.

## **CRIMINAL JUSTICE**

The curriculum for Criminal Justice is designed to provide students with an understanding of the criminal justice system, its agencies, personnel, and historical foundation. The program offers a broad blend of courses intended to prepare students for both academic and professional success with the framework of a strong liberal arts education. A fundamental element of the criminal justice program is experiential learning; students must complete an internship with a social science related agency. The liberal arts focus of the program prepares students for graduate school in criminal justice and for careers at the local, state, and federal levels in law enforcement, corrections, and court-related agencies. Following is the Degree Plan for the major in Criminal Justice.

## CRIMINAL JUSTICE DEGREE PLAN

CRIMINAL JUSTICE DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
General Education Core Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Criminal Justice Required Courses		61
CRJU 1301	Introduction to Criminal Justice	3
CRJU 1313	Juvenile Delinquency	3
CRJU 2393	Fundamentals of Criminal Law	3
CRJU 2394	Criminal Evidence & Court Procedures	3
CRJU 2395	Criminal Justice Research	3
CRJU 3392	Ethics in Criminal Justice	3
CRJU 3393	Minorities, Crime, Police & Social Policies	3
CRJU 3394	American Correctional Systems	3
CRJU 3395	Criminalistics	3
CRJU 3397	Treatment, Testing & Evaluation in Correction	3
CRJU 4341	Internship in Criminal Justice	3
CRJU 4391	The Abnormal and Crime	3
CRJU 4393	Law Enforcement & the Legal Process	3
CRJU 4394	Organization & Administration in Criminal Justice	3
CRJU 4396	Law Enforcement, Intelligence Operations, & Criminal Investigation	3
CRJU 4397	American Crime	3
MATH 1342	Applied Statistics	3
CHEM 1471	General Chemistry I	4
SOCI 4306	Criminology	3
Social Sciences Electives	3000-4000 Levels	5
<b>TOTAL</b>		<b>125</b>

## CRIMINAL JUSTICE COURSE DESCRIPTIONS

CRJU 1301 – Introduction to the Criminal Justice System (3 credit hours). Familiarizes students with the facets of the criminal justice system, the sub-systems, processing offenders, punishment alternatives, and the future of criminal justice systems.

CRJU 1313 – Juvenile Delinquency and Treatment Approaches (3 credit hours). This is a historical overview and theories and methodologies of juvenile crime. It examines and analyzes organizations and models of delinquency prevention, treatment, and control programs, including evaluation of legal, family, and public policies.

CRJU 2393 – Fundamentals of Criminal Law (3 credit hours). A course in the definition of law, definition of crime, general principles of criminal responsibility, elements of punishment, conditions and circumstances which may excuse from criminal responsibility, the legal and court system of Texas and the United States, basic concepts of law.

CRJU 2394 – Criminal Evidence and Court Procedure (3 credit hours). This is continued study of procedural rules affecting the collection of physical evidence, rules of search and seizure, chain of custody, admissibility of evidence. Use of notes, nature of proof as it applies to analysis of interpretation of physical evidence. Students will analyze a sample and present direct testimony with cross-examination.

CRJU 2396 – Criminology (3 credit hours). An introductory course designed to inform students with the scientific body of knowledge in criminology. Students study the nature and extent of criminal behavior; past and present theories for crime and delinquency; and the assessment of prevention, control, and treatment programs. (Prerequisites: CRJU 1301)

CRJU 3392 Ethics in Criminal Justice (3 credit hours). Examination and analysis of conduct, professionalism, and ethics in the criminal justice system. The course exposes students to moral dilemmas and ethical dimensions, constitutional ethics, codes and standards of conduct, corruption, brutality and methods of dealing with practices in criminal justice system. Examined alternative and consequences of types of professional conduct.

CRJU 3393 – Minorities, Crime, Police, and Social Policies (3 credit hours). Identifies American minorities and their rejection or acceptance in mainstream American society, suburbanization and reservation, and types of crime and policing in various communities.

CRJU 3394 – American Correctional Systems (3 credit hours). An examination of traditional and contemporary issues, changes, theories, and practices of American juvenile and adult correction systems. Social, political, economic, and organizational factors affecting American correctional policies and practices.

CRJU 3395 – Criminalistics (3 credit hours). Techniques and methods of the application of science to law includes: processing and investigating crime scenes, evidence preservation, typing and examining physical evidence. Analysis of evidence glass and soil, organic and inorganic

compounds, hair, fibers and paint, drugs, toxicology, arson and explosives, serology, DNA, fingerprints, firearms, voice and handwriting.

CRJU 3397 – Treatment, Testing, and Evaluation in Corrections (3 credit hours). Treatment and the tests and measures used in the implementation are reviewed. Details of the different approach used in the correctional process, including testing instruments utilized in the treatment process. Emphasis is placed on the theoretical basis for treatment programs in correction, the importance of test and measurements in program design and evaluations.

CRJU 4341 – Internship in Criminal Justice (3 credit hours). Field placement to integrate students in practical work experience and on- the- job training in a one of a variety of local, national, or international agencies in law enforcement, corrections, court/legal services, social/support services. Junior or seniors CAN gain practical experiences by working in criminal justice agencies. Successful completion of this course requires (1) a final report that demonstrates students' ability to research and write a properly formatted report that adheres to technical and agency requirements; and (2) supervisory evaluation of the student by the agency. Students must find their own agencies.

CRJU 4391 – The Abnormal and Crime (3 credit hours - Spring semester). Examines cross cultural perceptions, treatment, control and standards of abnormal people, behavior and deviancy and how these contributed to contemporary criminal behavior, including insanity, psychotics, killers, stalkers, threat, sex offenders, violence, terrorists, and criminal profiles.

CRJU 4393 – Law Enforcement and the Legal Process (3 credit hours - Fall semester). Basic principles and their applications to law enforcement. Relationship of theoretical administrative problems and legal issues concerning the processing of evidence, police authority, constitutional restraints and responsibilities, law of arrest, search and seizure, police liability, and ethnic profiling.

CRJU 4394 – Organization and Administration in Criminal Justice (3 credit hours - Spring semester). Organization and theory of correction systems, institutional operations, management, alternatives to institutionalization, treatment and rehabilitation, statues and administrative guidelines of probation and parole, legal issues affecting corrections, rights of the convicted, and civil liability of correctional agencies and staff.

CRJU 4395 – Criminal Justice Research (3 credit hours). This is a survey course on the methods/procedures of conducting social science research. Empirical methods utilized in sociology, psychology, and economics are reviewed. Sampling techniques and various approaches to hypothesis testing are emphasized.

CRJU 4396 – Law Enforcement, Intelligence Operations, and Criminal Investigation (3 credit hours - Fall semester). This course focuses on Law enforcement intelligence as an analytic tool for case development, criminal investigation, resource allocation, interviewing, interrogation, use of forensic science and trial preparation. Historical, ethical, legal and operational issues affecting current practice. It studies investigative theory, the collection and preservation of evidence, and



sources of information.

CRJU 4397 – American Crime (3 credit hours - Spring semester). Characteristics of crime: conceptual distinction, historical basis, characteristics, causes, theories, consequences, and types of crime, including organized, white collar, international crimes of aggression, collective violence, and terrorism. Societal response to crime: Federal statutes, publicity, exile, occupational debarment, capital punishment, and incarceration.

## **SOCIAL WORK**

The Social Work program is designed to provide quality educational services at a baccalaureate level that prepares competent generalist social workers to enhance the human well-being and the needs of diverse populations, with special attention on persons who are vulnerable, oppressed, and living in poverty, in the local, and global community. The program is inspired by the vision of transformation in social economic and environmental justice and advocacy for the well-being of all.

### **Mission Statement**

The program's mission is to provide quality educational services at a baccalaureate level. It prepares competent generalist social workers to enhance the human well-being and the needs of diverse populations, with special attention to persons who are vulnerable, oppressed and living in poverty in the local and global community. The program promotes transformation in social, economic and environmental justice and advocacy for the well-being of all."

### **Vision Statement**

Rebuilding the walls of Social Work collaboratively with efficiency and excellence for the enrichment, empowerment, safety and protection of the social work profession to offer healing and hope with equity; to make a lasting impact of individuals, families, communities—both now and for generations to come.

The Bible teaches us that “The rain came down, the streams rose and the winds blew and beat against that house; yet it did not fall, because it had its foundation on a rock.” - Matthew 7:25

### **Social Work Principles**

“Standing on a Firm Foundation of Competence, Compassion, Integrity and Hope.”

### **The Social Work Program defines generalist social work practice as follows:**

Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice.”

(EP 2.0, 2015 EPAS)

The curriculum is comprised of a liberal arts base, combined with courses addressing the knowledge, skills, and values of the profession. Preparation for a career as a generalist practitioner in Social Work is augmented by two sequential field placements that include 420 clock hours.

## SOCIAL WORK DEGREE PLAN

SOCIAL WORK DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE TITLE	CREDIT HOURS
General Education Core Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Social Work Required Courses		66
SOCW 2363	Introduction to Social Work	3
SOCW 3302	Social Welfare Legislation and Policy	3
SOCW 3303	Ethics and Values	3
SOCW 3305	Human Behavior and the Social Environment I	3
SOCW 3305	Human Behavior and the Social Environment II	3
SOCW 3307	Social Work Practice with Individuals and Families	3
SOCW 3308	Methods of Social Work Research	3
SOCW 4301	Evidence-Based Practice in Social Work	3
SOCW 4302	Services To Children and Youth In Institutional Settings	3
SOCW 4303	Cultural Competence	3
SOCW 4305	Social Work Practice with Groups	3
SOCW 4307	Medical Social Work	3
SOCW 4308	Introduction to Human Trafficking	3
SOCW 4309	Social Work with Organizations and Communities	3
SOCW 4330	Seminar in Helping I	3
SOCW 4333	Seminar in Helping II	3
SOCW 4601	Field Instruction I	6
SOCW 4622	Field Instruction II	6
MATH 1342	Applied Statistics	3
Sociology Electives	3000-4000 Levels	6
<b>TOTAL</b>		<b>125</b>

## **SOCIAL WORK COURSE DESCRIPTIONS**

SOCW 2363 - Introduction to Social Welfare and Social Work (3 credit hours). This introductory course explores historical and contemporary professional social work regarding its purpose and goals, values and ethics, and its stated mission to enhance human well-being and alleviate poverty and oppression. Students will learn about the various fields of practice found within the profession (i.e., child welfare, mental health and developmental disabilities, health care, criminal justice, the workplace, human diversity, aging, housing, the homeless, etc.) through a generalist practice perspective. Special attention will be paid to understanding concepts of diversity and social justice and the impacts and mechanisms of oppression and discrimination.

SOCW 3303 – Ethics and Values in the Helping Profession (3 credit hours). This course is a comprehensive study of the standards in social work, helps students recognize and reason carefully about ethical issues and dilemmas, clarify their ethical aspirations as demanded by the profession, and apply ethics in their practice. The course presents guidelines and a model for ethical decision-making in social work practice. It focuses on professional ethics and values and specifically addresses policies defined on values and on using social work ethical principles to guide professional practice. With the emphasis on principles, values, ethical issues in decision-making processes, issues unique to managed care systems.

SOCW 3308 – Methods in Social Work Research (3 credit hours). This course aims to enhance students' knowledge and skills for applying social science research methods within general social work practice. The primary goal is to develop the students' use and appreciation of scientific knowledge for practice. This includes studying and integrating knowledge, skills, and values in decision-making in social work values and ethics, diversity, social and economic justice, population-at-risk, human behavior, the social environment, social welfare policy and services, and social work practice. The course will build on research skills learned in Sociology 1301 and 2100. The course emphasizes identifying, selecting, and evaluating evidence-based practices for application across systems and in various situations. Specifically, it is designed to strengthen the student's understanding and appreciation for evidence-based practice in preparation for professional competence in the field experience and eventual professional practice.

SOCW 3305 – Human Behavior and the Social Environment I (3 credit hours). This course studies the life cycle's developmental stages, emphasizing each stage's tasks and mastery outcomes. Biological, social, psychological, and cultural systems are examined regarding human behavior and interrelationships between persons and environments are emphasized.

SOCW 3306 – Human Behavior and the Social Environment II (3 credit hours). This course studies people's dynamic interaction with the environment and assesses social functioning concerning their interrelationships. Emphasis is placed on ecosystems and the concepts of crisis, adaptation, and development of problems of social functioning, which consider individuals and their environment as an interdependent whole

SOCW 3302 – Social Welfare Legislation and Policy (3 credit hours). The course focuses on historical, political, economic, and other social conditions influencing the United States' policy development. Specific policy areas discussed are those in which social workers play significant

roles, particularly income maintenance, health, mental health, and child welfare. Other areas addressed include issues related to policies that affect majority groups and populations at risk. Additionally, this course addresses social and economic justice.

SOCW 4303– Cultural Competence (3 credit hours). This course introduces the diversity that characterizes and shapes the human experience and the formation of individual and group identities. Additionally, this course aims to enhance knowledge about intercultural competence, particularly the ability (1) to engage in diversity and difference in practice and (2) to advance human rights and social, economic, and environmental justice. Furthermore, this course introduces frameworks and strategies that can be applied to varied populations, issues, and contexts and highlights cultural groups and topics that are particularly salient or relevant to today's social work practice. Finally, this course will enhance learning about diversity and social justice to reflect the cultural groups and issues pertinent to the area of specialized practice you have chosen to pursue as a professional social worker.

SOCW 3307 – Social Work Practice with Individuals and Families (3 credit hours). This course introduces theories, models, and skills for social work interventions with individuals and families using a generalist model of social work practice. Topics covered include interviewing techniques; case management; the role of a social worker in an agency, the use of referrals, consultation, and supervision; Legality and ethics in social work practice; understanding social work practice with individuals and families; understanding potential barriers in the helping process based on worker's client differences, and other topics. They are designed to run concurrently with field placement education.

SOCW 4309 – Social Work Practice with Organizations and Communities (3 credit hours). This course examines the organizational context within which social services are delivered: how funding, mandate, and organizational arrangements influence service delivery and factors to consider to modify existing organizational arrangements. Materials covered in this course include the nature of culture and personal identity populations at risk and the skills to recognize diversity within and between groups. This course will discuss how assessment, planning, intervention, and research are applied to real situations. Strategies for effective practice with persons from diverse backgrounds; elements of organizational and community dynamics affecting gender and ethnic groups.

SOCW 4305 – Social Work Practice with Groups (3 credit hours). This course focuses on developing group leaders who understand group dynamics and practical leadership skills. This course emphasizes understanding, affirming, and respecting groups with diverse backgrounds, including (but not limited to) race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental ability, age, and national origin. Students will know how to evaluate the effectiveness of group interventions.

SOCW 4301 – Evidence-Based Practice (3 credit hours). This practice course prepares students to conduct assessments of clients at the individual, group, family, organizational, and community levels. Utilizing a strengths perspective; it focuses on the collaborative nature of assessment and the design and implementation of assessments that include evidence-based strategies. Material includes evidence-based methods/theories; individual, group, family, organization, community,

self-assessment; and assessment tools.

SOCW 4330 Social Work Seminar of Helping I (3 credit hours). This course is the foundational seminar for the integration of the social work coursework to practice. It provides students the opportunity to actively reflect on the connection between classroom theory and agency application. This course requires concurrent enrollment with the SOCW 4601, Field Instruction I.

SOCW 4601 – Field Instruction I (6 credit hours). Students enrolled in this course participate in an educationally directed field practice experience under the supervision of a social service agency. Field I students must complete 210 clock hours of fieldwork in the field agency. Students must attend a weekly college-instructed seminar on campus designed to help students process and understand field experiences. Prerequisites: SOCW 3305 and 3306. Concurrent enrollment in SOCW 4305 and permission from the instructor are required. This course is restricted to Social Work majors.

SOCW 4622 – Field Instruction II (6 credit hours). The advanced field practicum course enhances the SOCW 4601 Field Instruction I and is taken concurrently with SOCW 4331 Seminar in Helping. The real-world training is designed to give you professional on-site instruction and social work experience under the close direction of an on-site field instructor. The goal is to gain insight into and commit to advanced generalist practice delivery of services to individuals, families, groups, communities, and/or organizations while enrolled in the accompanying practice education seminar course. As you complete your practicum, you will be continually evaluated and given appropriate learning experiences to ensure that social work theories, conceptual frameworks, knowledge, values, and skills are well understood and effectively implemented. This course is taken concurrently with SOCW 4601 (Field Instruction I). It integrates the social work curriculum with "real" client systems in a practice setting. The course allows students to reflect on the connection between classroom theories and agency application actively. Prerequisite: SOCW 4601 Field Instruction I, SOCW 4330 Seminar in Helping I, and all core social work courses, except SOCW Electives. II.

SOCW 4333 – Social Work Seminar in Helping II (3 credit hours). This course introduces theories, models, and skills for social work interventions with individuals and families using a generalist model of social work practice. Designed to run concurrently with the field placement education. Topics covered include interviewing techniques; case management; the role of the social worker in an agency, the use of referrals, consultation, and supervision; Legality and ethics in social work practice; understanding social work practice with individuals and families; understanding potential barriers in the helping process based on worker's client differences, and other topics. This seminar assists students in integrating practicum experiences with classroom work. It allows the opportunity for collaborative problem-solving and consultation.

SOCW 4307 – Social Work in Healthcare (3 credit hours). This course is focused on exploring social work practice in health care. It is an introduction to medical social work, sometimes referred to as a health care social worker. Students will become knowledgeable of the roles and scope of practice of social workers in a health care setting. Students will learn about the application of a biopsychosocial model to direct social work practice in the healthcare care system and develop skills for engagement, assessment, and intervention for work with diverse populations presenting

with healthcare settings and medical issues.

SOCW 4308 – Introduction to Human Trafficking (3 credit hours). Human Trafficking is an upper-level undergraduate course designed to help students understand contemporary human trafficking and modern-day slavery. This course introduces the public health approach to human trafficking, which requires a nuanced understanding of its root causes. It applies a historical lens to human trafficking for expert resources for the healthcare professionals. During this course, you will learn important terminology in this field, the diverse types of human trafficking, and an understanding of the scope of the problem, both domestically and globally. You will also learn about the physical, emotional, psychological, and spiritual trauma experienced by victims of human trafficking and the methods used to recruit and control them.

SOCW 4302 – Services to Children and Youth in Institutional Settings (3 credit hours). This course introduces theories, models, and skills for social work interventions with individuals and families using a generalist model of social work practice. This course explores the dynamics, functions, policies, and ethics associated with the management of private and public child welfare services and examines the provision of services for children aged zero through eighteen, with a particular focus on the knowledge, skills, and competencies necessary to lead organizations and manage programs providing such services successfully.

***\*Other General Education Courses Offered by the Division***

\*GOVT 2305 – United States National Government (3 credit hours - Fall semester). Examines the fundamental principles of the American constitutional system of government. Some key topics to be studied include major institutions of the United States Government, the American political party system, American political ideas and ideologies, civil rights and civil liberties, public opinion interest groups, and taxation and spending policies.

\*GOVT 2306 – State and Local Government (3 credit hours - Spring semester). This course deals with the nature and operation of state and local governments within the context of the American Federalist system of government. The Texas Constitution and its governmental institutions and processes are the focal point of the course. Fulfills requirements for teacher certification.

## **SOCIOLOGY**

The major in Sociology is designed to prepare students for various occupations within the public or private sectors. The preparation in Sociology provides a foundation for careers in academia, sociology related professions, government, business or community agencies. The blend of courses allow students to explore and analyze issues vital to everyday living, communities, the nation and the world. Sociology studies demographics, crime and deviance, family and gender, political, economic and historical sociology, cultural sociology, urban sociology, migration and race and ethnicity. The preparation in sociology is also designed to prepare students for graduate work either in behavioral and social sciences or in professional areas such as ministry and social work. Following is the degree plan for the major in Sociology:



## SOCIOLOGY DEGREE PLAN

SOCIOLOGY DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
General Education Core Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Sociology Required Courses		51
Social Science Electives	3000 and 4000 Level Courses	15
SOCI 2301	Social Problems	3
SOCI 3301	Social Psychology	3
SOCI 3302	Social Institutions	3
SOCI 3303	Sociological Theory	3
SOCI 3309	Marriage and Family	3
SOCI 4304	Social Gerontology	3
SOCI 4332	Seminar/Methods of Social Research	3
SOCI 4333	Individual Comm. Research & Internship	3
SOCI 3339	Race and Ethnicity	3
SOCI 4305	Collective Behavior	3
SOCI 4306	Criminology	3
SOCI 4307	Deviant Behavior	3
SOCI 4308	Inequality: Class, Race & Gender	3
SOCI 4331	Quantitative Social Research	3
MATH 1342	Applied Statistics	3
CRJU 1301	Introduction to Criminal Justice	4
SOCW 2361	Introduction to Social Welfare	3
Any Social Sciences Electives	3000-4000 Levels	15
<b>TOTAL</b>		<b>125</b>

## SOCIOLOGY COURSE DESCRIPTIONS

SOCI 1100 – First Year Seminar (College orientation course) (1 credit hour). Informs students about the history, organizational structure and current policies of the College. Prepares students for the transition to college level studies and the demands of academic preparation. Provides self-management skills, career discussion and proven strategies for successful learning. Required of all freshman and transfer students without orientation credits.

SOCI 2100 – Second Year Seminar (College orientation course) (1 credit hour). Informs students about the history, organizational structure and current policies of the College. Prepares students for the transition to college level studies and the demands of academic preparation. Provides self-management skills, career discussion and proven strategies for successful learning. Required of all freshman and transfer students without orientation credits.

SOCI 1301 – Introduction to Sociology (3 credit hours). This course is designed to provide students with a working knowledge of the basic concepts, principles, and major areas of sociology. Special emphasis is placed on elements of sociological analysis as a basis of research in specialized areas of social life and culture.

SOCI 2301 – Social Problems (3 credit hours - Fall semester). An inquiry into some of the major social problems in contemporary society: racial and ethnic, deviance, war, and so forth. Special emphasis is placed on origin, development, and suggested solutions.

SOCI 3301 – Social Psychology (3 credit hours - Spring semester). Eclectic presentation of major concepts and hypotheses: perception, cognition, motivation, socialization, and self- alienation. Emphasis is also placed on mass phenomena, leadership, and problems and processes of social interaction. Contemporary theoretical positions are surveyed.

SOCI 3302 – Social Institutions (3 credit hours). The systematic study of the nature, development, structure, and function of social institutions and their interrelationships. Emphasis is placed on analysis of the five basic institutions: family, education, religion, government, and economics.

SOCI 3304 – Classical Sociological Theory (3 credit hours – Spring Semester). This course is designed to discuss the important classical sociological readings between the 18th and 20th century. Highly influential social science scholars, such as Karl Marx, Emile Durkheim and W.E.B. DuBois will be discussed. Attention will be given to how these theories have given rise to theoretical perspectives in sociology, particularly functionalism, conflict theory and symbolic interactionism. (Prerequisite: SOCI 1301)

SOCI 3309 – Marriage and the Family (3 credit hours - Fall semester). A study of the family as the primary social institution and its status in contemporary social structure. Types of family organization, disorganization, husband-wife and parent-child relationships, and the impact of social change on family structure and function are discussed. Emphasis is placed on factors contributing to marital harmony. (Prerequisite: SOCI 1301).

SOCI 3323 – Sociology of Religion (3 credit hours – Fall Semester). The sociology of religion pursue an understanding of both the “social-ness” of religion itself and the mutually influencing

interactions between religion and its social environment. We will analyze religious beliefs, practices, and organizations from a sociological perspective, with a primary focus on religion in contemporary American society. Exploring the classic thinkers of the field: Weber, Marx, Durkheim and W.E.B. DuBois. (Prerequisites: SOCI 1301).

SOCI 3339 – Race & Ethnicity (Formerly Sociology of Minorities) (3 credit hours). Examines theoretical, historical, and comparative perspectives on minority groups, race and ethnic relations through processes of colonialism, slavery, and immigration along with political, social, and economic conflicts that often result in genocidal wars, racism, discrimination, segregation, modernization and the institutionalization of racism. (Prerequisite: SOCI 1301).

SOCI 4304 – Social Gerontology (3 credit hours - spring semesters). The study of social implications of an aging population; social adjustments to the aging process; personal adjustments to roles and status of later age; consideration of retirement; and public assistance programs for older people. (Prerequisite: SOCI 1301).

SOCI4305 – Collective Behavior . (3 credit hours - Alternate fall semesters). A systematic analysis of various types of behavior in crowds, disaster, mobs, hysteria, fads and fashions, panics, and social movements. (Prerequisite: SOCI 1301).

SOCI 4307 – Deviant Behavior (3 credit hours). Study of forms of behavior that deviate from societal norms, such as organized crime, sexual additions, gambling, mental illness, and suicide. Theoretical approaches which seek to explain deviance will be critically explained. (Prerequisite: SOCI 1301).

SOCI 4308 – Inequality: Class, Race, & Gender (3 credit hour - Formerly Social Stratification). An analysis and comparison of class and caste in different societies with particular reference to American society. Theories concerning the origins, persistence, and consequences of stratification are examined. (Prerequisites: SOCI 1301)

SOCI 4331 – Quantitative Social Research *{Formerly Introduction to Social Research}* (3 credit hours - Alternate spring semesters). Emphasis is placed on the basic techniques and procedures employed in sociological research. Designed to address research problems, data collection techniques and sampling, analysis of data, techniques of scaling and index construction, contingency table analysis, measures of association, and report writing. (Prerequisites: SOCI 1301).

SOCI 4332 – Seminar/Method in Social Research (3 credit hours - Spring semester). A thorough explanation of social research used in sociology and related social science disciplines. As such, it provides the tools necessary for practicing good social research and covers a variety of topics such as the nature and process of social research, research strategies and design, formulating research questions and deriving testable hypothesis reviewing of literature, conceptualization and measurement, sampling, creating survey questions, doing quantitative data analysis, mixed methods or using secondary data. (Prerequisite: SOCI 1301).

SOCI 4333 – Individual Community Research and Internship (3 credit hours - Fall semester). Field/Research Internship that integrates students in practical work experience and on-the-job

training in agencies in law enforcement, corrections, social/support services, and court agencies. Students must find and have the agency approved the semester before taking this course. Successful completion of this course requires (1) a final report that demonstrates student's ability to research and write a report that adheres to agency requirement and those of the discipline; and (2) supervisory evaluation of the student by the agency and professor. (Prerequisites: SOCI 1301, CRJU 2396, junior or senior standing, and 20 credit hours of Criminal Justice classes passed with a minimum grade of "C").

SOCI 4334 – Community Research and Internship in Sociology (3 credit hours). Field Research and Internship combine with practical work experience in agencies in law enforcement, corrections, social service, or courts. Students must find and have agencies approved one semester before taking this course. Successful completion of this course requires (1) a final report that demonstrates students' abilities to research and write a report that adheres to agency requirements and those of the discipline; and (2) supervisory evaluations by the agency and professor. (Prerequisites: SOCI 1301, junior or senior standing and 20 credit hours of Sociology classes passed with a minimum grade of "C").

***\*Other General Education Courses Offered by the Division***

\*GOVT 2305 – United States National Government (3 credit hours - Fall semester). Examines the fundamental principles of the American constitutional system of government. Some key topics to be studied include major institutions of the United States Government, the American political party system, American political ideas and ideologies, civil rights and civil liberties, public opinion interest groups, and taxation and spending policies.

\*GOVT 2306 – State and Local Government (3 credit hours - Spring semester). This course deals with the nature and operation of state and local governments within the context of the American Federalist system of government. The Texas Constitution and its governmental institutions and processes are the focal point of the course. Fulfills requirements for teacher certification.

## DIVISION OF EDUCATION

The Division of Education prepares students to become highly qualified classroom teachers serving diverse educational communities. Students have the opportunity to become involved in two teacher education organizations on campus: the campus chapter of the Association of Childhood Education International (ACEI) and the Pi Lambda Theta Honor Society for those students who qualify.

Throughout the academic year, teacher candidates are able to meet and learn from superintendents, principals, and renowned public and private school teachers. Texas College offers the Bachelor of Science degree, the Associate in Arts degree, and the post-baccalaureate program. To earn the associate's or bachelor's degree, students must complete the required hours in the general education core, the institutional course requirements, and the content (major program) area requirements.

*Bachelor of Science Degree.* The Division of Education offers the major Interdisciplinary Studies Educator Preparation Program (EPP) leading to teacher certification in the following areas: Early Childhood through grade 6 (EC-6); grades 4 through 8; grades 8-12; and Early Childhood through grade 12 (EC-12).

*Certification Areas.* Early Childhood-Grade 6 (EC-6) Generalist: English, Language Arts, and Reading; or Mathematics Grades 4-8: English, Language Arts, and Reading; or Life Science Grades 8-12: English, Language Arts, and Reading; Life Science; Mathematics; EC-12 All- level: Physical Education

*Associate of Arts Degree.* The College offers the associate in arts degree in Early Childhood Education.

*Admission to the Educator Preparation Program.* Although admitted to the college, there is an additional admission requirement to the Educator Preparation Program as students must:

- Take and pass the Texas Higher Education Assessment (THEA) with a minimum score of (READING 230); (WRITING 220); and (MATH 230), or the COMPASS Test with comparable score to the THEA.
- Attend required Orientation to the Texas College Educator Preparation Program.
- Have a minimum of 59 credit hours and a cumulative GPA of 2.75 or higher.
- Complete a program application for admission to the Texas College Educator Preparation Program, which may be obtained from the Division of Education.

The following information must be submitted along with the program admission application, or be completed prior to program entry.

- Three signed letters of reference from college professors/work study supervisors;
- Interview with Educator Preparation Program Admission Committee;
- Submission of an official college transcript; and
- Completion and submission of 1) a signed degree plan; 2) an autobiography; 3) criminal background check; and 4) copy of state identification.

In the Division of Education, students have the option of pursuing the Associates of Arts degree/ Early Childhood Education, or the Bachelor of Science degree in one of the Educator Preparation Program Fields. Following is the Degree Plan for the Associate of Arts – Early Childhood Education.

**ASSOCIATE OF ARTS EARLY CHILDHOOD EDUCATION DEGREE PLAN**

<b>EARLY CHILDHOOD EDUCATION DEGREE PLAN</b>		
<b>AREA, COURSE CODE AND NUMBER</b>	<b>COURSE NAME</b>	<b>CREDIT HOURS</b>
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or TRTH 1301	Art Appreciation or Introduction to Music or Introduction to Theatre	3
RELI 1311	Survey of the Bible	3
PHED	Physical Activities	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
SPAN 1301	Elementary Spanish I	3
SPAN 1302	Elementary Spanish II	3
SPCH 1301	Fundamentals of Speech Communication	3
BIOL 1471	General Biology I	4
HIST 1301	History of the U.S. to 1877	3
HIST 1302	History of the U.S. since 1877	3
EDUC 2301	Foundation of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2321	Introduction to Early Childhood Education	3
EDUC 2323	Human Growth and Development	3
READ 2322	Individualized & Recreational Reading	3
BIOL 2470	General Botany	4
GOVT 2306	State and Local Government	3
Institutional Requirements		
ASEM	College Assembly	1
SOCI 1100	First Year Seminar	1
SOCI 2100	Second Year Seminar	1
<b>TOTAL</b>		<b>63</b>

## **BACCALAUREATE OFFERINGS FOR THE EDUCATOR PREPARATION PROGRAM**

There are eight options for the Educator Preparation Program. The courses that lead to the Baccalaureate degree are listed in the Degree Plans that follows:



## EC-6 GENERALIST EMPHASIS DEGREE PLAN

EC-6 GENERALIST EMPHASIS DEGREE PLAN		
AREA COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
Academic Core Requirements	See separate degree Plan	44
Institutional Requirements	See separate degree Plan	15
Education Required Courses		43
English Required Courses		3
Science Required Courses		8
Math Required Courses		9
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2323	Human Growth and Development	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology & Media	3
EDUC 3324	Essentials of Math and Science	3
EDUC 3326	Social Studies for Elementary Teachers	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4601	Clinical Teaching in the Elementary School	6
EDUC 4101	Student Teaching Seminar	1
READ 2322	Individualized and Recreational Reading of Children's Literature	3
READ 3312	Fundamentals of Reading Instruction	3
READ 3321	Language Arts Across the Curriculum	3
English Required Courses		3
ENGL 4322	Introduction to Linguistics	3
Math Required Courses		9
MATH 1342	Applied Statistics	3
MATH 3325	Foundations of Mathematics	3
MATH 3365	Modern Geometry	3
Science Required Courses		8
BIOL 3474	Ecology	4
<b>TOTAL</b>		<b>122</b>

#### 4-8 ENGLISH, LANGUAGE ARTS, READING EMPHASIS DEGREE PLAN

<b>4-8 ENGLISH, LANGUAGE ARTS, READING EMPHASIS DEGREE PLAN</b>		
<b>AREA COURSE CODE AND NUMBER</b>	<b>COURSE NAME</b>	<b>CREDIT HOURS</b>
General Core Requirement	See Separate Degree Plan	44
Institutional Requirements	See Separate Degree Plan	15
Education Required Courses		37
4-8 ELAR Required Courses		24
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology & Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Clinical Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
READ 3321	Language Arts Across the Curriculum	3
4-8 ELAR Required Courses		24
ENGL 2315	American Literature to 1865	3
ENGL 2326	American Literature Since 1865	3
ENGL 3303	Literary Analysis	3
ENGL 3307	Advanced Composition	3
ENGL 3309	British Masterpieces	3
ENGL 3313	Modern English Grammar	3
ENGL 4304	Classical Literature	3
ENGL 4322	Introduction to Linguistics	3
<b>TOTAL</b>		<b>120</b>

**7-12 ENGLISH, LANGUAGE ARTS, READING EMPHASIS DEGREE PLAN**

<b>7-12 ENGLISH, LANGUAGE ARTS, READING EMPHASIS DEGREE PLAN</b>		
<b>AREA, COURSE CODE AND NUMBER</b>	<b>COURSE NAME</b>	<b>CREDIT HOURS</b>
General Core Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Education Required Courses		37
8-12 ELAR Required Courses		24
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Clinical Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
READ 3321	Language Arts Across the Curriculum	3
8-12 ELAR Required Courses		24
ENGL 2315	American Literature to 1865	3
ENGL 2326	American Literature since 1865	3
ENGL 3303	Literary Analysis	3
ENGL 3307	Advanced Composition	3
ENGL 3309	British Masterpieces	3
ENGL 3313	Modern English Grammar	3
ENGL 4304	Classical Literature	3
ENGL 4322	Introduction to Linguistics	3
<b>TOTAL</b>		<b>120</b>

#### 4-8 SCIENCE EMPHASIS DEGREE PLAN

4-8 SCIENCE EMPHASIS DEGREE PLAN		
AREA COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
General Core Requirements	See separate degree Plan	44
Institutional Requirements	See separate degree Plan	15
Education Required Courses		34
Math Required Courses		3
Science Required Courses		8
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology & Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4101	Student Teaching Seminar	1
EDUC 4602	Clinical Teaching in the Secondary School	6
READ 4314	Reading in the Content Area	3
Math Required Courses		3
Science Required Courses		24
BIOL 1472	General Biology II	4
BIOL 2471	Human Anatomy and Physiology I	4
BIOL 2472	Human Anatomy and Physiology II	4
BIOL 3474	Ecology	4
CHEM 1411	General Physics I	4
CHEM 1471	General Chemistry I	4
<b>TOTAL</b>		<b>120</b>

## 7-12 LIFE SCIENCE DEGREE PLAN

7-12 LIFE SCIENCE DEGREE PLAN		
AREA COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
General Core Requirements	See separate degree Plan	44
Institutional Requirements	See separate degree Plan	15
Education Required Courses		34
Science Required Courses		28
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology & Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4101	Student Teaching Seminar	1
EDUC 4602	Clinical Teaching in the Secondary School	6
READ 4314	Reading in the Content Area	3
Science Required Courses		28
BIOL 1472	General Biology II	4
BIOL 2470	General Botany	4
BIOL 2471	Human Anatomy and Physiology I	4
BIOL 2472	Human Anatomy and Physiology II	4
BIOL 2473	Microbiology	4
BIOL 3474	Ecology	4
CHEM 1471	General Chemistry I	4
<b>TOTAL</b>		<b>121</b>

#### 4-8 MATHEMATICS EMPHASIS DEGREE PLAN

4-8 MATHEMATICS EMPHASIS DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
General Education Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Education Required Courses		34
Math Required Courses		28
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Clinical Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
EDUC 3324	Essential Elements of Science and Mathematics	3
Math Required Courses		28
MATH 1316	Trigonometry	3
MATH 1342	Applied Statistics	3
MATH 2330	Discrete and Combinatorial Mathematics	3
MATH 2413	Calculus I and Analytical Geometry	4
MATH 2414	Calculus II and Analytical Geometry	4
MATH 3315	Linear Algebra	3
MATH 3325	Foundations of Mathematics	3
MATH 3365	Modern Geometry	3
MATH 4220	Special Problems	2
<b>TOTAL</b>		<b>121</b>

## 7-12 MATHEMATICS EMPHASIS DEGREE PLAN

7-12 MATHEMATICS EMPHASIS DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
General Core Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Education Required Courses		34
Math Required Courses		28
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2323	Human Growth and Development	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Clinical Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
Math Required Courses		28
MATH 1316	Trigonometry	3
MATH 1342	Applied Statistics	3
MATH 2330	Discrete and Combinatorial Mathematics	3
MATH 2413	Calculus I and Analytical Geometry	4
MATH 2414	Calculus II and Analytical Geometry	4
MATH 3315	Linear Algebra	3
MATH 3365	Modern Geometry	3
MATH 4220	Special Problems	2
MATH 4350	Probability	3
<b>TOTAL</b>		<b>121</b>

## EC-12 PHYSICAL EDUCATION DEGREE PLAN

EC-12 PHYSICAL EDUCATION DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
General Core Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Education Required Courses		34
Physical Edu Required Courses		28
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity and Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Clinical Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
Physical Edu Required Courses		28
BIOL 2471	Human Anatomy and Physiology I	4
PHED 2318	Foundations and Principles of Physical Education	3
PHED 3313	Physical Education in Secondary School	3
PHED 3316	Physiology of Exercise	4
PHED 3324	Movement Education	4
PHED 3325	Kinesiology	3
PHED 4311	Test and Measurement in Physical Education	3
PHED 4322	Principles of Adapted Physical Education	3
PHED 4329	Administration of Physical Education	3
<b>TOTAL</b>		<b>121</b>



## DIVISION OF EDUCATION COURSE DESCRIPTIONS

EDUC 2301 – Foundations of the Teaching Profession (3 credit hours). Designed to provide students seeking admission into the teacher education program with an overview of the expectations, duties, and responsibilities of a professional educator. It highlights the process of becoming an educator in Texas and exposes students to current issues in education at the state and national levels. In addition, students learn about the structure of the state educational system, as well as, legal and ethical implications of teaching as a profession. Students begin and continue to develop their teaching philosophy which culminates into their portfolios by the time of program completion. A minimum of five hours of observation and journal entry will be required for successful completion in this course.

EDUC 2302 – Understanding Diversity in Education (3 credit hours). Explores the key dimensions of P-12 classroom diversity and the consistency with which the students define their cultures and the cultures of others. Prospective teachers will be challenged to rethink and apply their conceptualization of diversity in Pre-K-12 classroom settings through observation and reflection.

EDUC 2321 – Introduction to Early Childhood Education (3 credit hours - Spring semester). This course will present an overview of the aims, objectives, and values of early childhood education and the factors that affect it. The student will explore program patterns, teaching roles, learning environments, current issues, and recent developments.

EDUC 2323 – Human Growth and Development (3 credit hours - Spring semester). In this course, students learn the basic concepts of human development and behavior—mental, physical, social, and emotional—from birth to death.

EDUC 2600 – Internship (6 hours - Spring semester). The student will gain practical experiences in public schools, private schools, and/or other agencies that provide educational services for young children. This is for students seeking the Associate in Arts degree.

EDUC 3311 – Learning Theory and Measurement (3 credit hours - Fall semester). This course examines the major teaching and learning theories and the use and interpretation of tests. It incorporates the impact of socio-cultural, ethnic, language, and gender differences on learner achievement.

EDUC 3321 – Developing Language Skills of Young Children (3 credit hours - Spring semester). The student will study the strategies for the development of communication skills of young children emphasizing oral language and literacy.

EDUC 3323 – Educational Technology and Media (3 credit hours - Spring semester). This course emphasizes the acquisition of knowledge, skills, and competencies necessary for the development, application, and integration of media and other emerging technologies into teaching and learning.

EDUC 3324 – Essential Elements of Science and Mathematics for Elementary Teachers (3 credit hours - Spring semester). A broad study of the concepts of physical, biological, and earth sciences along with applications of basic numbers, number problems, word problems, interpreting data, and

other skills necessary to become competent in the elementary classroom.

EDUC 3363 – Social Studies for Teachers, Grades K- 8 (3 hrs.) Designed specifically for teachers of young and middle school children, this course focuses on planning, organizing, and effectively delivering instruction based upon the Social Studies Texas Essential Knowledge and Skills (TEKS). Social studies content areas emphasized are history, geography, economics, government, citizenship, and culture. Discussions include the social and environmental consequences of scientific discovery and technological innovations.

EDUC 4101 – Seminar (1 credit hour). The Seminar provides a forum for reflective discussions, deliberations, and activities designed to enhance the teaching/learning processes to increase instructional proficiency of teacher candidates during student teaching.

EDUC 4303 – Capstone for the Teaching Profession I (3 credit hours). This course offers summative experiences of the teacher education program, including content area, pedagogy, and professional responsibilities. It prepares teacher candidates for the Texas Examinations of Educator Standards (TExES) certification test.

EDUC 4304 – Capstone for the Teaching Profession II (3 credit hours). This course is offered to students requiring additional preparation for the Texas Examinations of Educator Standards (TExES) certification test. See description under Capstone I.

EDUC 4313 – Classroom Management (3 credit hours). This course covers basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. The course emphasizes ethics, attitudes, language patterns, values, and behaviors, and includes methods and strategies for consulting with other school professionals and parents. This course requires 5 hours in clinical observation.

EDUC 4322 – Curriculum and Instruction (3 credit hours). This course is designed to provide students with the foundational strategies for instructional planning, methodologies of teaching and learning, evaluation techniques, motivation, classroom management, technology integration, and preparation and evaluation of materials. Ten (10) hours in clinical observation is required. Students seeking certification at the EC-12 level must do a minimum of 6 weeks of clinical practice in the Elementary School and a minimum of 6 weeks of clinical practice in the Secondary School.

EDUC 4601 – Clinical Teaching in Elementary School (6 credit hours). Student teaching is a minimum of 14 weeks of clinical experience. During the student teaching experience, the prospective teacher candidate demonstrates his/her competence as an effective beginning teacher. Each student teacher is expected to possess, or develop, the knowledge, skills, and dispositions needed to manage successfully a classroom teaching---learning situation.

EDUC 4602 – Clinical Teaching in Secondary School (6 credit hours). Student teaching is a minimum of 14 weeks of clinical experience. During the student teaching experience, the prospective teacher candidate demonstrates his/her competence as an effective beginning teacher.

Each student teacher is expected to possess, or develop, the knowledge, skills, and dispositions needed to manage successfully a classroom teaching---learning situation.

PHED 2318 – Foundations and Principles of Physical Education (3 credit hours - Fall semester). Provides an introduction and orientation for the student wishing to major in physical education. An overview of the historical and philosophical heritage of physical education is presented. Current issues and trends are discussed.

PHED 3313 – Physical Education in the Secondary School (3 credit hours - Fall semester). Principles, methods, and procedures of curriculum construction for secondary school youth are emphasized. Emphasis is also placed on principles of motor learning, materials for students of varying abilities and needs, patterns of curriculum development, appropriate tests and evaluative devices, and observation and practicum in school settings.

PHED 3316 – Physiology of Exercise *{Formerly Fundamentals of Body Mechanics}* (3 credit hours - Fall semester). Emphasizes the role that exercise can play in the development of a healthy life-style. Exercise physiology is designed to help the teacher, coach, or the exercise specialist with a basis for making sound life-style recommendations and detecting programs that have a legitimate scientific base.

PHED 3322 – Physical Education in the Elementary School (3 credit hours - Spring semester). Methods and techniques for teaching various skills (games, gymnastics, relays, etc.) are presented. The growth and developmental needs of children are discussed in the context of their influence on activity selection and curriculum development.

PHED 3324 – Movement Education (3 credit hours - Spring semester). A focus on the analysis of concepts and methodologies used to promote the development of movement competencies. Sample programs to demonstrate mastery of the concepts used in program development are discussed and put together.

PHED 3325 – Kinesiology (3 credit hours - Spring semester). Emphasis is placed on acquiring a working knowledge of the mechanical principles that affect human motion. Investigates tools and procedures detailing how these principles influence performance in sports and games. Prerequisites: see advisor.

PHED 4311 – Tests and Measurements in Physical Education (3 credit hours - Fall semester). Emphasizes tests utilized in the area of physical education. Methods and techniques of testing, recording, selecting, and utilizing statistical procedures, analysis, and interpretation of statistical data are included.

PHED 4322 – Principles of Adapted Physical Education (3 credit hours - Spring semester). The focus is on understanding how the body functions in health and in ill-health. Methods of analysis and evaluation of posture, fitness, and some common handicapping conditions are presented. Prerequisites: see advisor.

PHED 4329 – Administration of Physical Education and Athletics (3 credit hours - Spring semester). A study of the organization and administrative processes involved in managing an effective and ongoing physical education and athletics program.

## **READING COURSE DESCRIPTIONS**

READ 2322 – Individualized and Recreational Reading of Children’s Literature (3 credit hours - Spring semester). Concepts, practices, and strategies of individualized and recreational reading of literature and other books are explored.

READ 3312 – Fundamentals of Reading Instruction (3 credit hours - Fall semester). A study of the reading process, approaches, and strategies for teaching developmental reading within the context of sequential skills.

READ 3321 – Language Arts Across the Curriculum (3 credit hours).

This course prepares the pre K-12th grade teacher with understandings of the spiraling objectives in the Language Arts TEKS and how these skills and concepts can be interwoven to reinforce instruction and learning in all subject areas. Emphasis is placed on strategies to nurture research explorations, creative expression and critical thinking through writing, reading, speaking, and listening experiences.

READ 4314 – Reading in the Content Areas (3 credit hours - Fall semester). Emphasizes strategies for teaching reading and study skills in subject matter areas. Focus is on strategies for diagnostic and remedial reading.

## **\*GENERAL EDUCATION COURSES OFFERED BY THE DIVISION**

\*PHED 1111 – Jogging and Physical Conditioning (1 credit hour - Fall semester). Emphasis is placed on learning the essentials of jogging and physical conditioning. The proper techniques and mechanics essential to enhanced performance are discussed. Instruction is given also in safety and preventive procedures.

\*PHED 1122 – Tennis (1 credit hour - Spring semester). Advanced techniques and fundamentals are emphasized in bowling, tennis, and golf. Opportunities are provided for individual competition. Coaching techniques, officiating, and rules and regulations are included.

\*PHED 2105 – Basketball and Softball (1 credit hour - Fall semester). Skills essential to good individual and team play are emphasized. Basic mechanical principles governing good performance in the individual skills are also discussed.

\*PHED 2113 – Volleyball and Badminton (1 credit hour - Fall semester). Emphasis is placed on learning basic skills, mechanics of specific skills, and court craft in volleyball and badminton. Opportunities are provided for competitive play.

\*PHED 2124 – Track and Field Events (1 hour credit - Spring semester). Emphasis is placed on general training and conditioning for track and field. An overview of track and field events is

presented. Each student is required to select one track and one field event and demonstrate proficiency in each.

\*PHED 3181 – Individual and Dual Sports (1 credit hour - Spring semester). Course emphasis is placed upon those sports activities requiring a team of one-on-one or two-on-two. Activities include badminton, tennis, golf, and table tennis.

## DIVISION OF GENERAL STUDIES AND HUMANITIES

The Division of General Studies and Humanities is composed of five units which include **General Studies, English, Liberal Studies, Music, and Religion**. The Division follows the liberal arts philosophy, providing a well-rounded education that encompasses the social, intellectual, and creative heritage of humankind, which is essential for the development of an individual and competent professional. The Division offers an Associate of Arts degree in General Studies and Bachelor's degrees in English, Liberal Studies, Music, and Religion. Below is a list of the Associate of Arts degree plan.

### GENERAL STUDIES

The Associate Degree in General Studies provides students an opportunity to pursue a broad general education. It is intended as a flexible program for the student who is not preparing for a specific major. This degree recognizes mastery in the liberal and fine arts and is intended for transfer to equivalent bachelor of arts programs at four-year schools. The General Studies program provides the first two years of many four-year college or university majors. A challenging core of requirements from the humanities, social sciences, natural sciences, and mathematics.

GENERAL EDUCATION COURSES		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
PHED	Any Activity (1) hour Course	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2302	World Literature to 1660	3
BIOL 1471	General Biology I	4
PHYS 1405	Introduction to Physical Science	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	U.S. National Government	3
Total		44
INSTITUTIONAL REQUIREMENTS		
ASEM 1100	College Assembly	4
SOCI 1100	First Year Seminar	1
SOCI 2100	Second Year Seminar	1
ELECTIVES		9
Total		15
<b>Total</b>		<b>59</b>

After completing Associates of Arts in General Studies, the student will be able to transfer into the third year of a four-year college or university. The following is the course of study for the general studies program as well as the course descriptions.

## ASSOCIATES OF ARTS GENERAL STUDIES DEGREE PLAN

GENERAL EDUCATION COURSES		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
PHED	Any Activity (1) hour Course	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2302	World Literature to 1660	3
BIOL 1471	General Biology I	4
PHYS 1405	Introduction to Physical Science	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	U.S. National Government	3
Total		44
<b>INSTITUTIONAL REQUIREMENTS</b>		
ASEM 1100	College Assembly	4
SOCI 1100	First Year Seminar	1
SOCI 2100	Second Year Seminar	1
ELECTIVES		12
Total		15
<b>TOTAL</b>		<b>59</b>

All students aspiring to complete the Baccalaureate Degree for a major in the Division of General Studies and Humanities must complete a maximum of 44 semester hours of general education courses and 11 hours of institutional requirements. The prerequisite courses and requirements are listed.



## GENERAL EDUCATION COURSES

GENERAL EDUCATION COURSES		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
PHED	Any Activity (1) hour Course	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2302	World Literature to 1660	3
BIOL 1471	General Biology I	4
PHYS 1405	Introduction to Physical Science	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	U.S. National Government	3
Total		44
INSTITUTIONAL REQUIREMENTS		
ASEM 1100	College Assembly	4
SOCI 1100	First Year Seminar	1
SOCI 2100	Second Year Seminar	1
ELECTIVES		9
Total		15
<b>TOTAL</b>		<b>59</b>

## ENGLISH

The Department of English prepares students for the Bachelor of Arts in English degree. The Department assists students' development with skills that lead to English majors being successful with entry into graduate school and professions that are highly valued such as education, business, law, public relations, and ministry.

For students seeking careers in teaching, the Department offers English courses that support teacher-certification programs, including English Language Arts and Reading, 4-8, and English Language Arts and Reading, 7-12. Students interested in teaching should contact the Division of Education.

Exit criteria for the Bachelor of Arts in English degree include the minimum grade requirement of "C" in all courses counting toward the major. Students must also complete the English exit exam; this departmental exam is used for diagnostic purposes only. The Degree Plan for the Bachelor of Arts in English appears below.

## ENGLISH DEGREE PLAN

ENGLISH DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
Academic Core Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
English Requirements		36
Electives		30
ENGL 2315	American Literature to 1865	3
ENGL 2326	American Literature Since 1865	3
ENGL 3303	Literary Analysis	3
ENGL 3307	Creative Writing	3
ENGL 3308	Advanced Composition	3
ENGL 3309	British Masterpieces	3
ENGL 3313	Modern English Grammar	3
ENGL 4304	Classical Literature	3
ENGL 4306	Studies in British Literature	3
ENGL 4307	Studies in African-American Literature	3
ENGL 4309	Shakespeare	3
ENGL 4322	Introduction to Linguistics	3
<b>TOTAL</b>		<b>125</b>

The English minor requires eighteen (18) semester hours in English other than those courses taken to complete the general education requirements; six (6) of the eighteen (18) semester hours must be upper-level classification. The minimum grade requirement of “C” is required in all courses counting toward the minor.

## **ENGLISH COURSE DESCRIPTIONS**

\*ENGL 1301 – English Composition I (3 credit hours - both semesters). Study of and practice in writing standard English; emphasis on the collegiate-level essay and argumentative writing; development of critical thinking skills; selected readings. Prerequisite: Developmental study or satisfactory score on SAT or equivalent placement test.

\*ENGL 1302 – English Composition II (3 credit hours - both semesters). A continuation of ENGL 1301. Study and practice in writing the collegiate-level essay with emphasis on critical reading, argumentation, analysis, and research of literary genre. Prerequisite: ENGL 1301.

\*ENGL 2302 – World Literature (3 credit hours - both semesters). A study of masterpieces of world literature with emphasis on the works of major authors such as Homer, Sophocles, Augustine, Dante, Cervantes, Moliere, Tolstoy, Kafka, Confucius, Sun Tzu, and Achebe. Prerequisite: ENGL 1302.

ENGL 2315 – American Literature to 1865 (3 credit hours - Fall semester). A survey of representative works by major American writers to 1865. Prerequisite: ENGL 1302.

ENGL 2326 – American Literature Since 1865 (3 credit hours - Spring semester). A survey of representative works by major American writers since 1865. Prerequisite: ENGL 1302.

ENGL 3303 – Literary Analysis (3 credit hours - Either semester). Study and practice in research, critical analysis, and literary writing along with an introduction to critical theory. English majors are encouraged to take this course during their sophomore year. Prerequisite: Nine credit hours of English.

ENGL 3307 – Advanced Composition (3 credit hours - Either semester). Advanced study and practice in the principles and theory of literary-critical and expository writing; study of contemporary works; collaborative work. Prerequisite: Nine credit hours of English.

ENGL 3308 – Creative Writing (3 credit hours - Spring semester). Study and practice in writing fiction, poetry, and drama; the development of language awareness; and analyzing literary masterpieces. Prerequisite: Nine credit hours of English.

ENGL 3309 – British Masterpieces (3 credit hours - Either semester). A study of the masterpieces of the British canon through authors such as Chaucer, Milton, Shakespeare, Swift, Wordsworth, Tennyson, and Yeats. Prerequisite: ENGL 3303 or instructor’s consent.

ENGL 3313 – Modern English Grammar (3 credit hours - Fall semester). Concentration on basic terminology, rules, and current use in English grammar and composition. Prerequisite: Nine credit hours of English.

ENGL 4304 – Classical Literature (3 credit hours - Spring semester). An intensive study of selected masterpieces of classical Greek and Roman literature in translation. Prerequisite: ENGL 3303 or instructor's consent.

ENGL 4306 – Studies in British Literature (3 credit hours - Either semester). A detailed study of British literature such as a literary genre, an author's representative work, or a literary period. Prerequisite: ENGL 3303 or instructor's consent.

ENGL 4307 – Studies in African-American Literature (3 credit hours - Either semester). An examination of authors, themes, or movements in African-American literature. ENGL 3303 or instructor's consent.

ENGL 4309 – Shakespeare (3 credit hours - Either semester). A study of selected tragedies, histories, comedies, and poetry of William Shakespeare. Prerequisite: ENGL 3303 or instructor's consent.

ENGL 4322 – Introduction to Linguistics (3 credit hours - Spring semester). A study of language acquisition, phonetics, phonology, morphology, syntax, semantics, and other subjects in relation to prescriptive and descriptive systems of grammar. Prerequisite: ENGL 3313.

## LIBERAL STUDIES

The Liberal Studies program offers students an opportunity to explore major social, cultural, economic, environmental, and political issues through the lenses of scientific inquiry, ethical consciousness, historical contexts, and aesthetic awareness. It is an interdisciplinary concentration that includes complementary fields of study from the four divisions of the college. The program is designed for students who wish to pursue careers that utilize a broad liberal arts background, including government, public relations, journalism, criminal justice, small business management, non-profit service, and marketing. To complete the major, students must choose three focus areas from the 12 majors offered by the college, which will require a total of 66 hours of required/elective course hours. Below is a detailed course of study for the Liberal Studies program, including course descriptions.

### LIBERAL STUDIES DEGREE PLAN

LIBERAL STUDIES DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
General Core Requirements		44
Institutional Requirements		15
Primary Area of Concentration	3000 and 4000 Levels	21
Secondary Area of Concentration		18
Third Area of Concentration		18
Electives (Free)	3000 and 4000 Levels	9
<b>TOTAL</b>		<b>125</b>

## MUSIC

The Department of Music offers intensive preparation that will assist students for entry into graduate programs and/or the world of professional music. The major has strong liberal arts foundation that assist students with skill developments needed for the 21st century. The curriculum requires students to take a compilation of specific music and non-music classes designed to provide balanced intellectual preparations in keeping with the mission of the college.

## MUSIC DEGREE PLAN

MUSIC DEGREE PLAN		
AREA COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
Academic Core Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Music Requirements		58
MUAP 1101 & 1102	Applied Piano I & II	2
MUAP 2101 & 2102	Applied Piano I & II	2
MUAP 3101 & 3102	Applied Piano I & II	2
MUAP 4101 & 4102	Applied Piano I & II	2
MUAP 1103 & 1104 or 1105 & 1106	Applied Voice or Instrument I & II	2
MUAP 2103 & 2104 or 2105 & 2106	Applied Voice or Instrument I & II	2
MUAP 3103 & 3104 or 3105 & 3106	Applied Voice or Instrument I & II	2
MUAP 4103 & 4104 or 4105 & 4106	Applied Voice or Instrument I & II	2
MUEN 1101 & 1102 or 1103 & 1104	Band or Choir	2
MUEN 2101 & 2102 or 2103 & 2104	Band or Choir	2
MUEN 3101 & 3102 or 3103 & 3104	Band or Choir	2
MUEN 4101 & 4102 or 4103 & 4104	Band or Choir	2
MUSI 1111	Class Piano I	1
MUSI 2112	Class Piano II	1
MUSI 1311	Elem. Harm. & Sight-Singing I	3
MUSI 1312	Elem. Harm. & Sight-Singing II	3
MUSI 2311	Adv. Harm. & Sight-Singing I	3
MUSI 2312	Adv. Harm. & Sight-Singing II	3
MUSI 3315	Form & Analysis	3
MUSI 3313	Music History & Lit. I	3
MUSI 3324	Music History & Lit. II	3
MUSI 3328	Conducting	3
MUSR 3101	Junior Recital	1
MUSR 4102	Senior Recital	1
MUSI 4305	Music of the 20th Century	3
MUSI 4328	Orchestration & Arranging	3
Electives		11
MUSI 4201	Music Seminar	2
MUSI 4309	Music Composition & Technology	3
MUSI 4313	Inst. & Chor. Technique in the Elem. Sch.	3
MUSI 4324	Inst. & Chor. Technique in the Sec. Sch.	3
<b>TOTAL</b>		<b>128</b>



## MUSIC COURSE DESCRIPTIONS

### *Applied Music - Piano*

MUAP 1101/1102 - Applied Piano (1 credit hour). Practice in the major and minor penta-scales, chords, and arpeggios. The repertoire comprises selected from the standard repertoire for piano in Level 1-2 (Magrath, Jane. *The Pianist's Guide to Standard Teaching and Performance Literature*, Alfred Publishing.). One (1) fifty-minute lesson and at least six (6) practice hours per week. Prerequisite: Successful audition

MUAP 2101/2102 - Applied Piano (1 credit hour). Emphasis is on continued scale techniques expanded to one-octave and basic chord progressions and arpeggios in all major and minor keys. The repertoire selected from the standard repertoire for piano in Level 2-3 (Magrath, Jane. *The Pianist's Guide to Standard Teaching and Performance Literature*, Alfred Publishing.). One (1) fifty-minute lesson and at least six (8) practice hours per week. Prerequisite: MUAP 1102/2101

MUAP 3101/3102 - Applied Piano (1 credit hour). Continued study of scale techniques expanded to two-octaves and advanced chord progressions and arpeggios in all major and minor keys, as well as the repertoire selected from the standard repertoire for piano in Level 3-4 (Magrath, Jane. *The Pianist's Guide to Standard Teaching and Performance Literature*, Alfred Publishing.). One (1) fifty-minute lessons and at least six (8) practice hours per week. Prerequisite: MUAP 2102/3101

MUAP 4101/4102 - Applied Piano (1 credit hour). Continued study of scale techniques expanded to two-octaves and advanced chord progressions and arpeggios in all major and minor keys, as well as the repertoire selected from the standard repertoire for piano in Level 5-6 (Magrath, Jane. *The Pianist's Guide to Standard Teaching and Performance Literature*, Alfred Publishing.). One (1) fifty-minute lessons and at least ten (10) practice hours per week. The student must prepare and pass the Piano Proficiency Exam. At the beginning of the fall semester, the supervising instructor explains the assessment materials, including grading rubrics and exam formats, to ensure students understand the course requirements and evaluation criteria. Prerequisite: MUAP 3102/4101

### *Applied Music - Voice*

MUAP 1103/1104 - Applied Voice (I credit hour). The study of the fundamentals of vocal techniques including breath control, resonance, and diction. Attention is directed to building a basic repertoire for the beginning voice student. One (1) fifty-minute lesson and at least (6) practice hours per week. Successful completion of the course requires participation in a jury performance at the semester's end. Prerequisite: Successful audition.

MUAP 2103/2104 - Applied Voice (1 credit hour). A continued study of vocal technique in addition to works of literature in the English language and repertoire from other foreign language literature. One (1) fifty-minute lesson and at least six (6) practice hours per week. Successful

completion of the course requires participation in a jury performance at the semester's end.  
Prerequisite: MUAP 1104/2103

MUAP 3103/3104 - Applied Voice (1 credit hour). Intensive study of advanced vocal technique. The repertoire comprises more technically demanding French, German, Italian, and American art songs, as well as, recitatives and arias from both oratorio and opera. One (1) fifty-minute lessons and at least six (8) practice hours per week. The student must prepare and present a 15-minute Junior Recital in conjunction with the Junior Recital course (MUSR 3101) at the end of the study. The recital program must be approved by the supervising instructor. Successful completion of the course requires participation in a jury performance and a public recital at the semester's end.  
Prerequisite: MUAP 2104/3103

MUAP 4103/4104 - Applied Voice (1 credit hour - either semester). Emphasis is on interpretation which is stylistically and artistically appropriate for the standard vocal literature in French, German, Italian, Latin, and American art songs, as well as, recitatives and arias from both oratorio and opera. One (1) fifty-minute lessons and at least ten (10) practice hours per week. The student must prepare and present a 30-minute Senior Recital in conjunction with the Senior Recital course (MUSR 4102) at the end of the year of study. The repertoire should not be repeated from the junior recital program. The recital program must be approved by the supervising instructor. Successful completion of the course requires participation in a jury performance and a public recital at the semester's end.

Prerequisite: MUAP 3104/4103

#### *Applied Music - Instrument*

MUAP 1105/1106 - Applied Instrument (1 credit hour). A study of the basic techniques of wind and percussion instrument performance with emphasis on scale studies, flexibility exercises, etudes, technique studies, and appropriate solo literature; special attention is given to breath control, tone production, and rudiments. One (1) fifty-minute lesson and at least six (6) practice hours per week. Successful completion of the course requires participation in a jury performance at the semester's end. Prerequisite: Successful audition.

MUAP 2105/2106 - Applied Instrument (1 credit hour). A continued study of the basic techniques started in AMUI 1105/1106. The degree of advanced study is dependent on the individual. One (1) fifty-minute lesson and at least six (6) practice hours per week. Successful completion of the course requires participation in a jury performance at the semester's end.

Prerequisite: MUAP 1106/2105

MUAP 3105/3106 - Applied Instrument (1 credit hour). Emphasis is on the development of musicianship through a more complete understanding of style and interpretation. One (1) fifty-minute lessons and at least eight (8) practice hours per week. The student must prepare and present a 15-minute Junior Recital in conjunction with the Junior Recital course (MUSR 3101) at the end of the study. The recital program must be approved by the supervising instructor. Successful completion of the course requires participation in a jury performance and a public recital at the

semester's end.

Prerequisite: MUAP 2106/3105

MUAP 4105/4106 - Applied Instrument (1 credit hour). A continuation of the prerequisite course with an intensive overview of the major solo literature for the instrument. One (1) fifty-minute lessons and at least ten (10) practice hours per week. The student must prepare and present a 30-minute Senior Recital in conjunction with the Senior Recital course (MUSR 4102) at the end of the year of study. The repertoire should not be repeated from the junior recital program. The recital program must be approved by the supervising instructor. Successful completion of the course requires participation in a jury performance and a public recital at the semester's end.

Prerequisite: MUAP 3106/4105

### *Music Ensemble*

MUEN 1101, 1102, 2101, 2102, 3101, 3102, 4101, 4102 – Band (1 credit hour - either semester, 1 hr.) Performing instrumental ensemble; open to all students who qualify for concert, marching, and jazz activities. May be taken to fulfill the elective credits for the AA or BS degree. Five laboratory hours per week.

MUEN 1103, 1104, 2103, 2104, 3103, 3104, 4103, 4104 – Choir (1 credit hour - either semester). Performing vocal ensemble; open to all students who qualify for the concert and gospel choirs. May be taken to fulfill the elective credits for the AA or BS degree. Five laboratory hours per week.

MUEN 1105, 1106, 2105, 2106, 3105, 3106, 4105, 4106 – Small Ensemble (1 credit hour – instrumental and vocal, either semester). Performing instrumental or vocal ensemble; open to a select group through audition only.

### *MUSIC*

MUSI 1201 – Basic Theory (2credit hour). For music majors and minors who fail to meet the required level of proficiency for MUSI 1311. The course offers students to review the fundamentals of music, including the study of the staff, clefs, key signatures, scales, notation, meter, rhythm, sight-singing, and ear-training. May be taken to fulfill the elective credits for the AA or BS degree.

MUSI 1111 – Class Piano I (1 credit hour - Fall semester). Introduction to the basic keyboard skills such as scales, chord structure, progression, and sight-reading techniques. May be taken to fulfill the elective credits for the AA or BS degree.

MUSI 1311 – Elementary Harmony & Sight-Singing I (3 credit hours - Fall semester). Integrated course including the study of the staff, clefs, key signatures, scales, notation, meter, rhythm, sight singing, ear-training, and keyboard study. Part writing of figured bass involving the use of principle triad and non-harmonic tones. Prerequisite: successful completion of proficiency examination.

MUSI 1312 – Elementary Harmony & Sight-Singing II (3 credit hours - Spring semester). Integrated course including four-part harmonization involving the use of secondary triads, dominant seventh chords, secondary dominant chords, elementary modulations, sight-singing, ear-training, keyboard study, and harmonic analysis. Prerequisite: MUSI 1311

\*MUSI 1301 – Introduction to Music (3 credit hours). A non-technical course for the general college student designed to lead to a basic understanding and increased enjoyment of the world's music. Taught in a multi-media format with lecture and guided listening sessions supplemented by live performance and recital series.

MUSI 2112 – Class Piano II (1 credit hour - Spring semester). Continuation of keyboard skills in Piano I. May be taken to fulfill the elective credits for the AA or BS degree. Prerequisite: MUSI 1111

MUSI 2115 – Woodwind Class (1 credit hour - Fall semester). Basic principles of playing and teaching woodwind instruments, performance of exercises and pieces, and ensemble playing.

MUSI 2116 – Brass and Percussion Class (1 credit hour - Spring semester). Basic principles of playing and teaching the brass/wind instruments including trumpet, trombone, French horn, tuba, and percussion instruments; performance of exercises and pieces; ensemble playing.

MUSI 2311 – Advanced Harmony & Sight-Singing I (3 credit hours - Fall semester). Harmonic analysis and four-part harmonization involving modulation, less common chord progressions, leading tone chords, and diatonic seventh chords; examination of binary and ternary forms, procedures for instrumental writing, sight-singing, ear-training, and keyboard study. Prerequisite: MUSI 1312

MUSI 2312 – Advanced Harmony & Sight-Singing II (3 credit hours - Spring semester). Four-part harmonization and harmonic analysis involving altered chords, chords of the ninth, eleventh, and thirteenth; advanced modulation; brief look at the Twentieth Century; sight-singing, ear-training, and keyboard study. Prerequisite: MUSI 2311

\*MUSI 2322 – Afro-American Music (3 credit hours - Fall semester). Emphasizes Afro-American music which spans from Africa to Colonial America to the present. Presents American forms of music showing the influences of African idioms including blues, jazz, gospel, rock and roll, and art music.

MUSI 3313 – Music History and Literature I (3 credit hours - Fall semester). A study of the development of music in Western civilization from antiquity to the early Baroque, including recognition of the influences shaping the course of music and the lives of composers.

MUSI 3315 – Form and Analysis (3 credit hours – Fall semester). An extensive study of the evolution of musical form and style with emphasis on the principles of structural analysis. This course delves into the historical development and fundamental concepts of musical forms, from the Baroque period to contemporary music. It features detailed examinations of various works to

identify and analyze structural elements, enhancing understanding of compositional techniques and their evolution over time. Prerequisites: MUSI 2312

MUSI 3317 – Concepts and Applications I (3 credit hours - Fall semester) Survey of public-school music with emphasis on vocal, choral, instrumental, and other types of public-school music appropriate for the elementary grades.

MUSI 3318 – Concepts and Applications II (3 credit hours - Spring semester). Survey of public-school music with emphasis on vocal, choral, instrumental, and other types of public-school music appropriate for the high school.

MUSI 3324 – Music History and Literature II (3 credit hours - Spring semester). A study of the development of music in Western civilization from high Baroque through the Romantic Period, including recognition of the influences shaping the course of music and the lives of composers.

MUSI 3328 – Conducting (3 credit hours – Spring semester). A study of basic skills necessary for effective conductor-performer communication in choral and instrumental ensembles including beat patterns, cues, dynamics, phrasing, and score study. Prerequisites: MUSI 2312, 3315 and a working knowledge of the piano.

MUSI 4201 – Music Seminar (2credit hour). The evaluation of materials and methods of the various types of music activities in the school; special study of some problems associated with the teaching of music. Taken concurrently with student teaching.

MUSI 4305 – Music of the Twentieth Century (3 credit hours). A study of an in-depth exploration of the rich and diverse landscape of 20th-century music, covering a wide range of genres, styles, and cultural movements. The course engages with the works of influential composers and artists, examining how historical events, technological advancements, and evolving artistic philosophies shaped the music of this era. Prerequisites: MUSI 3313 and MUSI 3324

MUSI 4309 – Music Composition and Technology (3 credit hours). A study of music composition and technology, exploring how technological advancements have revolutionized the way music is created, produced, and experienced. Students will gain hands-on experience with a variety of digital audio workstations (DAWs), software synthesizers, and other music production tools, while developing their compositional skills and unique artistic voice. Prerequisite: MUSI 2312, 3315, a working knowledge of keyboard and notation/DAW software

MUSI 4313 – Instrumental and Choral Techniques in the Elementary School (3 credit hours Fall semester) A study designed to equip future educators with the essential skills and knowledge to effectively teach instrumental and choral music in elementary settings. Emphasizing hands-on learning, the course focuses on developing pedagogical approaches suitable for young learners, understanding child vocal and instrumental development, and creating inclusive and engaging music experiences.

MUSI 4324 – Instrumental and Choral Techniques in the Secondary School (3 credit hours - Spring semester). A study designed to equip future educators with the essential skills and knowledge to effectively teach instrumental and choral music in secondary settings. Emphasizing hands-on learning, the course focuses on developing pedagogical approaches suitable for young learners, understanding child vocal and instrumental development, and creating inclusive and engaging music experiences.

MUSI 4328 – Orchestration and Arranging (3 credit hours – Fall semester). An in-depth study of orchestration and arranging, emphasizing the integration of technology to enhance these processes. Tailored for music students interested in composing, arranging, and orchestrating across various genres, it merges traditional techniques with modern digital tools, including DAWs. The curriculum focuses on effective utilization of technology for creating, notating, and producing orchestral and ensemble arrangements.

### *Recitals*

MUSR 3101 – Junior Recital (1 credit hour – Fall semester). The student must prepare and present a 15-minute Junior Recital in conjunction with the Applied Voice or Instrument courses (MUAP 3103 or 3105) at the end of the study. The recital program must be approved by the supervising instructor in conjunction with the other members of the music faculty. Successful completion of the course requires presentation of a public performance at semester's end.

MUSR 4102 – Senior Recital (1 credit hours – Spring semester). The student must prepare and present a 30-minute Senior Recital in conjunction with the Applied Voice or Instrument courses (MUAP 4104 or 4106) at the end of the study. The recital program must be approved by the supervising instructor in conjunction with the other members of the music faculty. Successful completion of the course requires presentation of a public performance at semester's end.

\* General Education Courses offered by the Department of Music.

## RELIGION

The Department of Religion offers a comprehensive understanding of various aspects of religious traditions. The program aims to develop students' knowledge and interest in Biblical teachings and theology. It prepares them for advanced study in seminary or divinity school. The program also familiarizes students with the cultural diversity of various religious theologies. Upon completion of the major, students will be well-equipped to pursue further study in seminary, and graduates can pursue a career in ministry.

The following are the courses of study for the Religion programs, as well as the course descriptions.

## RELIGION DEGREE PLAN

RELIGION DEGREE PLAN		
AREA COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
Academic Core Requirements	See General Education Plan	44
Institutional Requirements	See General Education Plan	15
Religion Requirements		51
Electives		6
Electives (Free)	3000 and 4000 Levels	15
RELI 1312	Comparative World Religion	3
RELI 1313	Survey of the Old Testament	3
RELI 1324	Survey of the New Testament	3
RELI 2317	Church History	3
RELI 2318	Life & Thought of Martin Luther King	3
RELI 2325	Fundamentals of Morals & Ethics	3
RELI 3311	African American Religious Thought	3
RELI 3347	Life and Teachings of Jesus	3
RELI 3312	Philosophy of Religion	3
RELI 3323	Sociology of Religion	3
RELI 4318	Biblical theology	3
RELI 4322	Christian Ministry Seminar	3
RELI 4329	Advanced Theology	3
ENGL 2301	Creative Writing	3
ENGL 3307	Advanced Composition	3
Electives		6
Electives (Free)	3000 and 4000 Levels	15
<b>TOTAL</b>		<b>125</b>



## RELIGION COURSE DESCRIPTIONS

\*RELI 1311 – Survey of the Bible (3 credit hours). This course will cover the fundamental elements involved in the development of the Bible as a sacred writing. The process of canonization and biblical sources will also be discussed. Additionally, the course will include readings from both the Old and New Testaments.

RELI 1312 – Comparative World Religions (3 credit hours - Fall semester). This course will delve into the fundamental content of the major religions worldwide. It will take a phenomenological approach to explore the basic doctrinal principles of various religious beliefs.

RELI 1313 – Survey of the Old Testament (3 credit hours - Fall semester). This course will cover the background, content, structure, geography, teachings, meaning, people, and events of each book in the Old Testament-

RELI 1324 – Survey of the New Testament (3 credit hours - Spring semester). This course will examine the New Testament, focusing on Jesus Christ's mission and message, along with the early development of the Christian church. Prerequisites: RELI 1311 or 1313.

RELI 2317 – Church History (3 credit hours - Fall semester). Students will study the historical development, teachings, and struggles of the Christian Church from the time of Christ. Prerequisites: RELI 1313 and RELI 1324.

RELI 2318 – The Life and Thoughts of Martin Luther King, Jr. (3 credit hours - Fall semester). Emphasis will be given to Dr. King's role in shaping the freedom struggle, Civil Rights legislation, and contemporary religious thought.

RELI 2319- Pauline Letters (3 credit hours-Fall Semester) In this course, we will seek beyond the broad characterizations that are so often made about a “theology of Paul” – to delve into his specific words, at specific times, on specific topics in the thirteen epistles that are normally ascribed to his pen. Who is he? What texts has he written, and why? For whom? Our goal will be to sharpen the focus on our picture of this remarkable, always controversial figure of faith history. Prerequisites: RELI 1311 and 1324

RELI 2325 – Fundamentals of Morals and Ethics (3 credit hours)-It introduces the key themes of morals and ethics, focusing on the development of the framework that guides moral and ethical decision-making. The course also delves into the practical application of these concepts to address contemporary issues. Overall, it aims to equip students with a better understanding of morals and ethics and their relevance in today's world. Prerequisites: RELI 1313 and RELI 1324.

RELI 3311 – Study of African-American Religious Thought (3 credit hours - Fall semester, alternate years). The course aims to explore the fundamental themes that define the evolution of black theology. Attention is given to the emergence of the Black church during the slave period, and contemporary advancements in Black theology and Womanist theology are also studied.

RELI 3347 - Life and Teachings of Jesus (3 credit hours-Spring Semester) When studying the Life and Teachings of Jesus, it is important to harmonize the accounts given in the four gospels. Each Gospel provides a unique contribution to the understanding of the life, ministry, and teachings of Jesus Christ. The socio-historical setting of 1st century Palestine, along with the miracles and teachings of Jesus, is also examined with emphasis on how they can be applied to our lives today. Prerequisite: RELI 1313 and RELI 1324

RELI 3312 – Philosophy of Religion (3 credit hours - Fall Semester). Students will develop a philosophical perspective on religion through the study of significant historical and modern figures, including Augustine, Aquinas, Kant, Hegel, W.E.B. Dubois, and Cornel West. Prerequisites: RELI 1313 and RELI 1324.

**SOCI 3323/RELI 3323** – Sociology of Religion (3 credit hours - Spring Semester). The sociology of religion pursues an understanding of both the "social-ness" of religion itself and the mutually influencing interactions between religion and its social environment. We will analyze religious beliefs, practices, and organizations from a sociological perspective, with a primary focus on religion in contemporary American society. Exploring the classic thinkers of the field: Weber, Marx, Durkheim and W.E.B. Du Bois. Prerequisites: SOCI 1301 and SOCI 3302 or RELI 3312.

RELI 4318 – Biblical Theology (3 credit hours - Fall – Semester) This course provides advanced Bible study for creating a Biblically sound theology. It thoroughly examines significant themes such as Creation, Redemption, Promise, Covenant, and Restoration. Prerequisites: Senior standing, RELI 1313 and RELI 1324.

RELI 4322 – Christian Ministry Seminar (3 credit hours - Spring Semester). This course is designed to provide students with a comprehensive understanding of Christian ministry through the expertise of various guest speakers including preachers, inspirational speakers, singers, evangelists, pastoral counselors, music ministers, and faith-based activists. It is highly recommended for Religion majors who are interested in pursuing a career in Christian ministry. Prerequisites: Senior standing, RELI 1313 and RELI 1324.

RELI 4329 – Advanced Theology (3 credit hours - Spring Semester). The purpose of this course is to help students develop their own systematic presentation of the doctrines of God, Christ, Holy Spirit, Humanity, and the Church. Prerequisites: Senior standing, RELI 1313 and RELI 1324.

**\* *General Education Courses Offered by the Division***

\*HIST 1301 – History of the United States to 1865 (3 credit hours - Fall semester). This course covers the growth of the Republic from colonial times through the Civil War Period and Reconstruction.

\*HIST 1302 – History of the United States Since 1865 (3 credit hours - Spring semester). This is a of the preceding course moving from the end of Reconstruction Period through the growth of the States as a world power.

\*HLTH 2281 – Essential Elements of Health (2 credit hours). Principles and practices essential to healthful living are presented. Problems peculiar to the college student attitudes, concepts, and research on designed to focus attention on and promote the development of healthful habits.

## **DIVISION OF NATURAL AND COMPUTATIONAL SCIENCES**

The Division of Natural and Computational Sciences is comprised of offerings in Computer Science, Mathematics, and Biology. The Division of Natural and Computational Sciences generally address students' preparation and understanding of scientific inquiry and knowledge as well as the traditional forms of theory associated with science, computer simulation, numerical analysis, and theoretical computer science. The majors offered in the Division familiarize students with the general practices of natural and computational sciences while also providing an understanding of various models and approaches that may be used in the respective fields of study.

All students aspiring to become candidates for a major in the Division of Natural and Computational Sciences must complete a maximum of 44 semester hours of general education courses and 15 hours of institutional requirements. The prerequisite courses and requirements are listed.

## GENERAL EDUCATION COURSES

GENERAL EDUCATION COURSES		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
PHED	Any Activity (1) hour Course	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2302	World Literature to 1660	3
BIOL 1471	General Biology I	4
PHYS 1405	Introduction to Physical Science	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	U.S. National Government	3
Total		44
INSTITUTIONAL REQUIREMENTS		12
ASEM 1100	College Assembly	1
SOCI 1100	Freshman First Year Seminar	1
SOCI 2100	Sophomore Second Year Seminar	1
SPAN 1301	Elementary Spanish I	3
SPAN 1302	Elementary Spanish II	3
SPCH 1301	Fundamental of Speech Communication	3
<b>TOTAL</b>		<b>56</b>

## **BIOLOGY**

The Department of Biology offers diversified programs that enable students to select a curriculum that best suits their career goals. Biology covers an array of specialist subjects inclusive of anatomy, ecology, microbiology and zoology. The Biology degree provides for scientific skill developments and preparations that are transferrable to many industries. Further, program provides the skills necessary to enter professional programs as well as professions in industry, agribusiness, food management, cosmetics, pharmaceuticals, and the retail industry.

The curriculum provides a strong foundation in liberal arts and sciences needed for emerging careers in science and/or related fields.

## BIOLOGY DEGREE PLAN

<b>BIOLOGY DEGREE PLAN</b>		
<b>AREA, COURSE CODE AND NUMBER</b>	<b>COURSE NAME</b>	<b>CREDIT HOURS</b>
General Core Education Requirements	See separate degree plan	44
Institutional Requirements	See separate degree plan	15
Biology Required Courses		67
BIOL 1472	General Biology II	4
BIOL 2471	Human Anatomy I	4
BIOL 2472	Human Anatomy II	4
BIOL 2470	General Botany	4
BIOL 2473	Microbiology	4
BIOL 3474	Ecology	4
BIOL 3471	Genetics	4
BIOL 4470	Molecular Cell Biology	4
BIOL 4471	Comparative Vertebrae	4
BIOL 4472	Vertebrae Embryology	4
CHEM 1471	General Chemistry I	4
CHEM 1472	General Chemistry II	4
CHEM 2470	Organic Chemistry I	4
CHEM 2471	Organic Chemistry II	4
MATH 1316 or MATH 1317	Trigonometry or Pre-Calculus	3
PHYS 1411	General Physics I	4
PHYS 1412	General Physics II	4
<b>TOTAL</b>		<b>125</b>

## BIOLOGY COURSE DESCRIPTIONS

BIOL 1411 – General Zoology (4 credit hours). A study of the representatives of the animal kingdom beginning with cellular components and continuing through the higher forms in the animal kingdom. Structure, physiology, distribution, development, heredity, classification, and environmental adaptation with some reference to man will be studied. Three lecture hours and a two-hour laboratory each week.

\*BIOL 1471 – General Biology I (4 credit hours). This course is designed to serve as an introductory course for those students who wish to become biology majors. It emphasizes the importance of the cell, processes that occur within the cell, and the overall unity and diversity of life and living organisms.

BIOL 1472 – General Biology II (4 credit hours). This course is designed to serve as a continuation of BIOL 1471 course for those students who wish to become biology majors. It emphasizes the importance of the cell, processes that occur within the cell, and the overall unity and diversity of life and living organisms. Prerequisite: BIOL 1471.

BIOL 2470 – General Botany (4 credit hours). This course is designed to serve as an introductory course to botany for Biology Majors. It emphasizes plant life cycles, as well as how all life forms are dependent on plants. This course also covers the history of plants and their relationship to the development of human civilization as well as their economic importance. Successful completion of Human Anatomy & Physiology I & II. Prerequisites: BIOL 1471 & 1472.

BIOL 2471 – Human Anatomy & Physiology I (4 credit hours). This course is designed to serve as an introductory course to human anatomy & physiology for Biology majors. It emphasizes the importance of the cell, the structure and function of tissues, the structure and function of various organ systems and how the organ systems interact includes three lecture hours and two hours of laboratory per week.  
Prerequisite: BIOL 1471 & 1472.

BIOL 2472 – Human Anatomy & Physiology II (4 credit hours). This course is designed to serve as an introductory course to human anatomy & physiology for Biology majors. It emphasizes the importance of the cell, the structure and function of tissues, the structure and function of various organ systems and how the organ systems interact includes three lecture hours and two hours of laboratory per week.  
Prerequisite: BIOL 2471.

BIOL 2473 – Microbiology (4 credit hours). This course includes historical perspectives, cell structure and function, microbial genetics, infectious disease, immunology, distribution, physiology, identification, classification, and disease control of microorganisms. Successful completion of Human Anatomy I and II is required. Prerequisites: BIOL 1471 & 1472.

BIOL 3370 – Nutrition (3 credit hours). A study of food types, classification, and functions; the role in body processes and the role of diets in health and illness. Three lecture hours per week.



BIOL 3471 – Genetics (4 credit hours). This course is designed to serve as an introductory course to genetics for Biology Majors. It emphasizes study of the structure and function of nucleic acids in viruses, prokaryotes and eukaryotes, as well as the basic concepts, principles and applications of classical, molecular and population genetics. Successful completion of Microbiology is required. Prerequisites: BIOL 2473.

BIOL 3472 – Histology (4 credit hours). A study of the microscopic structure of the vertebrate tissues and organs including laboratory practice in the identification of different kinds of cells and their products that are organized into the basic tissues. This course will attempt also to examine the organization of tissues within various organ systems of representative vertebrate animals. Three lecture hours and two laboratory hours per week.

BIOL 3473 – Plant Physiology (4 credit hours). The study of structure and physiology of plant organ systems, mineral nutrition, energetic processes, water relations; growth, development, transport, and hormonal systems. Three lecture hours and two hours of laboratory per week. Prerequisites: BIOL 1471 and CHEM 1472.

BIOL 3474 – Ecology (3 credit hours). This course is designed to be a framework for an interdisciplinary analysis of environmental problems. The fundamental principles presented will permit the student to understand local and global environmental issues. Successful completion of General Biology I or Life Sciences is required. Prerequisites: BIOL 1471 & 1470.

BIOL 4271 – Seminar (2 credit hours). This course is designed to provide junior and senior Biology students the skills necessary to comprehend, analyze and critique scientific articles from refereed journals. The course will also provide students the skills necessary for comprehending modern scientific methods. The course will utilize current and topical journal articles, student presentations, round table discussions, and examinations.

BIOL 4272 - Research (2 credit hours). Open to juniors and seniors. Covers the basic techniques used in exploring biological literature, in planning experiments, and in making and recording observations.

BIOL 4370 – Bioethics (3 credit hours). This course is designed to serve as an introductory course to bioethics for Biology Majors. This course will undertake an examination of the philosophical theories of ethics which have guided medical ethics, environmental ethics, and animal rights issues. Successful completion of Ecology is required. Prerequisite: BIOL 3474.

BIOL 4372 – Essential Elements of Science (only for education majors) (3 credit hours - Spring semester). A broad study of the concepts of physical, biological, and earth sciences with lectures and demonstrations relative to the essential elements.

BIOL 4470 – Molecular Cell Biology (4 credit hours). This course is designed to serve as an introductory course to molecular cell biology for Biology Majors. The course will utilize eukaryotic and prokaryotic models. In this course we will examine many different areas of molecular cell biology including: the synthesis and function of macromolecules such as DNA,

RNA, and proteins; control of gene expression; membrane and organelle structure and function; bioenergetics; and cellular communication. Prerequisite BIOL 3471.

BIOL 4471 – Comparative Vertebrate Anatomy (4 credit hours). A study of the fundamentals of classification, morphology, and morphogenesis of the vertebrates with emphasis on the comparisons of anatomical systems. It also includes discussions of the functions of body structures along with anatomical descriptions of representative vertebrate classes includes three lecture hours and two hours of laboratory per week.

BIOL 4472 – Vertebrate Embryology (4 credit hours). This course deals with structure, principles, and progress in vertebrate development. The chick, pig, and frog are used as representative vertebrate types. Three lecture hours and two hours of laboratory per week. Prerequisite: BIOL 4471.

BIOL 4473 – Invertebrate Zoology (4 credit hours). Review of the structure, function, environmental relationships, and possible evolutionary history of animals without backbones. Major Representatives of the most important groups are emphasized. Three hours of lecture and two hours of laboratory per week. Prerequisite: BIOL 1311.

BIOL 4474 – General Entomology (4 credit hours). Sem-physiology, ecology, taxonomy, economic, and medical importance of insects are discussed. Three lecture hours and two hours of laboratory per week. Prerequisite: BIOL 4471.

## COMPUTER SCIENCE

Department of Computer Science provides opportunities for both theoretical and practical knowledge. Computer Science is a wide-ranging discipline that deals with the exploration, design and synthesis of computer systems and their applications. The major curriculum is intended to prepare students to enter the rapidly growing computer field and includes a sound preparation in science and mathematics. Students from any other discipline can also have a minor in Computer Science, if they meet the requirements. A minor in Computer Science consists of eighteen (18) semester hours in Computer Science, at least nine (9) semester hours of which must be upper (advanced) division courses. Students should consult a faculty advisor prior to enrolling in courses intended to count toward the minor.

## COMPUTER SCIENCE DEGREE PROGRAM

COMPUTER SCIENCE DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
Academic Core Requirements	See separate degree Plan	44
Institutional Requirements	See separate degree Plan	15
Comp. Sci. Required Courses		54
Electives		12
COSC 1336	Introduction to Programming	3
COSC 1332	Microcomputer Applications	3
COSC 2326	Structured Programming	4
COSC 2336	Object-Orientation	3
COSC 2338	Data Structures	3
COSC 3310	Internet Programming	3
COSC 3338	E-Commerce	3
COSC 3355	Operating Systems	3
COSC 3371	Digital Systems	3
COSC 4360	Communications and Networking	3
COSC 4375	Internship	3
COSC 4385	Database Management	3
GCUS 2303	Principles of Accounting I	1
MATH 2330	Discrete and Combinational Mathematics	3
MATH 2413	Calculus & Analytical Geometry I	4
MATH 2414	Calculus & Analytical Geometry II	4
MATH 3315	Linear Algebra	3
Electives	3000 and 4000 Levels	12
<b>TOTAL</b>		<b>125</b>

\*COSC 1330 – Computer Literacy (3 credit hours). A study of the history, concepts, and terminology of computing. Course content includes analysis of computer hardware components, system software, applications software, database manipulation, communications and networking, information systems, computer programming, as well as, the ethical and social issues of computing. Students will get a working knowledge of Office 2010. Anyone with no prior computer knowledge may take it. No prerequisite; foundation course required for all majors.

COSC 1332 – Microcomputer Applications (3 credit hours). Introductory hands-on course using Microcomputers. Programs include word processing, spreadsheet development, presentation graphics and database management systems. Open to all majors. Prerequisite: COSC 1330.

COSC 1336 – Introduction to Programming (3 credit hours). A first course in programming which includes the introductory concepts of computer organization, problem solving methods, and algorithmic development and documentation. Programs will be designed in both procedure-oriented and object-oriented event-driven languages. Open to all majors. Prerequisite: COSC 1330.

COSC 2326 – Structured Programming (3 credit hours). A study of developing structured programs with emphasis on top-down design techniques. Concepts include data types and scope, control structures, modularization and parameters, addressing and pointers, string and array processing, record structures, file handling, and an introduction to object-oriented programming. Prerequisite: COSC 1336.

COSC 2336 – Object-Oriented Programming (3 credit hours). A software design course using an object-oriented programming language such as C++, visual basic and Java. Concepts include class structures and abstract data types, type hierarchies (subclasses), encapsulation, inheritance and polymorphism. Prerequisite: COSC 2326.

COSC 2338 – Data Structures (3 credit hours). A study of abstract data types, both static and dynamic storage structures and their implementations using arrays structures, lists, stacks, queues, tree structures, and sorting and searching techniques and how to implement them in a high level language, how to analyze their effect on algorithm efficiency. Prerequisite: COSC 2336.

COSC 3310 – Internet Programming (3 credit hours). Programming for the Internet objects. Languages such as Java, Java script, VB-script, Java Applet, JSP, Ruby on the Rail, and XHTML will be introduced. Prerequisite: COSC 1336.

COSC 3338 – E-Commerce Programming (3 credit hours). Design, build and maintain a complete E-commerce website that meets user requirements. Students will also be setting up web servers and commerce servers and implementing advertising on the web as well as electronic payments. Systems, and client site –server site programming. Prerequisite: COSC 1332.

COSC 3355 – Operating Systems (3 credit hours). A study of operating system structures for various computer platforms. Detailed concepts of memory management, process scheduling, recovery and system security, are covered. Prerequisites: COSC 1338 AND COSC 2336.and applications of windows, OS, LINUX/UNIX OS are introduced. Prerequisite: COSC 2336 or

COSC 2338.

COSC 3371 – Digital Systems (3 credit hours). A detailed study of the organization, logic, and components of a contemporary computer. Basic concepts of digital logic, microprogramming, machine language, assembly language and operating system levels with an emphasis on the smaller machines and emerging technologies. Prerequisites: COSC 1332 and MATH 2330. Prerequisite: COSC 3338.

COSC 3375 – Computer Assisted Instruction (3 credit hours). An introductory course designed for educators who wish to develop skills in creating lessons on the microcomputer. The course will consist of an introduction to microcomputers, the design and application of lessons in different subject areas, and the impact of the computer in future classrooms. Open to all majors.

COSC 4175 – Seminar in Computer Science (1 credit hour). This course is designed for senior level computer science majors who will present papers on current topics in computer science.

COSC 4315 – Topics in Computer Science (3 credit hours). This course is designed to study current trends in computer science that are not currently covered in core curriculum. Prerequisite: consent of area coordinator.

COSC 4360 – Communications and Networking (3 credit hours). A study of data communication, networking, and connectivity. Topics include the various hardware and software components, as well as, the protocols which allow communications between computer systems and the basic concepts of local and wide area networks. Prerequisite: COSC 3355

COSC 4375 – Internship (3 credit hours). An eight (8) to 10 week program providing for hands-on experience in a data processing environment, in a hospital, industry, or educational institution. It is a requirement that the students must secure internships external agency/institution and work under the supervision of a local supervisor and the host supervisor.

COSC 4378 – Artificial Systems (3 credit hours). A study of applications in the cognitive science area of artificial intelligence. Topics include the development and implementation of expert systems, fuzzy logic systems, and other knowledge-based systems widely used in business processing, as well as, scientific applications using symbolic processing and neural networks. Prerequisites: COSC 1332.

COSC 4379 – Advanced Commercial Applications (3 credit hours). Developing commercial applications which require advanced programming techniques beyond sequential file processing. Concepts include handling multiple files, indexed sequential access, random access, file updating, and data validation. Prerequisite: COSC 3310.

COSC 4385 – Database Management (3 credit hours). A study of the architecture and design of a database management system with emphasis on relational systems. Concepts include the development, implementation and maintenance of a database, data relationships, integrity, data definition, and manipulation languages, data mining and structured query language Prerequisite:

COSC1332 and instructor's approval.

***\*General Education Course Offered by Division***

## **MATHEMATICS**

The Department of Mathematics provides a broad liberal arts foundation in the area of mathematical study. Students are introduced to mathematical topics, principles and foundational preparation that will assist with graduate school entry and/or entry into professional fields. The curriculum emphasizes computing and mathematical modeling designed to give students a modest advantage in the job market. The Department of Mathematics programs leads to the Bachelor of Science degree and/or preparation of the Educator Preparation program.

The following is the course of study for the mathematics program as well as the course descriptions



## MATHEMATICS DEGREE PLAN

<b>MATHEMATICS DEGREE PLAN</b>		
<b>AREA, COURSE CODE AND NUMBER</b>	<b>COURSE NAME</b>	<b>CREDIT HOURS</b>
Institutional Requirements	See Separate Degree Plan	15
Mathematics Required Course		64
Electives		3
MATH 1316	Trigonometry	3
MATH 1342	Applied Statistics	3
MATH 2330	Discrete and Combinational Mathematics	3
MATH 2413	Calculus & Analytical Geometry I	4
MATH 2414	Calculus & Analytical Geometry II	4
MATH 3305	Ordinary Differential Equations	3
MATH 3315 or MATH 3325	Linear Algebra or Foundations of Mathematics	3
MATH 3365	Modern Geometry	3
MATH 3404	Multivariate Calculus	4
MATH 3336	Modern Abstract Algebra	3
MATH 4340	Advanced Calculus	3
MATH 4350	Probability	3
MATH 4378	Advanced Applied Mathematics	3
MATH 4460	Research Seminar	3
CHEM 1471	General Chemistry I	4
CHEM 1472	General Chemistry II	4
COSC 1331	Introduction to Programming	3
PHYS 1411	General Physics I	4
PHYS 1412	General Physics II	4
<b>TOTAL</b>		<b>126</b>

## MATHEMATICS COURSE DESCRIPTIONS

\*MATH 1314 – College Algebra (3 credit hours). Algebraic concepts with applications including linear models, polynomial and rational models, exponential and logarithmic models and the mathematics of finance.

MATH 1316 – College Trigonometry (3 credit hours). Trigonometric, circular, logarithmic and exponential functions, their properties, and their relationships to topics in mathematics; application of trigonometry to the graphic and non-graphic solution of problems.

MATH 1342 – Applied Statistics {*Formerly Statistics*} (3 credit hours). Course offerings consist of the two basic concepts: descriptive statistics and inferential statistics. Descriptive statistics includes a study of basic vocabulary and description of data collecting; summarizing and presenting data; measures of dispersion and variability and their significance. Inferential statistics deals with survey of concepts of probability; discrete and normal distributions and their application; sampling, tests of hypotheses, and non-parametric tests. Each student will be required to conceptualize, design, and implement a project. Prerequisite: six hours of mathematics. Computer skills will be useful.

MATH 2330 – Discrete and Combinatorial Mathematics (3 credit hours). Bit strings, basic concepts of set theory, algebraic structures, Cartesian products and relations, mappings, Boolean algebra, Boolean functions, applications to circuits, lattices, combinatorial principles, groups, generating functions, and recursion.

MATH 2413 – Calculus and Analytical Geometry I (4 credit hours, which includes three hours lecture and a one hour lab). Studies rate of change of functions, limits, derivatives of algebraic functions; differentials, continuity, application to relative time rates; curve plotting, maximum and minimum, Rolle's Theorem; Mean Value Theorem, indefinite integrals, differentiation and integration of sine and cosine functions, and other transcendental functions. Prerequisite: MATH 1317.

MATH 2414 – Calculus and Analytical Geometry (4 credit hours, which include three hours lecture and a one hour lab) Studies applications of definite integrals to areas between curves, volumes, approximations, length of arc; areas of surfaces of revolution, moments, centroids, Pappus theorem; pressure, work; various techniques of integration, and special topics. Prerequisite: MATH 2413.

MATH 3305 – Ordinary Differential Equations (3 credit hours). First-order equations, non-linear and linear; applications, second-and higher-order linear homogeneous and non-homogeneous equations; applications to vibrations and circuits, solutions in series. Cauchy equations, and the Frobenius method are presented.

MATH 3315 – Linear Algebra (3 credit hours). Vectors in  $\mathbb{R}$  and  $\mathbb{C}$ , linear equations, matrices, vector spaces, subspaces, basis and dimension, and linear operations.

MATH 3325 – Foundations of Mathematics (3 credit hours). A general review of the development of the elementary branches of mathematics; study of the elementary logic, intermediate set theory, relations, functions, and countable number systems.

MATH 3365 – Modern Geometry (3 credit hours). Axiomatic methods, axiomatic systems, finite geometry; postulate of connection, distance, order relations, angles, triangles and polygons; parallels postulates, similarity, Pythagorean Theorem; area, lines and planes in space; circles, four dimensional geometry, and plane hyperbolic geometry.

MATH 3404 – Multivariate Calculus {*Formerly Multivariate Calculus, Vectors, Space Geometry*} (4 credit hours). Vectors calculus, functions of several variables, partial differentiation, and multiple integrals. Prerequisite: MATH 2414.

MATH 4340 – Advanced Calculus (3 credit hours). Real numbers, limits and continuity of functions, the Riemann integral; uniform continuity and convergence; compactness, and improper integrals.

MATH 4350 – Probability (3 credit hours). A presentation of set theory, techniques of counting, introduction to probability; conditional and independent probability, random variables, binomial, normal and Poisson distributions, and Markov chains.

MATH 4378 – Advanced Applied Mathematics (3 credit hours). Covers formulation, solution, and interpretation of various applied problems; mechanical vibrations, population dynamics, biomedical diagnosis; Markov chains, computer simulation, linear systems, parameter estimations; matrices, stability, eigenvalues, and numerical methods. Prerequisite: MATH 3305.

MATH 4460 – Research Seminar in Mathematics with Applications for Management, Life Sciences, Social Sciences, Education, Psychology, and Computer Science {*Formerly Research Seminar in Mathematics with Applications for Management, Life, Social, and Computer Science*} (4 credit hours). Topics to be researched are selected to meet the needs and interests of the student. Examples of topics are finance, trigonometric functions, psychological phenomenon; political situations, medical topics, ecological problems. Application of the basic principles of statistics and probability is made. Results of research must be presented before the faculty, peers, and other interested persons. Required of all mathematics majors. Prerequisite: MATH 1342.

***\*General Education Course Office by Division***

## GENERAL CONTACT INFORMATION

### WEBSITE

[www.texascollege.edu](http://www.texascollege.edu)

### TELEPHONE

(903) 593-8311 (local)

(800) 306-6299 (toll-free)

### ADDRESS

2404 North Grand Avenue

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## DEPARTMENTAL CONTACT INFORMATION

### Office of Academic Affairs

(903) 593-8311, ext. 2335

### Office of Athletics

(903) 593-8311, ext. 4043

### Office of Admission and Recruitment

(903) 593-8311, ext. 2368

### Office of Business and Finance

(903) 593-8311, ext. 2231

### Office of Dean of Students

(903) 593-8311, ext. 4027

### Office of Financial Aid

(903) 593-8311, ext. 2210

### Office of Human Resources

(903) 593-831, ext. 2201

### Office of Physical Plant Services

(903) 593-8311, ext. 2336

### Office of Public Relations

(903) 593-8311, ext. 2327

### Office of the Registrar

(903) 593-8311, ext. 2326

### Office of Resident Life

(903) 593-8311, ext. 4011

### Office of Security

(903) 593-8311, ext. 2308

### Office of Student Affairs

(903) 593-8311, ext. 2710

### Office of Technology

(903) 593-8311, ext. 2302

### Food Services

(903) 593-8311, ext. 2250

### Health Services

(903) 593-8311, ext. 2305

### Library Services

(903) 593-8311, ext. 2300

### Mail Services

(903) 593-8311 ext. 2308

## DIRECTORY

### EXECUTIVE ADMINISTRATION

Dwight J. Fennell, B.A., M.A., M.S., Ph.D.....	President
Millicent Rickenbacker, B.S., M.B.A .....	Vice President of Business and Finance
Jan Duncan B.S., M.S. Ed., M.S. Tech., Ph.D.....	Vice President for Academic Affairs
Cynthia Marshall-Biggins, B.S., M.A., Ed.D.....	Vice President of Student Affairs Director of Institutional Effectiveness
Angela Fennell, B.S., M.A.....	Executive Assistant to the President Development Officer

### ADMINISTRATIVE PERSONNEL

Linda Simmons Henry B.A., M.L.S.....	Director of Library
Lois Bowie, B.B.A.....	Director of Human Resources
Anthony Parker.....	Director of Physical Plant
Alice Ajanga, B.S, B.A, M.Ed., Ph.D.....	Director of Teacher Education
Yaw Labang, B.S.....	Director of Information Technology
KeJuana Fridie, B.S., M.B. A.....	Director of Title III
ShaDana Mingo, B.A., M.S.....	Director of Financial Aid
John Roberts, B.S., M.B.A.....	Dean of Enrollment Services
Randy Butler, B.B.A.....	Athletics Director
Isaac Williams, B.A., M.Ed.....	Dean of Students
Jacob Martin, B.S., M.Ed.....	Chief Marketing & Communications Officer

### FACULTY

Ajanga, Alice.....	Associated Professor of Education B.S, B.A., Abilene Christian University., M.Ed., Ph.D., Texas Women’s University
Akpan, Bassey.....	Associate Professor of Computer Science B.S., M.S., Southern University, D.B.A, Argosy University
Ali, Hamad.....	Associate Professor of Accounting B.S., Yarmouk University; M.S., Southeastern University, Ph.D., University of North Texas
Brunson, Hal.....	Associate Professor of English B.A., Central Baptist College, M.A. The University of Texas at Tyler., Ph. D. The University at Dallas
Butts, Roberts.....	Assistant Professor of History B.A. University of Oklahoma., M.S. Texas A&M University-Commerce., J.D. Oklahoma City University., Ph.D. Texas Christian University
Carr, Deloise.....	Instructor of Education B.S. Grambling State University., M.S. Grambling State University

Chifwepa, Chrispin.....Instructor of Business  
A.A. Trinity Valley Community College., B.B.A. University of Texas at Tyler.,  
M.B.A. University of Texas At Tyler

Chowdhury, Akhtari.....Assistant Professor of Education  
B.S. University of Dacca, Dhaka, Banglades., M.S. Texas Woman’s University.,  
Ph.D. Texas Woman’s University

Gupta, Mamta.....Associate Professor of Biology  
B.S. Maharshi Dayanand University; M.S., Kurukshetra University, Ph.D., Kurukshetra University

Harris, Lakeshia.....Assistant Professor of Social Work  
B.S., Dillard University, M.S., Ph.D., University of North Texas

Iakhiaev, Alexei.....Professor of Biology/Physics  
B.S., M.S., Ph.D., Russian State Medical University

Igwebuike, John.....Associate Professor of Business  
B.S. Ed., B.S. B.A., M.L.H.R., Ph.D.; Ohio State University.,  
M.B.A, California State Polytechnic University., J.D. Indian University

Johnson, Cindy..... Assistant Professor of Religion  
B.A., LeTourneau University., M.A. D. Rel., St. Thomas Christian University

Johnson, Ernest..... Instructor of Mathematics  
B.S. Southern University & A&M College., M.A. Xavier University of Louisiana.,  
Ed.D. Morgan State University

Johnson, Linda..... Assistant Professor of Biology  
B.S., M.S. University of Tulsa

Larry, Greta.....Assistant Professor of Education  
B.S. Dillard University., M.S. University of Texas-Arlington., Ed.D. Nova Southeastern University

Lee, Jaeyong.....Assistant Professor of Music  
B.M. Hanyang University., M.M. Northwestern State University.,D.M.A. Texas Tech University

Leffall, Lateef.....Instructor of English  
B.A. Wiley College., M.A. St. John’s University

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B.S., Texas College; M.S., University of Texas at Tyler, Ph.D. Instituto Politecnico Nacional

Moore, Mingo.....Instructor of English  
B.A., M.A., Texas Southern University

Nichols, Airron.....Instructor of Criminal Justice  
B.S. Jarvis Christian College; M.S. Grand Canyon University

Quazi, Sohail.....Assistant Professor of Chemistry  
B.S., M.S. Dhaka University; Ph.D. University of the Ryukyus

Robinson, Edward.....Assistant Professor of History/Religion  
 B.A., Southwestern Christian College, M.A.R., Harding University Graduate School;  
 M.A., University of Illinois; Ph.D., Mississippi State University

Sanders, Charlotte..... Assistant Professor Social Work  
 B.S.W. East Texas State University; M.S.W. Texas A&M University

Saunders, Kenneth..... Assistant Professor Government  
 B.S. University of New York Regents College; M.A. University of Texas El Paso

Shepherd, Sunny.....Instructor of Sociology  
 B.S. University of North Texas; M.S. University of Surrey

Vernier, Stacy.....Instructor of Criminal Justice  
 B.S., M.S., University of Texas-Tyler

**PART TIME FACULTY**

Baptiste, Shawan.....Assistant Professor of Music  
 B.A., Texas College., M.A. Mercer University

Dathis, Rolande.....Associate Professor of Sociology  
 B.S., Campbell University; M.L. Stetson University; Ph.D. Texas A&M University

Gordon, Victoria..... Instructor of Business  
 B.S., M.S., University of Phoenix; M.A., Liberty University

Harper, Robert.....Instructor of Computer Science  
 B.S. Louisiana State University; M.S. NW State University of Louisiana  
 Ed.D. Grambling State University

Hood, Mark.....Instructor of Religion  
 B.S., Jarvis Christian College; M.A., BMA Theological Seminary

Lawrence, Artimese.....Instructor of Health  
 B.S., M.S., Jackson State University

Ross, Kristina.....Instructor of Business  
 B.A. Dartmouth College; J.D. St. Mary’s Law School

## 2023-2028 FIVE YEAR PROJECTED COLLEGE CALENDAR: FALL DATES

ACTIVITY/EVENT	ACADEMIC YEARS/TERMS				
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	FA 2023	FA 2024	FA 2025	FA 2026	FA 2027
<b>AUGUST</b>					
Staff Returns	8/1	8/1	8/1	8/3	8/2
Registration for Summer Camp	8/8	8/6	8/5	8/4	8/10
Faculty and Staff Institute	8/14-15	8/12-13	8/11-12	8/10-11	8/16-17
New and Transfer Student Orientation	8/16	8/14	8/13	8/12	8/18
Residence Halls Open for All Students	8/19	8/17	8/16	8/15	8/21
In-Person Fall Registration for All Students	8/21-22	8/19-20	8/18-19	8/17-18	8/23-24
First Day of Class	8/23	8/21	8/20	8/19	8/25
Late Registration Begin (Fees Apply)	8/23	8/21	8/20	8/19	8/25
Add/Drop A Course	8/23-24	8/21-22	8/20-21	8/19-20	8/25-26
College Assembly Begins	8/30	8/28	8/27	8/26	9/1
<b>SEPTEMBER</b>					
Labor Day Holiday (No Classes/Offices Closed)	9/4	9/2	9/1	9/7	9/6
First Day to Make Application for Graduation	9/5	9/3	9/2	9/8	9/7
Fall Convocation	9/20	9/25	9/24	9/30	9/29
<b>OCTOBER</b>					
Mid-Term Examinations	10/2-5	9/30-10/4	9/29-10/3	9/28-10/2	10/4-8
Homecoming Week	10/8-14	TBA	TBA	TBA	TBA
Last Day to Withdraw from a Course	10/13	10/11	10/17	10/10	10/15
Pre-Registration for the Spring Semester	10/30-11/28	10/28-11/26	10/27-11/25	10/26-11/24	10/25-11/23
<b>NOVEMBER</b>					
Residence Halls Close for Thanksgiving Holiday	11/22	11/27	11/26	11/25	11/24
Thanksgiving Holiday (No Classes / Campus Closed)	11/23-24	11/28-29	11/27-28	11/26-27	11/25-26
Residence Halls Open at 8:00 A.M.	11/26	12/1	11/30	11/29	11/28
Classes Resume and Offices Open at 8:00 A.M.	11/27	12/2	12/1	11/30	11/29
Last College Assembly for the Semester	11/29	11/27	11/26	11/25	11/24
<b>DECEMBER</b>					
Student Study Day – Preparation for Final Examinations	12/1	11/29	11/29	11/29	12/3
Last Day to Withdraw from the College	12/1	11/29	11/28	11/27	12/3
Final Examinations	12/4-8	12/2-6	12/1-5	11/30-12/4	12/6-10
Residence Halls Close at 5:00 P.M.	12/8	12/6	12/5	12/4	12/10
Last Day to Remove Incomplete “I” Status from Previous Spring Courses.	12/8	12/6	12/5	12/4	12/10
Campus Closed for Fall Semester	12/8	12/6	12/5	12/4	12/10
Administrative Office Close at 5:00 P.M.	12/22	12/23	12/23	12/23	12/23
Christmas Holidays Observed	12/25-29	12/24-25	12/24-25	12/24-25	12/24-27

*Dates and activities may be subject to change. For summer sessions and updates, please visit the calendar on the College’s website ([www.texascollege.edu](http://www.texascollege.edu)). You may also contact the Office of Public Relations at (903) 593-8311, ext. 2327.*



## 2023-2028 FIVE YEAR PROJECTED COLLEGE CALENDAR: SPRING DATES

ACTIVITY/EVENT	ACADEMIC YEARS/TERMS				
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	SP 2024	SP 2025	SP 2026	SP 2027	SP 2028
<b>JANUARY</b>					
New Year Holiday (Campus Closed)	1/1	1/1	1/1	1/1	1/1
Faculty Return and Faculty Staff Institute	1/2	1/2	1/2	1/4	1/3
Order Regalia for May, Graduation Fee Due	1/2-2/29	1/2-2/28	1/2-2/27	1/4-2/26	1/4-2/29
Residence Halls Open for New Students	1/5	1/3	1/9	1/8	1/7
New Student Orientation & Registration	1/5	1/3	1/9	1/8	1/7
Residence Halls Open for Returning Students	1/7	1/5	1/11	1/10	1/9
Spring Registration Begins for All Students	1/8-9	1/6-7	1/12-13	1/11-12	1/10-11
First Day of Class	1/10	1/8	1/14	1/13	1/12
Late Registrations Begins (Fee Apply)	1/10	1/8	1/14	1/13	1/12
Add/Drop A Course	1/11-12	1/9-10	1/15-16	1/14-15	1/13-14
Martin Luther King Jr. Holiday (No Classes/Offices Closed)	1/15	1/20	1/19	1/18	1/17
<b>FEBRUARY</b>					
Black History Month	2/1	2/1	2/1	2/1	2/1
Founder's Convocation	2/14	2/12	2/11	2/10	2/9
Religious Emphasis Week	2/18-20	2/16-21	2/15-20	2/14-19	2/13-18
Financial Aid Awareness Week	2/19-23	2/17-21	2/16-20	2/15-19	2/14-18
Last Day to Apply for May Graduation (i.e., Order Regalia)	2/29	2/28	2/27	2/26	2/29
<b>MARCH</b>					
Graduation Late Fee Applied	3/1	3/1	2/28	2/27	3/1
Mid-Term Examinations	3/4-8	3/3-7	3/9-13	3/8-12	3/6-10
Spring Break	3/11-15	3/10-14	3/16-20	3/15-19	3/13-17
Honors Convocation	3/20	3/19	3/25	3/24	3/22
Career Fair	3/27	3/26	4/1	3/31	3/29
Good Friday Holiday (No Classes/Offices Closed)	3/29	4/18	4/3	4/26	4/14
<b>APRIL</b>					
Registration for Summer Sessions and Fall Term Classes	4/1-19	3/31-4/18	3/30-4/17	3/29-4/16	3/28-4/14
Last Day to Withdraw from a Class with a "W"	4/12	4/11	4/17	4/16	4/14
Final Examinations for Prospective Graduating Seniors	4/15-19	4/14-18	4/20-24	4/19-23	4/17-21
Texas College Athletic Banquet	4/17	4/16	4/15	4/14	4/19
Last College Assembly Service for the Semester	4/24	4/23	4/22	4/21	4/26
Reading Day (No Classes)	4/26	4/25	4/24	4/23	4/28
Final Examinations for Non-Graduates	4/29-5/3	4/28-5/2	4/27-5/1	4/26-30	5/1-5
<b>MAY</b>					
Last Day to Remove Incomplete "I" Status from Previous Fall Courses.	5/3	5/2	5/1	4/30	5/5
Graduation Rehearsal	5/3	5/2	5/1	4/30	5/5
Residence Halls Close at 5:00 P.M. (Except for Graduates)	5/3	5/2	5/1	4/30	5/5
Baccalaureate Service	5/3	5/2	5/1	4/30	5/5
Campus Closed for Spring Semester	5/3	5/2	5/1	4/30	5/5
Commencement Exercise	5/4	5/3	5/2	5/1	5/6
Residence Halls Close at 5:00 P.M. (Graduates)	5/4	5/3	5/2	5/1	5/6
Last Day for Faculty	5/14	5/13	5/20	5/18	5/16

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2023-2028  
COLLEGE CATALOG