

UNIVERSITY OF THE INCARNATE WORD



San Antonio, Texas

Graduate Bulletin
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A Message from the President

Thank you for choosing the University of the Incarnate Word for the pursuit of your Graduate studies.

This Graduate Bulletin contains information on the more than two-dozen academic fields of study available to you at UIW. Included are our newest doctoral programs—the Doctor of Physical Therapy (D.P.T.), the Doctor of Nursing Practice (D.N.P.), and beginning in the fall of 2013, the Doctor of Business Administration (D.B.A.).

We also offer professional studies leading to either a Doctor of Pharmacy (Pharm.D.) or the Doctor of Optometry degrees (O.D.). Please note that additional information on the Pharm.D. program can be obtained from either the pharmacy course bulletin or the Feik School of Pharmacy's Web site at uiw.edu/pharmacy, while information on the O.D. program offered at the Rosenberg School of Optometry can be obtained at optometry.uiw.edu/.

All of the above are in addition to our oldest doctoral program, the Ph.D. in Education, which features concentrations in higher education, organizational leadership, and international education and entrepreneurship.

The University is grounded in the strength of our heritage, which we received from UIW's founding Congregation, the Sisters of Charity of the Incarnate Word. The Sisters' mission defines our roots and also compels us to continue in the pursuit of truth, mutual understanding, self-realization, and the common good in an increasingly complex society characterized by deepening diversity, expanding technology, and an information explosion that requires careful management.

The academic programs outlined in the following pages illustrate our emphasis on quality—from the refinement of traditional programs through the introduction of new ones that ensure our graduates are always prepared for the global and technological society in which they will live.

Our pledge to you and your families is a continued pursuit of excellence. We also promise you an increase in the quality of our technological and physical resources. In return, we ask you to commit to quality in the pursuit of your educational goals and in the development of your personal and professional lives.

It is my hope that your experience at the University of the Incarnate Word, whether through our academic programs, your daily contacts with our faculty or your interactions with other students, will bring out the best in you for a truly fulfilling and service-oriented life.

All of us at Incarnate Word wish you every success as you pursue your academic dreams. Once again, thanks for choosing the University of the Incarnate Word.

Louis J. Agnese, Jr., Ph.D.
President

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<p>The provisions of this Bulletin are subject to change without notice and do not constitute an irrevocable contract between any student and the University of the Incarnate Word. While every effort is made to keep the contents of this Bulletin up-to-date, information about policy changes, the current semester schedule and the academic calendar are available in the Registrar's Office.</p>

I. General Information

The University of the Incarnate Word

The University is one of the many outgrowths of the original mission that brought the Sisters of Charity of the Incarnate Word to San Antonio in 1869. The Sisters' work began with the care of victims of a cholera epidemic and the establishment of the first hospital in the city, an institution recognized today as CHRISTUS Santa Rosa Health Care. Their ministry soon spread to the care of homeless children and to teaching. In 1881, they secured a charter from the State of Texas, which empowered them to establish schools on all levels.

In 1900, the Academy of the Incarnate Word, which had been established first in an area of San Antonio called Government Hill, was moved to the recently constructed Motherhouse of the Sisters of Charity of the Incarnate Word in Alamo Heights. College classes were added to the curriculum in 1909, and the name of the institution was changed to the College and Academy of the Incarnate Word. Both the college and the high school were affiliated with the Texas State Department of Education in 1918. The college was fully accredited by the Association of Colleges and Secondary Schools in 1925. The graduate division was added in 1950, and the school became co-educational in 1970. In 1996, it was recognized as a university. In 1998, the University was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Doctoral degrees, in addition to Bachelors and Masters degrees.

Mission of the University of the Incarnate Word

The first Sisters of Charity of the Incarnate Word who came to San Antonio to minister to the sick and the poor were motivated by the love of God and their recognition of God's presence in each person. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the University aims to educate men and women who will become concerned and enlightened citizens.

The University is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. It promotes life-long learning and fosters the development of the whole person. The faculty and students support one another in the search for and the communication of truth. The University is open to thoughtful innovation that serves ever more effectively the spiritual and material needs of people. The curriculum offers students an integrated program of liberal arts and professional studies that includes a global perspective and an emphasis on social justice and community service.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respective interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

The Campus

The University is located on what was formerly the estate of noted San Antonio philanthropist, businessman, and civil servant, Col. George W. Brackenridge. His home, listed on the National Registry of Historic Places, still stands on the campus.

The headwaters of the San Antonio River are located on the campus, and at one time, the natural beauty as well as the clear spring water made it a favored campsite for Native American tribes. Archeological studies have produced Paleo-Indian projectile points that date back 11,000 years.

The 110-acre campus combines the natural beauty of the historic grounds with fully-networked wireless facilities. Each building features presentation and wireless technology in the classroom. Residence halls and gathering places are also wireless. The Burton E. Grossman International Conference Center provides expansive state-of-the art facilities for meetings and conferences, as well as housing for visiting foreign

General Information

dignitaries and students. Additionally, the Stanley and Sandra Rosenberg Sky Room, on the top floor of the McCombs Center, features a stunning view of the city skyline. The Sky Room, which can accommodate up to 850 people, is the second largest facility of its kind in the city and can be subdivided into several configurations to meet the needs of specific events.

The University's athletic facilities, practice fields, tree-lined walking paths, and well-tended grounds provide a comfortable environment for study and reflection. The park-like atmosphere encourages private reflection as well as intellectual stimulation.

San Antonio

The city offers a rich mixture of cultural heritages derived from its historical settlement by persons from Germany, France, Ireland, Mexico, and the Canary Islands. Together with Dallas and Houston, it is one of the three largest metropolitan areas in Texas and ranks as the seventh largest city in the nation. The River Walk, or Paseo Del Rio, with its waterside restaurants, hotels, shopping areas, and cultural attractions, has helped to develop the city into a prime location for conventions and tourism.

The city has a flourishing arts community with active theatre groups, dance companies, and music and art associations. Museums include the San Antonio Museum of Art, the McNay Art Museum, the Witte Museum, the Institute of Texan Cultures, and the San Antonio Botanical Gardens.

San Antonio is rich in educational offerings with four private universities, a Catholic theological graduate school, two state universities, a state-sponsored medical school, and a public community college system. It is also a center for scientific and medical research based at the University of Texas Health Science Center, the Southwest Research Institute, the Southwest Foundation for Biomedical Research, and the Cancer Therapy Research Center.

The campus of the University of the Incarnate Word is located in the north central area of the city adjacent to Brackenridge Park and to the suburb of Alamo Heights, which offers a quiet, well established residential area as well as shopping, restaurant, cultural, and recreational facilities.

Academic Programs

Accreditation

The University of the Incarnate Word is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of University of the Incarnate Word.

The University holds national and specialized accreditations in the following disciplines:

College of Humanities, Arts, and Social Sciences:

- American Association for Music Therapy (BM in Music Therapy)
- National Association of Schools of Theatre (BA in Theatre Arts)

Dreeben School of Education:

- State Board for Educator Certification (all teacher certification programs)

H-E-B School of Business and Administration:

Association of Collegiate Business Schools and Programs for the following business degrees:

- Bachelor of Business Administration (BBA) with concentrations in Accounting, Banking and Finance, General Business, Economics, Economics and Finance, International Economics, Political Economy, Information Systems, International Business, Management, Marketing, and Sports Management.

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- Master of Business Administration (MBA) and the MBA with concentrations in International Business, Sport Management, and Marketing
- Master of Science in Accounting (MS)

School of Mathematics, Science, and Engineering:

Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND).

Ila Faye Miller School of Nursing and Health Professions:

Texas Board of Nursing (BSN)

Commission on Collegiate Nursing Education (BSN and MSN)

Joint Review Committee on Educational Programs in Nuclear Medicine

Technology (BS Nuclear Medicine Science)

Commission on Accreditation of Athletic Training Education (Athletic Training Education Program)

School of Media and Design:

Council for Interior Design Accreditation (BA in Interior Environmental Design)

Feik School of Pharmacy:

Accreditation Council for Pharmacy Education

Rosenberg School of Optometry

American Optometric Association, Accreditation Council on Optometric Education

School of Physical Therapy

Commission on Accreditation in Physical Therapy Education

Affiliations

The University holds membership in the Texas Higher Education Coordinating Board, the American Association of Universities for Teacher Education, the National Association of Independent Colleges and Universities, the Independent Colleges and Universities of Texas, the Council of Independent Colleges, the Texas Independent University Fund, the Association of Texas Graduate Schools, the Higher Education Council of San Antonio, the United Colleges of San Antonio, the American Association of Colleges of Nursing, the Association for Theatre in Higher Education, American Association of Colleges of Pharmacy, and the Hispanic Association of Colleges and Universities.

Application of Bulletin

Changes in Graduate Bulletin rules and regulations, other than course and GPA requirements for a degree, become effective immediately upon approval by the proper University authorities and are not subject to the Catalog of Graduation policy. (See page 11.)

Degrees and Major Programs

The University of the Incarnate Word offers graduate instruction leading to advanced degrees in the following areas of study:

H-E-B School of Business and Administration

Accounting (MS)

Administration (MAA) *with concentrations in*

Adult Education

Applied Administration [Online](#)

Communication Arts

Healthcare Administration

Nutrition

Organizational Development

General Information

Sports Management
Business Administration (MBA) (General Business)
Business Administration (MBA) *with concentrations in*
 International Business
 Marketing
 Sports Management
 International Business Strategy
Master of Health Administration (MHA)
Doctor of Business Administration (DBA)

Dreeben School of Education

Master of Arts in Teaching (M.A.T.) *with concentrations in*
 Elementary Teaching (Early Childhood-Grade 6)
 Secondary Teaching (Grades 8-12)
 All-Level Teaching (Grades EC-12)

Education (M.A. or M.Ed.) (General Education)
Education (M.A. or M.Ed.), *with concentrations in*
 Adult Education
 Kinesiology
 Online Teaching & Learning
 Student Services in Higher Education
Education (Ph.D.), *with concentrations in*
 Higher Education
 International Education and Entrepreneurship
 Organizational Leadership

College of Humanities, Arts, and Social Sciences

Religious Studies/Pastoral Institute (M.A.)
Multidisciplinary Studies (M.A.)

School of Media and Design

Communication Arts (M.A.)

School of Mathematics, Science, and Engineering

Biology (M.A. or M.S.)
Mathematics (M.A.) *with a concentration in*
 Teaching
Applied Statistics (M.S.)
Multidisciplinary Sciences (M.A.)
Nutrition (M.S.) (General Nutrition)
Nutrition (M.S.) *with concentrations in*
 Administration
 Nutrition Education and Health Promotion

Ila Faye Miller School of Nursing and Health Professions

Nursing (D.N.P.)
Nursing (M.S.N.)
Kinesiology (M.S.)
Sport Management (M.S.)

General Information

Division of Extended Academic Programs

The University of the Incarnate Word recognizes that our graduate students require a variety of quality programs and delivery methods to meet their needs for a program of study that has flexibility. With this in mind, the Extended Academic Programs Division offers complete graduate degree programs and certificates through the School of Extended Studies at three off-main campus locations and the Virtual University. Classes are offered in the evening, on the weekend, and online. Students meet the same graduate admission requirements, but complete their entire degree program in a flexible format that fits their lifestyle.

School of Extended Studies

Master of Business Administration (MBA) *with concentrations in*
General Business

Master of Arts in Administration (MAA) *with concentrations in*
Applied Administration
Healthcare Administration
Organizational Development

Master of Science in Business Administration (M.S.B.A.)

Graduate Certificates available in
Organizational Development

Virtual University

Master of Arts in Administration (M.A.A.) *with concentrations in*
Applied Administration
Communication Arts
Healthcare Administration
Organizational Development

Master of Business Administration (MBA) *with concentrations in*
General Business
International Business

Master of Education in Teacher Leadership (M.Ed.)

Master of Science in Business Administration (M.S.B.A.)

Master of Science in Psychology (M.S.)
Educational Psychology
Industrial & Organizational Psychology
Sports Psychology

Graduate Certificates Online
Healthcare Administration
International Business
Organizational Development

Professional Schools/Programs

Feik School of Pharmacy

Doctor of Pharmacy (Pharm.D.)

Rosenberg School of Optometry

Doctor of Optometry (O.D.)

School of Physical Therapy

Doctor of Physical Therapy (D.P.T.)

Doctor of Nursing Practice

Doctor of Nursing Practice (D.N.P.)

Guiding Principles and Objectives of Graduate Study

The Mission of the University of the Incarnate Word provides the guiding principles for all of the graduate studies programs that are offered. The University's graduate program seeks:

- To create an atmosphere of respect for each student, promoting individual self-realization, cultural diversity and intellectual stimulation
- To instill in each student a spirit of Christian service, based upon ethical reflection, social justice and the promotion of human dignity
- To develop concerned citizens and enlightened leaders who are prepared to meet the challenges of the future with creativity and responsibility

The purpose of the University's graduate program is to encourage:

- Mastery of scholarly techniques
- Intellectual curiosity expressed in research and independent study
- Investigation of advanced subject matter in breadth and depth
- Ability to communicate the results of intellectually creative work
- Contribution to the field through original research

For the convenience of employed persons, the majority of the University's graduate courses are offered in the late afternoon, evening, and on Saturday. Most graduate courses are available on an eight-week format. Graduate students are expected to assume responsibility for knowing policies governing their program, registration, change of schedule, withdrawal, and other policies and procedures of the University. For information about their curriculum and graduate policies, students may call their advisor or the Dean of Graduate Studies and Research.

Research

In accordance with the Mission of UIW, scholarly activity is guided by the principles of respect, truth, and fairness. Research is an integral facet of graduate study, and students are encouraged to seek publication of work done in pursuit of advanced degrees. In research outside the thesis or dissertation where close collaboration with faculty advisors occurs, it is entirely appropriate for publications to be co-authored. Order of authorship should be subject to mutual agreement, based on the nature and extent of the contribution by the parties concerned and in accordance with the accepted practice of the discipline.

II. Graduate Admissions

General Requirements for Admission to Graduate Study

Degree-Seeking

Students applying for degree-seeking status at the master's and doctoral level must fulfill the general requirements for admission to the University of the Incarnate Word and any special requirements for admission to a particular degree program. Additional requirements for the doctoral program are listed on page 23.

General requirements:

- Evidence of an earned Baccalaureate degree from an accredited institution of higher learning with an overall GPA of 2.5 or better.
- Official transcripts from each college and university previously attended. These transcripts must be mailed directly from the college or university to the Admissions Office.
- At least one of the following as specified by the discipline under program description:
 1. A nationally recognized entrance test specified by the discipline
 2. Evaluation by one or more professionals in the intended field of study
 3. Professional certification or a degree of equal or higher level than that sought from an accredited institution of higher learning
 4. Letters of Recommendation
- Other admission criteria as specified by the discipline may include but are not limited to
 1. A minimum number of credit hours in the discipline with a specified GPA minimum
 2. Other specialized test with acceptable performance
 3. An interview with faculty or admissions personnel
 4. A writing sample

Discipline-specific requirements are listed under each program description. Petitions for admission with exception to the published criteria must be recommended by the Program Admissions Committee and approved by the Dean of Graduate Studies and Research. Exceptions must be documented with an explanation. A copy of this documentation must be included in the student's permanent file.

Conditional admission may be granted upon approval of the Program Admissions Committee and the Dean of Graduate Studies and Research. Criteria and the time limit for removing conditions will be specified in the letter of admission.

Transient

Students in good standing at a recognized graduate school who wish to enroll for a maximum of nine credit hours and who plan to continue at the school of original admission may be admitted as transient graduate students. Students must fill out a formal application for admission and submit either a statement of good standing from the dean of the graduate school where they are enrolled or an official transcript. Enrolling in additional course work beyond the nine hours will require application for a change of status.

Non-degree Seeking

If non-degree seeking, an applicant to Graduate School must submit:

- Evidence of an earned Baccalaureate degree from an accredited institution of higher learning
- Official transcripts from each college or university previously attended. These transcripts must be mailed directly from the college or university to the Admissions Office.

Non-degree-seeking students may register for a cumulative total of no more than nine credit hours of graduate course work under the normal grading system. Students holding a master's degree who do not

Graduate Admissions

wish to apply for admission as degree-seeking students may register for a cumulative total of no more than 12 credit hours of graduate course work under the normal grading system. Non-degree seeking students are expected to conform to graduate standards of scholarship. In some cases, credit hours taken under a non-degree seeking status and under the normal grading system may be applied toward a degree if a student later gains admission into a graduate program. Such credits will be evaluated as though they were transfer credits from another institution and must be approved by the Program Advisor and the Dean of Graduate Studies and Research.

Non-degree seeking students may not be eligible for some forms of financial aid.

Change of Status

To change status from non-degree seeking to degree seeking, the student must meet the requirements for admission to the program and submit an Application for Change of Status to the Program Advisor and the Dean of Graduate Studies and Research.

Certificates

With the approval of the appropriate College/School Dean, certificates may be presented to students in recognition of their attendance at special not-for-credit seminars or continuing educational professional development and in recognition of their earning credit hours in UIW courses offered in a particular field or fields.

The reception/awarding of a certificate will not appear on the transcript, even when the certificate attests to earning credit hours for UIW courses. When appropriate, for-credit courses taken to earn a certificate may be considered as fulfilling the requirements of a degree program only if the student applies to, meets admission requirements of, and is accepted into the program.

All students taking graduate courses and seeking a certificate must apply for admission to the University's Graduate School and provide evidence of an earned Baccalaureate degree from an accredited institution of higher learning with an overall GPA of 2.5 or better. Official transcripts from each college and university previously attended must be mailed directly from the college or university to the Admissions Office. Students may have to meet additional requirements set by the school or college from which the certificate is being issued.

Accelerated Bachelor to Master Degree Programs

Accelerated Bachelor to Master (ABM) Degree Programs provide opportunities for academically prepared and motivated undergraduate students to complete degree requirements for both the bachelor and master degrees simultaneously at an accelerated pace. By linking the curricula of the undergraduate and graduate, not only is student knowledge and skill level reinforced, but students can complete both programs sooner and at less expense than if they enrolled in both programs separately. Student accepted in an ABM program are eligible to complete nine designated graduate hours which will then be utilized to fulfill both undergraduate and graduate degree requirements. After the completion of the designated hours, students are formally admitted to graduate study.

General Eligibility Requirements are as follow:

1. Students must have completed a minimum of 75 credits hours in their undergraduate program.
2. Transfer students must have completed a minimum of one semester as a full-time student at UIW.
3. Students must have a minimum accumulated GPA of 3.00.

Undergraduate students interested in ABM programs should contact the graduate director of the master's degree program for specific information regarding application materials, deadlines, and managing their formal admittance to Graduate School.

Application Procedures

The student must submit to the Admissions Office the credentials listed below. Credentials submitted late can cause a delay in acceptance and registration.

1. A formal application, which may be obtained from the Admissions Office. Application requires a \$20 processing fee.
2. Official transcripts from each college or university previously attended. These transcripts must be mailed directly to the Admissions Office from the college or university.
3. Report of the nationally recognized entrance test as designated by specific programs is sent directly to the Admissions Office. Students should check with individual programs for specific requirements.
4. For students under the age of 30, an immunization record showing the Meningitis vaccine must be submitted prior to registration.
5. Consultation with Program Advisor regarding additional admissions requirements.

When the Admissions Office receives the required credentials, they are sent to the Program Coordinator for evaluation and recommendation for action. The Dean of Graduate Studies and Research notifies the applicant by letter concerning action taken on the application. Upon acceptance, the student is assigned a Program Advisor.

Students hoping to enroll in the Accelerated Bachelor to Master (ABM) program must contact their advisor prior to filling out an application to identify appropriate term of enrollment. This will be the first term the student is enrolled in exclusively graduate courses

Credentials submitted for admission become the property of the University of the Incarnate Word and will not be returned. Students must enroll in the term for which they were admitted or the next subsequent term or their admission status is cancelled and they must reapply through the Office of Admissions.

The University of the Incarnate Word reserves the right to refuse admission to an applicant or to request the withdrawal of a student already in the program for reasons considered adequate by the Dean of Graduate Studies and Research.

Admission of International Students

An international student is a student who has citizenship in a country other than the United States.

International students should apply for admission no later than 60 days prior to the beginning of the semester in which the student plans to attend to ensure no delay in acceptance and registration. The following credentials must be submitted to the Office of International Admissions:

1. Completed and signed International Student Application.
2. \$20 non-refundable application fee.
3. Official transcripts or record of prior programs of study, inclusive of grades and/or scores received. All official transcripts must be translated into English before they are submitted. A list of evaluation agencies is available from the Office of International Admissions.
4. For consideration of transfer credit, course descriptions officially translated to English are required. For schools that do not have a credit hour system, the transcripts must be evaluated by one of the evaluation agencies before determining transfer credit eligibility.
5. Score from TOEFL (Test of English as a Foreign Language), with a minimum score of 83 iBT or an IELTS score of 6.5. Students who do not have this minimum score may not be allowed to take any course other than English as a Second Language.
6. If English proficiency is deemed not adequate on the basis of UIW evaluation, the student may not be allowed to take any course other than English as a Second Language until the deficiency is removed. All English as a Second Language at UIW is taught by the ELS Language Center located on the campus. International students are required to pay the appropriate fee charged by the ELS Language Center.
7. Report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or the Graduate Management Aptitude Test (GMAT), as designated by specific graduate program.
8. Declaration of Finances.

Graduate Admissions

9. Visa Information Form.
10. Two letters of recommendation.
11. For students under the age of 30, an immunization record showing the Meningitis vaccine must be submitted prior to arrival and registration.
12. Those studying in special cohort programs will be required during their first semester at UIW to submit an official score on the TOEFL or other required diagnostic instrument and may be required, as needed, to enroll in appropriate English-language instruction.
13. Students are encouraged to check with individual programs for specific requirements.

Advising and Registration

Upon acceptance to a program, graduate students must meet with their Academic Advisors before each term to discuss progress toward meeting degree requirements. The Advisor's formal approval is required to permit registration. Students must make payment arrangements with the Business Office no later than the end of the registration period.

III. Academic Regulations

Catalog of Graduation

Candidates for a post-baccalaureate degree will graduate upon completion of the program requirements stated in the catalog in effect at the time of their admission to the program. Time limit for the master's degree is seven years and for the doctoral degree is ten years. Under certain circumstances, upon recommendation of the Program Advisor, the Dean of Graduate Studies and Research may extend the time limit. However, if an extension beyond the published time limit for the degree is granted, the student will be required to fulfill requirements of a subsequent catalog.

Changes in Graduate Bulletin rules and regulations, other than course and GPA requirements for a degree, become effective immediately upon approval by the proper University authorities and are not subject to the Catalog of Graduation policy cited above.

Requirements in the program of study are based upon the Bulletin of entry; however, academic policies in the current Bulletin apply to all students regardless of Bulletin of entry.

Graduate Credit and Course Numbers

The first digit of the course number indicates the class level of the course; 5000-9999 is graduate level. Every graduate degree must have a minimum of 30 hours of courses at the 6000 or above level. Under special circumstances, at the recommendation of the Program Advisor, the Dean of Graduate Studies and Research may approve application of up to six credit hours of 4000 level courses to a Master's level degree with 36 or more hours. No course can be counted for credit in more than one degree.

Selected Topics courses (numbered 6399) may be offered in any discipline, and are repeatable as topics change. If those courses are in disciplines that do not offer a graduate program, they need the approval of a Program Advisor and the Dean of Graduate Studies and Research. Tutorials (Independent Study, numbered 6398) are available in some disciplines. No more than six hours of independent study course work may apply toward a degree without permission from the Dean of Graduate Studies and Research and the Dean of the College/School.

Credit hours earned cannot be used to satisfy requirements in more than one degree program. A student holding a master's degree from UIW may receive a second master's degree provided the following requirements are fulfilled:

1. No more than 6 semester hours may be utilized from the first master's degree to satisfy requirements within the second master's degree.
2. Complete all requirements for the additional degree including all prerequisites and elective courses as specified in the appropriate section of the graduate bulletin.
3. Two master's degrees may be awarded simultaneously provided that the requirements listed above are met.

Students admitted to UIW's Accelerated Bachelors/Masters programs may apply a maximum of up to nine graduate credit hours towards both the undergraduate and graduate degree. Please refer to the specific program description for the number of eligible graduate credits applicable to both degree programs.

Methods of Instruction

Classroom Instruction

Classroom instruction is the traditional face-to-face classroom setting. A traditionally delivered three-semester course should contain 45 to 48 contact hours depending on whether there is a final exam.

Academic Regulations

Blended Instruction

Blended learning is a pedagogical approach that combines the effectiveness and socialization opportunities of the traditional “face to face” classroom with the technologically enhanced active learning possibilities of the online environment. Blended learning presents a fundamental redesign of the instructional model and typically includes the following characteristics:

- A shift from lecture to student-centered instruction in which students become active and interactive learners;
- Increases in interaction between student-instructor, student-student, student-content, and student-outside resources;
- Integrated formative and summative assessment mechanisms for students and instructor.

At UIW, a course is considered to be a blended if 15-85% of the instruction occurs when students and instructors are not in the same place.

Online Instruction

Courses with over 85% of instruction occurring without the students and instructor in the same place are defined at UIW as online courses.

Course Load

During fall and spring semesters, the average unit load for a full-time student is nine (9) credit hours. With the special permission of the Program Advisor, a student may enroll for as many as 15 credit hours in very exceptional cases. More than 15 hours taken in one semester requires the approval of the Dean of Graduate Studies and Research. Six (6) credit hours constitute full-time in a summer session. Under certain circumstances, a full-time course load can be defined differently with the approval of the Dean of Graduate Studies and Research. The unit load for a full-time doctoral student is six (6) credit hours for course work or three (3) credit hours for dissertation.

Change of Program

Students who have been admitted to the School of Graduate Studies and Research at the University of the Incarnate Word but wish to change degree program after admission must apply for admission to the new program.

System of Grading

The following grading system applies to courses taken for completion of graduate degree requirements:

“A” and “A-” indicate a superior grasp of the subject matter of the course, initiative and originality in assessing problems, and ability to relate knowledge to new situations.

“B+” and “B” indicate satisfactory performance in control of the subject matter and ability to apply principles with intelligence.

“B-” and “C” indicate less than satisfactory performance, and may disqualify the student for further study. See Continuation in the Master’s Program (page 21) or Continuation in the Doctoral Program (page 24) and regulations of each degree program.

“F” indicates failure in the course or withdrawal without following proper procedures. See Continuation in the Master’s Program (page 21) or Continuation in the Doctoral Program (page 24).

“IP” indicates that the student’s achievement in the course has been satisfactory, but certain prescribed work is incomplete or the student was unable to take the final examination. A student needing an IP grade must complete an IP form and have that form entered into his/her file held by the Program Advisor. A student’s registration will be blocked if he or she has six or more credit hours of graduate classes with a grade of IP. Upon satisfactory completion of requirements specified in the IP Completion Form, the student

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will receive the grade merited by the quality of his or her performance. It is the student's responsibility to complete all requirements for the removal of the "IP" within one year or sooner as specified by the instructor. If the IP is not completed within the time specified, the IP will be changed to a grade of "F".

"W" indicates withdrawal within the period specified on the semester calendar.

"P" indicates satisfactory performance at "A," "A-," "B+" or "B" level.

"Pass/Fail" grades are not applicable to any UIW graduate degree plan.

Grading Rubric

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C	70-79
F	69 and Below

Note. The nursing program uses a separate grading scale. The scale is listed in the Graduate Bulletin under the Nursing program criteria for continuation and graduation and in the Nursing Handbook.

Grade Point Average

To calculate the grade point average, points are assigned to credit hour grades as follows:

A 4.0 A- 3.7 B+ 3.3 B 3.0 B- 2.7 C 2.0 F 0.0

Students, who complete their Master's degree programs with a 4.0 average, graduate "With distinction."

Once grades are recorded, grades other than IP cannot be changed, except in the case of instructor error. In no case may a grade other than IP be changed without the permission of the school/college Dean.

Additional work performed by a student may not be used to raise a grade that has been recorded by the Registrar. If course work has not been completed within one year, the IP grade will be turned to a grade of F. Grades are presumed to be correct when entered on the student's record. Any question regarding the accuracy of these grades must be raised within one calendar year. Grades are not subject to challenge after one year and will not be changed.

Auditing

Admitted and non-admitted students may register for lecture courses as auditors. No credit is awarded for audited courses. If a student desires credit, he or she must repeat the course and pay the regular tuition. An auditor may attend lecture classes but does not submit papers or take examinations. Auditors may participate in class discussion only upon invitation of the instructor. Audited courses are not applicable towards a degree, and permission to audit does not constitute admission to the University. A course that has been audited is not part of the official academic record of the University.

The following regulations apply to auditing:

- Students are not allowed to audit practica, tutorials, internships, theses, clinicals, computer or science labs, and similar courses.
- Students seeking to audit a course must obtain written approval from the instructor.
- Auditors pay full tuition for limited enrollment, private instruction, and studio courses, and will be charged 50% of regular tuition for all other courses. Auditors pay all course fees.
- Full-time students at UIW may audit one course (3 credit hours) per term free, with the exception of courses specified above. Additional audit courses are charged as described above.

English Competency

All candidates for a post-baccalaureate degree are expected to demonstrate a satisfactory command of English in oral and written work with accommodations if necessary. Candidates may be required to take special courses in writing as a condition of their continuance in graduate studies.

Continuous Enrollment

Graduate students must maintain continuous enrollment with the University during the academic year (Fall and Spring). Failure to maintain continuous enrollment will result in a student being declared inactive, which may lead to termination from the program. Students who become inactive or are terminated from their programs due to failure to comply with the continuous enrollment policy must apply for re-admission to the University. A no-fee application for this purpose is available through the School of Graduate Studies and Research.

Leave of Absence

University of the Incarnate Word supports a graduate leave of absence policy to assist graduate students who are temporarily unable to continue their programs. The leave of absence may extend consecutively for up to three full semesters (i.e., up to one year). Extensions of a leave of absence may be possible given the individual circumstances faced by the student and requires a new application. Reasons for requiring a leave typically include bereavement, illness, care giving, maternity, paternity, and call to active military duty. Students requesting a leave of absence must submit an application to their program director, which then must be forwarded to the School of Graduate Studies and Research for approval by the Graduate Dean.

Withdrawal

Students who find it necessary to leave the University during a semester must complete the formal withdrawal process. Students who complete a semester and then are not able to return for the following semester must complete the withdrawal process only if they have already registered for the next semester. Students who withdraw from courses before the “Final Date for Withdrawing with a W” (see semester schedule) shall receive a grade of W.

Those who fail to follow the proper withdrawal procedure will receive an F in all courses. As in the case of adding or dropping courses, informal notice to an instructor does not cancel registration or the student’s financial obligation to the Business Office. Information on refunds for students who withdraw is provided in the Financial Information section.

Conferral of Degrees

Degrees are conferred in December, May, and August. Commencement ceremonies are held in December and May. Students must complete an Application for Graduation the semester before they intend to graduate. Filing deadlines for the Application for Graduation are: December Graduation, May 1; May Graduation, October 1; August Graduation, February 1.

Student Records and Student Privacy

Student Records Fee

Upon matriculation, all students are charged a one-time records fee to cover administrative costs associated with the creation and maintenance of the student record. After payment of this fee, transcripts are issued to students free of charge.

Student Records

The University of the Incarnate Word maintains educational records for all current and former students who are officially enrolled. Student records at the University are subject to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. Students have the right to file a complaint with

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the U.S. Department of Education concerning compliance issues. The name and address of the appropriate office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605.

Review of the Educational Record

Students have the right to inspect and review their educational record. All requests must be in writing to the Registrar and must identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. The response from the University official will be within 45 days of the receipt of the request for access.

Educational Records on Campus

Educational records are those records directly related to a student for the purpose of recording the educational endeavor of the student. They do not include law enforcement records, employment records, medical records, alumni records, or faculty advisor/instructor notes. Educational records may be stored in many mediums and are not limited to an individual file.

Amendment of the Educational Record

The student may request an amendment to the educational record if they believe it is inaccurate or misleading. The amendment of the educational record does not pertain to the grade assigned by the faculty. The student should write to the Registrar to request the amendment. The request must clearly identify the portion of the record he/she wants changed, specifying why it is inaccurate or misleading. If the University does not amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Directory Information and Student Confidentiality

The University of the Incarnate Word will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student.

Directory information at the University of the Incarnate Word has been identified as:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Photograph
8. Degrees, honors, and awards received
9. Date and place of birth
10. Major field of study
11. Dates of attendance
12. Grade level
13. The most recent educational agency or institution attended

Each student has the right to restrict the release of any or all of this information by submitting a written request to the Registrar's Office. School officials with legitimate educational interests may have access to educational records, without the students' consent, if the record is needed in order to fulfill his or her professional responsibilities. School officials are identified as: a person employed by the University in an administrative, supervisory, academic or research, or support staff position, a person or company with whom the University has contracted, a person serving on the Board of Trustees, or a student serving on an official committee, or assisting another school official in performing his or her tasks.

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Transcripts

Students may obtain a transcript of academic records from the Registrar's Office after initiating a request through that office. The University reserves the right to withhold transcripts for those students who have not met all conditions for admission or who have outstanding financial obligations.

The normal turn-around time for responding to transcript requests is three-to-five days. However, during peak periods, such as the end of the semester or during registration, response to transcript requests may take longer. There is no charge for the transcript; however, a same-day-service fee may be applied. Same-day-service is not available during peak periods.

The University will not provide copies of transcripts or test scores received from other institutions. Students should apply to the original institution for official copies of that work. Official documents submitted to the University of the Incarnate Word become the property of the University and cannot be returned.

Student Complaint Policy

The University of the Incarnate Word (UIW) is committed to fostering a learning environment that promotes academic excellence and personal development. Students are encouraged to voice their complaints and concerns in a manner that is respectful of the dignity of the individual, if any, who is the subject of the complaint. It is the policy of UIW that students with complaints are treated honestly and fairly, and that their complaints be handled in a timely manner with regard to resolution of the issue(s) presented. Any UIW student may express a concern or complaint by following these procedures. Please note that UIW explicitly prohibits any member of the UIW community from harassing or retaliating against students who file complaints.

GUIDELINES

Complaints are most effectively and efficiently managed by first expressing them to the individual, if any, who is the subject of the complaint. Students are strongly encouraged to first discuss their complaint directly with any such individual involved.

Grades/Academic Work

Students who believe they have received an unfair grade must first meet with their instructor. If the complaint is not resolved to the satisfaction of the student, the student shall have the right to appeal a decision in writing to the College/School Dean, or a person designated by the Dean, where the instructor resides. Students may obtain the formal appeals form from the office of the Dean in whose College/School the instructor resides.

Students who have complaints about what they believe to be unfair treatment involving their academic work should contact the appropriate College/School Dean. Unfair treatment applies to any act which may be perceived as either prejudiced or arbitrary in the evaluation of a student's performance, or in the imposition of sanctions without regard for due process. The Dean's decision is final and there is no further appeal to another administrative officer.

Academic Advisement/Academic Policies

Students who have complaints about academic advisement or other issues related to academic policies, procedures, or deadlines should contact the Dean of Graduate Studies and Research.

Administrative Department

If the complaint involves a policy, procedure, or area of responsibility of a specific administrative department, it should be directed to the supervisor or manager of that department. In each instance of a departmental complaint, the appropriate individual will investigate the complaint, seek a solution, and report back to the student in writing within 10 school days. The department supervisor/manager will keep a record of the decision.

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Harassment

Students who believe that they have been subjected to harassment or treated in a way that violates UIW's anti-harassment policy (i.e., harassment related to an individual's race, color, sex, religion, national origin, sexual orientation, citizenship status, or disability) by another student, a UIW employee, a contractor, or a visitor to the campus, should immediately report the alleged harassment to the Director of Human Resources, Watson Enrollment Center, (210) 829-6019, or to the Dean of Campus Life, Student Center, CPO 306, (210) 829-6034.

UIW Policies, Procedures, or Personnel

Students who have a general complaint regarding UIW policies, procedures, or personnel should contact the Dean of Graduate Studies and Research.

Violations of the Student Code of Conduct

Any member of the UIW community, including students, may file a complaint against any student for alleged violations of the UIW Student Code of Conduct by filing a report online at <http://www.uiw.edu/campuslife/ReportanIncident.html> or by contacting the Dean of Campus Life, Marian Hall Student Center, CPO 306, (210) 829-6034.

Additional Resources

Mediation Services

Mediation is a process that attempts to establish communication between people having disputes and assists them in finding a mutually acceptable solution. The end result of a successful mediation is that there are neither winners nor losers, but rather, generally satisfied individuals who have arrived at an agreement, which resolves their dispute as they define it. Mediation is a confidential process. The agreements made by the parties involved are non-binding. UIW offers a mediation program designed to assist all members of the UIW community to resolve problems and disputes. Anyone may initiate mediation. To initiate mediation, contact the Counseling Center, Watson Enrollment Center, CPO 35, (210) 829-3129.

The Student Government Association

Students may address various concerns and comments to the Executive Officers of the UIW Student Government Association (SGA). Concerns regarding specific matters related to clubs and organizations, University policies and practices, or ideas and suggestions for UIW administrative offices may be directed to SGA. Concerns are accepted verbally at their twice-monthly general assembly meetings, at SGA-sponsored student forums, or by addressing an SGA officer. Students may also share their concerns in writing by using the forms provided at SGA suggestion boxes that are located in each building on campus. Concerns directed to the SGA may be submitted anonymously. Concerns are subject to publication in the Logos, the UIW student newspaper. Officers at their regular meetings address students' concerns with UIW administrators or in public forums. The concerns received are also compiled each semester by the SGA and priority issues are presented to the University Planning Commission for discussion and action, as needed. Student Government Officers may be reached in the Student Government Office, Marian Hall Student Center, CPO 1210, (210) 829-3833.

Academic Integrity Policy

The University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The University expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms which define an academic community. The following definitions and guidelines have therefore been established to secure the maintenance of academic integrity at Incarnate Word.

Forms of Academic Dishonesty include, but are not limited to:

- Cheating – Fraudulent or deceitful work on tests, examinations, or other class or laboratory work.
- Plagiarism - Appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

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- Counterfeit Work – Including turning in as one's own, work which was created, researched, or produced by someone else.
- Falsification of Academic Records – Knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.
- Unauthorized Reuse of Work – The turning in of the same work to more than one class without consent of the instructors involved constitutes academic dishonesty.
- Theft – Unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, or theft of completed tests.
- Collusion – Involvement in Collusion – unauthorized collaboration with another to violate a provision of the Code of Academic Integrity.
- Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another to violate a provision of the Academic Integrity Policy of the University.

Instructors who are concerned that some form of academic dishonesty has occurred shall confront the student directly and may take the matter to the Dean of their College/School.

Any member of the student body or the staff of University of the Incarnate Word who is concerned that a student has engaged in some form of academic dishonesty should report the incident to the Dean of the College/School which oversees the course in question. The Dean will then initiate the process of investigation outlined below.

Procedures for Investigating Claims of Academic Dishonesty and Assessing Sanctions

Sanction Assessed by Faculty.

Before any sanction by a faculty member is assigned, the instructor must meet with the student about the violation. Sanctions must be confirmed in writing to the student, copied to the Dean of the College/School which the instructor is a member, and copied to the Academic Vice President. These records ARE NOT placed in the student's permanent academic file and will be destroyed when the student graduates or otherwise ceases his/her relationship with the University.

- When Guilt Is Admitted.
If a student who is confronted by a faculty member for engaging in academic dishonesty openly admits to wrongdoing, the instructor will:
 1. give the student an F for the assignment in question, and may
 2. forward the case to the Academic Honor Board of the College/School to consider additional sanctions.
- When Guilt Is Not Admitted.
If a student accused by a faculty member of academic dishonesty does not admit wrongdoing, his/her appeal should be made directly to the Dean of the College/School with course responsibility so that the Academic Honor Board can formally investigate the allegation and decide which action should be taken.

Sanctions Assessed by the Academic Honor Board

When cases alleging academic dishonesty are forwarded to a College Dean, he or she will convene an Academic Honor Board. The student (respondent) alleged to have engaged in academic dishonesty will be notified of the convening of the Board. Notices may be personally delivered to the respondent or by placing a notice addressed to the respondent to the respondent's Campus Mail Box or sent by certified mail to the respondent's home address. The Board will be comprised of two members of the faculty from the College/School selected by the Academic Dean and two students selected from a list of students previously identified by the college faculty. The Dean will serve as chairperson of the Board; however, he/she will only vote in cases where the Board is split on any given decision.

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The respondent may request that a student or faculty member not sit in judgment if he/she feels that the vote may be biased or prejudiced as a consequence. Some substantiation of the claim of prejudice may be required, and the final decision shall rest with the Dean.

The Dean of the College/School that convened the Board may make substitutions to the Board in order to maintain a quorum of five members.

The student (respondent) is presumed not to have engaged in academic dishonesty.

A finding of academic dishonesty shall be by majority vote of the Board. If the Board finds that the respondent engaged in academic dishonesty, the Board may impose sanctions. Sanctions may include:

1. Receiving an "F" for the assignment in question,
2. Receiving an "F" for the course,
3. Academic suspension,
4. Dismissal from the University, and/or
5. Other action deemed appropriate.

The procedure of formal inquiry by the Academic Honor Board will include:

1. Securing a written statement describing the nature and circumstances of the alleged offense from the student, faculty, or staff member making the allegation.
2. Securing a written statement from the respondent relating to the allegations.
3. Interviewing separately the respondent and the faculty/staff member alleging the dishonesty in order to clarify and to expand the written statements.
4. Interviewing any witnesses or other persons claiming knowledge of the incident.
5. Securing, examining, and retaining any physical evidence related to the incident. Using written statements, interviews and available physical evidence, the Academic Honor Board will decide the validity of the alleged incident of academic dishonesty. The decision of the Board will be communicated in writing to the respondent by being personally delivered, placing the findings in an envelope addressed to the respondent at the respondent's Campus Mail Box or sent by certified mail to the respondent's home address. Pending the finding of the Academic Honor Board, the status of the student shall not be altered, and his/her right to be present on campus, to attend classes and/or to participate in University-sponsored activities shall not be affected.

Appeals of Disciplinary Sanctions Assessed by Academic Honor Board

Any student who feels he/she has not been accorded justice by the Academic Honor Board may appeal to the Provost for review of the decision. If the Provost determines that there should be a review, he/she convenes a committee on Academic Integrity which is comprised of two senior tenured faculty members and an elected member of the Student Government Association. The Committee shall determine whether the process followed by the Academic Honor Board was fair and impartial and that adequate consideration was given to evidence and information presented.

- Timetable: Appeals to Academic Honor Board decisions must be submitted in writing to the Standing Committee on Academic Integrity within ten working days of the Board's decision.
- Following a review, the Standing Committee on Academic Integrity may uphold, modify, or reverse the findings of the Academic Honor Board.
- The decision of the Standing Committee on Academic Integrity shall be considered final. A written statement shall be sent to the appellant no later than three days after the Committee's decision is reached.

IV. Master Degree Requirements

The nature of the Master's degree varies according to the subject and the discipline in which it is granted. It may be (1) a research degree, representing a step toward the doctorate, (2) a terminal degree meeting professional requirements, or (3) intellectual preparation for personal enrichment and public service. The requirements set forth in this section are in addition to those listed under general academic regulations.

Fulfillment of the Master's Degree Requirements

All candidates for the Master's degree must complete a formal application for the degree, which must be approved by their Program Advisor and the Dean of Graduate Studies and Research. The application for degree must be filed in the Registrar's Office. Filing deadlines for the Application for Graduation are: December Graduation, May 1; May Graduation, October 1; August Graduation, February 1.

To qualify for the graduate degree, a candidate must

- Complete between 30 and 51 hours of graduate study depending upon the specific requirements of the program.
- Complete a minimum residency of 24 credit hours of which no more than six credit hours can be earned through independent study.
- Successfully complete the course of study as specified in the discipline requirements within a seven-year period.
- Earn a cumulative grade point average of 3.0 or better in all courses submitted for the degree.
- Complete a thesis or pass a comprehensive examination or capstone course as required by the discipline. In some disciplines a combination of the above may be required.

Particular programs may have other requirements. Refer to the specific program of interest.

Any changes to the degree requirements must have prior approval of the Program Advisor and the Dean of the College/School supervising the program in which the student is majoring.

Transfer of Credit

A minimum of 24 credit hours of courses for the Master's Degree must be taken at the University of the Incarnate Word. Students who have previously completed graduate course work at other regionally accredited institutions may transfer a maximum of twelve credit hours toward the degree. Transferred units must come from courses which are equivalent to those required by the UIW degree, or which are closely related so as to transfer as elective units. Credit hours cannot be transferred if they were previously used to satisfy a degree program, nor can they be used to satisfy more than one program. The number of credit hours may vary from program to program.

Transfer credit is allowed only for courses with a grade of "B" or better. Credit hours normally taken in the undergraduate program may not be transferred as graduate credit. Normally, graduate transfer credit which is more than seven years old may not be used to complete a degree.

The University of the Incarnate Word, St. Mary's University, Our Lady of the Lake University, and Oblate School of Theology maintain a cooperative enterprise for undergraduate and graduate learning as the United Colleges of San Antonio. The consortium is a confederation composed of the independent colleges of liberal arts and sciences, specialized schools for professional training, and libraries and research institutions, cooperating with each other. In accordance with the agreement of the United Colleges of San Antonio, up to twelve credit hours may be accepted from these institutions with prior approval of the Program Advisor and the Dean of Graduate Studies and Research. These credits cannot reduce the 24 credit hour minimum requirement for courses taken at UIW.

Master Degree Requirements

A University of the Incarnate Word student who wishes to take courses at another institution with the intention of transferring them to UIW must have the approval of the Program Advisor and the Dean of Graduate Studies and Research before registering for such courses.

Transfer of credit requests are recommended by the Program Advisor to the Dean of Graduate Studies and Research for the final approval. When the Dean finalizes the decision, the Dean then sends notice of acceptance or rejection to the Registrar for appropriate changes to the student transcript.

Continuation in the Master's Program

A "C" grade denotes less than satisfactory performance. Upon receipt of a "C," the student will be notified in writing by the Dean of Graduate Studies and Research that work in a course is unsatisfactory. Students who earn a grade of "C" may repeat the course for a higher grade. The higher grade is used to compute the GPA; however, both grades will appear on the transcript. No more than two courses may be repeated, and no course may be repeated more than once.

A student will be removed from the program if a grade of "C" is received in more than two courses regardless of the cumulative GPA. A student will be removed from the program if a grade of "F" is received in one course. Once removed from the program, a student who wishes to be re-instituted must apply for re-admission to the University. This no-fee application is available through the School of Graduate Studies and Research.

Dismissal from a Master's Program

A student dismissed from any program must wait at least one year before reapplying to a graduate program.

Completion of the Master's Program

All candidates for the Master's degree must complete one of the following: a thesis, a comprehensive examination, or a capstone course as required by the discipline. In some disciplines a combination of the above may be required.

Thesis

Candidates choosing the thesis option shall be guided by a three-member Thesis Advisory Committee. The Chair is chosen because of strong knowledge of the field *as determined by discipline criteria*, and one of the three members may be from outside the University of the Incarnate Word. The Dean of Graduate Studies and Research names the committee upon recommendation of the student's Program Advisor. The Thesis Advisory Committee and the Institutional Review Board, if appropriate, must approve the thesis proposal in writing, prior to approval by the Dean of Graduate Studies and Research.

The thesis must be completed within two years after completion of course work and within seven years of the beginning of the program of study. Students must register at least once for a thesis course. Master Thesis course numbers are 63TP (Thesis Proposal) and 63TR (Thesis Research).

Students who do not complete their thesis within the registered semester may be approved to continue enrolling in Thesis Writing in subsequent semesters at the full tuition rate until completion. A "NG" will be assigned for satisfactory progress toward completion of the thesis and a grade of "A" or "B" will be assigned for the course in the semester it is completed. For sufficient reason, a student may interrupt the thesis enrollment with an approved Leave of Absence.

Graduate students completing the thesis requirement must be registered for Thesis Research during the semester of their graduation. To graduate, students must have the approved thesis suitable for binding in the library by the date on which final grades for graduates are due for that semester. Detailed instructions for preparation of the thesis are found in the *Thesis Manual*.

Master Degree Requirements

Comprehensive Examination

Candidates choosing the Comprehensive Examination option for Master's degrees must pass a comprehensive examination in their major field within six months of completion of the course work for the degree. All students who take a comprehensive examination must register for it. A \$10 examination fee may be required each time the examination is taken. The Comprehensive Examination may be attempted a maximum of three times at the discretion of the Committee. Comprehensive Examinations are usually identified by the number CE90 and do not carry credit hour credit. Consult the Program Advisor for individual discipline regulations.

Capstone Course

Capstone courses provide an integrative learning experience and synthesis of knowledge which combine theory and research in the discipline. The courses build upon previous coursework and include application of theory to practical issues in the field. Capstone courses are usually numbered 63CS. Enrollment requires approval by the student's Academic Advisor.

V. Doctoral Degree Requirements

The Doctor of Philosophy (Ph.D.) prepares students through interdisciplinary study for scholarly research and professional contribution.

The requirements set forth in this section are in addition to those listed under general academic regulations.

Admission to Doctoral Study

Admission to doctoral study is restricted to applicants whose backgrounds show promise of scholarship in the field of study. Before admission to the doctoral program, an applicant must submit:

- Evidence of an earned Master's degree from an accredited college or university
- Official transcripts of all previous college work
- Two letters of recommendation, at least one from a professional colleague or academic advisor
- An official standardized score: An English Proficiency Test for international students and a Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) for US citizens
- Other specific criteria may be required by concentrations within the Ph.D. program

The final step in the admission process is an invitation to participate in the Assessment Center for the opportunity to show further evidence of analytical writing and collaborative skills necessary for success in the program.

Regardless of English proficiency documentation, all international applicants from non-English speaking countries will be evaluated for English proficiency upon arrival at UIW. If English proficiency is deemed lower than UIW's 109, the student may not be allowed to take courses other than English as a Second Language until the deficiency is removed.

The admissions decision is based on a comprehensive profile of the applicant. Petitions for unconditional admission with exception to the published criteria must be recommended by the Program Admissions Committee and approved by the Dean of the School of Education and the Dean of Graduate Studies and Research. Exceptions must be documented with explanation. A copy of this explanatory documentation must be included in the student's permanent file.

Conditional admission may be granted upon approval of the Program Admissions Committee, the Dean of the Dreeben School of Education, and the Dean of Graduate Studies and Research. Criteria and time limit for removing conditions will be specified in the letter of admission and in compliance with the graduation requirements of the current catalog.

A student under conditional admission may be administratively dropped from the program for less than standard performance in any area during the first two (2) regular semesters of attendance. Request for regular admission status must be made upon completion of admissions requirements and no later than the end of the second semester of study. A student may not attend classes for more than two semesters under conditional status.

Once a student has been accepted into the Ph.D. program, continuous enrollment (Fall and Spring) is required through completion of the dissertation. Students who (a) do not begin in the designated semester of their acceptance, (b) withdraw from all classes, or (c) stop out for one or more semesters must apply for re-admission to the University. This no-fee application is available through the School of Graduate Studies and Research.

Doctoral Degree Requirements

Continuation in the Doctoral Program

A course may count toward the degree only if the course grade is at least a "B." A doctoral student will be removed from the program if

1. a grade of "C" is earned in more than one course, or
2. a grade of "F" is earned in one course.

An initial grade of "C" in any course may be repeated for a higher grade which will be used to compute the student's GPA; however, both grades will appear on the transcript. No more than one course may be repeated and no course may be repeated more than once. Any additional grade of "C" a student earns will result in removal from the program.

A student who chooses to discontinue pursuing a doctoral degree and is in good standing may apply to a Master's program and request that the courses taken toward the doctoral degree be evaluated for applicability to a Master's degree plan.

Determination of academic dishonesty, in all of its forms, may be grounds for removal from the program.

Fulfillment of Doctoral Program Requirements

To qualify for the Ph.D. degree, a candidate must

- Complete a minimum of 66 credit hours toward the degree, including a minimum of 9 hours for Dissertation Writing
- Complete a minimum residency requirement of 54 credit hours
- Successfully complete the course of study as specified in the degree plan, including the dissertation, within a ten-year period
- Pass a Qualifying Examination as designed and administered by the student's Qualifying Committee and be successfully advanced to candidacy.
- Successfully defend the doctoral dissertation as directed and approved by the Dissertation Committee

A specific program concentration may require additional completion requirements. The doctoral degree is granted when all requirements are met and the Dean of Graduate Studies and Research has signed the Dissertation Clearance Form.

Transfer of Credit for the Doctoral Program

Degree requirements may be satisfied by transfer of graduate credit for courses of a grade of B or better from an accredited college or university and completed outside the first master's degree. Courses normally taken in an undergraduate program will not be counted as credit toward the doctoral degree. No credit hours can be used to satisfy more than one degree.

Generally, graduate transfer credit that is more than seven years old may not be used to complete a degree. Transfer for Ph.D. work of older courses may be considered depending on the nature of the course. The Program Advisor recommends transfer of credit to the Dean of Graduate Studies and Research. Applications for exception will be submitted to the Doctoral Exception Committee for recommendation to the Dean of Graduate Studies and Research. The Dean of Graduate Studies and Research sends notice of acceptance or rejection to the Registrar who makes appropriate changes to the student transcript. A maximum of 12 credit hours of a degree program may be gained through transfer.

A student enrolled in the University of the Incarnate Word who wishes to take courses at another institution with the intention of transferring them to UIW must have the prior written permission of the Academic Advisor and the Dean of Graduate Studies and Research before registering for such courses.

Waiver of Course Requirements for the Doctoral Program

Courses taken toward the master's degree that are equivalent to the courses for a UIW program of study may satisfy the course requirements but not the credit hour requirements of the degree. The Academic Advisor submits the student petition to the Director of Doctoral Studies and the Dean of the Dreeben School of Education. If it is accepted, the Registrar is notified to make appropriate changes to the student's degree plan.

Dismissal from the Doctoral Program

A student dismissed from the doctoral program may not reapply.

Qualifying Examination and Admission to Candidacy

During the final semester of course work, a Qualifying Examination Committee Chair and Committee Members will be selected to gather, organize, and administer the Qualifying Examination. The Dean of Graduate Studies and Research will approve the committee membership after appropriate consultation with the Director of Doctoral Studies.

The Qualifying Examination may include oral and written components. The examination requires a synthesis and application of knowledge acquired during the course of study for the doctoral degree. Consequently, satisfactory performance in course work does not necessarily guarantee successful performance on the Qualifying Examination.

Upon assessment of the examination, the Qualifying Committee will record one of two possible results: Pass or Did Not Pass. Successful completion may be re-attempted only once as scheduled at the discretion of the Committee.

Upon successful completion of the Qualifying Examination and the recommendation of the Academic Advisor, the student will apply for Admission to Candidacy. Authority for admitting an applicant to candidacy for a doctoral degree is vested in the Dean of Graduate Studies and Research. By written communication, the Dean of Graduate Studies and Research will transmit the decision to the applicant and the Director of Doctoral Studies.

Dissertation

A dissertation is required of every candidate for a Doctor of Philosophy. The dissertation must demonstrate a thorough understanding of the subject matter and its background, a mastery of the appropriate research techniques, and a high degree of skill in organizing and presenting the materials. The dissertation should embody a significant contribution of new information to a subject or a substantial reevaluation of existing knowledge, presented in a scholarly style. The dissertation requirement is separate and apart from other requirements in the doctoral program. Consequently, successful performance in other areas does not necessarily guarantee the successful completion of a dissertation.

Upon admission to candidacy, a Dissertation Committee Chair and Committee Members will be selected to direct the dissertation. The student, in conjunction with the Academic Advisor and the Director of Doctoral Studies, will identify a potential Chair. The Chair and student will recommend the committee membership to the Dean of Graduate Studies and Research for approval. The Dissertation Committee Chair and Dean of Graduate Studies and Research must approve changes to the committee after consultation with the appropriate faculty.

The student must submit a proposal for approval by the Dissertation Committee subject to approval by the Institutional Review Board. The student is responsible for securing approval for human subject research by all non-university agencies involved. The proposal with these approvals must be completed before research is begun. All dissertation research on human subjects is constantly under the supervision of the Dissertation

Doctoral Degree Requirements

Committee. All manuscripts must conform to the published policies and guidelines in the *Doctoral Student Handbook* and the *Dissertation Guide*.

All work for the dissertation must be completed within six years after the applicant has been admitted to candidacy, and within the 10-year limit for completion of degree requirements. The student must maintain continuous (Fall and Spring) enrollment while working on the dissertation.

VI. Graduate Programs

H-E-B School of Business and Administration

Dreeben School of Education

College of Humanities, Arts, and Social Sciences

School of Media and Design

School of Mathematics, Science, and Engineering

Ila Faye Miller School of Nursing and Health Professions

Division of Extended Academic Programs

H-E-B School of Business and Administration

The H-E-B School of Business and Administration offers:

Business Degrees (ACBSP accredited): The School of Business and Administration offers the following degree programs: a Master of Business Administration (MBA) degree program; an MBA with an International concentration; an MBA with a Marketing concentration; an MBA with a Sports Management concentration; an MBA with a concentration in International Business Strategy; a Master of Science in Accounting; and, a Doctor of Business Administration (DBA).

Administration Degrees: The School of Business and Administration offers two administrative degrees, a Master of Health Administration (MHA) degree, and a Master of Arts in Administration (MAA) degree. The MAA degree program has concentrations in Adult Education, Applied Administration (online only), Communication Arts, Healthcare Administration, Nutrition, Organizational Development, and Sports Management.

Certificates: Graduate Certificates in International Business, in Organizational Development, and in Adult Education.

MBA, MHA, & MS Accounting Laptop Program

The University of the Incarnate Word (UIW) is committed to integrating computer technology into the learning experience of all students. In support of this goal, all graduate MBA, MHA, and MS Accounting students in the H-E-B School of Business and Administration are required to have a laptop computer for use in their graduate classes.

Students may order laptop computers through UIW to satisfy this requirement via the UIW web site (<http://www.uiwtx.edu/~Laptop>). Students may obtain their laptops to satisfy this requirement privately, if the computer meets the minimum specifications. See the specifications on the UIW web site.

Students choosing to order a laptop computer through UIW, must execute a Letter of Intent before the laptop is ordered. Both the University Help Desk (210-829-2721) and the University web site have instructions for completing the Letter of Intent. The student's account in the Business Office is then charged for a laptop computer. Financial aid will apply as applicable for each student. This option allows students to offset the price of the laptop computer with financial aid money.

MASTER OF BUSINESS ADMINISTRATION DEGREE (MBA)

(This is a business degree and is fully-accredited under ACBSP guidelines.)

The MBA degree programs seek to develop in each student a broad understanding of how the elements and processes of business organizations relate to one another and to the external environment. Degree requirements are designed to develop proficiency and confidence in all of the functional areas of business.

In addition to providing the technical skills required for an executive-level business position, the degree also emphasizes ethical considerations of doing business. The programs are supported by experienced faculty with expertise in all functional areas of business.

In addition to the offered MBA programs, an Accelerated Bachelors/Master's (ABM) degree can be obtained if the student is eligible.

The eligibility requirements are:

1. Students must have completed a minimum of 75 credit hours in their UIW undergraduate BBA program.
2. Transfer students must have completed a minimum of one semester as a full-time student at UIW.
3. Students must have a minimum accumulated GPA of 3.00.

Graduate Programs

For the ABM/MBA the student must complete 39 semester hours of BBA Core, 18 hours for BBA Concentration plus needed electives in the undergraduate program. The student will then complete the hours required at the graduate level. Nine hours at the graduate level will substitute at senior level. Candidates in the ABM program will be awarded both the BBA and MBA upon completion of the program.

MBA Admissions

- A. Admission to the MBA programs (**Tier I**) will be granted to applicants satisfying the following:
1. All general requirements for admission to graduate studies, including: Baccalaureate degree with a minimum GPA of 3.0,
Official transcripts of all undergraduate and graduate work,
An evaluation by the graduate program advisor, and
A completed application with a writing sample.
 2. Common Professional Components (CPCs); an adequate foundation in:
Accounting I & II
Management Information Systems
Economics (Macro and Micro)
Statistics and Quantitative Techniques
Finance
Global Environment
Marketing
Legal Environment
Management
- B. Alternate Admission to the MBA programs (**Tier II**) will be granted to applicants satisfying the following:
1. All general requirements for admission to graduate studies, including:
Baccalaureate degree with a GPA of 2.5-2.99,
Official transcripts of all undergraduate and graduate work,
An evaluation by the graduate program advisor, and
A completed application with a writing sample.
 2. Common Professional Components (CPCs); an adequate foundation in:
Accounting I & II
Management Information Systems
Economics (Macro and Micro)
Statistics and Quantitative techniques
Finance
Global Environment
Marketing
Legal Environment
Management
 3. Those granted Alternate Admissions will be assigned to Tier II, with specific courses to be taken at the beginning of the program, all of which must be completed with a "B" or better.
- C. Probationary Admission to the MBA programs (**Tier III**) will be granted to applicants satisfying the following:
1. All general requirements for admission to graduate studies, including: Baccalaureate degree with a GPA of 2.0-2.49,
Official transcripts of all undergraduate and graduate work,
An evaluation by the graduate program advisor,
Completed application with a writing sample, and
A score of 450 or higher on the Graduate Management Aptitude Test (GMAT).
 2. Common Professional Components (CPCs); an adequate foundation in:
Accounting I & II
Management Information Systems

Graduate Programs

- Economics (Macro and Micro)
 - Statistics and Quantitative techniques
 - Finance
 - Global Environment
 - Marketing
 - Legal Environment
 - Management
3. A score of 450 or higher on the Graduate Management Aptitude Test (GMAT) is required before beginning the first semester in the program.
 4. Those granted Probationary Admission will be assigned to Tier III, with specific courses to be taken at the beginning of the program, all of which must be completed with a “B” or better.
- D. As a general rule, applicants with an earned baccalaureate degree with an overall GPA less than 2.0 will not be admitted.

Tier II and III

For the MBA program, the first four graduate level courses to be taken will be: Business Research and Analysis, Accounting, Economics, and Finance. For students with an International Concentration, these courses are Business Research and Analysis, International Accounting, International Economics, and International Finance, and each course grade must be a “B” or better. Any single course with a “C” grade may be retaken once.

Upon completion of these courses, the student will be able to move to the next tier.

MBA Degree Requirements

To fulfill the requirements for the MBA degree program, the student must complete 36 hours of graduate coursework:

- A. 27 semester hours of coursework:
 - ACCT 6311 Managerial Accounting
 - BFIN 6320 Financial Management
 - BINF 6315 Information Systems Seminar
 - BINT 6311 International Business
 - BMGT 6311 Human Resources Management
 - BMGT 6340 Business Research and Analysis
 - BMGT 6380 Quantitative Methods in Business
 - BMKT 6311 Marketing Management
 - ECON 6311 Managerial Economics
- B. 6 semester hours of elective coursework
- C. BMGT 63CS Capstone (Cases in Management Problems): 3 semester hours.

MBA Concentrations

Sports Management Concentration (MBA)

The Sports Management concentration of the MBA provides students with unique expertise in Sports Management to qualify them for higher-level executive positions in the sport industry and related fields. In addition, graduates of this program will be highly qualified for admission to Ph.D. programs in sports management.

To fulfill the requirements for this MBA degree program and concentration, the student must complete 39 hours of graduate coursework:

- A. 18 semester hours of coursework.
 - ACCT 6311 Managerial Accounting

Graduate Programs

BMKT 6311 Marketing Management
ECON 6311 Managerial Economics
BINS 6320 Information Systems Seminar
BFIN 6320 Financial Management
BMGT 6380 Quantitative Methods in Business

B. 18 semester hours of coursework constituting the concentration, to include:

SMGT 6390 Research and Decision Analysis in Sports Management
SMGT 6380 Sports Management, Administration, and Finance
SMGT 6382 Human Resources in Sports Management
SMGT 6384 Leadership and Administration in Sport Management
KEHP 6379 Adapted Physical Activity and Sport
SMGT 6375 Governance and Legal Issues in a Global Environment

C. BMGT 63CS Capstone

International Concentration (MBA)

The International concentration of the MBA is designed to provide a broad business, economic, financial, linguistic, and cultural background for graduate students whose interests include international career opportunities. The degree program includes a language-of-choice proficiency requirement. The language chosen may be learned in any manner selected by the student. No actual language courses are required; students are tested verbally and in writing for proficiency.

International Business students, other than international students who attend UIW on a student visa, must engage in a meaningful academic international experience (outside the U.S.) as a condition of graduation. Study Abroad, study at a UIW international campus, short course-based/faculty-led programs integrated into a course for which the student is registered, and approved international internships may qualify. Other options for meeting the requirement may be proposed by the student in the semester preceding the experience and will be considered prior to the experience on a case-by-case basis by the student's advisor.

To fulfill the requirements for this MBA degree program and concentration, the student must complete 39 hours of graduate coursework:

A. 15 semester hours of coursework:

BINF 6315 Information Systems Seminar
BINT 6311 International Business
BMGT 6311 Human Resources Management
BMGT 6340 Business Research and Analysis
BMGT 6380 Quantitative Methods in Business

B. 15 semester hours of coursework constituting the concentration:

BINT 6312 International Economics
BINT 6321 International Finance
BINT 6330 International Accounting
BINT 6361 International Marketing
BINT 6372 International Business Law

C. 6 semester hours of elective coursework chosen from any BINT graduate course.

D. BINT 63CS Capstone (Seminar/Integrative Experience in International Business).
3 semester hours.

E. Language-of-choice proficiency requirement.

International Business Strategy Concentration (MBA)

This 36-hour MBA Concentration is designed for cohorts (groups of students who complete the program as a group). It requires at least 18 hours in the International Business (BINT) coursework selection, plus 18-hours of pre-requisites that correspond to those selected BINT courses. Please contact the Dean of the H-E-B School of Business and Administration for more information on the details, costs, and contractual elements of this degree option.

Marketing Concentration (MBA)

The Marketing concentration provides students with an understanding of the roles marketing plays in business and the effects marketing decisions have on business, individuals, and society. The concentration's coursework is designed to encourage students to think conceptually, critically, analytically, creatively, socially, and globally, and to contribute to their becoming successful marketing decision-makers and executives. Students can focus their studies in such areas as brand management, digital media, international marketing, and services marketing.

To fulfill the requirements for this MBA degree program and concentration, the student must complete 36 hours of graduate coursework:

- A. 27 semester hours of coursework.
 - ACCT 6311 Managerial Accounting
 - BINT 6311 International Business Management
 - BMGT 6311 Human Resource Management
 - ECON 6311 Managerial Economics
 - BINS 6315 Information Systems Seminar
 - BFIN 6320 Financial Management
 - BMKT 6375 Marketing Research
 - BMGT 6380 Quantitative Methods in Business
- B. 6 semester hours of coursework constituting the concentration, (Choose 2 of the following courses:)
 - BMKT 6361 International Marketing
 - BMKT 6365 Brand Management
 - BMKT 6355 Digital Media for Marketing
 - BMKT 6334 Services Marketing
- C. BMGT 63CS Capstone

MASTER OF SCIENCE IN ACCOUNTING (MSA)

MSA Admissions

- A. The program offers three routes for admission.
 - 1. Senior standing with an accounting concentration in the BBA program, with a 3.0 GPA in the undergraduate prerequisite accounting courses.
 - 2. Baccalaureate degree with an accounting major concentration, with a 3.0 GPA in the undergraduate prerequisite accounting courses.
 - 3. Baccalaureate degree not in business, or otherwise not presenting the minimum undergraduate prerequisite accounting and business courses.
- B. Applicants with the baccalaureate degree, without the minimum undergraduate prerequisite accounting and business courses may be admitted on probationary status. Applicants admitted on probationary status will be required to complete the undergraduate accounting and business course deficiencies prior to enrollment in the last full semester of study. Applicants accepted in the ABM (Accelerated Bachelor's to Master's) program may take up to nine credit hours of graduate level courses during the senior year with the consent of the academic advisor.

Graduate Programs

- C. All applicants for admission must present an acceptable statement in the form of a persuasive essay detailing the applicant's reasons for pursuing the Master of Science in Accounting degree. Grade point averages, transcripts, prior work experience (if any), and the applicant's statement will be considered in the admission decision.
- D. ABM students are required to take a major field test prescribed by the accounting faculty. The exam will be administered as part of the undergraduate audit course, ACCT 4314, or some other designated course.

UIW's master's degree program in accounting offers a thirty-hour degree designed to provide the opportunity for concerned, enlightened, globally and socially aware students to achieve the professional competencies required for entrance to the accounting profession, as well as to provide candidates the opportunity to obtain the credentials required by the Texas State Board of Public Accountancy to sit for the national CPA licensing examination. The program is designed to offer specialization in one of the following two tracks (areas): (a) Tax and (b) Assurance/Financial Reporting.

The Tax track focuses on contemporary aspects of taxation for use in both individual tax practices and business entities. The track is designed to enable students to become proficient in tax research, analysis and problem solving relevant to the current regulatory environment.

The Assurance/Financial Reporting track provides a practical and theoretical exposure to current audit and assurance service topics. Students analyze and evaluate financial statements and related disclosures while gaining an understanding of the relationship between the responsibilities of entities and the public accounting profession.

Both tracks offer students an opportunity to participate in an optional internship program.

The traditional, non-track based MSA degree plan remains available for students not interested in track specialization.

MSA Program of Study

All candidates are required to complete a minimum of 150 semester hours of study, including both undergraduate and graduate hours. Candidates in UIW's Accelerated Bachelors to Masters (ABM) program will be awarded both the MSA and the BBA with an Accounting concentration upon completion of the 150 hour program. Candidates seeking both the BBA and the MSA should see the undergraduate bulletin for undergraduate requirements in the ABM program.

All candidates must satisfy the following prerequisite undergraduate business and accounting courses:

Principles of Accounting I & II	6
Personal Productivity Application	3
Microeconomics	3
Macroeconomics	3
Principles of Management	3
Principles of Finance	3
Principles of Marketing	3
Business Law	3
Statistics or Quantitative Methods	3
Intermediate Accounting I & II	6
Auditing	3
Federal Tax I (Individual) or Taxation of Entities	3

Undergraduate prerequisites courses must be satisfied prior to the last full semester of study. All candidates must have access to a laptop computer with Microsoft Excel and Word, and all candidates must have access to the Internet and compatible email service.

Graduate Programs

Candidates complete the following graduate courses:

Required Core Graduate Courses

ACCT 6318 Ethics for Accounting & Business	3
ACCT 6339 Business Communication	3
ACCT 6340 Advanced Financial Reporting	3
ACCT 6342 Accounting for Nonprofit Organizations	3

Required Tax Track

ACCT 6333 Problems in Tax Practice*
ACCT 6345 Federal Tax Research
ACCT 6355 Estate, Trust & Gift Tax

Or

Required Assurance/Financial Reporting Track

ACCT 6336 Financial Statement Analysis	3
ACCT 6348 Audit Research	3
ACCT 6350 Problems in Accounting	3

(*ACCT 6388 Accounting Internship may be substituted in place of this course.)

Elective course hours (applies to both tracks)	9
Total Graduate Hours	30

Elective courses must include one course designated ACCT. Acceptable electives include all graduate level courses offered by the H-E-B School of Business and Administration other than ADMN 6310 Accounting Concepts & Issues. Students must meet existing prerequisites for entrance to elective classes.

The State of Texas requires 30 hours of approved upper division accounting courses, plus 24 hours of approved upper division business courses, an approved course in business communications, and an approved three semester hour course in ethics, included within a total of 150 semester hours, and a degree, as qualifications to sit for the CPA examination. Not less than half of the 30 accounting hours must be from traditional on the ground classroom courses. Note that ACCT 6318 is designated as an accounting course; the State Board of Public Accountancy does not accept the course as part of the 30 hours of accounting courses required for qualification, but it is an approved ethics course for the State ethics requirement. The ethics course must be taught in a traditional classroom environment. The approved three semester hour course in ethics is required in addition to the 30 hour requirement. State Board of Public Accountancy rules change from time to time. While it is our intention that our courses meet State Board rules, there can be no assurance that any particular course is acceptable at any particular time. It is the student's responsibility to see that they meet TSBPA requirements.

MASTER OF HEALTH ADMINISTRATION (MHA)

UIW's Master of Health Administration degree is a 21 month, 45-hour program designed for those seeking entry and mid-level management positions within the healthcare industry. It is ideal for those currently in the workforce as the courses are offered in the evenings. Built upon a foundation of 24 competencies critical to the managerial success of healthcare administration professionals, the Master of Health Administration degree will provide students with a health systems perspective built upon an understanding of health and disease, as well as the economic and social factors that influence the industry. Courses focus on and integrate managerial responsibilities, functions, and roles related to human resources management, budgeting and financial decision making, legal and ethical issues, quality and continuous improvement, information management, marketing, health policy and strategic thinking within the context of the healthcare industry. In addition, students are provided a wide range of opportunities to gain real world healthcare experience.

Graduate Programs

MHA Admissions

The MHA program will accept students each year for course commencement in the fall. Applications will be accepted until July 21st of each year.

Tier I. Admission to the MHA program (Tier I) will be granted to applicants who satisfy all general requirements for admission to graduate studies to include:

- Baccalaureate degree with a minimum GPA of 3.5,
- Official transcripts of all undergraduate and graduate work,
- A completed application,
- A letter of intent stating why the applicant desires to attend UIW's MHA program, and
- An interview and evaluation by two members of the MHA graduate program admissions committee.

Tier II. Alternate admission to the MHA program (Tier II) will be granted to applicants who satisfy all general requirements for admission to graduate studies to include:

- Baccalaureate degree with a minimum GPA of 3.00 but less than 3.5,
- Official transcripts of all undergraduate and graduate work,
- A completed application,
- A letter of intent stating why the applicant desires to attend UIW's MHA program, and
- An interview and evaluation by two members of the graduate program admissions committee.

Those granted Alternate Admission will be assigned to Tier II with specific courses to be taken at the beginning of the program all of which must be completed with a "B" or better.

Tier III. Probationary Admission to the MHA program (Tier III) will be granted to applicants who satisfy all general requirements for admission to graduate studies to include:

- Baccalaureate degree with a minimum GPA of 2.5 but less than 3.0,
- Official transcripts of all undergraduate and graduate work,
- A completed application,
- A letter of intent stating why the applicant desires to attend UIW's MHA program,
- An interview and evaluation by two members of the graduate program admissions committee, and
- Achieve a minimum verbal score of 150 or higher, a minimum quantitative score of 149 or higher, and an analytical writing score of at least 3.5 on the Graduate Record Exam (GRE) General Test OR a score of 500 or higher on the Graduate Management Aptitude Test (GMAT).

Those granted Probationary Admission will be assigned to Tier III with specific courses to be taken at the beginning of the program all of which must be completed with a "B" or better.

MHA Degree Requirements

CORE COURSES (45 semester hours)

Fall Year 1

HADM 6303 Population Health and Epidemiology

HADM 6360 Managing Healthcare Organizations

HADM 6315 Information Systems Management in Healthcare

Spring Year 1

HADM 6302 Healthcare Economics

HADM 6305 Healthcare Finance I

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HADM 6306 Healthcare Finance II
HADM 6311 Human Resource Management in Healthcare

Summer Year 1

HADM 6350 Quantitative Analysis for Healthcare Managers
HADM 6330 Health Law

Fall Year 2

HADM 6340 Quality and Continuous Improvement in Healthcare
HADM 6375 Strategic Planning in Healthcare
HADM 6380 Healthcare Policy

Spring Year 2

HADM 6370 Healthcare Marketing
HADM 6390 Leadership in Healthcare
HADM 63CS Healthcare Administration Capstone Course

MASTER OF ARTS IN ADMINISTRATION (MAA)

The MAA is an Administration degree and is accredited under the SACCS accreditation guidelines for the University. It is not a business degree as defined by ACBSP accreditation criteria and therefore does not require ACBSP accreditation.

The MAA Program is unique among graduate programs in South Texas in that it provides participants with core competencies in administration as well as essential knowledge, skills, and abilities in specialties such as Organizational Development, Sport Management, Communication Arts, Healthcare Administration, and Adult Education. The program curriculum is designed to develop ethical and accountable administrators who are able to conceptualize problems and opportunities, critically analyze complex organizational issues, identify solutions, and communicate persuasively a course of action that is in the best interests of those they serve.

MAA Degree Requirements

The MAA program generally consists of the following 36 semester hours of graduate course work:

- A. 18 semester hours of core coursework:
 - ADMN 6310 Accounting Concepts and Issues
 - ORGD 6320 Organizational Behavior and Learning
 - ORGD 6330 Foundations of Organizational Research and Assessment
 - BMGT 6311 Human Resource Management
 - ADMN 6360 Management Concepts and Issues
 - ADMN 6375 Strategic Planning and Policy
- B. 15 or more semester hours in the area of the student's concentration. The area of concentration can be selected from any discipline, except Business, which has a limit of 4 courses allowed in an MAA program. The graduate advisor and the Dean of the School within which the area of concentration resides must approve student concentrations.
- C. A 3 semester hour "Capstone" experience, which is an integrative problem-solving course, combining the functional areas of the MAA core with the areas of expertise developed in the individual concentrations.

MAA Admissions

- A. Admission to the MAA program (Tier 1) will be granted to applicants who satisfy all general requirements for admission to graduate studies to include:
 - 1. Baccalaureate degree with a minimum GPA of 3.0,
 - 2. Official transcripts of all undergraduate and graduate work, and

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3. A completed application.
 4. GRE not required for Tier I and II applicants.
- B. Alternate admission to the MAA program (Tier II) will be granted to applicants who satisfy all general requirements for admission noted above but who have a GPA of 2.50 but less than 3.0. Those granted Alternate Admissions will be assigned to Tier II, with specific courses to be taken at the beginning of the program, all of which must be completed with a “B” or better. GRE not required.
- C. Probationary Admission to the MAA program (Tier III) will be granted to applicants who satisfy all general requirements for admission noted above but who have a GPA of 2.00 but less than 2.5. Applicants with a GPA above 2.0 but less than 2.5 **MUST** take the Graduate Record Exam (GRE) General Test or the Graduate Management Aptitude Test (GMAT). Applicants must achieve a minimum verbal score of 150 and a minimum quantitative score of 144 or higher and an analytical writing score of at least 3.5 on the Graduate Record Exam (GRE) General Test **OR** a 450 or higher on the Graduate Management Aptitude Test (GMAT) before they can be admitted into the MAA program. Those achieving these scores will be granted Probationary Admission and assigned to Tier III, with specific courses to be taken at the beginning of the program, all of which must be completed with a “B” or better.
- D. As a general rule, applicants with an earned baccalaureate degree with an overall GPA less than 2.0 will not be admitted.
- E. For Tier II and III students, the first four courses to be taken are: Accounting Concepts and Issues (ADMN 6310), Management Concepts and Issues (ADMN 6360), Organizational Behavior and Learning (ORGD 6320), and Foundations of Organizational Research and Assessment (ORGD 6330). Any single course with a “C” grade may be retaken once. Upon completion of these courses, the student will be able to move to the next tier.

MAA Concentrations

Adult Education Concentration (MAA)

The MAA in Adult Education prepares graduates for a variety of administrative positions within the field of Adult Education. To fulfill the requirements for this concentration, students must complete the following 36 semester hours:

- A. 18 hours of MAA core coursework
- B. 15 hours in the Adult Education Concentration
- ADED 6381 Adult Learning and Development
 - ADED 6387 Program Development in Adult Education
 - ADED 6388 Effective Teams and Groups
 - ADED 6390 Practicum in Adult Learning Environments

And, choose one elective from the following:

- ADED 6382 Adult Literacy Education
 - ADED 6384 Contemporary Issues in Adult Education
 - ADED 6385 Methods and Strategies in Adult Education
 - ADED 6386 Educational Gerontology
- C. ORGD 63CS Capstone (3 semester hours)

Applied Administration Concentration (MAA) Online Only

The MAA in Applied Administration is designed to offer a program of study that allows students to personalize their degrees in order to gain the knowledge and skills required of their career fields. This concentration also allows students to avoid duplication of previous coursework, training, or experience by permitting them to select courses from up to two of the MAA related disciplines listed below.

To fulfill the requirements for this concentration, students must complete the following 36 semester hours:

- A. 18 hours of MAA core coursework.
- B. 15 hours of coursework from no more than two (2) of the disciplines listed below. Note: Individual degree plans must be approved by the student's advisor.
 - Adult Education
 - Communication Arts
 - Organizational Development
- C. ORGD 63CS Capstone (3 semester hours)

Communication Arts Concentration (MAA)

The MAA in Communication Arts prepares graduates for administrative positions within the communication arts industry to include management positions within the television, radio, print media, and public relations fields. Students seeking this degree are required to complete 39 hours of course work.

To fulfill the requirements for this concentration, students must complete the following 39 semester hours:

- A. 18 hours of MAA core coursework
- B. 18 hours of concentration coursework, to include:
 - COMM 6000 Research & Writing Technique
 - COMM 6301 Communication Theory
 - COMM 6302 Media Ethics
 - COMM 6303 Principles of Writing for the Media
 - COMM 6304 Aesthetics of Visual Perception
 - COMM Arts elective
- C. ORGD 63CS Capstone (3 semester hours)

Healthcare Administration Concentration (MAA)

The Healthcare Administration concentration provides graduates with unique expertise in health services management that prepares them to serve in a variety of healthcare organizations to include those in hospital, group practice, health insurance and other clinical and administrative settings.

To fulfill the requirements for this concentration, you must complete the following 36 semester hours:

- A. 18 hours of MAA core coursework.
 - HADM 6305 Healthcare Finance I
 - ORGD 6320 Organizational Behavior and Learning
 - ORGD 6330 Foundations of Organizational Research and Assessment
 - BMGT 6311 Human Resource Management
 - HADM 6360 Management Concepts and Issues
 - ADMN 6375 Strategic Planning and Policy
- B. 15 hours of required concentration courses
 - HADM 6306 Healthcare Finance II
 - HADM 6330 Health Law

Graduate Programs

HADM 6340 Quality and Continuous Improvement in Healthcare Organizations
HADM 6360 Managing Healthcare Organizations
HADM elective

C. ORGD 63CS Capstone (3 semester hours)

Nutrition Concentration (MAA)

To fulfill the requirements for this concentration, students must complete the following 38 semester hours.

A. 18 hours of MAA core coursework

B. 17 hours of Nutrition concentration courses

NUTR 6414 Advanced Nutrition Services Administration

NUTR 6434 Nutrition and Human Behavior

NUTR 6342 Lifecycle Nutrition

(If the student has no undergraduate physiology, then complete concentration with

BIOL 6392 Advanced Human Physiology)

NUTR elective;

(If the student has had undergraduate physiology, then complete the concentration with

NUTR electives—6 hours)

C. ORGD 63CS Capstone (3 semester hours)

Organizational Development Concentration (MAA)

The Organizational Development concentration of the MAA prepares students for management and analyst positions in organizations undergoing process-centered transformation as well as other positions within, or related to, the profession of Organizational Development. The concentration focus is on the understanding and solving organizational problems through proper and successful implementation of interventions.

To fulfill the requirements for this concentration, students must complete the following 36 semester hours:

A. 18 hours of core coursework.

B. 15 hours of concentration coursework to include:

ORGD 6351 Foundations of Organizational Development

ORGD 6352 Organizational Development Interventions and Practices

ORGD 6370 Human Performance Improvement

Two electives

C. ORGD 63CS MAA Capstone (3 semester hours)

Sports Management Concentration (MAA)

The Sports Management concentration for the MAA is designed for people working in a variety of sports organizations. These include National Governing Bodies of Amateur Sports, international organizations such as the International Olympic Committee and its subsidiaries, charitable institutions, professional and amateur sports organizations, as well as college and university Departments of Athletics. Many graduates of sports management programs work in institutions of higher education for student services where facilities are managed and physical activities such as intra-murals are programmed and supervised.

To fulfill the requirements for this concentration, students must complete the following 36 semester hours:

A. ADMN 6310 Accounting Concepts and Issues

ORGD 6320 Organizational Behavior and Learning

SMGT 6390 Research and Decision Analysis in Sport Management

SMGT 6375 Sport Governance and Legal Issues in a Global Environment

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SMGT 6380 Sports Management, Administration, and Finance
ADMN 6375 Strategic Planning and Policy

- B. 15 semester hours of coursework constituting the concentration, to include:
- KEHP 6379 Adapted Physical Activity and Sport
 - SMGT 6382 Human Resources in Sport Management
 - SMGT 6384 Leadership and Organization in Sport Management
 - SMGT 6386 Internship in Sports Management (May be repeated once for credit)
 - Elective
- C. ORGD 63CS MAA Capstone (3 semester hours)

GRADUATE CERTIFICATES

The H-E-B School of Business & Administration participates in several certificates, such as The Graduate Certificate in International Business (GCIB), the Graduate Certificate in Organizational Development (GCOD), and the Graduate Certificate in Adult Education (GCAE). Students seeking these certifications may be allowed to enter the University as non-degree seeking students, with a maximum course of study of 18 hours as specified in the Certificate plan. These courses, if applicable, may be used as part of the requirements for an MBA, with regard to the GCIB, and MAA, with regard to the GCOD, if the student is already in the program or is later admitted as a degree-seeking student.

The Dean of Graduate Studies and Research must approve exceptions to admission requirements.

International Business (GCIB)

The GCIB is designed to serve as an enhancement of an already-earned undergraduate or graduate degree. Eighteen hours of graduate course work in International Business to include BINT 6311, International Business, constitute the required work for the GCIB. Any course taken might have an undergraduate CPC prerequisite that must be completed before a student may enroll in the applicable graduate course. See the International Business course listings for further information.

Completion of the GCIB should enable a student to: conduct international research, analyze data regarding international business opportunities, recognize risk and potential gain in international business, draw conclusions about international business opportunities, present findings to business associates, and to recognize ethical challenges inherent in doing international business.

Upon completion of these courses, a certificate will be issued. Please obtain applications and a schedule from the Graduate Advisor in the specific discipline.

Organizational Development (GCOD)

The GCOD is designed to accommodate the needs of those desiring to work, or who are currently working, in the OD profession; for those assigned to management positions whose responsibilities include planning and implementing quality and other process-centered transformations; and for those desiring to enhance their undergraduate and/or graduate degree program credentials.

The GCOD requires completion of the following 18 semester hours of graduate course work:

- ORGD 6320 Organizational Behavior and Learning
- ORGD 6330 Foundations of Organizational Research and Assessment
- ORGD 6340 Organizational Consulting
- ORGD 6351 Foundations of Organizational Development
- ORGD 6352 Organizational Development Interventions and Practices
- ORGD 6370 Human Performance Improvement

Upon completion of these courses, a certificate will be issued. Please obtain applications and a schedule from the Graduate Advisor in the specific discipline.

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Adult Education (GCAE)

The GCAE is designed to prepare or enhance the expertise of students for a variety of administrative positions within the field of Adult Education.

The GCAE requires the completion of the following 18 semester hours of graduate course work:

- ADED 6381 Adult Learning and Development
- ADED 6387 Program Development in Adult Education
- ADED 6388 Effective Teams and Groups
- ADED 6390 Practicum in Adult Learning Environments

And, choose two electives from the following:

- ADED 6382 Adult Literacy Education
- ADED 6384 Contemporary Issues in Adult Education
- ADED 6385 Methods and Strategies in Adult Education
- ADED 6386 Educational Gerontology

Upon completion of these courses, a certificate will be issued. Please obtain applications and a schedule from the Graduate Advisor in the specific discipline.

DOCTOR OF BUSINESS ADMINISTRATION (DBA)

The Doctor of Business Administration (DBA) degree in the HEB School of Business and Administration capitalizes on the University's mission to educate men and women who will become concerned and enlightened citizens by emphasizing social awareness and community service and reflects the institution's mission to combine education with service. The DBA builds on the knowledge and skills of students who have already completed master's level study in business and business-related disciplines.

DBA Admission Requirements

The applicant for the DBA program must satisfy the general requirements for admission to graduate study at UIW and the following specific requirements:

- Completion of the Graduate Application for Admission with application fee.
- Official GRE scores sent from the Educational Testing Service to the Admissions Office (test should have been completed within the past five years).
- Official copies of all undergraduate and graduate transcripts of work completed to date.
- An earned master's degree in business administration (MBA or a related field). In lieu of a business related master's degree, the student will be required to complete foundation coursework in business in the areas of accounting, economics, finance, marketing, statistics, and management.
- Purpose statement explaining qualifications and fit for the DBA program.
- A minimum of two years of full-time professional employment and meaningful management experience within the past five years, subject to approval by the Program Admissions Committee.
- Three letters of recommendation, of which at least two must be from academic sources attesting to the applicant's potential for doctoral study, interests, and goals.
- Certification of English proficiency (minimum 550 on TOEFL, or equivalent) or a minimum of level 12 successful completion in ELS.
- Interview with Program Admissions Committee for the Doctor of Business Administration program, which includes a writing assessment.

Admissions decisions are based on the entire applicant file with no one criteria being the deciding factor. The Program Admissions Committee must approve petitions for unconditional admission with an exception to the published criteria. Upon completion of nine semester hours of doctoral course work, the student's

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application file is checked for completeness and accuracy. Any conditions for admission must be satisfied as specified in the letter of admission in order to continue in the program.

Transfer credit, when permitted, must generally be graduate credit less than seven years old, with a grade of “B” or higher that was not part of another degree program, and is related to the current program in content. A maximum of 12 semester hours of the DBA degree may be obtained through coursework transfer. A student must obtain a minimum course grade of “B” in order for the course to count toward the degree. One course in which a student obtains a “C” may be repeated for a higher grade.

The DBA degree is a 66 hour program comprised of 57 classroom credit hours and a minimum of nine supervised dissertation or publication credit hours. While components of the program may involve online delivery or short-term seminar experiences at branch or sister school campuses, the program is entirely administered from the main campus located at 4301 Broadway, San Antonio, Texas. Admissions, curriculum, learning outcome requirements, and graduation requirements are the same for all students.

DBA Degree Requirements

To qualify for the degree, the student must:

- Complete a minimum of 66 semester hours including at least nine hours of dissertation writing or three publishable papers.
- Complete a residency requirement consistent with UIW policy; 54 of the 66 semester hours must be taken from UIW.
- Successfully complete the course of study as specified in the degree plan, including the dissertation or three publishable papers, within a 10 year period.
- Pass a Qualifying Examination which may have both written and oral components, designed and administered by the student’s Qualifying Committee.
- Successfully defend a scholar-practitioner record of research (dissertation or three publishable papers) as directed and approved by the Dissertation Committee or Publication Supervisor(s).

DBA Program of Study (66 credit hours)

Courses are three credit hours each, and are taught in the extended term. Consistent with UIW policy, continuous enrollment is expected. Candidates not completing the dissertation or publication requirements within the time frame of three consecutive BMGT 93XX Dissertation/Publication courses will be required to enroll in the fourth and subsequent iterations of BMGT 93XX Dissertation/Publication until the process is successfully completed. The initial structure contains only core and required courses for the DBA.

Core Courses

BMGT 8321 Strategic Planning & Organizational Systems Analysis
BMGT 8340 Advanced Quantitative Research & Analysis
INDR 8355 Qualitative Research
BMGT 8339 Writing for Publication & Presentation
BMKT 8323 Digital Media
BMGT 8324 Survey Design, Development & Deployment
ECON 8342 Econometrics
BMGT 8352 Advanced Research Analytics
BMGT 8322 Technology Applications & Innovation in Business

Required Courses

ECON 8341 Advanced Managerial Economics
ECON 8343 International Economic Development
BFIN 8344 Financial Statement Analytics
ACCT 8345 International Financial Reporting
BINT 8346 Global Trade & Investment
BINT 8347 Global Business Ethics & Diversity
BMKT 8348 Advanced Marketing Management

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BMKT 8349 Advanced Topics in Marketing
BMGT 8350 Seminar in Global Management
INDR 8390 Constructing Research Design

BMGT 9300 Dissertation/Publication, 9 hours minimum

Dreeben School of Education

EDUCATION (EDUC)

The Dreeben School of Education offers three degrees in Education: the Master of Arts (M.A.), the Master of Education (M.Ed.), and the Master of Arts in Teaching (M.A.T.). These degrees are designed for persons who wish to develop or increase academic and professional competence through graduate study. The programs are designed with the working professional in mind with all coursework scheduled in the evening and/or week-ends.

The graduate programs in Education are designed to facilitate students' attainment of these outcomes:

- The ability to read, understand, and write educational research, including statistical data.
- The ability to write appropriately in American Psychological Association Style (APA Style), and to complete graduate level research papers.
- The ability to speak well, present materials in a lecture/workshop/lesson format, and articulate professional matters with clarity to colleagues and to supervisory personnel.
- The ability to exhibit leadership skills in the profession and in interpersonal relationships, to act and perform as responsible leaders in the classroom, the school, in administrative positions, and in the community.

Prospective candidates for a Master's degree in Education must meet all University criteria for admission to the graduate program and demonstrate competence in oral and written expression. In addition, the Dreeben School of Education requires:

- A grade point average of 2.5 or better on all undergraduate and post-graduate work serving as a foundation for the Master of Arts and the Master of Education graduate degrees that do not lead to Texas Teacher Certification; a grade point average of 2.75 is required for admission to the Master of Arts in Teaching;
- An interview;
- Acceptance into the Teacher Education Certification Program for any degree leading to Texas Teacher Certification within the first 9 hours.

Transfer credit: No more than nine (9) semester hours may be transferred toward the master's degrees in the Dreeben School of Education.

Master of Arts (M.A.)

The Master of Arts degree in the Dreeben School of Education requires completion of 36 semester hours, 24 of which must be in Education. This degree is appropriate for students who want to take some courses in their degree outside the School of Education.

Requirements for the Master of Arts in Education:

Core Courses (12 semester hours)

EDUC 6301 Introduction to Educational Research

EDUC 6306 Philosophical Foundations in Education

EDUC 6304 Theories of Learning

EDUC 63CS1 Capstone in Education, or another capstone course approved by the Program Advisor.

Area of Concentration within Education (12-15 semester hours)

Elective Area outside Education (9-12 semester hours)

Master of Education (M.Ed.)

This degree is for persons who wish to do all their work in the Dreeben School of Education. The degree is awarded upon completion of at least 36 semester hours.

Requirements for the Master of Education:

Core Courses (12 semester hours)

- EDUC 6301 Introduction to Educational Research
- EDUC 6306 Philosophical Foundations in Education
- EDUC 6304 Theories of Learning
- EDUC 63CS1 Capstone in Education, or another capstone course approved by the Program Advisor.

Areas of Concentration within Education (24 semester hours)

There are four areas of concentration for the M.A. and the M.Ed. in Education: Adult Education, Kinesiology, Online Teaching and Learning, and Student Services in Higher Education each offering separate fields of expertise. Students interested in Professional Certifications in addition to their master's degrees must seek admission to the Teacher Certification program prior to beginning coursework in the certification sequence. This admission procedure is separate from and follows full acceptance into the Graduate School at UIW.

Master of Arts or Master of Education for General Education

This degree is for students who want to concentrate their core work in Education but with a general group of courses either from the Dreeben School of Education as a whole, or from another School/College. If the majority of the work is from Education, the degree will be the M.Ed. If more than several courses come from other College/Schools, the M.A. will be awarded. This open-ended degree plan allows students to select up to six (6) courses that will best suit their needs within a focus of Education.

Core Courses (12 semester hours)

- EDUC 6301 Introduction to Educational Research
- EDUC 6306 Philosophical Foundations in Education
- EDUC 6304 Theories of Learning
- EDUC 63CS1 Capstone in Education, or another capstone course approved by the Program Advisor.

Other courses from Education: at least two (6 hours)

Courses from other disciplines OR from Education: up to six (18 semester hours)

Master of Arts in Teaching (M.A.T.)

The University of the Incarnate Word teacher preparation program has a 99% pass rate on the TExES state certification exams. All Teacher Education programs at UIW are approved and overseen by the State Board for Educator Certification of Texas.

The M.A.T. degree offers an opportunity for students to obtain elementary, secondary, or all-level certification while working towards the Master's degree. The M.A.T. degree requires 36-42 hours of coursework, (depending upon the area of specialization), completion of all teaching practicum requirements, and a satisfactory Student Apprenticeship experience, or the completion of a one-year internship with a satisfactory evaluation.

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Full admission to the M.A.T. requires the following:

- Completion of all requirements of the UIW Graduate School (transcripts, application, etc.)
- Submission of transcripts showing a minimum of 2.75 cumulative GPA
- Interview with the Director of Teacher Education
- Application and acceptance to the Teacher Certification Program (TCP). Acceptance into a Teacher Certification program is valid for one year from the initial date of acceptance; students who do not matriculate into the program, or those who are inactive for 12 months or more, must reapply. Teacher Certification Program application requires submission of passing scores on either the Graduate Record Exam (Verbal 150, Quantitative 150, Analytical Writing section 3.5) or the Texas Higher Education Assessment (Reading 230, Mathematics 230, Writing 230). Additional requirements apply for TCP acceptance.

Continuation in this program requires that students/teacher candidates remain in good standing with the Graduate School, maintain a minimum cumulative GPA of 2.75, complete course work in sequence with the program advisor's approval, demonstrate a professional disposition, and demonstrate content proficiency by passing an examination over the content area of certification prior to registration for the Apprenticeship/Internship. Students who are conditionally admitted to the M.A.T. must complete all admissions requirements prior to registration for more than 9 hours.

Core courses in the M.A.T. (12 or 15 semester hours)

EDUC 6301 Introduction to Educational Research

EDUC 6304 Theories of Learning

EDUC 6306 Philosophical Foundations in Education

EDUC 66CS/EDUC 63CS Teacher Internship OR Teacher Apprenticeship

Areas of Concentration within Education:

Elementary Concentration: 27 hours

Secondary Concentration: 21 plus 0-3 hours of electives

All-Level Concentration: 21 hours plus 0-3 hours of electives

Certification by the Texas Education Agency is awarded upon successful completion of the M.A.T., the applicable TExES exams required by the State Board of Educator Certification, and the certification application process; including fingerprinting and a background investigation.

Graduate and undergraduate students seeking Texas Teacher Certification from the University of the Incarnate Word program will be subject to any additional or new requirements that may be set forth by legislative mandates or the State Board for Educator Certification.

Elementary Teaching (Early Childhood - Grade 6)

Requirements in the major (27 hours)

EDUC 6305 Multicultural Concepts in Education

EDSP 6363 Survey of Exceptionalities

EDRD 6391 Foundations of Literacy

EDRD 6393 Approaches to Reading Assessment

EDEC 6324 Developmentally Appropriate Curriculum & Environment for the Young Child

EDUC 6314 Disciplinary Literacy and the English Learner

EDUC 6315 Assessment in the Classroom

EDUC 6313 Teachers of Children in the Primary Grades

EDUC 6317 Teachers of Children in the Intermediate Grades

***Note:** UIW offers an Accelerated M.A.T. Program for candidates seeking EC-6 certification. Applicants must present a completed B.A. in Interdisciplinary Studies with minors in Reading and Special Education awarded by UIW. Candidates with similar degrees/minors from other institutions are subject to academic review if applying to the Accelerated M.A.T. Program.

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Accelerated Program Elementary Teaching (Early Childhood - Grade 6)

Prerequisite: Completed B.A. in Interdisciplinary Studies with minors in Reading and Special Education*

Requirements in the major (18 hours)

- EDUC 6305 Multicultural Concepts in Education
- EDEC 6324 Developmentally Appropriate Curriculum & Environment for the Young Child
- EDUC 6318 Disciplinary Literacy and the English Learner
- EDUC 6315 Assessment in the Classroom
- EDUC 6313 Teachers of Children in the Primary Grades
- EDUC 6317 Teachers of Children in the Intermediate Grades

Secondary Teaching (Grades 8-12)

Teaching Fields: English Language Arts & Reading, History, Life Science, Mathematics, Physical Science

Requirements in the major (21 hours)

- EDUC 6305 Multicultural Concepts in Education
- EDSP 6363 Survey of Exceptionalities
- EDUC 6318 Disciplinary Literacy and the English Learner
- EDUC 6315 Assessment in the Classroom
- EDUC 6325 Pedagogy in the Secondary School
- EDUC 6327 Integrative Pedagogy for the Secondary School
- EDUC 6310 Technology in Education

Electives (0/3 hours)

All-level Teaching (Grades EC-12)

Teaching Fields: Art, Music, Physical Education, Spanish, Theatre

Requirements in the major (21 hours)

- EDUC 6305 Multicultural Concepts in Education
- EDSP 6363 Survey of Exceptionalities
- EDUC 6318 Disciplinary Literacy and the English Learner
- EDUC 6315 Assessment in the Classroom
- EDRD 6325 Pedagogy in the Secondary School
- EDEC 6327 Integrative Pedagogy for the Secondary School
- EDUC 6310 Technology in Education

Electives (0-3 hours)

Graduate Certification Program

The Graduate Certification Program is a secondary teacher certification program for post-baccalaureate students who have a teaching field in place (Secondary certification fields include: English Language Arts, Mathematics, Life Science, Physical Science, or History. All-level certification fields include: Physical Education, Art, Music, Spanish, or Theater). Students will be eligible for secondary certification (grades 8-12) or all-level certification (grades EC-12) upon completion of all required coursework, passing the associated TExES certification exams, and completion of the certification application process; including fingerprinting and a background investigation. Courses in the Graduate Certification Program will apply to the Masters of Arts in Teaching degree.

Interested students in the Graduate Certification Program must apply to the M.A.T. Program and meet all stated requirements. The student and the academic advisor will coordinate to plan accordingly.

Requirements for the Graduate Certification Program (21-24 hours)

- EDUC 6304 Theories of Learning
- EDUC 6318 Disciplinary Literacy and the English Learner
- EDUC 6315 Assessment in the Classroom
- EDSP 6363 Survey of Exceptionalities
- EDUC 6325 Pedagogy in the Secondary School

Graduate Programs

EDUC 6327 Integrative Pedagogy in the Secondary School
EDUC 66CS Teacher Internship
OR
EDUC 63CS Teacher Apprenticeship

CONCENTRATIONS WITHIN THE M.A. and M.Ed. DEGREES

Adult Education (ADED)

This degree, with a concentration in Adult Education, is designed to provide professional preparation for administrators/supervisors of adult education activities, persons working in human resource and staff development, continuing and community education personnel, and teachers of adults in a variety of institutions and settings.

Students are exposed to the principles of Adult Education with special emphasis on the changes occurring in adult life as they affect the teaching-learning process. Educational, institutional, administrative, and programmatic implications are stressed. Some areas of specialization that can be arranged by the advisor are: adult literacy, human resource development, or adult religious education,

Requirements for the Master's degree with a concentration in Adult Education:

Core Courses (12 hours)

EDUC 6301 Introduction to Educational Research
ADED 6381 Adult Learning and Development
EDUC 6306 Philosophical Foundations of Education
EDUC 63CS1 Capstone in Education

Requirements in the major (Select 18 semester hours.)

EDUC 6305 Multicultural Concepts in Education
ADED 6382 Adult Literacy Education
ADED 6385 Methods & Strategies in Adult Ed
ADED 6387 Program Development in Adult Ed
ADED 6390 Practicum in Adult Learning Environments
ADED 6384 Contemporary Issues in Adult Ed
ADED 6386 Educational Gerontology
ADED 6388 Effective Teams and Groups

Electives (6 semester hours)

Kinesiology (EDKE)

The Kinesiology program is designed for those students who are interested in working in a business related area, teaching Physical Education on the college level, or in adding a Physical Education teaching specialty to their teaching credential at the K-12 level. (NOTE: This degree does not carry initial teacher certification.)

Requirements for the Master's degree with a concentration in Kinesiology:

Core Courses (12 hours)

EDUC 6301 Introduction to Educational Research
EDUC 6304 Theories of Learning
EDUC 6306 Philosophical Foundations of Education
EDUC 63CS1 Capstone in Education

Requirements in the Major (18 hours)

EDKE 6377 Instructional Development in Physical Education

Graduate Programs

EDKE 6378 Biomechanics in Human Performance
EDKE 6379 Adapted Physical Education and Sport
SMGT 6380 Sport Management
EDKE 6381 Topics in Exercise Physiology and Fitness
KEHP 6360 Advanced Tests & Measurements

Elective Courses (6 hours)

Online Teaching and Learning

Requirements for the Master's degree with a concentration in Online Teaching and Learning:

Core Courses Requirements (12 semester hours)

EDUC 6301 Introduction to Research Methods
EDUC 6306 Philosophical Foundations in Education
ADED 6381 Adult Learning and Development
EDUC 63CS1 Capstone in Education

Supporting Requirements (12 semester hours)

ADED 6388 Effective Teams and Groups
EDUC 6333 Action Research

Concentration Courses (18 hours)

EDUC 6331 Seminar in Online and Blended Teaching
EDUC 6357 Trends & Issues in Technology
EDUC 6336 Technology & Today's Learner
EDUC 6341 Developing Effective Training with Technology
EDUC 6344 Leadership and Technology
EDUC 6351 Learning Technologies and Organizational Change

Teaching of English as a Foreign Language (TEFL/TESL) (15 semester hours)

EDUC 6355 Cross Cultural Communication in Other Countries (named each offering)
EDUC 6360 Methods and Materials of Teaching English as a Foreign Language
EDUC 6380 Practicum in TEFL/TESL
EDUC 6373 Acquisition of a Second Language
EDUC 6376 Linguistics for the Classroom Teacher

Student Services in Higher Education (EDUC)

Requirements for the Master's degree with a concentration in Student Services in Higher Education:

Core Courses (12 hours)

EDUC 6301 Introduction to Educational Research
EDUC 6306 Philosophical Foundations of Education
ADED 6381 Adult Learning and Development
EDUC 63CS1 Capstone in Education

Requirements in the Major (24 hours)

ADED 6387 Program Development
ADED 6388 Effective Teams and Groups
EDUC 6303 Counseling Techniques in Higher Education
EDUC 6309 Legal Issues in Student Affairs
EDUC 6334 Leadership and Administration in Student Affairs
EDUC 6394 Practicum in Student Affairs
EDUC 6372 The College Environment
EDUC 6383 Professional Seminar in Student Affairs

Certificates

The Dreeben School of Education offers certificates in the areas of Adult Education, and Teaching of English as a Foreign Language (TEFL/TESL). These UIW certificates acknowledge that the student has completed 15 hours in the specified field of study. Students interested in one of these certificates must be admitted to UIW as a non-degree seeking student, or admitted into the graduate degree program in the Dreeben School of Education.

The certificate program at UIW is not applicable to Texas Teaching Certification or any State Professional Certification program.

Adult Education

(18 semester hours)

ADED 6381 Adult Learning and Development
ADED 6388 Effective Teams and Groups
ADED 6385 Methods and Strategies of Adult Education
ADED 6390 Practicum in Adult Education
And two elective from the offerings in ADED

Organizational Development

(18 semester hours)

ORGD 6320 Organizational Behavior and Learning
ORGD 6330 Foundations of Organizational Research and Assessment
ORGD 6340 Organizational Consulting
ORGD 6351 Foundations of Organizational Development
ORGD 6352 Organizational Development-Interventions & Practices
ORGD 6370 Human Performance Technology

Student Services in Higher Education

(18 semester hours)

EDUC 6303 Counseling Techniques in Higher Education
EDUC 6309 Legal Issues in Student Affairs
EDUC 6334 Leadership and Administration in Student Affairs
EDUC 6394 Practicum in Student Affairs
EDUC 6372 The College Environment
EDUC 6383 Professional Seminar in Student Affairs

Teaching of English as a Foreign Language (TEFL/TESL)

(15 semester hours)

EDUC 6355 Cross Cultural Communication in Other Countries (named each offering)
EDUC 6360 Methods and Materials of Teaching English as a Foreign Language
EDUC 6380 Practicum in TEFL/TESL
EDUC 6373 Acquisition of a Second Language
EDUC 6376 Linguistics for the Classroom Teacher

When the coursework is completed for the certificate, students must file a request, along with a copy of the transcript, with the Dean of the Dreeben School of Education for the certificate. Courses taken for the certificate may be accepted as work toward a master's degree if the student is accepted into a master's degree program in the UIW Graduate School and the Dreeben School of Education (see requirements on page 44).

DOCTOR OF PHILOSOPHY

The Doctor of Philosophy (Ph.D.) degree in the Dreeben School of Education has three concentrations: Higher Education, International Education and Entrepreneurship, and Organizational Leadership. Each concentration in the doctoral program reflects the institution's mission to combine education with service. Many students have opportunities for local and international internships and research. The curriculum for each concentration has been designed to meet the needs of the communities served by the University. The program is built on the following common core and combines scholarly research with application, fostering the integration of theory and practice.

Core Courses

INDR 8310 Concepts of Leadership
INDR 8330 Belief Systems: A Cross-Cultural Perspective
INDR 8350 Research Methods and Tools
INDR 8351 Social Science Statistics
INDR 8355 Qualitative Research Methods
INDR 8370 Ethics for the Profession
INDR 8390 Constructing Research Design

Admission Requirements:

Applicants for admission to the Doctoral Program must fulfill the admission requirements listed on page 23 in this Bulletin. There may be additional admission requirements for each concentration which can be found in the following sections.

Criteria for Continuation and Graduation

General criteria are listed on page 24 of this Bulletin.

Program of Study

The Doctoral Program of Study specifies 57 semester hours of course work, 18 of which are the common core, a Qualifying Examination, and a minimum of 9 semester hours of Dissertation Writing. In support of the dissertation process, the following research courses are offered from which students must take a minimum of 9 semester hours, at least one from the two starred below.

INDR 8353* Advanced Social Science Statistics
INEE 8325* Research in Comparative Educational Systems of the World
INEE 8350 Research in Entrepreneurship
INEE 8355 Cultural Aspects of Research
INDR 8390 Constructing Research Design
ORGL 8370 Organizational Assessment and Survey Administration

The curriculum also includes core and elective courses in fields including Leadership Studies, Organizational Studies, Education, and Business. In addition, there are unique opportunities for domestic and international internships. **All coursework in the doctoral program of study must be taken at the 7000 level or above.** The doctoral degree is granted when all requirements are met and the Dean of Graduate Studies and Research has signed the Dissertation Clearance Form.

CONCENTRATION IN HIGHER EDUCATION

The Higher Education concentration is designed to prepare graduates for positions of leadership in higher education with the knowledge and capacity to understand and facilitate change in institutions of higher education. The program grounds the students both in theory and in the tools and methodology of research so that they can contribute to academic inquiry and apply theory to issues facing institutions of higher education. Depending on the master's degree and choices of electives, the graduate may enter careers in higher education leadership or teaching. Those with an intended focus in teaching must meet the required number of hours in the discipline through electives and the master's degree.

Graduate Programs

With an emphasis on collaborative learning, the concentration incorporates collegiality among students, among faculty, and between faculty and students. Opportunities are available for learning through teaching and a higher education practicum as well as directed consultation and research

The degree plan for the concentration in Higher Education includes:

- Common Core, 18 hours
- At least one of
 - INDR 8353* Advanced Social Science Statistics
 - INEE 8325* Research in Comparative Educational Systems of the World
- Required Courses, 27 hours minimum to include:
 - EDUC 8330 History and Philosophy of Higher Education
 - EDUC 8390 Law in Higher Education
 - EDUC 8395 Practicum in Higher Education
 - INDR 8390 Constructing Research Design
 - ORGL 8360 Organizational Theory and Culture
 - ORGL 8370 Organizational Assessment and Survey Administration
 - ADED 7381 Adult Learning and DevelopmentAnd one of the following:
 - ADED 7385 Methods and Strategies of Adult Education
 - ADED 7388 Effective Teams and Groups
- Electives, 9 hours minimum
- Dissertation, 9 hours minimum

CONCENTRATION IN INTERNATIONAL EDUCATION AND ENTREPRENEURSHIP

The International Education and Entrepreneurship concentration enables students to develop enterprises of a cultural, educational, humanitarian, or business nature that show a full understanding of the host culture and its relation in theory and practice with Western cultures. It allows theoretical study with a practical impulse that involves an awareness of business and educational systems and their development in existing, new, and emerging arenas.

The foundation courses combine comparative study of the educational and cultural systems of the world with experiential learning in entrepreneurship. The grasp of a nation's outlook revealed by its education provides the key to understanding its intellectual and managerial endeavors; the practical skill of entrepreneurship suggests new ways of applying existing resources and encourages the development of new ideas in all fields. This concentration achieves its aim through a blend of theoretical study and practical engagement. Practical application and experience are achieved by each student in a six month internship in a country other than the home country.

In addition to the Admission Requirements listed on page 23 of this Bulletin, applicants for admission to the International Education and Entrepreneurship Concentration must also fulfill the following requirements:

Minimum of six hours of education and six hours of business background courses as pre-requisites (undergraduate or graduate)

The Concentration in International Education and Entrepreneurship Program of Study includes:

- Common Core, 18 hours
- At least one of the following courses
 - INDR 8353* Advanced Social Science Statistics
 - INEE 8325* Research in Comparative Educational Systems of the World
- Required Courses, 33 hours to include

Graduate Programs

INEE 8325 Research in Comparative Educational Systems of the World

INEE 8340 Entrepreneurship

INEE 8345 International Organizations

INEE 8347 Economic Development for Entrepreneurship

INEE 8350 Research in Entrepreneurship

INEE 8355 Cultural Aspects of Research

INEE 8360 Contemporary International Issues

INEE 8687/INEE 8387 International Internship (6 months)

INEE 8X88 Domestic Internship or an elective

- Electives, 3 hours minimum
- Dissertation, 9 hours minimum
- Evidence of oral and written proficiency in a foreign language as a requirement for admission to candidacy.

CONCENTRATION IN ORGANIZATIONAL LEADERSHIP

The Organizational Leadership concentration is designed to prepare graduates for positions of leadership in education, business, public, and social agencies with the knowledge and capacity to understand organizations and to facilitate organizational change. It strives to impart an ethic of leadership that recognizes the global dimension of social concerns and works for understanding and justice in diverse societies. The interdisciplinary nature of the program grounds the students both in theory and in the tools and methodology of research and technology so that they can contribute to academic inquiry and apply theory to issues facing organizations, institutions, and communities.

With an emphasis on collaborative learning, the concentration incorporates collegiality among students, among faculty, and between faculty and students. Within the program of study, flexibility is provided for students to take electives in line with their area of interest and career objectives. Opportunity is also available for learning through teaching and organizational practica as well as directed consultation and research. In addition to the Admission Requirements listed on page 30 of this Bulletin, applicants for admission to the Organizational Leadership concentration must also fulfill the following requirements:

- Employment experience in a position of responsibility

The concentration in Organizational Leadership Program of Study includes:

- Common Core, 18 hours
- At least one of
 - INDR 8353* Advanced Social Science Statistics
 - INEE 8325* Research in Comparative Educational Systems of the World
- Required Courses, 18 hours
 - ORGL 8360 Organizational Theory and Culture
 - ORGL 8371 Practicum in Organizational Leadership
 - ADED 7381 Adult Learning and Development
 - ADED 7390 Practicum in Adult Learning Environments
 - INDR 8390 Constructing Research Design
- Electives, up to 21 hours to complete the required 57 credit hours
- Dissertation, 9 hours minimum

ELECTIVES

Electives taken at the 7000 level may come from the Dreeben School of Education or other school or college at the University as agreed upon by the student and advisor. Electives available from the Dreeben School of Education are

Graduate Programs

Adult Education

ADED 7370 College Teaching
ADED 7381 Adult Learning and Development
ADED 7382 Adult Literacy Education
ADED 7384 Contemporary Issues in Adult Education
ADED 7385 Methods and Strategies in Adult Education
ADED 7386 Educational Gerontology (Education of the Older Adult)
ADED 7387 Program Development in Adult Education
ADED 7388 Effective Teams and Groups
ADED 7390 Practicum in Adult Learning Environment

Early Childhood

EDEC 7335 Balanced Literacy in Early Childhood

General Education

EDUC 7304 Theories of Learning
EDUC 7305 Multicultural Concepts in Education
EDUC 7306 Philosophical Foundations in Education
EDUC 7307 Critical Theory in Education
EDUC 7312 Writing for Publication
EDUC 7345 Theories of Change
EDUC 7346 Organizational Theory and Development
EDUC 7360 Cross-Cultural Communication: Teaching in Other Countries
EDUC 8330 History and Philosophy of Higher Education
EDUC 8390 Law in Higher Education

Interdisciplinary Studies

INDR 8375 Trends and Issues in Technology

International Education and Entrepreneurship

INEE 8325 Research in Comparative Educational Systems of the World
INEE 8335 Analysis of Belief Systems
INEE 8340 Entrepreneurship
INEE 8345 International Organizations
INEE 8347 Economic Development for Entrepreneurship
INEE 8350 Research in Entrepreneurship
INEE 8355 Cultural Aspects of Research
INEE 8360 Contemporary International Issues

Kinesiology

EDKE 7377 Instructional Development in Physical Education
EDKE 7378 Biomechanics in Human Performance
EDKE 7379 Adapted Physical Education and Sport
EDKE 7381 Topics in Exercise Physiology and Fitness

Literacy Education

EDRD 7393 Approaches to Reading Assessment

Organizational Leadership

ORGL 8340 Organizational Policy Analysis & Design
ORGL 8360 Organizational Theory and Culture:
ORGL 8370 Organizational Assessment & Survey Administration

Special Education

EDSP 7363 Survey of Exceptionalities

Student Services in Higher Education

EDUC 7303 Counseling Techniques in Higher Education
EDUC 7309 Legal Issues in Student Affairs
EDUC 7334 Leadership and Administration in Student Affairs
EDUC 7394 Practicum in Student Affairs
EDUC 7372 The College Environment
EDUC 7383 Professional Seminar in Student Affairs

College of Humanities, Arts, and Social Sciences

The College of Humanities, Arts, and Social Sciences offers degrees in the following areas: Religious Studies and Multidisciplinary Studies. A certificate for completion of a course of academic credits is also offered in the Pastoral Institute. Specific requirements for the certificate are listed in this section.

Please see information on admissions requirements in the descriptions for each program.

RELIGIOUS STUDIES (RSPi)

The Master of Arts in Religious Studies is designed to prepare participants to serve competently and effectively in contemporary ecclesial ministries and leadership, especially in Catholic parish ministries, religious education on all levels, spirituality and spiritual development, youth ministry and catechetical leadership. The thirty-six semester hour degree plan encompasses three areas of study: scripture, theology (including the historical, sacramental, liturgical, moral and ecclesial aspects) and ministry, and normally culminates with an individually designed supervised Pastoral Project. Participants may incorporate a second field in their degree plan through other UIW graduate departments, particularly Education.

In keeping with the spirit and direction set by the Second Vatican Council and subsequent ecclesial documents, the program promotes personal growth and spiritual formation through workshops and other opportunities for theological reflection and personal development. An integral part of the Pastoral Institute is the emphasis, not only on solid scriptural and theological foundations, but also on the pastoral application of theory and research to the concrete situations of ministry and to the development of leadership roles in the church. Theological reflection, therefore, is built into each course. Opportunities for planning and participating in liturgical celebrations as well as for group discussion and sharing are incorporated into the program.

Admission Criteria

The applicant for the Master of Arts in Religious Studies must fulfill the general requirements for admission to Graduate Studies. In addition, applicants must present three letters of recommendation and a personal statement of ministerial and educational goals. Applicants should consult the Director for further directions regarding the letters of recommendation.

Prerequisites

At least twelve semester hours in Theology or Religious Studies at the under-graduate level, taken after 1985, to include introductory courses in the study of the Hebrew and Christian Scriptures. Documented non-credit studies will be evaluated on an individual basis upon request, for example, diaconal studies or diocesan certification courses.

Requirements for the Master of Arts in Religious Studies:

The degree plan requires thirty-six (36) semester hours, distributed as follows:

1. 6 semester hours in Scripture, to include a course in the Hebrew Scriptures and one in the Christian Scriptures.
2. 10 semester hours in Theology, to include a course in Sacraments, Liturgy, Morality, and Ecclesiology.
3. 10 semester hours in Ministry, to include a two-credit pastoral project preceded by RSPi 6285: Program Planning and Evaluation. Upon request, a thesis option may be considered in special circumstances, but in general is not recommended due to the pastoral nature of the degree.
4. 10 hours of electives, selected according to the student's educational and ministerial goals. Part or all of these units may be taken in one of the areas of specialization. With the approval of the Director of the Pastoral Institute, a student may elect to complete up to nine hours of graduate credit in another graduate degree program offered by the University of the Incarnate Word.

Optional Specializations:

Specialization in Spirituality (10 hours)

For the Master of Arts degree in Religious Studies with a specialization in Spirituality, the following courses are required:

- RSPI 6273 Introduction to Spirituality
- RSPI 6274 Introduction to Prayer

Also, the Pastoral Project (RSPI 62CS) must be completed in the area of spirituality.

Specialization in Catechesis (8 hours)

This specialization focuses on the techniques and environment of contemporary catechesis. Course offerings include:

- RSPI 6236 Family Catechesis
- RSPI 6239 Adulthood and Christian Maturity
- RSPI 6240 Theory and Methods of Catechesis
- RSPI 6242 Administration and Program Planning in Religious Education
- RSPI 6244 Culture and Catechesis
- RSPI 6251 Adolescent Catechesis

Also, the Pastoral Project (RSPI 62CS) must be undertaken in the area of Catechesis.

Specialization in Ministry with Hispanics (minimum of 8 hours)

Through a cooperative program with the Mexican American Catholic College (MACC), the Master of Arts in Religious Studies may be obtained with a specialization in Ministry with Hispanics. Up to 12 credit hours from MACC programs can be applied towards the Master's degree.

General requirements for admission to the M.A. in Religious Studies program must be met before a student may enroll in the cooperative program. While enrolled at MACC, students pay 40% of the University's regular tuition (to the University) in addition to tuition and fees required by MACC. Further information on requirements may be obtained from the Director of the Pastoral Institute or from MACC. Credits earned through MACC must be arranged individually with the Director of the Pastoral Institute.

Specialization in Youth Ministry (8 hours)

For the Master of Arts degree in Religious Studies with a specialization in Youth Ministry, candidates take the following courses:

- RSPI 6155 Foundations of Ministry Leadership
- RSPI 6156 Principles of Youth Ministry
- RSPI 6157 Skills for Christian Leadership
- RSPI 6158 Practices of Youth Ministry
- RSPI 6159 Pastoral Care
- RSPI 6160 Evangelization and Catechesis
- RSPI 6161 Prayer and Worship
- RSPI 6162 Justice and Service

Also, the Pastoral Project (RSPI 62CS) must be completed in the area of Youth Ministry. All applicants should consult with the Director of the Pastoral Institute to establish their course of studies and their area of specialization where appropriate.

Requirements for a Certificate in Pastoral Studies

A non-degree certificate recognizing 16 semester hours of graduate course work offers the opportunity for students to enhance their knowledge in the field of pastoral theology and ministry. Course choices are based on the individual's previous studies and future plans for ministry. Certificate enrollment is open to all persons who meet the general admission requirements for admission to the M.A. in Religious Studies.

MULTIDISCIPLINARY STUDIES

The Master of Arts degree in Multidisciplinary Studies allows a student, with approval from the Dean of Graduate Studies and Research and Program Advisors, to design a degree plan that builds on personal interests, academic strengths, and career opportunities. The degree plan is made from courses in up to three academic disciplines that offer graduate programs. For example, a degree plan may be arranged thematically: a student might focus on contemporary American problems, combining courses in Education, Communication Arts, and Religious Studies. Another student might wish to combine courses from Nutrition, Education, and Biology in a degree that would enhance his or her career opportunities. The Dean of Graduate Studies and Research will serve as Program Advisor for this degree and will consult with the Program Advisors in the three fields that make up the MDS.

Admissions Requirements

In addition to meeting the general admissions criteria, the applicant must submit the following:

- An official notice of a satisfactory score on the Graduate Record Exam (GRE: Verbal score of 150; Quantitative score of 144; Analytical Essay, 3.5), Miller Analogies Test (MAT, 40 or better), or Graduate Management Aptitude Test (GMAT, 450 or better) as determined by the Dean.
- A statement of rationale for the proposed degree plan.

Degree Requirements

The degree plan must be approved and signed by the Dean of Graduate Studies and Research and the Program Advisors for all disciplines involved before initiating any work toward the degree. The degree will include:

- At least 9 semester hours in each discipline of focus
- Any support courses taken outside the chosen disciplines need the approval of the Program Advisor
- At least one research course
- A thesis or a capstone experience in one area of focus which incorporates the integration of all disciplines from which work is taken

School of Media and Design

The School of Media and Design integrates existing programs in a dynamic, thoughtful, and cohesive way in an effort to better serve the needs of the Incarnate Word student. The School of Media and Design programs emphasize the use of technology and provide students with a firm foundation in theory as well as application. Students participating in these programs develop the necessary knowledge and skills to enable them to become effective professionals in their selected careers.

The Communication Arts Department currently offers:

- A traditional Master of Arts in Communication Arts and
- Three Accelerated Bachelors to Masters Programs for students who are completing an undergraduate degree in Communication Arts at UIW: Media Studies, Bilingual Communications, and Convergent Media. ABM students will be awarded both the B.A. and M.A. in Communication Arts upon completion of all the coursework hours required in both programs and the Mastery Coursework Requirements.
- Students in the Master of Arts in Administration may select Communication Arts as a concentration.

COMMUNICATION ARTS MASTER PROGRAMS (M.A.)

In keeping with both the liberal arts approach and the mission of Incarnate Word, the department seeks:

- To cultivate the student's imagination and creativity in the implementation of theory content and technical application of effective communications.
- To foster exploration of diverse and alternative perspectives including critical interpretation of ideas, images, and symbols.
- To encourage students to examine the role of media in our society so they are prepared to participate confidently, ethically, and competently as concerned, enlightened citizens.

The Communication Arts Graduate program addresses the *Guiding Principles and Objectives for Graduate Studies* in the following ways:

- Mastery of both theoretical and empirical knowledge in the field of communications.
- Intellectual imagination and professional creativity demonstrated in individual theses and projects on various issues of communications.
- Critical analysis of mediated communication in both social and cultural scopes.
- Articulated presentation of scholarly concepts and professional works.
- Contribution to both academic and professional sectors in the field of communications through original research and alternative perspectives.

Communication Arts Traditional Graduate Program Admission Requirements

Students wishing to enter the Communication Arts graduate traditional program must meet all University graduate admissions requirements.

1. Submit a completed formal Graduate application, which can be obtained from the Admissions Office website. The application for international students is also available on this website.
2. Fulfill the following criteria: a bachelor's degree in Communication Arts or a related field with a minimum 2.5 cumulative GPA.
3. Take the General Record Examination (GRE) if GPA is between 2.5 and 3.49. GRE minimum scores required: If test was taken on or after August 1, 2011, Verbal Reasoning 147 and Analytical Writing 3.5. If GRE was taken prior to August 1, 2011: Verbal Reasoning 400 and Analytical Writing 3.5. Test scores are valid for five years.
4. Applicants who have an undergraduate degree with a 3.5 GPA or above will automatically be considered eligible for admission to graduate school.
5. International applicants must have a Test of English as a Foreign Language (TOEFL) minimum score of 560 on the paper-based version, 220 on the computer-based version, or 83 on the internet-

Graduate Programs

based version. Students who do not have this minimum score may not be allowed to take any course other than English as a Second Language taught by the ELS Language center on campus.

6. Interview with the Communication Arts Director of Graduate Studies and submit a writing sample to the Director prior to beginning classes.
7. Meet with your assigned adviser.

Communication Arts Traditional Graduate Program of Study (36-hour program)

Requirements for a Master of Arts in Communication Arts: The Master of Communication Arts degree requires a minimum of 36 hours of graduate study, which includes 18 hours of Communication Arts core courses, and 12-15 hours of elective coursework, and 3 to 6 hours of Mastery Level coursework.

CORE Requirements (18 semester hours)

COMM 6300 Writing and Research Techniques
COMM 6301 Communication Theory
COMM 6302 Media Ethics
COMM 6303 Principles of Writing for the Media
COMM 6304 Aesthetics of Visual Perception
COMM 6309 Communication Research Methods

Students may elect to pursue the degree either as full-time or part-time students. The load for a full-time student is nine (9) credit hours per semester; anything less than nine (9) hours is considered part-time. See course load policy on page 12 of the current bulletin. Full-time students complete the traditional program in 2 academic years and the ABM in one and a half years. Consult with your advisor concerning your individual degree plan.

ELECTIVE Coursework (Choose 12-15 hours of electives from the following courses.)

COMM 6311 Media Production**
COMM 6312 Applied Media Writing**
COMM 6315 Seminar in Film Studies**
COMM 6317 Communications, Technology, and Culture
COMM 6318 Seminar in Mass Communications**
COMM 6319 Seminar in International Communications **
COMM 6320 Advertising
COMM 6375 Public Relations
COMM 6398 Directed Studies in Communication Arts**

**May be repeated for credit. Course topics vary. See course topics at the end of the catalog.

Students must take elective coursework necessary to complete the 36-hour requirement for the Master of Communication Arts. Classes related to Communication Arts concentrations and other programs may be taken as electives with the approval of the Graduate Director.

MASTERY Coursework Requirements

COMM 63TP Thesis Proposal (Optional elective for Capstone students)
COMM 63TR Thesis Research
OR
COMM 63CS1 Communication Capstone

After completion of Core coursework and elective classes, students are required to complete either a Capstone course or complete a written thesis to demonstrate a cumulative mastery of Communication Arts knowledge and skills. Students may choose to complete their studies with a master's thesis comprised of COMM 63TP (Thesis Proposal) and COMM 63TR (Thesis Research).

OR

Students may choose to complete their studies with a Capstone (COMM 63CSI), usually project-driven work.

Graduate Programs

Accelerated Bachelor's to Master's Programs in Communication Arts (ABM)

Accelerated Bachelor's to Master's Programs (ABM) are currently offered to undergraduate students who have met the necessary prerequisites as students in the Communication Arts undergraduate program. The three ABM programs offered include Media Studies, Bilingual Communication, and Convergent Media. These programs are restricted to UIW students who have been admitted to and who have matriculated through the required undergraduate degree plan for the ABM.

ABM students will be awarded both the B.A. and M.A. in Communication Arts upon completion of all coursework hours required in both programs and the Mastery Coursework Requirements.

Communication Arts Accelerated Bachelor's to Master's Program (ABM) Admission Requirements

Students wishing to enter the Communication Arts graduate ABM program must meet all University graduate admissions requirements.

1. Fulfill the following criteria: reach a minimum of 75 hours of undergraduate work in the UIW Communication Arts program and apply as an ABM student.*
2. Submit a completed formal Graduate application, which can be obtained from the Admissions Office website
3. Interview with the Communication Arts Director of Graduate Studies and submit a writing sample to the Director prior to beginning classes.
4. Meet with your assigned adviser.
5. Attend ABM orientation.
6. Complete 9 hours of graduate credit and take the Graduate Record Examination (GRE) if GPA is between 2.5 and 3.49. GRE minimum scores required: If test was taken on or after August 1, 2011, Verbal Reasoning 147 and Analytical Writing 3.5. If GRE was taken prior to August 1, 2011: Verbal Reasoning 400 and Analytical Writing 3.5. Test scores are valid for five years.
7. An ABM applicant with a 3.5 GPA or above will automatically be considered eligible for admission to graduate school.

*ABM students will be awarded both the B.A. and M.A. in Communication Arts upon completion of all coursework hours required in both programs and the Mastery Coursework Requirements.

Accelerated Bachelor's to Master's (ABM) Concentrations:

OPTION I – Media Studies Concentration (30-hour program)

Requirements for the ABM with a Media Studies concentration requires a minimum of 30 hours of graduate study, which includes 18 hours of Communication Arts core courses and 12 hours of elective coursework.

CORE Requirements (18 semester hours)

COMM 6300 Writing and Research Techniques
COMM 6301 Communication Theory
COMM 6302 Media Ethics
COMM 6304 Aesthetics of Visual Perception
COMM 6308 Principles of Writing for the Media
COMM 6309 Communication Research Methods

Students must take elective coursework necessary to complete the 30-hour requirement for the Master of Communication Arts. The load for a full-time student is nine (9) credit hours per semester; anything less than nine (9) hours is considered part-time. See course load policy on page 12 of the current bulletin. Full-time students complete the ABM in one and a half years. Consult with your advisor concerning your individual degree plan.

ELECTIVE Coursework (Choose 12-15 hours of electives from the following courses.)

COMM 6311 Media Production**
COMM 6312 Applied Media Writing**

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COMM 6315 Seminar in Film Studies**
COMM 6317 Communications, Technology, and Culture
COMM 6318 Seminar in Mass Communication **
COMM 6319 Seminar in International Communication **
COMM 6320 Advertising
COMM 6345 Practicum (Internship)
COMM 6375 Public Relations
COMM 6398 Directed Studies in Communication Arts **
** May be repeated for credit. Course topics vary. See course topics at the end of the catalog

MASTERY Coursework Requirements

COMM 63TP Thesis Proposal (Optional elective for Capstone students)
COMM 63TR Thesis Research
OR
COMM 63CS1 Communication Capstone

After completion of Core coursework and elective classes, students are required to complete either a capstone course or complete a written thesis to demonstrate a cumulative mastery of Communication Arts knowledge and skills. Students may choose to complete their studies with a master's thesis comprised of COMM 63TP (Thesis Proposal) and COMM 63TR (Thesis Research).

OR

Students may choose to complete their studies with a Capstone (COMM 63CS1), usually project-driven work.

OPTION II - Bilingual Concentration (30-hour program)

Requirements for the ABM with a Bilingual Communication concentration requires a minimum of 30 hours of graduate study, which includes 18 hours of Communication Arts core courses and 12 hours of elective coursework.

CORE Requirements (18 semester hours)

COMM 6300 Writing and Research Techniques
COMM 6301 Communication Theory
COMM 6302 Media Ethics
COMM 6304 Aesthetics of Visual Perception
COMM 6308 Principles of Writing for the Media
COMM 6309 Communication Research Methods

Students must take elective coursework necessary to complete the 30-hour requirement for the Master of Communication Arts. The load for a full-time student is nine (9) credit hours per semester; anything less than nine (9) hours is considered part-time. See course load policy on page 12 of the current bulletin. Full-time students complete the ABM in one and a half years. Consult with your advisor concerning your individual degree plan.

ELECTIVE Coursework (Choose 12-15 hours of electives from the following courses.)

COMM 6312 Applied Media Writing**
COMM 6318 Seminar in Mass Communications**
COMM 6319 Seminar in International Communications**
COMM 6320 Advertising
COMM 6335 Advanced Bilingual Journalism **
COMM 6330 Latino/a Identities in US
COMM 6345 Practicum (Internship)
COMM 6375 Public Relations
COMM 6398 Directed Studies in Communication Arts**
** May be repeated for credit. Course topics vary. See course topics at the end of the catalog.

Graduate Programs

MASTERY Coursework Requirements

COMM 63TP Thesis Proposal (Optional elective for Capstone students)
COMM 63TR Thesis Research
OR
COMM 63CS1 Communication Capstone

After completion of Core coursework and elective classes, students are required to complete either a capstone course or complete a written thesis to demonstrate a cumulative mastery of Communication Arts knowledge and skills. Students may choose to complete their studies with a master's thesis comprised of COMM 63TP (Thesis Proposal) and COMM 63TR (Thesis Research).

OR

Students may choose to complete their studies with a Capstone (COMM 63CSI), usually project-driven work.

OPTION III – Media Convergence Concentration (30-hour program)

Requirements for the ABM with a Media Convergence concentration requires a minimum of 30 hours of graduate study, which includes 18 hours of Communication Arts core courses and 12 hours of elective coursework.

CORE Requirements (18 semester hours)

COMM 6300 Writing and Research Techniques
COMM 6301 Communication Theory
COMM 6302 Media Ethics
COMM 6304 Aesthetics of Visual Perception
COMM 6308 Principles of Writing for the Media
COMM 6309 Communication Research Methods

Students must take elective coursework necessary to complete the 30-hour requirement for the Master of Communication Arts. The load for a full-time student is nine (9) credit hours per semester; anything less than nine (9) hours is considered part-time. See course load policy on page 12 of the current bulletin. Full-time students complete the ABM in one and a half years. Consult with your advisor concerning your individual degree plan.

ELECTIVE Coursework (Choose 12-15 hours of electives from the following courses.)

COMM 6311 Media Production**
COMM 6312 Applied Media Writing**
COMM 6315 Seminar in Film**
COMM 6317 Communications, Technology, and Culture
COMM 6318 Seminar in Mass Communications**
COMM 6319 Seminar in International Communications**
COMM 6320 Advertising
COMM 6345 Practicum (Internship)
COMM 6375 Public Relations
COMM 6398 Directed Studies in Communication Arts**

** May be repeated for credit. Course topics vary. See course topics at the end of the catalog.

MASTERY Coursework Requirements

COMM 63TP Thesis Proposal (Optional elective for Capstone students)
COMM 63TR Thesis Research
OR
COMM 63CS1 Communication Capstone

Graduate Programs

After completion of Core coursework and elective classes, students are required to complete either a capstone course or complete a written thesis to demonstrate a cumulative mastery of Communication Arts knowledge and skills. Students may choose to complete their studies with a master's thesis comprised of COMM 63TP (Thesis Proposal) and COMM 63TR (Thesis Research).

OR

Students may choose to complete their studies with a Capstone (COMM 63CSI), usually project-driven work.

School Of Mathematics, Science, and Engineering

1. Master of Science in Biology, Nutrition, and Applied Statistics. These programs provide students with knowledge of current theory, research, and policy and give them the skills necessary to apply that knowledge to professional careers and advanced study. The programs require a capstone, or a thesis, and/or a comprehensive examination.
2. Master of Arts in Biology, Mathematics, and Multidisciplinary Sciences. These programs provide students with the broad background in their fields of study necessary for excellence in the professions. They require a master's project as part of a capstone course and/or comprehensive examination.

Particular admissions criteria and degree requirements are listed according to discipline.

BIOLOGY (BIOL)

The MA and MS degrees provide a broad background in biology, including the study of biological molecules, organisms, and ecological systems. Both degrees require 30 semester hours of graduate study, of which 6 hours may be in disciplines other than biology, 6 hours may be in Independent Studies in Biology, and 6 hours may be graduate classes transferred from other universities. For MS students, 3 hours of Research Statistics, 3 hours of Thesis Proposal, and 3 hours of Thesis Research must be included in the 30 hour requirement. The MA degree requires a Comprehensive Examination.

Requirements for Admission:

Applicants must submit official transcripts and official GRE scores in order to be considered for admission to the Graduate Program in Biology. Applicants must have either a 3.0 average in biology or a minimum combined GRE score of 300 on Verbal and Quantitative sections. In addition to the general requirements listed in the Graduate Admissions section of the Bulletin, the following are prerequisites for the graduate program in biology:

1. 8 semester hours in chemical principles
2. 6 semester hours of organic chemistry
3. 12 upper-division hours in biology including genetics (with laboratory), ecology, and organismal biology.

Students with deficiencies in these areas will be required to take these courses for undergraduate credit. Courses in general physics, calculus, and statistics are strongly recommended.

Requirements for the Master of Arts:

1. A minimum of 30 semester hours of graduate level courses. At least 24 hours must be in biology.
2. BIOL CE90 Comprehensive Examination is required for MA candidates. Three faculty members assess the Comprehensive Examination.
3. A minimum GPA of 3.0 must be maintained. A master's candidate will be removed from the graduate biology program if a grade of "C" is received in two courses or if a grade of F is received in any course.

Requirements for the Master of Science:

The requirements are the same as 1–4 above, but 6 semester hours of the 24 hours in biology (see paragraph 1) must be in the thesis courses, BIOL 63TP, Thesis Proposal and BIOL 63TR, Thesis Research. MS students defend their thesis before a committee of three faculty members as part of the requirements for BIOL 63TR. MS students do not take BIOL CE90 Comprehensive Examination.

ACCELERATED BACHELOR OF SCIENCE TO MASTER'S PROGRAM

In addition to the offered MA/MS Biology programs, an Accelerated Bachelors/ Master's (ABM) degree can be obtained if the student is eligible.

Requirements for the ABM:

1. Students will apply by January 30 of their Junior year. Students must meet the requirements for admission to the biology graduate program. Acceptance notification will be by April 15.
2. Complete the undergraduate program for a total of 128 hours. Up to 9 hours of graduate credit may be double counted for the undergraduate and the graduate requirements.
3. Students will complete 30 graduate hours required for MA in Biology. Nine of these hours can and should be counted toward the undergraduate degree.
4. Senior year will include 12 graduate hours.
5. Students should complete 6 hours during summers of the undergraduate program.
6. Fifth year – Fall 9 graduate hours; Spring 9 graduate hours and comprehensive exam.

MATHEMATICS (MATH)

The Master of Arts in Mathematics with a concentration in Teaching is designed to produce a mathematics specialist with expertise in grades K–12 mathematics teaching and learning. The Master of Science in Applied Statistics (a) provides students with the specific skills needed to understand and work in an increasingly complex global workplace; (b) enables students to become more effective, mature scholars; and (c) develops a well-rounded perspective of mathematics and its role in a variety of venues.

MASTER OF ARTS IN MATHEMATICS WITH A CONCENTRATION IN TEACHING

Admissions requirements:

Students applying for degree seeking status must fulfill the general requirements for admission to the Graduate School and the following:

1. 18 hours of undergraduate mathematics
2. GPA of 3.0 or better in mathematics
3. GRE minimum score of 300 total of Verbal and Quantitative sections is preferred.
4. Letter of recommendation by a professional in the field
5. Writing sample submitted with the application
6. Teaching experience at the precollege level

Degree Requirements:

Mathematics (15 hours)

MATH 6334 Introduction to Abstract Algebra

MATH 6338 Euclidean and Non-Euclidean Geometry

MATH 6336 Introduction to Number Theory

MATH 6332 Introduction to Analysis

MATH 6355 History of Contemporary Mathematics

Mathematics Teaching Electives (Choose 12 hours)

MATH 6370 Content and Pedagogy K-5

MATH 6372 Integrated Math/Science K-5

MATH 6375 Content and Pedagogy 6-12

MATH 6376 Integrated Math/Science 6-8

MATH 6381 Integrated Math/Science 9-12

Electives (Choose 6 hours)

MATH 6385 Instructional Technology

Graduate Programs

MATH 6348 Introduction to Mathematics Education Literature
EDUC 6304 Theories of Learning

Capstone (3 hours)

MATH 6390—Capstone in Mathematics Teaching

Total (36 hours)

MASTER OF SCIENCE IN APPLIED STATISTICS

The Master of Science in Applied Statistics degree provides students with the opportunity for a comprehensive study of probability and statistics with specific emphasis in research methodology, reporting, and consulting. Students completing the degree will be prepared for professional careers as research statisticians in a variety of settings including, but not limited to government, academia, and industry.

Applicants with an undergraduate GPA of 3.75 or higher do not need to take the general GRE exam to enter the program. Applicants with an undergraduate GPA equal to 3.00 and below 3.75 are required to take the GRE exam within the first semester of the program and obtain a minimum combined score for the verbal reasoning and quantitative reasoning of 300 to remain in the program. Applicants with an undergraduate GPA of less than 3.00 must take the GRE exam and obtain a minimum combined score for the verbal reasoning and quantitative reasoning of 300 before they can be admitted to the program.

The curriculum is designed for those students with backgrounds in mathematics, the sciences, and business administration. Applicants must have a working knowledge (a minimum of C in similar courses taken within the last 3 years) in the following pre-requisites:

- Calculus I, II, III, and Real Analysis
- Undergraduate Linear Algebra
- Basic programming skills (Fortran, C, etc.)
- Basic use of statistical packages
- Introduction to Probability and Statistics
- Introduction to Statistical methods

Consideration may be given to allow students with deficiencies the opportunity to complete the pre-requisite courses while enrolled in the Master of Science program.

Requirements for the Master of Science in Applied Statistics:

Complete a minimum of 36 hours of approved graduate coursework toward the Master of Science as determined by the Department of Mathematical Sciences. There is no thesis or comprehensive examination required for degree completion.

Core Courses (18 semester hours)

- MATH 6361 Advanced Probability & Statistics I
- MATH 6362 Advanced Probability & Statistics II
- MATH 6365 Statistical Methods I
- MATH 6366 Statistical Methods II
- MATH 6367 Categorical Data Analysis
- MATH 6369 Design and Analysis of Experiments

Electives (15 semester hours) elected from a list of courses approved by the graduate coordinator, including (but not limited to) the following

- MATH 6374 Applied Time Series Analysis
- MATH 6383 Survival Analysis
- MATH 6382 Linear Algebra and Matrix Theory
- MATH 6332 Introduction to Real Analysis
- MATH 6384 Statistical Research

Graduate Programs

MATH 6388 Approved Internship*

MATH 63CS Capstone Project*

*In cases of Internship or Capstone, a report will be generated and archived at the library.

Capstone (3 semester hours)

A “directed” elective that can be fulfilled by either an internship or a capstone experience.

Multidisciplinary Sciences

The Master of Arts in Multidisciplinary Sciences provides enhanced content preparation and classroom implementation for in-service teachers in elementary, middle, and high school science. The goal of this program is to improve student performance in K-12 science. This goal is achieved by extending teacher content knowledge in earth science, physics, chemistry, and biology, and improving instructional strategies and methods for effective science learning. Course topics are aligned with state and national standards in student performance outcomes. Instructional technology and fundamental mathematical concepts and skills also are integrated in the courses.

Admissions Criteria

In addition to the general admissions, the student must present evidence of:

- BA or BS degree with Teacher Certification or equivalent professional experience in teaching sciences
- Teaching experience at the pre-college level

Requirements for the Master of Arts in Multidisciplinary Sciences:

Required Graduate Courses (15 semester hours)

BIOL 6305 Topics in Ecology and Diversity

or

BIOL 6310 Topics in Cell and Molecular Biology

PHYS 6310 Energy Forces and Motion

GEOL 6310 Earth Science I

CHEM 6305 Matter, Properties, and the Periodic Table

BIOL 63CS Multidisciplinary Science Implementation

Math, Science, and Education Electives (15 semester hours as approved by the Graduate Advisor)
a minimum of 6 hours must be from a science discipline

Requirement for the Certificate in Multidisciplinary Sciences:

Required Graduate Courses (12 semester hours)

BIOL 6305 Topics in Ecology and Diversity

or

BIOL 6310 Topics in Cell and Molecular Biology

PHYS 6310 Energy Forces and Motion

GEOL 6310 Earth Science I

CHEM 6305 Matter, Properties, and the Periodic Table

Math, Science, and Education Electives (6 semester hours as approved by the Graduate Advisor)

NUTRITION (NUTR)

The Master of Science degree in Nutrition prepares students for a variety of positions in nutrition and dietetics. The graduate program provides students with knowledge of current theory, research, and nutrition policy, and prepares them to implement evidence-based practice. The Master of Science degree in Nutrition is designed to accommodate employed professionals pursuing an advanced degree, persons wishing to complete requirements for registration with the American Dietetic Association, and those seeking continuing education in nutrition. Program graduates have accepted positions in clinical and administrative dietetics, community nutrition, nutrition consulting, food service management, nutrition research, business, and secondary and college education.

Admission Criteria

In addition to the regular admissions criteria, applicants must submit the following:

- Minimum GRE scores of 143 for Verbal Reasoning, 141 for Quantitative Reasoning, and 3.0 for Analytical Essay or
- A previously earned graduate degree

Students must meet adequate undergraduate background requirements, including:

- Chemical Principles with laboratory (8 hours)
- Organic Chemistry (3 hours)
- Anatomy and Physiology (4 hours)
- Statistics (3 hours)
- Biochemistry (3 hours)

Any undergraduate prerequisites not completed at the time of admission can be taken during the initial semesters of the graduate program.

Certain areas of knowledge must be mastered by all nutritionists. Upon review of transcripts a student may be required to satisfactorily complete the following courses of which 2 courses may be completed as part of the Master of Science degree:

- NUTR 4460 Community and World Nutrition
- NUTR 4470 Human Nutrition and Metabolism
- NUTR 4475 Clinical Nutrition

Requirements for a Master of Science Degree:

Core Requirements: Total of 18 semester hours

- BIOL 6392 Advanced Human Physiology
- MATH 6363 Research Statistics
- NURS 6311 Research I: Analysis and Interpretation
- NUTR 6342 or NUTR 6352 Lifecycle Nutrition* or Issues in Food and Nutrition
- NUTR 6325 Advanced Nutrition I
- NUTR 6330 Advanced Nutrition II

*Lifecycle Nutrition is required for students who did not complete a lifecycle nutrition course as an undergraduate.

Research/Synthesis Completion Requirements: Total of 4-9 semester hours

- NUTR 61CS/NUTR 63CS 4-6 semester hours of Capstone: Masters Project or
- NUTR 63TP/NUTR 6XTR 3 semester hours of Thesis Proposal and 3-6 hours Thesis Research

Additional Course Requirements:

Students complete the core plus a research/synthesis component and an additional 9-15 semester hours of graduate level courses as established in the degree plan with the graduate advisor. Within these additional courses, one course must be a didactic course in nutrition. Students are encouraged to select one of the concentrations (see below) or they may select electives to meet the didactic requirements for registration by The American Dietetic Association. Students may have other courses to complete in order to meet these didactic requirements.

Graduate Programs

Comprehensive Understanding Requirement:

Completion of a M.S. in Nutrition degree requires the student to pass a comprehensive examination. The comprehensive examination covers material related to the core, and as appropriate, the selected concentration of the student. The comprehensive exam includes both written and oral components, and should be taken during the student's last year of study.

Concentration in Administration:

NUTR 6314 Advanced Nutrition Services Administration

ADMN 6375 Strategic Planning and Policy

Electives: Student chooses 6-9 additional hours from Administration courses.

Total Credit Hours = 36-37

Concentration in Nutrition Education and Health Promotion:

NUTR 6464 Nutrition and Health Behavior

NUTR 6334 Nutrition and Health Promotion Practice: Program Planning and Evaluation

Electives: Student chooses 3-6 additional hours from the following:

AEED 6381 Adult Learning and Development

AEED 6385 Methods and Strategies in Adult Education

EDUC 6304 Theories of Learning

AEED 6388 Effective Teams and Groups

EDUC 6305 Multicultural Concepts in Education

EDPE 6381 Topics in Exercise Physiology and Fitness

Dietetic Internship:

Students apply to the Dietetic Internship separately from the graduate program in Nutrition. For information about the Dietetic Internship please contact the Dietetic Internship Director.

The Internship and the Didactic Program in Dietetics at the University of the Incarnate Word are currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND). The address and phone number of ACEND are: 216 W. Jackson Blvd., Suite 800, Chicago, IL 60606; 312-899-4876.

Ila Faye Miller School of Nursing and Health Professions

NURSING (NURS)

Doctor of Nursing Practice (DNP)

The Doctor of Nursing Practice (DNP) degree provides a foundation for leadership development and refinement of clinical management skills for currently practicing Advanced Practice Registered Nurses (APRNs). Students are expected to identify a vulnerable population of interest at the beginning of coursework. Each course will allow exploration of the population from differing perspectives and build on the students' empirical knowledge base. The population of interest also will serve as the focus for clinical skill development. The degree program will be offered primarily in an asynchronous online format augmented by synchronous online teaching. The program consists of a 33 credit hour on-line curriculum consisting of 7 core courses and 2 electives (392 class contact hours and 544 clinical practicum/residency hours) building on the preparation of certified APRNs, specifically Adult Clinical Nurse Specialists and Nurse Practitioners.

Admissions

Admission to the DNP program will be granted to applicants who satisfy all general admission requirements.

- Evidence of an earned Master of Science in Nursing degree from an accredited college or university.
- Official transcripts of all previous college work.
- Proof of a current unencumbered license to practice as a Registered Nurse in and APRN Certification in an AACN-recognized specialty (NP, CNS, CNM, CRNA) with recognition to practice as an APRN by the Board of Nursing in one's state of residence/practice.
- Minimum 3.0 GPA in previous graduate study.
- Interview with UIW graduate faculty.
- Documentation of a minimum of 500 supervised clinical practicum hours in MSN program.
- Three satisfactory professional references (academic/professional).
- Compliance with all additional admission criteria for MSN Program (see Additional Admission Criteria – criminal background screening, drug screening, liability, health, and needle stick injury insurance, CPR, and health requirements).

For Texas Residents:

Licensed to practice as an APRN in Texas

For Non-Texas Residents:

Licensed to practice as an APRN in a compact state in which one resides or practices.

Pre-requisites

1. A course in graduate advanced statistics within last 5 years or enrolled concurrently
2. A graduate Informatics course within last 5 years or enrolled concurrently

Graduate Programs

Requirements for the DNP

To qualify for the DNP degree, a candidate must complete a 33 credit hour online curriculum (plus 544 clinical practicum/residency hours) building on the preparation of a certified APRN and successfully complete and present a Doctoral Capstone Project.

Full time and part-time study is available for each student. Full time study includes 9 credit hours per semester and part time study ranges from 3 to 6 hours a semester.

Individual consideration may be given by the Graduate Nursing Committee to those applicants who do not entirely meet selected admission requirements.

Course Requirements for the Doctor of Nursing Practice:

NURS 7340 Theoretical Issues with Culturally Diverse and Vulnerable Populations

NURS 7335 Epidemiology for Advanced Nursing Practice

NURS 7345 Foundations for DNP Practice I: Scientific Underpinnings

NURS 7650 Evidence Based Methods and Practice I

NURS 7655 Evidence Based Methods & Practice II-Clinical Residency

NURS 7365 DNP II-Capstone

NURS 7360 Health Policy Analysis

Two additional elective courses are required selected with the approval of DNP faculty.

Master of Science in Nursing (MSN)

The MSN Program at the University of the Incarnate Word is designed to prepare Clinical Nurse Leaders and Clinical Nurse Specialists for practice in a variety of settings. Additionally, in response to the national shortage of nurses prepared for the faculty role, the UIW MSN program offers courses to prepare graduates for entry-level positions as clinical instructors. These courses are available to Clinical Nurse Leader and Specialist students in addition to their established degree plan.

The Clinical Nurse Leader (CNL) is a generalist prepared at the Master's degree level and requires 42 credit hours for program completion. In practice, the CNL functions across all health care settings as an expert clinician who is part of a collaborative health care team. The CNL exerts leadership in the clinical care of clients and in bringing about health system infrastructure change. The CNL is a leader who oversees the care coordination of a distinct group of patients and actively provides direct patient care in complex situations. Using research evidence as a foundation for decision-making, the CNL ensures that patients benefit from the latest innovations in care delivery. The CNL evaluates patient outcomes, assesses cohort risk, and has the decision-making authority to change care plans when necessary. The CNL is primarily unit or setting based and is responsible for a specified cohort of patients through management of staff nurses. The CNL, upon successful completion of the program, is eligible to take the national certification exam.

The Clinical Nurse Specialist (CNS) is a clinical expert at the Master's degree level in the diagnosis and treatment of illness and the delivery of evidenced-based nursing interventions. Additionally, the CNS is an expert in executing delegated medical regimens associated with diagnosis and treatment of disease for a specialty population. Upon the successful completion of the program, the CNS graduate is eligible to take the national certification exam in Adult/Gerontology and is eligible to apply for Advanced Practice recognition and prescriptive privileges under the Texas Board of Nursing.

The UIW MSN program prepares the graduate with skills in evaluating the needs of a population and using research evidence to design care and measure outcomes. Knowledge of nursing theory, epidemiology, culture, and health policy helps the CNL and the CNS design care aimed at reducing health disparities for defined populations. Basic financial, information management, research, and leadership skills prepare the graduate to synthesize data to evaluate and achieve health care outcomes. Graduates will be prepared to enter doctoral study.

Graduate Programs

Full time and part-time study is available for each student. Full time study includes 9 credit hours per semester and part time study ranges from 3 to 6 hours a semester.

RN to MSN Program

Additionally, the program offers an accelerated R.N. to M.S.N. program for those with previous Diploma or Associate Degrees. Applicants for the RN-MSN program must apply and be accepted to the RN-BSN program (Alternative Pathway). All general core requirements and selected courses in the undergraduate program “bridge courses” must be completed prior to transitioning to the MSN curriculum. Students desiring the RN-MSN option must declare their interest in pursuing the MSN in the third term of the UG program. Students completing the program will receive both the BSN and MSN degrees upon graduation.

Admission Criteria

Applicants for the Master of Science in Nursing Program must meet the following admission requirements:

1. Completion of a baccalaureate degree in nursing from a NLNAC or CCNE accredited program which includes courses in statistics and health assessment.
2. An undergraduate cumulative GPA of 2.5 or above, with a 3.0 GPA in upper-division nursing courses.
3. Three professional references.
4. A license to practice nursing in the State of Texas or in the multi-state compact (party states).
5. One year of relevant professional nursing practice is preferred in both the CNL and the CNS programs.

Additional Admission Criteria

Criminal Background Screening

Criminal background screening is completed on all students applying for admission into the graduate nursing program. The School will designate a company to do the background screening and will not accept results from any company other than the one designated by the School. Students pay expenses related to all screening. A student with a significant criminal background or a current conviction may not be allowed to register for graduate courses until the Board of Nursing for the State of Texas (BON) issues a declaratory order stating the individual is eligible for licensure or license renewal or determines that the individual is eligible to return to practice. If a BON reportable event occurs during the time the student is enrolled in the program, the student will notify the Dean or MSN Chair within 3 days of the event. The Dean along with the MSN Chair will determine if the student is eligible to continue in the program.

Applicants who must answer “yes” to any of the following questions **MUST** contact the Board of Nursing and file a petition for a declaratory order. Go to www.bne.state.tx.us.

1. Have you been convicted, placed on community supervision whether or not adjudicated guilty, sentenced to serve jail or prison time or granted pre-trial diversion, or plead guilty, no contest or nolo contendere to any crime in any state, territory or country, or received a court order whether or not a sentence was imposed, including any pending criminal charges or unresolved arrests whether or not on appeal (excluding minor Class C traffic violations)? This includes expunged offenses and deferred adjudications with or without a finding of guilt. Please note that DUIs, DWIs, and PIs must be reported and are not considered minor traffic violations. One time minor in possession (MIP) or minor in consumption (MIC) does not need to be disclosed; therefore, you may answer “No”. If you have two or more MIPs or MICs, you must answer “Yes.” You may answer “No” if you have previously disclosed a criminal matter otherwise responsive to this question in a renewal and / or licensure form.
2. Do you have any criminal charges pending, including unresolved arrests?
3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate, or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

Graduate Programs

4. Within the past five (5) years, have you been addicted to and/or treated for the use of alcohol or any other drug?
5. Within the past five (5) years, have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If you answered “YES” to any of the questions listed above, attach a letter of explanation that is dated and signed indicating the circumstance you are reporting to the Board.

Drug Screening

Drug Screening may be required by some clinical agencies. The School will designate a company to do the drug screen and will not accept results from any company other than the one designated by the School. The student will pay the cost of the screening at the time of the testing.

A student who has a positive drug screen will not be allowed to participate in clinical courses. The student will be required to complete, at the student's expense, chemical dependency evaluation and treatment, if recommended by a drug assessment. Any student with a positive drug screen will be suspended for a minimum of one calendar year and will be required to provide documentation of successful treatment prior to being readmitted to clinical courses. If readmitted, the student must be retested by the School approved laboratory and have a negative drug screen. This testing is at the student's expense.

Liability, Health, and Needle Stick Injury Insurance

Students are required to be covered by liability insurance. Students must also be covered by health insurance. Limited health insurance coverage is offered by the University. Needle-stick injury insurance is also required and is included in that offered by the university. A fee for needle-stick insurance will be assessed for students with other policies unless the student can show provision by existing insurance coverage.

CPR

Students must show evidence of being current with their CPR certification. This requirement is necessary for all students prior to entering the graduate program, and renewed as needed throughout the graduate nursing program. Evidence of CPR certification must be presented no later than the first day of the first class taken. Information about CPR courses is available at the San Antonio Division, American Heart Association.

Health Requirements

Graduate nursing students are required to provide proof of up-to-date immunizations (MMR, TD, Hepatitis B and Varicella) and TBC skin test or chest X-ray prior to admission to classes in compliance with the Health Care Provider terms of TAC 97.63. Additionally, flu immunization is required annually.

The University Health Office will determine if immunizations are current. The TBC skin test will be provided by the University Health Office for a small fee or may be done at the San Antonio Metropolitan Health Department. If a TBC skin test is contraindicated or is found positive, then evidence of medical follow-up with recommendations must be presented.

If for any reason, any required immunization is contraindicated, the student is required to present a record of medical evaluation and recommendations.

Students are responsible for reviewing and updating individual health records at the University Health office as they progress in the program.

Additional health requirements may be required by some clinical agencies.

Criteria for Continuation and Graduation:

1. Maintenance of an overall GPA of at least 3.0.
2. Recommendation for graduation by the graduate nursing faculty.
3. Completion of a minimum of 42-credit hours for both the CNL program and the CNS programs as required by the curriculum plans.

To be credited towards the MSN degree, all required courses must be completed with a minimum grade of “B” (85 or above). Students who achieve a grade of less than a “B” (less than 85) must repeat the course for a higher grade unless it is an “F” (a grade of less than 78). An “F” in the course is an automatic dismissal from the graduate program. The student may apply for readmission after one year. No more than two courses (grades with a 78 to 84—“C”) in the major may be repeated and no course may be repeated more than once. Only two “Cs” are permitted in each program and must be repeated for a higher grade.

Up to nine (9) hours of credit may be applied if transferring in from another accredited nursing program. These nine hours must be in nursing and relate to the UIW MSN program.

Requirements for the Master of Science in Nursing, Clinical Nurse Leader

Core Courses (29 credit hours):

NURS 6311 Research I
NURS 6342 Research II
NURS 6361 Nursing Leadership and Health Policy
NURS 6321 Nursing Theory for Advanced Practice
NURS 6315 Resource Management for Nurse Leaders
NURS 6323 Advanced Health Assessment
NURS 6325 Pathophysiology
NURS 6341 Pharmacotherapeutics for Advanced Practice in Nursing
NURS 63CS Capstone
NURS 6290 Informatics in Health Care

Clinical Courses (13 credit hours):

NURS 6331 Aggregate Health I
NURS 6452 Aggregate Health II
NURS 6371 Aggregate Health III
NURS 6394 Clinical Nurse Leader Immersion

Requirements for the Master of Science in Nursing, Clinical Nurse Specialist

Core Courses (29 credit hours):

NURS 6331 Aggregate Health I
NURS 6311 Research I
NURS 6342 Research II
NURS 6361 Nursing Leadership and Health Policy
NURS 6321 Nursing Theory for Advanced Practice
NURS 6315 Resource Management for Nurse Leaders
NURS 6290 Informatics in Health Care
NURS 6323 Advanced Health Assessment
NURS 6325 Pathophysiology
NURS 6341 Pharmacotherapeutics for Advanced Practice in Nursing

Graduate Programs

Clinical Courses (13 credit hours):

NURS 6537 Adult/Gerontology CNS I: Diagnosis and Management of Acute and Clinical Illness of Adults
NURS 6447 Adult/Gerontology CNS II: The roles of the CNS
NURS 6457 Adult/Gerontology CNS III: Seminar and Preceptorship

Students who wish to take additional courses (more than the 42 CNL or 42 CNS required hours) in education or administration may select other graduate courses similar to the following :

NURS 6399 Nursing and Technology
EDUC 6310 Educational Technology
EDUC 6346 Informational Technologies
ADMN 6310 Accounting Concepts and Issues
ORGD 6320 Organizational Behavior and Learning
ADMN 6360 Management Concepts and Issues

Human Performance

The Human Performance Department in the School of Nursing and Health Professions offers the Master of Science degree (M.S.) with a major in either Kinesiology or Sport Management. Both majors require 36-credit hours of study.

KINESIOLOGY (M.S.)

The Kinesiology program is designed for those students who are interested in teaching physical education at the K-12 or college level, or working in a business-related area. (NOTE: this degree does not carry initial teacher certification). For teacher certification see the Dreeben School of Education.

Admission Criteria

Applicants for the Master of Science with majors in Kinesiology must meet the general requirements for admission to graduate study. In addition applicants must meet one of the following:

- Baccalaureate degree in Physical Education or a related field (e.g. athletic training, sport management, exercise physiology, kinesiology, movement science, etc.).
 - Teacher certification in Physical Education or,
 - Certification in a teaching field other than Physical Education plus athletic coaching experience.
- And
- Letter of recommendation from a professional in the field.

Core Courses

KEHP 6377 Instructional Development in Physical Education
KEHP 6378 Biomechanics in Human Performance
KEHP 6379 Adapted Physical Activity and Sport
KEHP 6381 Topics in Exercise Physiology and Fitness
KEHP 6350 Current Trends and Issues in Sport and Physical Education
KEHP 6360 Advanced Test & Measurements
KEHP 63CS Capstone in Physical Education

Supporting Courses

EDUC 6301 Introduction to Educational Research
EDUC 6304 Theories of Learning
SMGT 6380 Sport Management, Administration, and Finance

Electives

Six graduate credits in any discipline.

SPORT MANAGEMENT (M.S.)

The Master of Science in Sport Management is designed for people working in a variety of sports organizations. These include National Governing Bodies of Amateur Sports, international organizations such as the International Olympic Committee and its subsidiaries, charitable institutions, professional and amateur sports organizations, as well as college and university athletic departments. Many graduates of sport management programs work in institutions of higher education in the student services area where facilities are managed and physical activities such as intra-murals, club sports, and student life.

Admission Criteria

Applicants for the Master of Science with majors in Sport Management must meet the general requirements for admission to graduate study. In addition applicants must submit a letter of recommendation from a professional in the field.

The M.S. in Sport Management requires 36 credit hours of study.

SMGT 6375 Sport Governance and Legal Issues in a Global Environment

SMGT 6370 Psychosocial Aspects of Sport Activity

SMGT 6380 Sport Management, Administration, and Finance

SMGT 6390 Research and Decision Analysis in Sport Management

SMGT 6382 Human Resources in Sport Management

SMGT 6384 Leadership and Organization in Sport Management

SMGT 6386 Internship

KEHP 6379 Adapted Physical Activity and Sport

ADMN 6310 Accounting Concepts and Issues

ORGD 6320 Organizational Behavior and Learning

Electives 6 hours

Certificate Plans in Sport Pedagogy and Sport Management

The Department of Human Performance in the School of Nursing and Health Professions offers a 15-hour certificate in Sports Management and in Sports Pedagogy. These courses, if applicable, may be used as part of the requirements for a graduate degree if the student is later admitted as a degree-seeking student.

Sport Management Certificate Plan

Select five courses from the following:

KEHP 6379 Adapted Physical Activity and Sport

SMGT 6375 Sport Governance and Legal Issues in a Global Environment

SMGT 6380 Sport Management, Administration, and Finance

SMGT 6382 Human Resources in Sports Management

SMGT 6384 Leadership and Organization in Sports Management

SMGT 6390 Research and Decision analysis in Sport Management

Sport Pedagogy Certificate Plan

Select five courses from the following:

KEHP 6377 Instructional Development in Physical Education

KEHP 6378 Biomechanics in Human Performance

KEHP 6379 Adapted Physical Activity and Sport

KEHP 6381 Topics in Exercise Physiology and Fitness

KEHP 6350 Current Trends and Issues in Sport and Physical Education

KEHP 6360 Advanced Test & Measurements

Division of Extended Academic Programs

SCHOOL OF EXTENDED STUDIES

Business Degrees: The School of Extended Studies offers the following degree programs: a Master of Business Administration (MBA), a Master of Science in Business Administration (MSBA), and an administrative degree, the Master of Arts in Administration (MAA) degree. The MAA degree program has concentrations in Applied Administration, Healthcare Administration, and Organizational Development. Classes are held at two off-main campus locations.

Certificates: A Graduate Certificate in Organizational Development is also available.

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM (MBA)

(This is a business degree and is fully-accredited under ACBSP guidelines.)

MBA Program Description

The MBA degree program seeks to develop in each student a broad understanding of how the elements and processes of business organizations relate to one another and to the external environment. Degree requirements are designed to develop proficiency and confidence in all of the functional areas of business.

In addition to providing the technical skills required for an executive-level business position, the degree also emphasizes ethical considerations of doing business. The program is supported by experienced faculty with expertise in all functional areas of business.

MBA Admission Requirements

- A. Admission to the MBA program (**Tier I**) will be granted to applicants who satisfy all general requirements for admission to graduate studies.
These requirements are:
 - 1. Baccalaureate degree with a minimum GPA of 3.0,
 - 2. Official transcripts of all undergraduate and graduate work,
 - 3. An evaluation by the graduate program advisor, and
 - 4. A completed application with a writing sample.
 - 5. Evidence of completion of the Common Professional Components (CPCs); an adequate foundation in:
 - Accounting I & II
 - Management Information Systems
 - Economics (Macro and Micro)
 - Statistics and Quantitative Techniques
 - Global Environment
 - Marketing
 - Legal Environment
 - Management
- B. Alternate Admission (Tier II) to the MBA program will be granted to applicants who satisfy the requirements for Tier II Admission:
The Tier II admission requirements are:
 - 1. Baccalaureate degree with a GPA of 2.5-2.99,
 - 2. Official transcripts of all undergraduate and graduate work,
 - 3. An evaluation by the graduate program advisor, and
 - 4. A completed application with a writing sample.
 - 5. Evidence of completion of the Common Professional Components (CPCs); an adequate foundation in:
 - Accounting I & II

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- Management Information Systems
 - Economics (Macro and Micro)
 - Statistics and Quantitative Techniques
 - Finance
 - Global Environment
 - Marketing
 - Legal Environment
 - Management
6. First four courses attempted in the program will be used to assess readiness. These courses are specified below based on program concentration. Completion of all four courses with a grade of “B” (3.0) or better is required before any other courses may be taken in the program. The four required courses for the General Business concentration are:
- ACCT 6311 Managerial Accounting,
 - BMDS 6340 Business Research and Analysis,
 - ECON 6311 Managerial Economics, and
 - BFIN 6320 Financial Management.
7. Any course in the four required courses for admission with an earned grade of “C” may be retaken only once. If student fails to make the required grade in the first four required, Tier II student will be dismissed from the program and will not be permitted to progress in the program.
8. The Graduate Management Aptitude Test (GMAT) is not required for Tier II admission.
- C. Probationary Admission to the MBA program (**Tier III**) will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
- The Tier III admission requirements are:
1. Baccalaureate degree with a GPA of 2.0-2.49,
 2. Official transcripts of all undergraduate and graduate work,
 3. An evaluation by the graduate program advisor, and
 4. A completed application with a writing sample,
 5. A score of 450 or higher on the Graduate Management Aptitude Test (GMAT) is required for **Tier III** admission into the MBA program.
 6. Evidence of completion of the Common Professional Components (CPCs); an adequate foundation in:
 - Accounting I & II
 - Management Information Systems
 - Economics (Macro and Micro)
 - Statistics and Quantitative techniques
 - Finance
 - Global Environment
 - Marketing
 - Legal Environment
 - Management
 7. First four courses attempted in the program will be used to assess readiness. These courses are specified below based on program concentration. Completion of all four courses with a grade of “B” (3.0) or better is required before any other courses may be taken in the program. The four required courses for the General Business concentration are:
 - ACCT 6311 Managerial Accounting,
 - BMDS 6340 Business Research and Analysis,
 - ECON 6311 Managerial Economics, and
 - BFIN 6320 Financial Management.
 8. Any course in the four required courses for admission with an earned grade of “C” may be retaken only once. If student fails to make the required grade in the first four required, Tier II student will be dismissed from the program and will not be permitted to progress in the program.

Graduate Programs

- D. As a general rule, applicants with an earned baccalaureate degree with an overall GPA less than 2.0 will not be admitted.

MBA Degree Requirements

General Business (MBA)

To fulfill the requirements for the MBA General Business degree program, the student must complete 36 semester hours of graduate coursework in the following:

- A. 27 semester hours of coursework:
 - ACCT 6311 Managerial Accounting
 - BFIN 6320 Financial Management
 - BINF 6315 Information Systems Seminar
 - BINT 6311 International Business
 - BMGT 6311 Human Resources Management
 - BMDS 6340 Business Research and Analysis
 - BMDS 6380 Quantitative Methods in Business
 - BMKT 6311 Marketing Management
 - ECON 6311 Managerial Economics
- B. 6 semester hours of Business elective coursework.
- C. BMGT 63CS Capstone (Cases in Management Problems): 3 semester hours.

MASTER OF ARTS IN ADMINISTRATION (MAA)

MAA Program Description

The MAA is an Administration degree and is accredited under the SACS accreditation guidelines for the University. It is not a business degree as defined by Accreditation Council for Business Schools and Programs (ACBSP) accreditation criteria and therefore does not require ACBSP accreditation.

The MAA Program is unique among graduate programs in South Texas in that it provides participants with core competencies in administration as well as essential knowledge, skills, and abilities in specialties such as Applied Administration, Healthcare Administration, and Organizational Development. The program curriculum is designed to develop ethical and accountable administrators who are able to conceptualize, and critically analyze complex organizational issues and are able to communicate persuasively toward a course of action that is in the best interests of those they serve.

The MAA program generally consists of the following 36 semester hours of graduate course work:

- A. 18 semester hours of MAA core coursework:
 - ADMN 6310 Accounting Concepts and Issues
 - ORGD 6320 Organizational Behavior and Learning
 - ORGD 6330 Foundations of Organizational Research and Assessment
 - BMGT 6311 Human Resource Management
 - ADMN 6360 Management Concepts and Issues
 - ADMN 6375 Strategic Planning and Policy
- B. 15 or more semester hours in the area of the student's concentration. The area of concentration can be selected from any discipline, except Business, which has a limit of 4 courses allowed in an MAA program. The graduate advisor and the Dean of the School within which the area of concentration resides must approve student concentrations.

Graduate Programs

- C. A “Capstone” experience, which is an integrative problem-solving course, combining the functional areas of the MAA core with the areas of expertise developed in the individual concentration.

MAA Admission Requirements

- A. Admission to the MAA program (Tier I) will be granted to applicants who satisfy all general requirements for admission to graduate studies to include:
1. Baccalaureate degree with a minimum GPA of 3.0,
 2. Official transcripts of all undergraduate and graduate work, and
 3. A completed application.
 4. GRE not required for Tier I and II applicants.
- B. Alternate admission to the MAA program (Tier II) will be granted to applicants who satisfy all general requirements for admission noted above but who have a GPA of 2.50 but less than 3.0.
1. Baccalaureate degree with a minimum GPA of 2.5 or above, but less than 3.0.
- Required to start program by completing four required courses with a grade of “B: (3.0 or better)
The required courses are:
- ADMN 6310 Accounting Concepts and Issues
 - ADMN 6360 Management Concepts and Issues,
 - ORGD 6320 Organizational Behavior and Learning, and
 - ORGD 6330 Foundations of Organizational
- Those granted Alternate Admissions will be assigned to Tier II, with specific courses to be taken at the beginning of the program, all of which must be completed with a “B” or better. GRE not required
- C. Alternate admission to the MAA program (Tier II) will be granted to applicants who satisfy all Probationary Admission to the MAA program (Tier III) will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
1. Baccalaureate degree with a minimum GPA of 2.00 or above, but less than 2.5.
 2. Tier III students are required to take a graduate entrance exam and provide proof of passing score BEFORE they can be admitted into the MAA program. The requirement for the Graduate Record Exam (GRE) General Test is a verbal score of 150, a quantitative score of 144, and an analytical writing score of at least 3.5. The Requirement for the Graduate Management Aptitude Test (GMAT) is a score of 450 or higher.
 3. Once admitted, Tier III students are required to start program by completing four required course with a grade of “B” (3.0) or better. The required courses are:
- ADMN 6310 Accounting Concepts and Issues
 - ADMN 6360 Management Concepts and Issues,
 - ORGD 6320 Organizational Behavior and Learning, and
 - ORGD 6330 Foundations of Organizational
- D. As a general rule, applicants with an earned baccalaureate degree with an overall GPA less than 2.0 will not be admitted.
- E. For Tier II and III students, any single course in the first four courses for admission with an earned grade of “C” maybe retaken only one time. If all requirements for admission are not met, all Tier II and III students are subject to dismissal from the MAA program.

Graduate Programs

MAA Concentrations

Applied Administration (MAA)

The MAA in Applied Administration is designed to offer a program of study that allows students to personalize their degrees in order to gain the knowledge and skills required of their career fields. This concentration also allows students to avoid duplication of previous coursework, training, or experience by permitting them to select courses from up to two of the MAA related disciplines listed below.

To fulfill the requirements for this MAA program, students must complete:

- A. 18 hours of MAA core coursework.
- B. 15 hours of coursework from no more than two (2) of the disciplines listed below. Other non-business disciplines may be considered for transfer into the degree upon petition. Note: Individual degree plans must be approved by the student's academic advisor.
 - Adult Education
 - Communication Arts
 - Organizational Development
- C. ORGD 63CS Capstone (3 semester hours)

Healthcare Administration (MAA)

The MAA in Healthcare Administration concentration provides graduates with unique expertise in health services management that prepares them to serve in a variety of healthcare organizations to include those in hospital, group practice, health insurance, and other clinical and administrative settings.

To fulfill the requirements for this degree, you must complete the following:

- A. 18 hours of MAA core coursework.
 - HADM 6305 Healthcare Finance I
 - ORGD 6320 Organizational Behavior and Learning
 - ORGD 6330 Foundations of Organizational Research and Assessment
 - BMGT 6311 Human Resource Management
 - HADM 6360 Managing Healthcare Organizations
 - ADMN 6375 Strategic Planning and Policy
- B. 15 hours of required concentration courses
 - HADM 6306 Healthcare Finance II
 - HADM 6330 Legal and Ethical Issues in Healthcare
 - HADM 6340 Quality and Continuous Improvement in Healthcare Organizations
 - HADM elective
 - HADM elective
- C. ORGD 63CS Capstone (3 semester hours)

Organizational Development Concentration (MAA)

The Organizational Development concentration of the MAA prepares students for management and analyst positions in organizations undergoing process-centered transformation as well as other positions within, or related to, the profession of Organizational Development. The concentration focus is on the functions of organizational assessment, diagnosis, and intervention as well as on the functions of the training and development.

To fulfill the requirements for this MAA degree program and concentration, students must complete 36 semester hours of graduate coursework in the following:

- A. 18 hours of core coursework.

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- B. 15 hours of concentration coursework to include:
 - ORGD 6351 Foundations of Organizational Development
 - ORGD 6352 Organizational Development Interventions and Practices
 - ORGD 6370 Human Performance Technology
 - Two electives
- C. ORGD 63CS MAA Capstone (3 semester hours)

MASTER OF SCIENCE IN BUSINESS ADMINISTRATION (MSBA)

MS in Business Administration Program Description

The Master of Science in Business Administration (MSBA) is an accelerated graduate business degree designed to enhance each students' understanding of the fundamental practices of business while enabling students to acquire the analytical skills necessary to lead others. The program is supported by experienced full-time and adjunct faculty with practitioner experience and academic expertise in all functional areas of business.

The MSBA combines three key competitive advantages: 1) the presentation and application of core, functional areas of business that are both academically rigorous and practically relevant for aspiring leaders in the 21st century; 2) convenience for working professionals that require the flexibility to attend class in-person at a variety of locations and/or online; and 3) the ability to complete an entire graduate business degree plan in only ten months (by taking two classes per eight week term for five sessions). Students successfully complete ten courses (30 credit hours) representing each of the functional areas of business along with a significant research project. This capstone project requires each student to individually develop an original case study (descriptive, explanatory, or exploratory) suitable for submission to a peer-reviewed business journal upon completion.

MS in Business Administration Admission Requirements:

- A. Admission to the MSBA program will be granted to applicants who satisfy all general requirements for admission to graduate studies, to include:
 - 1. Completed application for admission to Virtual University
 - 2. Baccalaureate degree from a regionally accredited institution of higher learning with a minimum GPA of 2.5,
 - 3. Official transcripts of all undergraduate and graduate work,
 - 4. Evidence of a minimum of three years of full-time, professional work experience
 - 5. Evaluation by the academic advisor
 - 6. Evidence of completion of the Common Professional Components (CPCs); an adequate foundation in:
 - Accounting I & II
 - Management Information Systems
 - Economics (Macro and Micro)
 - Statistics and Quantitative Techniques
 - Finance
 - Global Environment
 - Marketing
 - Legal Environment
 - Management
- B. Alternate Admission to the MSBA program will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
 - 1. Baccalaureate degree with a GPA of 2.0-2.5, and
 - 2. Previous graduate degree awarded, or

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- 3 Submittal of official evidence of a score of 450 or higher on the Graduate Management Aptitude Test (GMAT). **Student MUST submit the entrance exam for the admission decision.**
- C. As a general rule, applicants with an earned baccalaureate degree with an overall GPA less than 2.0 will not be admitted.

MS in Business Administration Degree Requirements:

To fulfill the requirements for the MSBA degree program, each student must complete 30 hours of graduate coursework along with a significant research project:

30 semester hours of core coursework:

- ACCT 6301 Reporting Accounting Positions
- BMGT 6302 Leveraging the Best in People
- BFIN 6303 Funding Organizational Performance
- HRES 6304 Maximizing Human Capital
- ECON 6305 Competing in a Global Economy
- BLAW 6306 Strengthening Stakeholder Responsibility
- BMGT 6307 Investigating Business Solutions
- BMKT 6308 Maximizing Customer Value
- BMGT 6309 Delivering Customer Value
- BMGT 6310 Sustaining Strategic Advantage Capstone

GRADUATE CERTIFICATE

Upon completion of these courses, a certificate will be issued. Please obtain applications and a schedule from the Graduate Advisor in the specific discipline.

Organizational Development Certificate

The certificate is designed to accommodate the needs of those desiring to work, or who are currently working, in the OD profession; for those assigned to management positions whose responsibilities include planning and implementing quality and other process-centered transformations; and for those desiring to enhance their undergraduate and/or graduate degree program credentials.

The Graduate Certificate in Organizational Development requires the completion of the following 18 semester hours of graduate course work:

- ORGD 6320 Strategic Planning and Policy
- ORGD 6350 Organizational Behavior and Learning
- ORGD 6351 Foundations of Organizational Development
- ORGD 6352 Organizational Development Interventions and Practices
- ORGD 6381 Adult Learning and Development
- ORGD 6370 Working with Adult Groups

Graduate Programs

VIRTUAL UNIVERSITY

Virtual University offers the following graduate degrees: Master of Arts in Administration (MAA), Master of Business Administration (MBA), Master of Education (M.Ed.), Master of Science in Business Administration (MSBA) and Master of Science in Psychology (MS). Graduate certificates are also available in Healthcare Administration, International Business, and Organizational Development. Complete degree programs and certificates are offered in an asynchronous online environment, meaning students are not required to login at a specific time of day. Students are required to meet the same UIW graduate admission requirements, but will be able to complete their entire degree program from a distance. There are no face-to-face or on campus requirements with the Virtual University.

MASTER OF ARTS IN ADMINISTRATION (MAA)

MAA Program Description

The MAA is an Administration degree and is accredited under the SACS accreditation guidelines for the University. It is not a business degree as defined by the Accreditation Council for Business Schools and Programs (ACBSP) accreditation criteria, and therefore does not require ACBSP accreditation.

The MAA Program is unique among graduate programs in South Texas in that it provides participants with core competencies in administration as well as essential knowledge, skills, and abilities in concentrated areas such as Applied Administration, Communication Arts, Healthcare Administration, and Organizational Development. The program curriculum is designed to develop ethical and accountable administrators who are able to conceptualize and critically analyze complex organizational issues, and are able to communicate persuasively toward a course of action that is in the best interests of those they serve.

The MAA program generally consists of the following 36 semester hours of graduate course work:

- A. 18 semester hours of MAA core coursework:
 - ADMN 6310 Accounting Concepts and Issues
 - ORGD 6320 Organizational Behavior and Learning
 - ORGD 6330 Foundations of Organizational Research and Assessment
 - BMGT 6311 Human Resource Management
 - ADMN 6360 Management Concepts and Issues
 - ADMN 6375 Strategic Planning and Policy
- B. 15 or more semester hours in the area of the student's concentration. The area of concentration can be selected from any discipline, except Business, which has a limit of 4 courses in the MAA program. Student concentrations must have approval of the academic advisor in consultation with the Dean of Virtual University.
- C. A "Capstone" experience, which is an integrative problem-solving course, combining the functional areas of the MAA core with the areas of expertise developed in the individual concentrations.

MAA Admission Requirements:

- A. Admission to the MAA program (**Tier I**) will be granted to applicants who satisfy all general requirements for admission to graduate studies, to include:
 - 1. Completed application for admission to Virtual University
 - 2. Baccalaureate degree with a minimum GPA of 3.0,
 - 3. Official transcripts of all undergraduate and graduate work, and
 - 4. A completed application.
 - 5. Graduate Record Exam (GRE) or Graduate Management Aptitude Test (GMAT) are not required for Tier I applicants.

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- B. Alternate admission to the MAA program (**Tier II**) will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
1. Baccalaureate degree with a minimum GPA of 2.50 or above, but less than 3.0.
 2. Tier II students are required to start the program by completing four required courses with a grade of “B” (3.0) or better. The required courses are:
ADMN 6310 Accounting Concepts and Issues
ADMN 6360 Management Concepts and Issues,
ORGD 6320 Organizational Behavior and Learning, and
ORGD 6330 Foundations of Organizational Research and Assessment.
 3. Any course in the four required courses for admission with an earned grade of “C” may be retaken only once. Failure to complete the required courses with the grade of “B” (3.0) or better before exhausting applicable retake opportunities will result in dismissal from the program.
- C. Probationary Admission to the MAA program (**Tier III**) will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
1. Baccalaureate degree with a minimum GPA of 2.00 or above, but less than 2.5.
 2. Tier III students are required to take a graduate entrance exam and provide proof of passing score BEFORE they can be admitted into the MAA program. The requirement for the Graduate Record Exam (GRE) General Test is a verbal score of 150, a quantitative score of 144, and an analytical writing score of at least 3.5. The requirement for the Graduate Management Aptitude Test (GMAT) is a score of 450 or higher.
 3. Once admitted, Tier III students are required to start program by completing four required courses with a grade of “B” (3.0) or better. The required courses are:
ADMN 6310 Accounting Concepts and Issues
ADMN 6360 Management Concepts and Issues,
ORGD 6320 Organizational Behavior and Learning, and
ORGD 6330 Foundations of Organizational Research and Assessment.
- D. As a general rule, applicants with an earned baccalaureate degree with an overall GPA less than 2.0 will not be admitted.
- E. For Tier II and III students, any single course in the required courses for admission with an earned grade of “C” may be retaken only one time. If all requirements for admission are not met, all Tier II and III students are subject to dismissal from the MAA program.

MAA Concentrations

Applied Administration (MAA)

The MAA in Applied Administration is designed to offer a program of study that allows students to personalize their degrees to gain the knowledge and skills required in their career fields. This concentration also allows students to avoid duplication of previous coursework, training, or experience by permitting them to select courses from up to two of the MAA related disciplines listed below.

To fulfill the requirements for the Applied Administration concentration, students must complete 36 semester hours of graduate coursework in the following:

- A. 18 semester hours of MAA core coursework.
- B. 15 semester hours of coursework, to include no more than two (2) of the disciplines listed below.
Adult Education
Communication Arts
Organizational Development
Healthcare Administration

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Education

Other non-business disciplines may be considered for transfer into the degree upon petition to the Dean of Virtual University.

Note: Student concentrations must have approval of the academic advisor in consultation with the Dean of Virtual University.

- C. ORGD 63CS Capstone (3 semester hours)

Communication Arts Concentration (MAA)

The MAA in Communication Arts prepares graduates for administrative positions within the communication arts industry to include management positions within the television, radio, print media, and public relations fields. Students seeking the MAA in Communication Arts degree are required to complete 39 semester hours of course work.

To fulfill the requirements for the Communication Arts concentration, students must complete 36 hours of graduate coursework in the following:

- A. 18 semester hours of MAA core coursework
- B. 18 semester hours of concentration coursework, to include:
 - COMM 6301 Communication Theory
 - COMM 6302 Media Ethics
 - COMM 6303 Principles of Writing for the Media
 - COMM 6304 Aesthetics of Visual Perception
 - COMM 6308 Writing & Research Techniques
 - COMM Arts Elective

- C. ORGD 63CS Capstone (3 semester hours)

Healthcare Administration (MAA)

The MAA in Healthcare Administration provides graduates with unique expertise in health services management that prepares them to serve in a variety of healthcare organizations to include those in hospital, group practice, health insurance, and other clinical and administrative settings.

To fulfill the requirements for the Healthcare Administration concentration, students must complete 36 semester hours of graduate coursework in the following:

- A. 18 semester hours of MAA (Healthcare specific) core coursework:
 - HADM 6305 Healthcare Finance I
 - ORGD 6320 Organizational Behavior and Learning
 - ORGD 6330 Foundations of Organizational Research and Assessment
 - BMGT 6311 Human Resource Management
 - HADM 6360 Managing Healthcare Organizations
 - ADMN 6375 Strategic Planning and Policy
- D. 15 semester hours of concentration coursework, to include:
 - HADM 6306 Healthcare Finance II
 - HADM 6330 Legal and Ethical Issues in Healthcare
 - HADM 6340 Quality and Continuous Improvement in Healthcare Organizations
 - HADM elective
 - HADM elective
- E. ORGD 63CS Capstone (3 semester hours)

Graduate Programs

Organizational Development Concentration (MAA)

The MAA in Organizational Development prepares students for management and analyst positions in organizations undergoing process-centered transformation as well as other positions within, or related to, the profession of Organizational Development. The concentration focus is on the functions of organizational assessment, diagnosis, and intervention, as well as the functions of training and development.

To fulfill the requirements for the Organizational Development concentration, students must complete 36 semester hours of graduate coursework in the following:

- A. 18 semester hours of MAA core coursework.
- B. 15 semester hours of concentration coursework to include:
 - ORGD 6351 Foundations of Organizational Development
 - ORGD 6352 Organizational Development Interventions and Practices
 - ORGD 6370 Human Performance Technology
 - Two electives
- C. ORGD 63CS MAA Capstone (3 semester hours)

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAMS (MBA)

(This is a business degree and is fully-accredited under the Accreditation Council for Business Schools and Programs (ACBSP) guidelines.)

MBA Program Description

The MBA degree program seeks to develop in each student a broad understanding of how the elements and processes of business organizations relate to one another and to the external environment. Degree requirements are designed to develop proficiency and confidence in all of the functional areas of business.

In addition to providing the technical skills required for an executive-level business position, the degree also emphasizes ethical considerations of doing business. Two concentration areas are offered through the Virtual University, General and International Business. The programs are supported by experienced faculty with expertise in all functional areas of business.

MBA Admission Requirements:

- A. Admission to the MBA programs (**Tier I**) will be granted to applicants who satisfy all general requirements for admission to graduate studies.
These requirements are:
 - 1. Baccalaureate degree with a minimum GPA of 3.0,
 - 2. Official transcripts of all undergraduate and graduate work,
 - 3. An evaluation by the academic advisor, and
 - 4. A completed application with a writing sample.
 - 5. Evidence of completion of the Common Professional Components (CPCs); an adequate foundation in:
 - Accounting I & II
 - Management Information Systems
 - Economics (Macro and Micro)
 - Statistics and Quantitative Techniques
 - Finance
 - Global Environment
 - Marketing
 - Legal Environment
 - Management

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- B. Alternate Admission (**Tier II**) to the MBA programs will be granted to applicants who satisfy the requirements for Tier II admission.
- The **Tier II** admission requirements are:
1. Baccalaureate degree with a GPA of 2.5-2.99,
 2. Official transcripts of all undergraduate and graduate work,
 3. An evaluation by the academic advisor, and
 4. A completed application with a writing sample.
 5. Evidence of completion of the Common Professional Components (CPCs); an adequate foundation in:
 - Accounting I & II
 - Management Information Systems
 - Economics (Macro and Micro)
 - Statistics and Quantitative Techniques
 - Finance
 - Global Environment
 - Marketing
 - Legal Environment
 - Management
 6. First four courses attempted in the program will be used to assess readiness. These courses are specified below based on program concentration. Completion of all four courses with a grade of “B” (3.0) or better is required before any other courses may be taken in the program.

The four required courses for the General Business concentration are:

 - ACCT 6311 Managerial Accounting,
 - BMDS 6340 Business Research and Analysis,
 - ECON 6311 Managerial Economics, and
 - BFIN 6320 Financial Management.

The four required courses for the International Business concentration are:

 - BINT 6330 International Accounting,
 - BMDS 6340 Business Research and Analysis,
 - BINT 6312 International Economics, and
 - BINT 6321 International Finance.
 7. Any course in the four required courses for admission with an earned grade of “C” may be retaken only once. Failure to complete the required courses with the grade of “B” (3.0) or better before exhausting applicable retake opportunities will result in dismissal from the program.
 8. The Graduate Management Aptitude Test (GMAT) is not required for Tier II admission.
- C. Probationary Admission to the MBA programs (**Tier III**) will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
- The **Tier III** admission requirements are:
1. Baccalaureate degree with a GPA of 2.0-2.49,
 1. Official transcripts of all undergraduate and graduate work,
 2. An evaluation by the academic advisor, and
 3. A completed application with a writing sample.
 4. A score of 450 or higher on the Graduate Management Aptitude Test (GMAT) is required for **Tier III** admission into the MBA program. **Student MUST submit the entrance exam for the admission decision.**
 5. Evidence of completion of the Common Professional Components (CPCs); an adequate foundation in:
 - Accounting I & II
 - Management Information Systems
 - Economics (Macro and Micro)
 - Statistics and Quantitative Techniques
 - Finance

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- Global Environment
 - Marketing
 - Legal Environment
 - Management
6. First four courses attempted in the program will be used to assess readiness. These courses are specified below based on program concentration. Completion of all four courses with a grade of “B” (3.0) or better is required before any other courses may be taken in the program.
- The four required courses for the General Business concentration are:
- ACCT 6311 Managerial Accounting,
 - BMDS 6340 Business Research and Analysis,
 - ECON 6311 Managerial Economics, and
 - BFIN 6320 Financial Management.
- The four required courses for the International Business concentration are:
- BINT 6330 International Accounting,
 - BMDS 6340 Business Research and Analysis,
 - BINT 6312 International Economics, and
 - BINT 6321 International Finance.
7. Any course in the four required courses for admission with an earned grade of “C” may be retaken only once. Failure to complete the required courses with the grade of “B” (3.0) or better before exhausting applicable retake opportunities will result in dismissal from the program.
- D. As a general rule, applicants with an earned baccalaureate degree with an overall GPA less than 2.0 will not be admitted.

MBA Degree Requirements by Concentration:

General Business (MBA)

To fulfill the requirements for the MBA General Business degree program, the student must complete 36 semester hours of graduate coursework in the following:

- A. 27 semester hours of coursework:
- ACCT 6311 Managerial Accounting
 - BFIN 6320 Financial Management
 - BINF 6315 Information Systems Seminar
 - BINT 6311 International Business
 - BMGT 6311 Human Resources Management
 - BMDS 6340 Business Research and Analysis
 - BMDS 6380 Quantitative Methods in Business
 - BMKT 6311 Marketing Management
 - ECON 6311 Managerial Economics
- B. 6 semester hours of Business elective coursework.
- C. BMGT 63CS Capstone (Cases in Management Problems): 3 semester hours.

International Concentration (MBA)

The International concentration of the MBA is designed to provide a broad business, economic, financial, linguistic, and cultural background for graduate students whose interests include international career opportunities. The degree program includes a language-of-choice proficiency requirement. The language chosen may be learned in any manner selected by the student. No actual language courses are required; students are tested verbally and in writing for proficiency.

Graduate Programs

International Business students, other than international students who attend UIW on a student visa, must engage in a meaningful academic international experience (outside the U.S.) as a condition of graduation. Study Abroad, study at a UIW international campus, short course-based/faculty-led programs integrated into a course for which the student is registered, and approved international internships may qualify. Other options for meeting the requirement may be proposed by the student in the semester preceding the experience and will be considered prior to the experience on a case-by-case basis by the student's academic advisor.

To fulfill the requirements for the MBA with a concentration in International Business, the student must complete 39 semester hours of graduate coursework in the following:

- A. 15 semester hours of coursework:
 - BINF 6315 Information Systems Seminar
 - BINT 6311 International Business
 - BMGT 6311 Human Resources Management
 - BMDS 6340 Business Research and Analysis
 - BMDS 6380 Quantitative Methods in Business
- B. 15 semester hours of coursework constituting the concentration:
 - BINT 6312 International Economics
 - BINT 6321 International Finance
 - BINT 6330 International Accounting
 - BINT 6361 International Marketing
 - BINT 6372 International Business Law
- C. 6 semester hours of elective coursework chosen from any BINT graduate course.
- D. BINT 63CS Capstone (Seminar/Integrative Experience in International Business).
3 semester hours.
- E. Language-of-choice proficiency requirement.

MASTER OF EDUCATION IN TEACHER LEADERSHIP (M.Ed.)

M.Ed. in Teacher Leadership Program Description

This program is designed for PK-12 teachers who want to continue in the classroom, while assuming leadership roles in their school and community. This program focuses on the "teacher as a leader" and empowers experienced master teachers to effect change and improve student learning. The concentration is appropriate for teachers who wish to advance their current work as teachers or assume master teacher roles as department heads, team leaders, curriculum leaders, instructional coaches, or informal teacher leaders.

M.Ed. in Teacher Leadership Admission Requirements:

- A. **Unconditional admission** to the M.Ed. Teacher Leadership program will be granted to applicants who satisfy all general requirements for admission to graduate studies to include:
 - 1. Completed application for admission to Virtual University
 - 2. Baccalaureate degree with a GPA of 2.5 or better on a 4.0 GPA scale,
 - 3. Official transcripts of all undergraduate and graduate work,
- B. **Conditional admission** to the M.Ed. in Teacher Leadership degree will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
 - 1. Baccalaureate degree with a with a minimum GPA of 2.0,
 - 2. Required to complete the first four graduate courses (12 semester hours) attempted in program with a grade of "B" (3.0) or better. Failure to complete the required courses with the grade of "B"

Graduate Programs

(3.0) or better before exhausting applicable retake opportunities will result in dismissal from the program.

M.Ed. in Teacher Leadership Degree Requirements:

To fulfill the requirements for the M.Ed. with a concentration in Teacher Leadership, the student must complete 36 semester hours of graduate coursework in the following:

- A. 12 semester hours of M.Ed. core coursework:
 - EDUC 6301 Introduction to Research Methods
 - EDUC 6306 Philosophical Foundations in Education
 - ADED 6381 Adult Learning and Development
 - EDUC 63CS2 Capstone in Education: Teacher Leadership
- B. 18 semester hours of concentration coursework, to include:
 - ADED 6388 Effective Teams and Groups
 - EDUC 6346 Organizational Theory and Development
 - EDUC 6305 Multicultural Concepts in Education
 - EDUC 6333 Teaching and Learning: Action Research
 - EDUC 6343 Curriculum Leadership
 - EDUC 6353 Supporting Teachers and Teaching
- C. Electives (6 hours) may be taken as subject area courses (M.A.) or education courses (M.Ed.)

MASTER OF SCIENCE IN BUSINESS ADMINISTRATION (MSBA)

MS in Business Administration Program Description

The Master of Science in Business Administration (MSBA) is an accelerated graduate business degree designed to enhance each students' understanding of the fundamental practices of business while enabling students to acquire the analytical skills necessary to lead others. The program is supported by experienced full-time and adjunct faculty with practitioner experience and academic expertise in all functional areas of business.

The MSBA combines three key competitive advantages: (a) the presentation and application of core, functional areas of business that are both academically rigorous and practically relevant for aspiring leaders in the 21st century; (b) convenience for working professionals that require the flexibility to attend class in-person at a variety of locations and/or online; and (c) the ability to complete an entire graduate business degree plan in only ten months (by taking two classes per eight week term for five sessions). Students successfully complete ten courses (30 credit hours) representing each of the functional areas of business along with a significant research project. This capstone project requires each student to individually develop an original case study (descriptive, explanatory, or exploratory) suitable for submission to a peer-reviewed business journal upon completion.

MS in Business Administration Admission Requirements:

- A. Admission to the MSBA program will be granted to applicants who satisfy all general requirements for admission to graduate studies, to include:
 - 1. Completed application for admission to Virtual University
 - 2. Baccalaureate degree from a regionally accredited institution of higher learning with a minimum GPA of 2.5,
 - 3. Official transcripts of all undergraduate and graduate work,
 - 4. Evidence of a minimum of three years of full-time, professional work experience
 - 5. Evaluation by the academic advisor
 - 6. Evidence of completion of the Common Professional Components (CPCs); an adequate foundation in:
 - Accounting I & II

Graduate Programs

Management Information Systems
Economics (Macro and Micro)
Statistics and Quantitative Techniques
Finance
Global Environment
Marketing
Legal Environment
Management

- B. Alternate Admission to the MSBA program will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
1. Baccalaureate degree with a GPA of 2.0-2.5, and
 2. Previous graduate degree awarded, or
 3. Submittal of official evidence of a score of 450 or higher on the Graduate Management Aptitude Test (GMAT). **Student MUST submit the entrance exam for the admission decision.**
- C. As a general rule, applicants with an earned baccalaureate degree with an overall GPA less than 2.0 will not be admitted.

MS in Business Administration Degree Requirements:

To fulfill the requirements for the MSBA degree program, each student must complete 30 hours of graduate coursework along with a significant research project:

30 semester hours of core coursework:

ACCT 6301 Reporting Accounting Positions
BMGT 6302 Leveraging the Best in People
BFIN 6303 Funding Organizational Performance
HRES 6304 Maximizing Human Capital
ECON 6305 Competing in a Global Economy
BLAW 6306 Strengthening Stakeholder Responsibility
BMGT 6307 Investigating Business Solutions
BMKT 6308 Maximizing Customer Value
BMGT 6309 Delivering Customer Value
BMGT 6310 Sustaining Strategic Advantage Capstone

Note: Although students may have previously completed graduate coursework, transfer credit is not accepted into the 30 credit hour degree Program.

MASTER OF SCIENCE IN PSYCHOLOGY (MS in Psychology)

MS in Psychology Program Description

The Master of Science degree in Psychology offers education and training in psychology that is designed to prepare students as scientist-practitioners. The M.S. in Psychology provides foundational knowledge and facilitates the development of necessary analytical abilities that prepare students for a wide range of professional positions or to pursue doctoral level education in psychology or other related disciplines. The program seeks to deliver its curriculum through an interactive and collaborative learning environment that provides its participants with exceptional learning experiences that are professionally relevant and competency based. Students may require additional coursework in order to meet requirements for any type of licensure or certification.

Students will select from three concentration areas: Industrial/Organizational Psychology, Educational Psychology, or Sport Psychology.

Graduate Programs

MS in Psychology Admission Requirements:

- A. **Unconditional admission** to the M.S. in Psychology degree program will be granted to applicants who satisfy all general requirements for admission to graduate studies to include:
1. Completed application for admission to Virtual University
 2. A writing sample
 3. Baccalaureate degree with a with a minimum GPA of 2.5,
 4. Official transcripts of all undergraduate and graduate coursework,
 5. An evaluation by the academic advisor, and
 6. A combined verbal and quantitative score of 800 or higher and an analytical writing score of at least 3.5 on the Graduate Record Exam (GRE) general test.
If the Graduate Record Exam (GRE) general test is taken after August 1, 2011: a combined verbal and quantitative score of 170 and an analytical writing score of at least 3.5 is required.
Student MUST submit the entrance exam for the admission decision.
 7. Three letters of Recommendation.
 8. Evidence of completion of an adequate foundation in behavioral sciences in the following areas:
 - General Psychology
 - Biological Bases of Behavior
 - Cognition
 - Measurement and Research
 - Developmental Psychology
 - Abnormal Psychology
 - Social Psychology
 - Psychology of Personality
- B. **Conditional admission** to the M.S. in Psychology degree will be granted to applicants who satisfy all general requirements for admission noted above with the exception of:
1. Baccalaureate degree with a with a minimum GPA of 2.0,
 2. Required to start program by completing four required courses with a grade of “B” (3.0) or better. The required courses are:
 - PSYC 5301 Introduction to Graduate Learning in Psychology
 - PSYC 5320 Advanced Psychological Research Methods
 - PSYC 5380 Advanced Biopsychology
 - PSYC 6350 Advanced Quantitative MethodsFailure to complete the required courses with the grade of “B” (3.0) or better before exhausting applicable retake opportunities will result in dismissal from the program.

International students must submit a minimum TOEFEL score of 560 and have transcripts and course descriptions translated into English.

MS in Psychology Degree Requirements by Concentration:

Educational Psychology (MS-Psychology)

The M.S. in Psychology with an emphasis in Educational Psychology is concerned with all aspects of psychology that are relevant to education in order to facilitate healthy human development and effective teaching and learning. The program exposes students to emerging psychological research and theory preparing them for a broad range of professional positions in education, government, industry, or as community college faculty.

To fulfill the requirements for the Educational Psychology concentration, students must complete 36 semester hours of graduate coursework in the following:

Graduate Programs

- A. 15 semester hours of MS in Psychology core coursework.
PSYC 5301 Introduction to Graduate Learning in Psychology
PSYC 5320 Advanced Psychological Research Methods
PSYC 5380 Advanced Biopsychology
PSYC 6350 Advanced Quantitative Methods
PSYC 6355 Advanced Inferential Statistics

- B. 15 to 18 semester hours of concentration coursework, to include:
PSYC 5318 Psychology of Learning
PSYC 5319 Advanced Educational Psychology
PSYC 6320 Developmental Issues and Instruction
6 semester hours from the following: (9 hours if electing the non-thesis option for the Culminating Experience)
 - PSYC 5321 Behavior Modification & Theory
 - PSYC 5322 Media and Technology in Education
 - PSYC 5323 Psychology of Problem Solving and Creativity
 - PSYC 6323 Behavioral Disorders and Adjustment
 - PSYC 6325 Standards and Ethics in Educational Psychology
 - PSYC 6341 Psychometric Theory
 - PSYC 6385 Cultural Diversity in Psychology

- C. 3 to 6 semester hours of Culminating Experience, select one of the following options:
PSYC 63CE Comprehensive (non-thesis option)
OR
PSYC 63TP Master's Thesis Proposal, and
PSYC 63TR Master's Thesis Research

Industrial & Organizational Psychology (MS-Psychology)

The M.S. in Psychology with an emphasis in Industrial/Organizational Psychology is an exciting field that has experienced continual growth in the United States and industrialized world for the last 100 years. I/O Psychology is the science of human behavior as it relates to the well being of people in organizations; it prepares students for professional positions in business, consulting, human resources, training and development, administration, or as community college faculty.

To fulfill the requirements for the Industrial/Organizational Psychology concentration, students must complete 36 semester hours of graduate coursework in the following:

- A. 15 semester hours of MS in Psychology core coursework.
PSYC 5301 Introduction to Graduate Learning in Psychology
PSYC 5320 Advanced Psychological Research Methods
PSYC 5380 Advanced Biopsychology
PSYC 6350 Advanced Quantitative Methods
PSYC 6355 Advanced Inferential Statistics

- B. 15 to 18 semester hours of concentration coursework, to include:
PSYC 5302 Advanced Principles of I/O psychology
PSYC 6324 Standards and Ethics in Psychology
PSYC 6385 Cultural Diversity in Psychology
6 semester hours from the following: (9 hours if electing the non-thesis option for the Culminating Experience)
 - PSYC 5310 Organization Theory
 - PSYC 5312 Work Motivation
 - PSYC 5313 Testing in the Workplace
 - PSYC 5315 Human Factors

Graduate Programs

PSYC 6311 Group Dynamics and Social Behavior

PSYC 6319 Consultation Psychology

- C. 3 to 6 semester hours of Culminating Experience, select one of the following options:

PSYC 63CE Comprehensive (non-thesis option),

OR

PSYC 63TP Master's Thesis Proposal, and

PSYC 63TR Master's Thesis Research

Sports Psychology (MS-Psychology)

The M.S. in Psychology with an emphasis in Sport Psychology investigates how social and psychological factors influence performance in sport and other physical activities. Topics relevant to sport psychology include motivation, self-perception, leadership behaviors, group dynamics and behavior change. The curriculum prepares students for a broad array of professional positions in educational institutions, sports organizations, government agencies such as parks and recreation departments, resort-based wellness programs, or as community college faculty.

To fulfill the requirements for the Industrial/Organizational Psychology concentration, students must complete 36 semester hours of graduate coursework in the following:

- A. 15 semester hours of MS in Psychology core coursework.
PSYC 5301 Introduction to Graduate Learning in Psychology
PSYC 5320 Advanced Psychological Research Methods
PSYC 5380 Advanced Biopsychology
PSYC 6350 Advanced Quantitative Methods
PSYC 6355 Advanced Inferential Statistics
- B. 15 to 18 semester hours of concentration coursework, to include:
PSYC 5311 Foundations of Sport Psychology
PSYC 6324 Standards and Ethics in Psychology
PSYC 6385 Cultural Diversity in Psychology
6 semester hours from the following: (9 hours if electing the non-thesis option for the Culminating Experience)
PSYC 5314 Performance Enhancement
PSYC 5315 Human Factors
PSYC 5325 Psychology of Injury
PSYC 5350 Applied Sport Psychology
PSYC 6341 Psychometric Theory
PSYC 6354 Motivation in Sport and Exercise
PSYC 6356 Lifespan Sport and Exercise Psychology
- C. 3 to 6 semester hours of Culminating Experience, select one of the following options:
PSYC 63CE Comprehensive (non-thesis option)
OR
PSYC 63TP Master's Thesis Proposal, and
PSYC 63TR Master's Thesis Research

GRADUATE CERTIFICATES

Upon completion of the required courses, a certificate will be issued. Please obtain applications and a schedule of courses from your Academic Advisor in Virtual University.

Graduate Programs

Healthcare Administration Certificate

The Graduate Certificate in Healthcare Administration is designed to serve as an enhancement to a previously earned undergraduate or graduate degree—especially a BBA or MBA. It is intended to meet the educational needs of individuals currently serving in managerial positions within a variety of health services organizations as well as those who desire to serve in such positions. Eighteen hours in health administration coursework, as detailed below, are required for this certificate. Completion of the certificate will provide individuals with the essential knowledge, skills, and abilities required of entry to mid-level health services administrators.

The Graduate Certificate in Healthcare Administration requires the completion of the following 18 semester hours of graduate course work:

- HADM 6301 Healthcare Organization and Delivery
- HADM 6310 Financing Healthcare Services
- HADM 6330 Legal and Ethical Issues in Healthcare
- HADM 6360 Managing Healthcare Organizations
- HADM 6340 Quality and Continuous Improvement in Healthcare Organizations
- HADM 6375 Strategic Planning and Policy in Healthcare **or**
- ADMN 6375 Strategic Planning

International Business Certificate

The Graduate Certificate in International Business is designed to serve as an enhancement of an already-earned undergraduate or graduate degree. Eighteen hours of graduate course work in International Business are required work. Completion of the required courses will enable qualified students to: conduct international research, analyze data regarding international business opportunities, recognize risk and potential gain in international business, draw conclusions about international business opportunities, present findings to business associates, and to recognize ethical challenges inherent in doing international business.

The Graduate Certificate in International Business requires the completion of the following 18 semester hours of graduate course work:

- BINT 6311 International Business Management
- BINT 6312 International Economics
- BINT 6321 International Finance
- BINT 6330 International Accounting
- BINT 6361 International Marketing
- BINT 6372 International Business Law

Organizational Development Certificate

This certificate is designed to accommodate the needs of those desiring to work or who are currently working in the OD profession; for those assigned to management positions whose responsibilities include planning and implementing quality and other process-centered transformations; and for those desiring to enhance their undergraduate and/or graduate degree program credentials.

The Graduate Certificate in Organizational Development requires the completion of the following 18 semester hours of graduate course work:

- ADMN 6320 Strategic Planning and Policy
- ORGD 6350 Organizational Behavior and Learning
- ORGD 6351 Foundations of Organizational Development
- ORGD 6352 Organizational Development Interventions/Practice
- ADED 6381 Adult Learning and Development
- ADED 6388 Working with Adult Groups

VII Professional Schools/Programs

Feik School of Pharmacy

Rosenberg School of Optometry

School of Physical Therapy

Doctor of Nursing Practice

Feik School of Pharmacy

The Feik School of Pharmacy envisions itself as a partner in the community of health care educators and practitioners who are patient advocates dedicated to the delivery of superior care and enhancement of the quality of life for all citizens through the development of highly trained, culturally-competent, caring pharmacists.

Doctor of Pharmacy (Pharm.D.)

Curriculum

The program focuses on a strong foundation in the pharmaceutical sciences, curricular integration, provision of high-quality pharmaceutical care, lifelong learning, appropriate use of technology, and opportunities for multi-cultural and multi-language development. The School promotes full emergence of the student as a practitioner and scholar, and support the faculty as fine-tuned educators through community and professional service, leadership opportunities, planned development activities, and scholarship. The 4-year integrated course of study provides approximately 37 hours in the pharmaceutical sciences, 11 hours in pharmacy administration, and 106 hours in pharmacy practice and experiential learning.

Admission Requirements

Applicants must complete a pre-pharmacy course of study at any U.S. accredited college or university. The pre-pharmacy curriculum must compare in content and comprehensiveness with the Incarnate Word pre-pharmacy program. Applicants must have a minimum GPA of 2.5/4.0 in pre-pharmacy course work and 64 semester hours (71 hours for Graduate/professional financial aid). Students who have completed a 4-year degree are encouraged to apply. Prerequisites include:

General Biology with Lab	4
General Chemistry with lab	8
Microbiology with lab	4
Human Anatomy/Physiology	8
Organic Chemistry with lab	8
Physics with Lab	4
English Composition	6
Calculus	3
Humanities	12
Social/Behavioral Sciences	6
Statistics	3
English Literature	6

The process for admission to the Fall class opens in August and concludes December 1 of the previous year. **All** students, including UIW Pre-pharmacy students, must apply for admission to the professional program using the PharmCas® online process. Applicants must have official transcripts from all colleges attended, undergraduate and graduate, 2 letters of recommendation, official score reports from the Pharmacy College Admission Test (PCAT: Code #099), proof of 80 hours of experience in an approved pharmacy setting, and acceptable TOEFL scores when English is not the primary language. An onsite interview (applicants' expense) is required for persons who are under consideration for admission. A critical thinking assessment and writing sample will be taken at that time. Review of applicants begins after the close of the admission window. Interviews are conducted in late February and March of the matriculation year. Notification of admission occurs on or about May 1 of the matriculation year.

More information regarding the Doctor of Pharmacy degree program can be found in a separate UIW Feik School of Pharmacy Bulletin and on the School of Pharmacy webpage, www.uiw.edu/pharmacy/.

Rosenberg School of Optometry

The mission of the University of the Incarnate Word Rosenberg School of Optometry is to educate and prepare future leaders in optometry through excellence in education, patient care, and vision research. This is achieved in an environment committed to personal growth within a context of faith, human dignity, and social justice.

Doctor of Optometry (O.D.)

Doctors of Optometry (ODs) are the primary health care professionals for the eye. Optometrists examine, diagnose, treat, and manage diseases, injuries, and disorders of the visual system, the eye, and associated structures, as well as identify related systemic conditions affecting the eye.

Doctors of Optometry prescribe medications, provide low vision rehabilitation, vision therapy, spectacle lenses, contact lenses, and perform certain surgical procedures. Optometrists counsel their patients regarding surgical and non-surgical options that meet their visual needs related to their occupations, avocations, and lifestyle.

Admissions


UIWRSO is committed to educating and preparing students who are caring, compassionate and competent optometrists. UIWRSO actively seeks qualified applicants with a passion for lifelong-learning who are prepared for leadership and service to humankind. Our admissions policy is competitive in order to select those applicants who have the potential for academic success and who will be a credit to the optometric profession as well as the global community.

UIWRSO has a policy of competitive admissions and expectation for academic excellence. In order to apply for admission, applicants must meet the following criteria:

- Successful completion of a minimum of 90 semester hours of college coursework from an accredited institution of higher learning; a grade of C or better must be achieved in all prerequisite courses.
 - Please see the list of Prerequisite Requirements below
- A *recommended* minimum cumulative grade point average of 3.00 on a 4.00 scale
- A *recommended* minimum overall Optometry Admission Test score of 300

Applications are processed as they are received and offers of acceptance are made on a rolling basis, therefore we strongly encourage applicants to apply as early as possible during the application period. This rolling admissions process allows qualified individuals to be admitted on a continual basis until the class is filled.

For an applicant to receive full consideration, the following items must be submitted:

1. Complete online  application* for admission: www.optomcas.org
2. Completed [RSO Supplemental Form for Admission](#)
3. Official Optometry Admission Test (OAT) scores sent directly to UIWRSO

*Please note that official academic transcripts from each college or university attended and letters of recommendation must be sent directly to OptomCAS as part of the central application process.

The Admissions Committee will review all completed applications and will extend invitations for on-campus interviews to those candidates with competitive applications. Please be aware that all prerequisite courses must be completed before a student can enroll at UIWRSO.

Professional Schools/Programs

Applicants will be considered for admission on the basis of academic performance as well as non-academic qualifications. The following criteria will be used in the admissions selection process, in no particular order of preference or weight:

- Scholastic Aptitude and Academic Performance
 - Overall undergraduate grade point average
 - Prerequisite science and math cumulative grade point average
 - Optometry Admission Test performance
 - Written and oral communication skills
 - Ability to handle a diverse and demanding course load
- Extracurricular Activities; Community Service; Volunteer Work; Leadership Positions; Optometry-Related Experience
- Evaluation of Character, Motivation, Initiative, Interpersonal Skills, and Awareness of the Optometric Profession
- Ability to meet the Functional Standards, as defined by the Association of Schools and Colleges of Optometry.

Final consideration for admission takes into account the above academic and non-academic qualifications along with comments from personal interviews conducted by members of the Admissions Committee.

Prerequisite Requirements

Required Courses

Biology with lab*	2 semesters
Inorganic Chemistry with lab	2 semesters
General Physics with lab	2 semesters
College Mathematics	2 semesters
(At least 1 semester of Calculus)	
Organic Chemistry with lab	1 semester
Microbiology with lab	1 semester
(Or Bacteriology with lab – 1 semester)	
Biochemistry or Molecular Biology	1 semester
Psychology	1 semester
Statistics	1 semester
English	2 semesters

**2 semesters of General Biology with lab OR 1 semester of General Biology with lab and 1 semester of any of the following courses with lab: Cell Biology, Physiology, Anatomy, or Genetics.*

Additional Required Courses (for students entering without a Bachelor's degree)

Humanities	2 courses
Behavioral & Social Sciences	2 courses

Recommended Courses (but not required)

Physiology	Recommended
Anatomy	Recommended
Ethics	Recommended

Contact Information

For more information, please contact the UIW Rosenberg School of Optometry at 210-883-1190 or optometry@uiwtx.edu. Additional information may be found on the website at <http://optometry.uiw.edu>.

School of Physical Therapy

Doctor of Physical Therapy (D.P.T.) Programs

The mission of the University of the Incarnate Word Doctor of Physical Therapy programs is to educate physical therapists as primary health care professionals who are prepared to function in diverse global environments as knowledgeable, competent, compassionate, caring, resourceful, confident, ethical, and legal practitioners.

Entry-Level DPT Program

The entry-level curriculum consists of 122 credit hours over 33 months (eight (8) semesters or four (4) academic years) including 44 weeks of professional practice education. The entry-level DPT program uses problem-based learning (PBL), a rigorous, highly structured teaching methodology which places the student in a position of active responsibility for learning and mastering content. In small groups, the student learns new material by confronting and solving problems in the form of a clinical patient case. Students will work in groups of 7-8 with a tutor who will facilitate discussion and ask questions to ascertain that students are learning the material to the appropriate breadth and depth required of an entry level physical therapist. The curriculum includes extensive laboratory experiences as well as professional topic seminars which complement and reinforce content learned in PBL sessions.

Admission Requirements

- Earned Bachelor degree (minimum of 120 credit hours)
- GPA: equal to or above 3.0
- GRE scores
- A minimum of 50 hours of observation in different physical therapy settings
- Completed online application with official copies of all transcripts
- Three (3) references from a physical therapist (or other professional)
- Medical Terminology Course (*or equivalent; to be completed prior to enrollment*)
- Beginning Spanish for Health Professions (*or equivalent; to be completed prior to enrollment*)

Completion of the following courses with a grade of “C” or above

- Biology – 1 semester
- Human Anatomy with lab – 1 semester *
- Human Physiology with lab – 1 semester *
- Chemistry with Lab - 2 semesters
- Physics with Lab - 2 semesters
- Statistics: 1 semester
- Psychology/Sociology: 3 semesters
 - Introduction to Psychology or equivalent
 - Human Growth and Development or equivalent
 - Upper level division PSYC or SOCI
- Upper level division philosophy or ethics or religion course

** can be substituted by Human Anatomy and Physiology with Lab – 2 semesters*

To apply for admission

All students must apply for admission to the entry-level DPT program using the PTCas® online process between July 1 and December 1 of the previous year. Applicants must have official transcripts from **all** colleges attended, undergraduate and graduate, 3 letters of recommendation, and documentation of 50 hours of observations of physical therapy practice. After the review of all applications, applicants under consideration for admission will be invited for an on campus interview at their own expenses. Interviews are conducted during the Spring semester of the matriculation year.

Post-Professional DPT Program

The post-professional DPT program meets societal needs by making doctoral education readily available to licensed practitioners with a lifelong commitment to patients, society, and the profession in the areas of education, service, and research. The post-professional DPT curriculum is designed to provide opportunity and challenge for physical therapists to enhance their professional practice to that reflected by a doctoring profession as described in the APTA Preferred Curricular Model for the Transition Clinical Doctoral Program Learner. The post-professional DPT program includes 24 credit hours total—seven (7) core and one (1) elective courses. The course content will be delivered online in 8-week mini-semester with threaded asynchronous discussions in which the instructor of record will be actively involved. *Expectation for graduation* is successful completion of all coursework as well as dissemination of one scholarly piece in the form of a peer reviewed presentation or publication.

Core courses

- DPT 9331 Professional Assessment and CAPSTONE (3 cr.)
- DPT 9332 Examination and Triage - Primary Care in Rehabilitation (3 cr.)
- DPT 9333 Evidence-based Practice (3 cr.)
- DPT 9334 Ethics & Law in Professional Practice (3 cr.)
- DPT 9335 Health Education and Wellness (3 cr.)
- DPT 9336 Pharmacology for Rehabilitation Professionals (3 cr.)
- DPT 9337 Radiology and Imaging (3 cr.) *or*
- DPT 9338 Neuroimaging (3 cr.)

Electives

- DPT 9351 Directed Practice (3 cr.)
- DPT 9352 Exercise Management for Complex Patients (3 cr.)
- DPT 9353 Health Disparities & Cultural Competencies (3 cr.)

Admission Requirements

- Earned Bachelor degree (minimum of 120 credit hours)
- A physical therapy degree from an educational program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE)
- A current U.S. physical therapy license or its equivalent
- Familiarity with computer word processing and internet access with web browser and e-mail capability
- At least one year of practice as a licensed physical therapist

To apply for admission

1. Complete the **online application** at <http://uiw.edu/physicaltherapy/PPDPTv2.html>
2. Submit **official transcripts** from all colleges attended, undergraduate and graduate, reflecting degree(s) received from an accredited US institution or equivalent training at an institution outside of the US, a cover letter stating the reason you want to obtain a DPT, a current resume, and a notarized copy of your physical therapy license to:

University of the Incarnate Word
Post Professional Doctor of Physical Therapy Program
4301 Broadway - CPO 412
San Antonio, TX 78258

Professional Schools/Programs

The preferred deadline for application and supporting documentation are two (2) months before the intended start in the program

July 1 - Fall 1 semester
semester

August 15 for Fall 2

November 1 - Spring 1 semester
March 1 for Summer semester

December 15 - Spring 2 semester

For more information regarding the Doctor of Physical Therapy programs, please contact the UIW School of Physical Therapy at 210-283-6477 or physicaltherapy@uiwtx.edu. Additional information may be found on the website at <http://www.uiw.edu/physicaltherapy>.

Doctor of Nursing Practice (DNP)

NURSING (NURS)

The Doctor of Nursing Practice (DNP) degree provides a foundation for leadership development and refinement of clinical management skills for currently practicing Advanced Practice Registered Nurses (APRNs). Students are expected to identify a vulnerable population of interest at the beginning of coursework. Each course will allow exploration of the population from differing perspectives and build on the students' empirical knowledge base. The population of interest also will serve as the focus for clinical skill development. The degree program will be offered primarily in an asynchronous online format augmented by synchronous online teaching. The program consists of a 33 credit hour on-line curriculum consisting of 7 core courses and two electives (392 class contact hours and 544 clinical practicum/residency hours) building on the preparation of certified APRNs, specifically Adult Clinical Nurse Specialists and Nurse Practitioners.

Admission Criteria

Admission to the DNP program will be granted to applicants who satisfy all general admission requirements.

- Evidence of an earned Master of Science in Nursing degree from an accredited college or university.
- Official transcripts of all previous college work.
- Proof of a current unencumbered license to practice as a Registered Nurse in and APRN Certification in an AACN-recognized specialty (NP, CNS, CNM, CRNA) with recognition to practice as an APRN by the Board of Nursing in one's state of residence/practice.
- Minimum 3.0 GPA in previous graduate study.
- Interview with UIW graduate faculty.
- Documentation of a minimum of 500 supervised clinical practicum hours in MSN program.
- Three satisfactory professional references (academic/professional).
- Compliance with all additional admission criteria for MSN Program (see Additional Admission Criteria – criminal background screening, drug screening, liability, health, and needle stick injury insurance, CPR, and health requirements).

For Texas Residents:

Licensed to practice as an APRN in Texas

For Non-Texas Residents:

Licensed to practice as an APRN in a compact state in which one resides or practices.

Pre-requisites

1. A course in graduate advanced statistics within last 5 years or enrolled concurrently
2. A graduate Informatics course within last 5 years or enrolled concurrently

Requirements for the DNP

To qualify for the DNP degree, a candidate must complete a 33 credit hour online curriculum (plus 560 clinical practicum/residency hours) building on the preparation of a certified APRN and successfully complete and present a Doctoral Capstone Project.

Full time and part-time study is available for each student. Full time study includes 9 credit hours per semester and part time study ranges from 3 to 6 hours a semester.

Individual consideration may be given by the Graduate Nursing Committee to those applicants who do not entirely meet selected admission requirements.

Course Requirements for the Doctor of Nursing Practice:

Professional Schools/Programs

NURS 7340 Theoretical Issues with Culturally Diverse and Vulnerable Populations
NURS 7335 Epidemiology for Advanced Nursing Practice
NURS 7345 Foundations for DNP Practice I: Scientific Underpinnings
NURS 7650 Evidence Based Methods and Practice I
NURS 7655 Evidence Based Methods & Practice II-Clinical Residency
NURS 7365 DNP II-Capstone
NURS 7360 Health Policy Analysis
Two additional elective courses are required

Contact Information

For more information, please contact the UIW Ila Faye Miller School of Nursing at 829-6029 or the Admissions Office at 210 829-6005. Additional information may be found on the website at: <http://www.uiw.edu/dnp/index.html>.

VIII. Academic Services

J. E. and L. E. Mabee Library

The UIW Mabee Library provides a wide range of resources to support faculty teaching, research, and professional development.

The facility houses approximately 280,000 physical items, a computer research area with Internet access and Microsoft Office, inviting study spaces and meeting rooms, wireless Internet access and photocopy and scanning equipment. The collection contains more than 120 databases, almost 29,000 electronic books and many of our 44,000 journals are available electronically. Using an EZProxy verification system, users can easily access the electronic resources from home or work by using their university network username (UIW email) and password. The library is open seven days a week for 103 hours per week during the regular semesters. Hours of operation are listed on the Web site <http://library.uiwtx.edu>.

The Mabee Library offers the following to Graduate Students:

Research Support

Reference & Research Support

Reference librarians are on duty to help patrons locate books, journals, and search for articles in the electronic databases. Contact them at reference@uiwtx.edu or by phone 210-829-3835. There are also subject librarians who can assist students with their research in a specific subject area. Their names and contact information are available on the library's Web site.

Information Literacy & Library Instruction

The library's information literacy program provides students with transferrable life-long critical thinking and evaluation skills and streamlines their information seeking behaviors. Professors frequently schedule in-class time for information literacy sessions for their students. If class time is not an option, the library schedules regular workshops on a variety of topics from research basics to how to use tools such as RefWorks and PrimoSearch. The workshop schedule is accessible from this link http://libguides.uiwtx.edu/library_training.

Graduate Student Librarian

The library has hired a Graduate Research Librarian to work specifically with graduate faculty and students to help build their research skills. This librarian is available during evening and weekend hours to do one-on-one consultations with students. Contact her at 210-805-5809.

Course Reserves

This service provides controlled access to books, media, articles, and other readings for a specific class at the request of faculty. In the online reserve module, items are listed by instructor, department, or course number. Students obtain the reserve materials at the Circulation Desk.

Online Assistance

The library has a number of online research guides on a variety of topics available for students who cannot come to campus and need some assistance with research topic such as "Avoiding Plagiarism", "RefWorks", "Graduate Research Process" and "Interlibrary Loan". These online guides can be viewed from this Web site <http://libguides.uiwtx.edu/> or by clicking on the "How Do I Do Research" link on the library's homepage.

Borrowing Privileges

Book Borrowing Privileges

Graduate students may check out a maximum of 100 books for a period of four weeks. These items can be renewed for another four week period if there are no holds placed on the item by another student.

Audiovisual Collection

The library has more than 14,000 audiovisual (AV) items, including DVDs, audio CDs, and videotapes. AV circulation is for seven days.

Web Book Loan Program

There are ten Web books available to graduate students for check out at the Circulation Desk. These wireless computers are fully equipped with MS Office and can be used in the library for a 3-hour period.

Other Services

Interlibrary Loan

If students cannot find an item in the library, they can borrow books or get copies of articles from other libraries through our ILLiad service. Log on to the library's website [http:// library.uiwtx.edu](http://library.uiwtx.edu) and click on the Interlibrary Loan link to complete a user profile. From a computer desktop, requests can be made for books and articles, the status of the request can be checked and some items can be obtained via e-mail. There is a full-time Library Assistant who handles all of the interlibrary loan transactions.

TexShare

The library participates in a state-wide borrowing program called TexShare, sponsored by the Texas State Library and Archives Commission. The Mabee Library can distribute TexShare library cards to currently enrolled students, which allow them to borrow items from any participating library in Texas. For a list of participating libraries, go to www.TexShare.edu.

Tools

RefWorks

This is a web-based research management tool designed to help gather, organize, store and share bibliographic resources. Students can easily change the citation format of references using any one of 400 styles available to you in RefWorks. The link to RefWorks is on the library homepage.

EndNote Web

The library also subscribes to EndNote Web. Access to this bibliographic manager can be obtained through the Web of Science database.

PrimoSearch

The one-stop discovery tool that searches the library's resources including the books, AV, the online journals and the databases through the use of one search box. Through the friendly user interface, searches can be limited to full text, scholarly resources published in a given time period.

Facilities

Group Study Rooms

The library's group study rooms are the perfect location for students to network and share ideas and resources. Study rooms can be checked out through the Circulation Desk for two hours by two or more people. Four of these rooms have flat screens with laptop connections.

Graduate Computer Rooms

Two computer research rooms (103, 105) are dedicated to graduate study. Each room accommodates up to four people. The rooms have four computers with MS Office and qualitative and quantitative software for analyzing data. Keys are at the Circulation Desk.

Doctoral Writing Room

Room 233 is a dedicated space for doctoral students writing their dissertations. Keys are available at the Circulation Desk

Meeting Rooms

The library has other rooms that are suitable for meetings. The Special Collections Room and the Sterling International Conference Room can be reserved by calling 210-829-3838. These two rooms are fully equipped with a projector, screen, DVD and BlueRay player, a computer with a wireless keyboard and a wireless mouse. There is also a 125 seat auditorium with a lecture capture system. Arrangements for the auditorium are made with Melissa Chavez at 210-829-3838.

Office of Instructional Technology

The Office of Instructional Technology provides technology facilities, software, audiovisual equipment distribution and media production services and technology training in support of instruction. The Office of Instructional Technology operates the Media Center, a computer lab with 50+ computers located on the ground floor, south side, of the Mabee Library and is open seven days a week. See our [hours of operation](#) for details. The lab features a full complement of desktop computers, a small Mac lab, GoPrint express print stations, high resolution scanning and a color image print center.

Media Center Services include:

Printing and Copying

The Media Center offers an Express Printing Station for students who need to print on the go.

The Media Center Lab features the GoPrint Paystation to facilitate printing and payment.

- The GoPrint system was selected to enable UIW students to pay for each page printed. This initiative has been successful in reducing wasted paper and the large expense associated with printing supplies.
- GoPrint allows students to preview documents prior to printing.
- GoPrint allows students use their student ID as a debit card to prepay copies
- Students can add money to their card in increments of \$1.00 to \$20.00. This can be accomplished on the first floor of the library in the Reserve Reading Room.

See our [Fee Schedule](#) for more details.

Audiovisual Support

The Media Service Center also provides audiovisual equipment to classrooms and audio, digital graphic and video services to faculty and students. Students may request production services from the Multimedia Specialist. To check out equipment, however, an instructor must make a request in the student's behalf.

Software available at the Media Center

- Microsoft Office Suite
- Latest Version of Adobe Creative Suite
- Maya 8.5
- Latest version of SPSS
- Food Processor
- AutoCAD 2008
- Introduction to Algebra

And much more

Technology Training

Technology training sessions are scheduled throughout the year. A schedule of current sessions appears in The Word Today. You may also request custom training through our Training Request Form. Visit our [Technology Training](#) website for links to videos and tutorials that will help you become familiar with the technologies used at UIW. For more information about training, the Media Center, and the Office of Instructional Technology go to <http://www.uiw.edu/technology/media-center/>

Office of Research Development (ORD)

The Office of Research Development (ORD) promotes and coordinates University-wide research activities and processes and research development support services in support of the Mission's dedication to the communication of truth and thoughtful innovation.

The ORD serves several functions within the University's research community including:

- Ensuring project obligations are met including: compliance with reporting requirements, collaboration with University units to provide oversight, and tracking implementation progress of extramural research projects
- Assisting in development and implementation of pre- and post-award grant management activities
- Supporting researchers with the development and analysis of statistical data
- Disseminating funding opportunities and current information regarding sponsor requirements, federal policies, and national best-practices to community members
- Collaborating with university officials to enhance relationships with funding agencies
- Developing and implementing workshops to enhance proposal development skills
- Assisting in the preparation of multiple investigator and program training grant proposals
- Assisting in the organization of quality circle reviews for extramural funding proposals
- Organizing research engagement activities including UIW's Annual Research Week

Graduate Support Center (GSC)

UIW's Graduate Support Center (GSC) was established through a federal grant under the Department of Education's Promoting Post-baccalaureate Opportunities for Hispanic Americans (PPOHA) program. The GSC's staff directs a variety of activities geared towards increasing student retention, academic performance, and persistence to graduation.

The GSC seeks to achieve its goals and objectives to coordinate academic and support activities for master's students by engaging them in graduate life by the following services:

- Academic and Professional Development workshop series to enhance student academic performance;
- Graduate Writing Institute (GWI) that creates a dynamic process for evaluating student writing via a diagnostic review process and active engagement with faculty writing coaches;
- Graduate Student and Family Orientation Program which facilitates the entrance of students and the engagement of their familial support networks into the University community;
- Community Engagement Programs that connect students to the UIW community and their disciplines via the sponsorship of academic/professional clubs, networking, and other activities;
- Academic Peer Mentoring (APM) in writing and statistics;
- Increased communication with graduate faculty and students via weekly newsletters and timely announcements on academic and career-related matters.

IX. Financial Information

Tuition and Financial Regulations

The University of the Incarnate Word is an independent institution and receives no direct support from state or federal taxes. Subsequently, all of the instructional and operating costs of the University are paid by student tuition. The difference between such costs and the amount paid by the student is subsidized by income from endowment, grants for special projects, and gifts from alumni, and other friends who recognize the value of our educational program.

The University endeavors to arrange loans, discounts, grants-in-aid, employment, and scholarships to enable students to continue in an academic program.

Tuition

Tuition, fees, and other charges vary from year to year. They may also be obtained from the School of Graduate Studies and Research office or they may be obtained on the Business Office webpage.

Housing

A one-time housing deposit is required upon submission of the housing application. The deposit will be returned to the student from the Business Office when the resident makes a proper checkout from the Resident Halls. The deposit will remain on their account with the Business Office as long as they are a resident in the Residence Halls. Residents are responsible for damages that occur in their residence. A \$500 cancellation fee and loss of deposit will be assessed if a resident breaks their housing contract during the contract period.

Residence Halls and Dining Services

Students are provided the following options for Campus Housing: Nine residence halls include triple, double, and single rooms; Village of Avoca, provides two bedrooms, four person apartment units; the McCombs Center offers apartment style housing units, which, provides single and double rooms.

Food service plans are required for all students residing on campus. Residents are required to purchase meal plans each semester including summer sessions. The meal plan does roll over from fall to spring if there is a balance, but remaining balances are forfeited after the Spring Semester. Food service is provided at four facilities on campus, which include the Marian Hall Food Court, Hortencia's, Finnegan's, and Java on the Hill.

Tuition Discounts

Tuition discounts are available for part-time/full-time undergraduate or graduate students who qualify for such discounts such as the Active Duty Military and their dependents, Civilian Department of Defense Employees (no dependents), Retired Military (no dependents), UIW/SAHS/IWHS Employees and their dependents.

Military and Civilian Department of Defense discounts apply to any student enrolled with the Main Campus. Those students eligible are active duty military with or without a Tuition Assistance Form and their dependents, civilian Department of Defense employees (no dependents), and retired military (no dependents). Extended Academic Programs applies to active duty military and their dependents. The discount will be applied to **tuition only** and any other fees associated with enrollment will be the responsibility of the student. Discounts are not applicable to students for whom 100% tuition is paid by any third party payor. Discounts may be reversed if payment is received after discount(s) are applied. The Business Office and Office of Financial Assistance determine eligibility. Refer to the University Payment Policy located under the Tuition and Financial Regulations. Discounts may vary between University programs (Main Campus, ADCaP, or Virtual University).

Financial Information

It is the responsibility of the student to present their valid identification or current military identification along with any Tuition Assistance Forms to the Business Office within the specified dated as published by the University course schedule. Those courses pertaining to ADCaP, Virtual University, and mini semesters have ten days from the first day of classes to submit a valid identification, application and/or TA form(s) to qualify for the discount.

Tuition discounts are available for any individual who is employed at the University of the Incarnate Word, Incarnate Word High School or St. Anthony Catholic High School on a regular, full-time employment agreement (for at least 75% of the time) as a faculty, administrator, or staff. Employees may receive tuition remission for themselves for undergraduate and/or graduate classes taken at UIW per the guidelines listed in the UIW/IWHS/SACHS Administrator/Staff Guidelines & Faculty Handbook. Employee tuition waiver forms are available through the Human Resources Office. According to the Administrative/Staff Guidelines, the deadline for submission of Employee Tuition Waiver forms is 14 calendar days after the last day to add a course for the term. For further information, please contact the Human Resources Office at (210) 829-6019. The discount will be applied to tuition only and any other fees associated with enrollment will be the responsibility of the student. Refer to the University Payment Policy located under the Tuition and Financial Regulations.

It is the responsibility of the student to apply for tuition discounts. The student and his/her family must apply using the appropriate application form(s) and provide all necessary information to complete each application (i.e., valid identification(s), tuition assistance form(s)) to receive consideration for these discounts. Applications for these tuition discounts should be submitted to the respective departments or the Business Office according to the deadlines posted in each respective semester schedule of classes. No discount(s) will be applied after the deadline indicated in the semester schedule of classes.

All discounts will be evaluated and assessed to the student account after the last day to add and drop a course for the respective term or within stated deadline outlined in the published Course Schedule. In order to continue receiving the discount, the student is responsible for submitting a new application and required information to complete the application each session (fall, spring, summer). Prospective students may call the Business Office at (210)829-6043 if they need appropriate forms or more information.

***Students pursuing a doctorate (PhD) are not eligible for these discounts, regardless if enrolled in a graduate level course. Your student financial aid award may be adjusted without notice due to receiving such discount(s). All discounts are subject to change without notice.**

Veteran's Benefits

Degree programs described in this bulletin have been approved for benefits under the various laws commonly referred to as the GI Bill. Eligible veterans and dependents should contact the VA Certifying Official for assistance in following established degree programs that will meet all VA requirements. Benefits are paid directly to the veteran.

Certification Procedures

Official transcripts of all previous University credits must be on file and evaluated toward a specific degree objective before the enrollment can be certified. Only courses that are required for the selected degree objective will be certified for benefits. All students applying for veteran's benefits must complete the University of the Incarnate Word Request Form for VA Enrollment Certification each semester. This form may be obtained from the VA Certifying Official in the Registrar's Office or on-line. Enrollment will be certified following registration for each semester. After initially registering for courses, it is the student's responsibility to notify the VA Certifying Official of any subsequent change in registration.

Standards of Progress for Receipt of Veteran's Benefits

Veteran's regulations require that a student receiving veteran's educational benefits select an approved degree objective (degree program) and make satisfactory progress toward completion of that objective or risk the possible suspension of benefits. Veterans must maintain Satisfactory Academic Progress according

Financial Information

to the policies of the University of the Incarnate Word. When a student has failed to maintain prescribed standards of progress, the VA Office will be informed and benefits payments will be discontinued. In general, accumulative 2.0 GPA is required for graduation. Veterans who earn a cumulative GPA of less than a 2.00 will be placed on probation and given one semester to achieve the 2.00 requirement. Failure to obtain a cumulative 2.0 GPA at the end of the probationary semester will usually result in suspension of benefits.

Auditing Courses

Auditing courses are available to non-student, part-time or full-time students. Auditors that are non-students or are enrolled in a part-time status pay 50% of regular tuition for lecture courses and any associated course fees; however, full tuition is charged for limited enrollment, private instruction, and studio courses.

Audit courses follow the deadline for “Last day for 100% Refund” for any Undergraduate and Graduate courses. Deadlines may be found in the Main Campus Schedule of Classes (See Academic Calendar) or from the respective program administrator (i.e., ADCaP or Virtual University).

Full-time students may audit one lecture course (3-4 hours) per session (fall, spring, summer) at no cost. Any course fees associated with this enrollment will be the responsibility of the student.

Students are allowed to combine their total number of hours within a respective session to determine their full-time status. Undergraduates on the Main Campus are considered full-time with 12+ enrolled hours. A Graduate student on the Main Campus is considered full-time status at 9+ hours; a doctoral student is considered full-time status at 6+ hours. Full-time doctoral status changes when a doctoral student is in dissertation writing phase and is enrolled 3+ hours. If a full-time student falls under banded tuition and, with the audit class, does not exceed a total of 18 hours, no discount will be granted.

Students enrolled in our ADCaP program will be allowed to audit courses within that program. Audit discounts are not applicable to Virtual University courses.

The deadline for changing enrollment in a course from graded to audit status is printed in the respective Academic Calendar located in the University course schedule.

Payments

Payment Options:

1. In addition to Financial Assistance and Work-Study programs, the University accepts cash, *check, and credit cards for payment of tuition and fees. Payments sent via mail should be forwarded to: UIW Business Office, 4301 Broadway, CPO 291, San Antonio, Texas 78209. All checks must include the student's name, account number, and specific term to insure proper credit to account. *Drop Box located next to Rm. 190 in Administration Building. The following credit cards are accepted: MasterCard, Visa, American Express, and Discover. Credit card payments are accepted over the telephone at (210) 829-6043.

Secured Web payments for tuition and fees are accepted with your UIW pin number. The University offers students the option to pay their student accounts via the UIW ePayment Center, accessible through the myWord portal. Username for the myWord portal is the prefix to the students UIW e-mail; password is the same as the UIW e-mail password. For BannerWeb, if you have already been issued a PIN number you may use this same number to gain access to this screen. For students with no PIN number contact the Registrar's Office at (210) 829-6006.

2. The University offers students a Tuition Payment Plan. The student can divide their payment into installments. It is the responsibility of the student to enroll in a payment plan each semester. Failure to remit these payments may result in withholding of credits, transcripts, diplomas, and a late payment fee each month for not submitting tuition payments as agreed. However, this will not exempt students from liability for those charges. Enrollment into this plan may include an application fee.

Financial Information

Students may access the UIW ePayment Center to enroll in a payment plan. For any additional information, please access the Business Office webpage on the UIW website, come by the Business Office, or call (210) 826-6043.

Payment Policy

1. Payment arrangements must be finalized by the eighth calendar day from the first class day to the semester.
2. Students who have not met their total financial obligations to the University may not be permitted to enroll for a subsequent academic term and current registration is subject to cancellation.
3. Withdrawal without proper notice entails failure in all courses for the semester, and the student is held liable for the full payment of tuition, fees, and other charges.
4. Students must pay their financial obligation to the University to have diplomas and transcripts released. In addition, if payment is not made in full, students may be prohibited from participating in the graduation ceremony.
5. The student agrees to assume liability for any debt incurred during his/her attendance at the University. In the event of a delinquency or default, the student will pay all reasonable costs of collection including but not limited to attorney fees and necessary court costs. All fees are subject to change without notice.
6. ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Account Statements and Disputes

The University will send each student a statement of the student account on a monthly basis through the ePayment Center. The statement will serve as a full accounting of the student account activity for the period. Each student must review the statement promptly and notify the Business Office immediately at the telephone number or address provided on the statement of any errors or omissions in the statement. If any student does not receive a statement when it is due, the student should notify the Business Office promptly. Students are responsible to provide the University with the most current address and telephone number.

Any student must report any disputed items to the Business Office within 60 days after the disputed items appears on the student's statement. If the student fails to report a disputed item, he/she may not claim any liability on the part of the University in connection with the University handling of the item (items) in dispute. Before the University will consider making a refund or credit to the student because of a claimed discrepancy, the student must give the University a written statement containing any reasonable information the University may require (i.e. name, Student ID number, term, and discrepancy).

Returned Items/Insufficient Funds

When the bank for whatever reason returns a check, a nonrefundable returned check service charge is assessed. The student is given ten days from the date of notice to make full payment by cash, money order, or cashier's check. Once the student has had returned checks, the University reserves the right not to accept any personal checks from the student for future payments. Returned checks not paid will be submitted for collections.

Student Health Insurance

All full-time Domestic students (Full-time constitutes 12+ hours for undergraduates, 9+ for graduates and, 6+ for doctoral students*) and all International Students (eligibility is based on Admission status) are required to participate in the student accident and sickness insurance plan. Only domestic students are allowed to waive insurance when proof of existing personal domestic coverage is presented and an on-line waiver is completed at www.sas-mn.com (Contact Business Office regarding additional waiver information). This plan protects students 24 hours a day, whether at home, school, or while traveling. The insurance plan is also available for dependents. This coverage is in effect during the interim vacation periods. Participation in intercollegiate athletics is not covered. Brochures that describe student health insurance cost and coverage details are available from the Office of Health Services, Business Office, or by logging on to: <http://www.uiw.edu/health/hinsurance.html>.

Financial Information

Insurance must be waived on or before the stated waiver deadline posted in the Academic Calendar found in the University Course Schedule.

*Full-time doctoral status changes when student is in dissertation writing phase and/or 3 + hours (Doctoral students are not automatically charged in this status and must request and pay for insurance coverage after enrollment).

Note: Insurance is automatically assessed against the student's account. The charges will not be removed unless an on-line waiver is completed within the stated waiver deadline.

If charges do not appear on your student statement it reflects, no insurance premium has been submitted on your behalf. Application and full payment for dependent coverage is due the day of purchase. Eligibility of insurance is determined by insurance company.

Students currently enrolled in any University term(s) can purchase UIW students insurance for themselves and/or their *dependents at anytime from the Business Office during the academic school year.

*Individual student insurance must be purchased prior to availability for dependent coverage.

Parking

All automobiles or motorcycles parked on campus must be registered.

Register your vehicle on-line. Visit our Business Office Web Page by logging on to <http://www.uiwtx.edu> and clicking onto link Business Office.

Part-time and graduate students will be assessed a fee dependent upon the number of semester hours they are taking any given semester. A lost or stolen permit can be replaced at the Business Office. The fee for a replacement permit is the full-time charge for the respective semester. Failure to exhibit a decal will be cause for ticketing. Incarnate Word High School and St. Anthony Catholic High School decals are valid parking credentials at the University. Parking regulations will be strictly enforced. Violators will be ticketed and charged. A repeat violation will result in the towing of the vehicle at the owner's expense. The University will not be responsible for automobiles parked on campus, or for damages thereto. The University assumes no responsibility for the condition of, or cost for retrieval of, any vehicle towed due to parking violations.

* The following applies for individuals with a handicap placard:

Present your original letter issued by the state or the placard (decal);

1. A valid driver's license;
2. A current copy of the vehicle registration (i.e. renewal of license plates receipts from the Tax Assessor/Collector).*

*These students must still register their vehicle and pick up a UIW Disability Decal at the Business Office.

Important Notes about Financial Aid Policies and Billing Practices:

The aid package you receive is based on information currently on file with the Financial Assistance Office. If any of the following occurs, your aid package will be revised and/or nullified:

- a. Change or reduce semester hours
- b. Drop housing status and/or meal plan
- c. Receive grants, scholarships, or other aid from any source not on file with the Financial Assistance Office
- d. Not maintaining satisfactory academic progress as defined by Federal Financial Aid regulations. See the Office of Financial Assistance or log on to www.uiw.edu and go to the financial assistance web page for more details.

Financial Information

Please check with the Financial Assistance Office about the impact of these or other changes as they might have a serious impact on the aid you receive.

It is the responsibility of the student to apply for financial aid every award year. The University does not arrange financial aid for the student. It is the student and his/her family who must apply using the appropriate form(s) to receive consideration for financial aid, whether offered by a federal agency or a lending institution. Applications for financial assistance should normally be submitted by the student prior to the April 1 priority deadline for the coming school year in order to insure availability of funds. Prospective students may call the Financial Assistance Office if they need appropriate forms or more information.

Withdrawals and Refunds

Refunds will be determined after the 100% drop date has ended, after funds are disbursed to your account, or 14 days after the first day of class for the current semester, whichever is later. All refunds are mailed to the primary residence address on file.

A student's withdrawal from the University will be considered as occurring the day he or she submits a completed official withdrawal form to the University Advising Center. Forms for adding or dropping courses are available in the Registrar's Office or on-line. Notice to an instructor or any other office does not cancel registration or a student's contract with the Business Office.

WITHDRAWAL WITHOUT PROPER NOTICE ENTAILS FAILURE IN ALL COURSES FOR THE SEMESTER AND LIABILITY FOR FULL PAYMENT OF ALL TUITION, FEES, AND OTHER CHARGES.

Depending upon a student's financial assistance status, one of the following two categories of refund policies will apply:

- I. Non-title IV Student-Students not receiving any federal financial aid.
- II. Title IV Student-Students attending and receiving federal financial aid. Students will be refunded tuition and fee charges based on the percentages outlined in the Semester Schedule of Courses. If students have received federal aid during the semester and withdraw from all courses within the first 60% of calendar days of the semester, the Office of Financial Assistance will return the unused portion of federal aid funds disbursed based on the guidelines established by the Department of Education.

Please see the Semester Schedule of Courses for the specific withdrawal dates for each individual semester and their percentages. There is a refund schedule for Non-Title IV recipients and Title IV recipients.

Meal Plans: The unused portion of a meal plan purchased in the summer and fall term may be used in the following spring term. Unused meal points at the end of the spring semester are forfeited and not refundable. Meal plans are not transferable. When a resident student withdraws from the University, the lesser of the unused portion or prorated amount of the meal plan will be credited to the student's account.

Unused federal aid will be returned in the following manner as applicable:

- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal Perkins Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal Academic Competitiveness Grant
- Federal National SMART Grant
- Federal SEOGS Grants

Financial Information

Other Federal Aid
State, Private, and Institutional Aid
Student Payments
Parent Payments

Late Disbursement of Federal Loans and Grants, Private, or State financial aid:

The Financial Assistance Office will determine, based on federal or state regulations or private source regulations, the amounts to be credited to the student's account prior to the return of Title IV calculation.

Examples of refund calculations are available in the Business Office.

Appeals to Refund Policy

Contact the Business Office for exceptions to the withdrawal and refund policy due to medical or other extenuating circumstances.

Return of Title IV Funds

As a requirement set forth by the Department of Education, the Office of Financial Assistance is required to return a percentage of Federal Financial Aid that was disbursed to students who have completely withdrawn from UIW or have stopped attending all classes (unofficial withdrawal). The amount of aid returned is determined by the following formula:

Number of days attended / Total days in the semester = % of aid "earned".

Any aid above and beyond this amount must be returned to its source. Additionally, if you receive a partial or full refund of tuition and fees, any State or Institutional grants must be reduced by the percentage of refund you received. Please call the office of Financial Assistance at (210) 829-6008 if you have any questions about the effect of a withdrawal on your financial aid.

Please remember that withdrawals affect your future status of Satisfactory Academic Progress. For more information about Satisfactory Academic Progress, please see <http://www.uiw.edu/finaid/finaideligibility.html>.

The amounts owed for a Title IV return will be refunded to their sources in the following order:

Federal Unsubsidized Stafford Loans
Federal Subsidized Stafford Loans
Federal Perkins Loans
Federal PLUS loan for Graduate Students
Federal Parent PLUS Loans
Federal PELL Grants
Federal Academic Competitiveness Grant
Federal National SMART Grant
Federal SEOG Grants
Other Title IV Assistance
State, Private, and Institutional Aid
Student Payments
Parent Payments

A student that withdraws and has received financial assistance must complete an exit counseling session. A student can fulfill this requirement by logging on to www.mapping-your-future.org or visiting the Office of Financial Assistance for a counseling interview. In addition, if students received an institutional loan such as Perkins, Ralston, Nursing, or Faculty Nursing and are not planning on attending the forthcoming semester or are planning to graduate, these students are required to complete an electronic exit interview. Please call the Business Office at (210) 829-6084 if you have any questions.

Financial Information

Late Disbursement of Federal Loans and Grants, Private or State Financial Aid:

The Office of Financial Assistance will determine the amounts to be credited to the student's account prior to the refund calculation based on federal or state regulations or private source regulations.

Funds Not Yet Received at the Time of Withdrawal

If a student withdraws before federal funds are received and/or disbursed, the Office of Financial Assistance will determine the amount(s) to be returned according to each funding source guideline. The Office of Financial Assistance will notify the student and the Business Office of any changes. A student receiving financial assistance should meet with a financial aid counselor before withdrawing or reducing hours to determine the impact on the student's award.

X. Financial Assistance

The University of the Incarnate Word has developed a program of financial assistance that enables you to obtain the small class environment, personalized instruction, and quality academic programs that distinguish us as a private university.

The primary purpose of student financial assistance is to provide resources to students who would otherwise be unable to pursue a post-secondary education. Financial assistance programs are designed to supplement a family's efforts to meet educational costs. The financial assistance philosophy at the University is to meet the direct costs or financial need of all eligible students until funds are exhausted.

To be considered for most types of financial assistance at the University of the Incarnate Word, a student must complete a Free Application for Federal Student Aid (FAFSA), a University of the Incarnate Word Student Information Form, and other documents as required by the office of Financial Assistance for every year that you want to be considered. A student must also be accepted by the University and be enrolled in a degree-seeking program. In most cases, only students who are citizens or eligible non-citizens can apply for financial assistance.

Students applying for financial assistance are considered for all programs for which they are eligible, including federal, state, and institutional programs. Financial Assistance is awarded on a first come, first serve basis (April 1st priority deadline); therefore it is important to begin the application process as early as possible. Copies of the FAFSA and the Student Information forms may be obtained at the Office of Financial Assistance, located in the bottom floor of the Chapel Building on main campus.

Non-degree status students are *not* eligible for financial aid.

Types of Financial Assistance Available

Three basic categories of financial support are offered through the Office of Financial Assistance: (1) scholarships, (2) loans, and (3) employment. In our attempts to meet a student's financial need, they may be awarded individually or in combination with other programs in the form of a financial assistance package.

SCHOLARSHIPS

Graduate and Doctoral students may be eligible for scholarships from private and government sources. Most of these are designed for particular personal characteristics, career objectives, or programs of study. For further details, contact the Office of Financial Assistance.

LOANS

Federal Unsubsidized Loan

- Terms and conditions are the same as the Federal Stafford Loan
- Borrower is responsible for interest that accrues during deferment periods (including time in school) and during 6-month grace period
- Must be enrolled at least half-time
- Fixed interest rate of 6.8%*
- Repayment begins 6 months after graduation or when student is no longer enrolled at least half-time
- Borrower is responsible for interest that accrues during deferment periods (including time in school) and during 6-month grace period
- Not need-based, but FAFSA must be filed before application
- No credit check required
- Funded directly through the Department of Education

Federal Direct Graduate PLUS Loan

- Must be enrolled at least half-time

Financial Assistance

- Fixed interest rate of 7.9%*
- Repayment begins 6 months after graduation or when student is no longer enrolled at least half-time
- Borrower is responsible for interest that accrues during deferment periods (including time in school) and during 6-month grace period
- Not need-based, but FAFSA must be filed before application
- Modest credit check required, option to add endorser if credit denied

*Interest rates are fixed unless new federal legislation is enacted to change them.

EMPLOYMENT

- Federal Work-Study Program
- Must be enrolled half-time
- Positions available are on campus
- Based on demonstrated financial need

Satisfactory Academic Progress Policy

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish minimum standards of “Satisfactory Academic Progress” for students receiving financial aid. UIW makes its standard applicable to all federal, state, and institutional financial assistance programs for the purpose of maintaining a consistent policy for all students receiving financial aid.

To make Satisfactory Academic Progress (SAP), students must meet all of the following standards:

Academic Standards

Students must maintain a cumulative GPA minimum requirement at the end of each academic year for all credit hours attempted at UIW (Undergraduates 2.0; Graduate students 3.0). If the cumulative GPA drops below the minimum requirement, the student will no longer be eligible for financial aid.

Maximum Time Frames

The number of credit hours a student attempts may not exceed 125% of the number of credit hours required for graduation in his or her program of study, as published in the University Bulletin.

That is, if the published number of hours required for graduation is 128, a student may not attempt more than 160 credit hours ($128 \times 1.25 = 160$) and continue to receive financial aid. All periods of enrollment must be considered, even those for which the student did not receive financial aid, as well as hours transferred in from another school. If the number of attempted hours reaches 125% of the hours required for graduation, the student will no longer be eligible for financial aid.

Attempted hours include all registered hours per semester whether or not the student earns a grade or receives credit.

The following are considered hours attempted, but not completed:

- “F” grades for undergraduate students, “D” or “F” grades for graduate students
- “AU” Audited courses
- “W,” or “IP” grades

Completed hours include all semester hours for which the student earns a grade:

- “A” through “D” grades for undergraduate students
- “A” through “C” grades for graduate students
- “P” passing with credit
- All transfer hours accepted for credit

Financial Assistance

Enrollment Status

During the academic year (Fall and Spring) a student who receives financial aid must successfully complete a minimum of 75% of all attempted coursework. If the number of completed hours drops below 75% of attempted hours, the student will no longer be eligible for financial aid. (See completion definitions above).

Examples:

- a. If a student attempts (registers for) 30 credit hours in an academic year, he or she must complete a minimum of 22 credit hours ($75\% \times 30 = 22.5 = 22$) in order to make SAP for the year. NOTE: All partial credit hours will be rounded down to the nearest hour.
- b. If a student attempts 36 credit hours, he or she must complete a minimum of 27 credit hours ($75\% \times 36 = 27$) to be making SAP.
- c. If at the end of the second year a student has attempted 60 credit hours, he or she must have completed a minimum of 45 credit hours ($75\% \times 60 = 45$) to be making SAP.

Review Policy

At the end of each Academic Year (Spring semester), the Office of Financial Assistance will review the progress of each financial aid recipient for SAP. Students will be reviewed to ensure that they are meeting the following criteria:

1. Cumulative GPA of 2.0 or higher (undergraduates) or, cumulative GPA of 3.0 or higher (graduate students).
2. Successful completion of at least 75% of all attempted coursework for all periods of enrollment (cumulative), even those for which the student did not receive financial aid.
3. Total attempted hours not to exceed 125% of the published length of the program of study.

Financial Aid Termination

In the event that the student does not meet the requirements for SAP, he or she will be placed on Financial Aid Termination. This means that the student will not be eligible for any type of federal, state, or institutional aid until he or she has returned to Satisfactory Academic Progress or submitted an appeal to the Office of Financial Assistance for possible reinstatement.

Conditions for Reinstatement

Students whose eligibility for financial aid has been terminated may appeal the decision in writing to the Office of Financial Assistance if they believe that they had extenuating circumstances which led to their unsatisfactory progress. The Office of Financial Assistance will notify the student in writing of the decision.

Appeals for the reinstatement of financial aid eligibility must include:

1. The student must complete the Satisfactory Academic Progress Appeal Form available in the Office of Financial Assistance.
2. A letter from the student documenting the extenuating circumstances; for example, personal illness, medical problems, or death in the family. This letter should provide a detailed explanation of the situation. If the student has exceeded the maximum time frame and is appealing based on a change of major, he or she should state the reason for the change and submit a new program of study or degree plan which indicates the number of hours remaining to be taken in the new major. The student must also provide a statement from his or her academic advisor indicating the number of credit hours from the previous major that will apply to the new major. This information can be included on the Termination Review Form.

Financial Assistance

Students whose appeals are approved will be required to agree to an academic plan and must meet with the SAP requirements or be meeting the requirements of the academic plan by the end of the following semester in order to continue receiving financial assistance. Students who are meeting neither requirement by the end of the next semester will be placed on Financial Aid Termination and will not be eligible for further aid until they are once again meeting the initial SAP requirements.

Students who have been placed on Financial Aid Termination because they do not meet the GPA or Enrollment Status requirement may do the following if they decide not to appeal, or if their appeal is not approved:

1. Students may attend UIW without financial assistance until they meet the SAP requirements for both cumulative GPA and cumulative completion requirements.
2. Apply for various alternative loan programs available to help meet the costs of tuition.

XI. University Services

The commitment made by the University to the education of the individual includes the development of the whole person. The administration, faculty, and staff recognize that the student is not merely a recipient of knowledge, but a developing individual preparing for a larger role in society—beyond the university experience. To this end, the University provides a variety of services and programs designed to assist the individual in the process of development and to enable him/her to make the best possible use of university experience.

Counseling Service

The services offered by the Counseling Center are designed to provide assistance in resolving problems encountered by students as they seek to grow intellectually, emotionally, and socially. It is the Center's philosophy that each person should be encouraged and given the opportunity to take responsibility for his/her own decision-making process and life style. The Counseling Center staff facilitates this process in an environment of understanding and confidentiality through personal and educational counseling. The staff is also available to provide a variety of small group workshops.

Food Service

The University of the Incarnate Word offers several locations for food service.

Marian Hall Café, located in Marian Hall/Student Center, is the main dining facility and provides a variety of all you care to eat food options: home-cooked entrees, salad bar and soup, pizza, the grill, and made to order entrees.

Hortencia's Café, located in the Administration Building, features Chick-fil-A, Freshens smoothies and yogurt, Grab-n-go salads, and convenience items.

Java on the Hill, a coffee shop featuring Starbucks coffee, is located adjacent to the Bookstore in the McCombs Building. It features pizzas, hot appetizers, salads and sandwiches, and desserts. A limited selection of beer and wine is also available.

Finnegan's Coffee Shop, featuring Starbucks coffee and tea, is located in the J.E. and L.E. Mabee Library. Enjoy gourmet sandwiches, salads, pastries and desserts, and an assortment of bottled beverages.

Circa 1881 is located on the 1st floor of the Grossman International Conference Center and features tacos, burritos, and wraps.

Pharmacy RX Café, located in the Feik School of Pharmacy Building, offers a daily entrée, grab and go sandwiches, salads, beverages, and snack items.

The Café located at the Rosenberg School of Optometry serves breakfast tacos, grab and go sandwiches, salads, beverages, and snack items.

Most buildings on campus also feature drink and/or snack machines for your convenience.

Health Services

The Campus Health Center provides free basic health services to enrolled students. Services focus on primary prevention care, health education and counseling, emergency care and the maintenance of health records, insurance, and assistance with processing university health insurance claims. Students enrolled in programs that require clinical experience in affiliated hospitals and clinics must comply with the health policy requirements of those institutions.

Health Insurance

All students enrolled full time are automatically billed for Health Insurance through the University Health Insurance Plan. If a student has his/her own private insurance then an Insurance WAIVER FORM must be submitted on-line to the Insurance Carrier prior to the 10th class day. No refunds for the health insurance plan will be made unless the waiver requirement has been met. International students are not permitted to waive the University's Health Insurance Plan.

Immunizations

The University recommends that all full-time students who live in on-campus housing and all F-1 International Students provide a health history and immunization records upon enrollment. Recommended immunizations include a Tetanus-Diphtheria (Td), Two Measles Mumps and Rubella (MMR) and a Polio series if less than 18 years of age. International students and those born outside of the United States are also required to have a Tuberculosis skin test (PPD), available in Health Services for a nominal fee. The results of the skin test must be within one year of starting at UIW. If the PPD is positive, then a chest X-ray within one year of admission is required.

Change to Meningitis Vaccine Law

A recent change to Texas State law (SB 1107) mandates that all entering students **under the age of 30** provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years preceding admission to the University. An entering student includes:

- A new student, including transfer students
- A student previously enrolled in any institution of higher education following a break of at least one fall or spring semester

The vaccine must be received prior to the 10th day before the first day of the semester. The vaccine is available through UIW Student Health Services. It is also available through your local health department, your Primary Care Physician, HEB, Walgreens, and many other convenient care centers. Pricing will vary.

Exemptions:

A student, or a parent, or a guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or parent, or guardian of a student submits to the institution:

- An affidavit or a certificate signed by a physician who is duly licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used.
- This law does not apply to students enrolled in on-line only courses or other distance education courses

Link to exemption form: <https://webds.dshs.state.tx.us/immco/affidavit.shtm>

If you will be living in the residence hall, this requirement is already in effect, documentation must be provided a minimum of 10 days prior to move-in. If you are a commuter student, you must comply with this law in order to register.

We suggest viewing additional information at the following website: www.nmaus.org You will find information on:

- Symptoms and consequence of the disease
- How the disease is transmitted
- Available treatments for the disease

- Availability, effectiveness, and possible risks/side effects of the vaccine and treatments for the disease
- Sources of additional information regarding the disease

The legislation requires that the vaccine must be received prior to the 10th day before the first day of the semester.

Intramural Activities

The University of the Incarnate Word provides a wide range of physical activities to the University community through the intramural and recreation program. A variety of individual, dual and team activities are offered in the intramural and recreational programs. Also, team sports offer co-ed and men's divisions. Students, faculty, and staff have an opportunity to participate in these recreational and competitive activities as players, officials, scorers, and activity managers. Programs are facilitated in the Fall and Spring semesters. Limited programs are offered during the Summer semesters.

Professional Development & Career Services

The Office of Professional Development & Career Services is committed to providing career counseling and education to students in all UIW programs and alumni. The services offered include, but are not limited to, individual career counseling, personality and career assessment, resume and cover letter review, career related workshops, and software resources. In addition, we host a number of on-campus employer events each semester.

Security and Parking

The UIW Police Department is a professional agency, whose officers are commissioned police officers licensed by the State of Texas, which provides services to enhance the safety and security of the UIW community. The Campus Police Department is responsible for the enforcement of State law and University policies including, but not limited to, parking, traffic control, building access, and student conduct, as well as special events.

For the protection of all concerned, it is expected that students and staff alike carry their University campus identification card.

All automobiles parked on campus must display a UIW parking permit as instructed in the UIW Parking and Traffic Regulations in order to park on campus. Students must obtain a UIW Parking Permit as instructed below. Failure to appropriately display the parking permit as described in the UIW Parking and Traffic Regulations is cause for the vehicle to receive a ticket.

Register your vehicle on-line through the Banner Web Self-Service site.

Login to secure area and follow instructions to access Cardinal Cars.

1. Enter User ID: (student or employee ID#)
2. Enter PIN: (if you need assistance contact the Business Office)
 - o **First time users PIN: (Date of Birth) MMDDYY**
3. Click Login.
4. Open Vehicle Registration.
5. Open Cardinal Cars.
6. Read the Parking Rules and Regulations and the Vehicle Registration Disclaimer to proceed.
7. Click on Parking Permits.
8. Select a permit from the dropdown box and click Continue.
9. Here you will enter your vehicle information, if your vehicle exist from a prior year, check the check box next to the vehicle.
10. At the bottom of the screen add your vehicle information and click Add Vehicle.
11. It will ask you to verify the vehicle information just entered, click OK.

University Services

12. If you have more than one vehicle repeat steps 11 – 12. (Please be aware you will only receive one permit for all vehicles and must transfer permit to vehicle on campus.)
13. After adding all of your vehicles, click the select box next to each vehicle to be assigned to the permit.
14. Click Permit Selection, and verify the permit selected, click OK.
15. The Temporary Permit will be displayed; scroll to the bottom and print a copy. (Printing of temporary permit can only be done at the time of Online Vehicle Registration.)
16. Click Parking Home.
17. At the top of the page click Self-Service Banner to return to the Self-Service Menu.
18. Click Vehicle Registration.
19. Select Cardinal Cars Payroll Deduction Form (to be submitted to the Business Office) or contact the Business Office to make your payment.
20. Once completed, your designated decal will be mailed to your permanent address on file.

All student accounts will continue to be charged for parking based on enrollment status. If you do not order a decal, a credit for the parking charge will occur after the 100% drop date.

Handicap and motorcycle permits must be purchased in the Business Office.

Parking regulations will be strictly enforced. Violators will be ticketed and charged. Repeat violation may result in the towing or immobilization of the vehicle at the owner's expense. The University will not be responsible for automobiles parked on the campus, nor for damages thereto. The University assumes no responsibility for the condition of, or cost for retrieval of, any vehicles towed due to parking violations.

For more information on parking and parking permits access the Cardinal Cars through your Banner Web account.

Student Disability Services

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse, and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E and Title III of the Americans with Disabilities Act (ADA), the University ensures accessibility to its programs, services, and activities for qualified students with documented disabilities. For more information, contact the Student Disability Services Office located at Suite 105 Administration Building, by phone (210) 829-3997, or fax (210) 829-6078.

Student Housing

University housing is available for full-time and part-time students on a space-available basis, with priority given to full-time students. Nine residence halls are provided: Clement Hall, Colbert Hall, Dubuis Hall, Marian Hall, St. Joseph Hall, Agnese-Sosa Living/Learning Center, Hillside Hall, Joeris Hall, and McCombs Center. In addition, the Village of Avoca Apartments provides four-person suites. All halls are air-conditioned and equipped with lounges, laundry facilities, and TV rooms. A room may be reserved by completing the online housing agreement and application, and \$225.00 housing deposit.

All residence hall students will be required to purchase a meal plan each semester. Room assignments are made based upon application and deposit dates without regard to race, creed, or national origin. Although most students have roommates, some single rooms are also available.

Professionally trained staff and graduate and undergraduate student Resident Assistants supervise and oversee the residence halls. The University issues *Guidelines for Community Living in the Residence Halls*, a publication which provides students with information and policies regarding the residence halls.

During some holidays and semester breaks, the residence halls close at 3:00 p.m. on the last day of classes until noon on the day preceding resumption of class breaks. Housing during these periods will be provided for an additional charge. Housing is available during the summer session.

Further information on student housing is available by contacting the Director of Residence Life in the Campus Life Office or e-mailing www.uiw.edu/housing.

Student ID

Each enrolled student is provided with an official University identification card enabling her/him to attend University functions and make use of University facilities and services.

ID cards can be used to purchase food on campus, check out books from the library, and gain entry into the residence halls, Wellness Center, theatre, athletic, and other UIW events.

Because the ID is necessary for security as well as other purposes, any lost, misplaced, or missing ID cards should be reported immediately to the Campus Life Office. The cost to replace a lost ID card is \$15.00. Delay in reporting a lost ID card could result in such things as food being purchased by another student and library books being checked out without proper authorization.

At the request of a University official, students are required to present this card as evidence of student status at UIW. Failure to present an ID could result in disciplinary action. The University ID card is nontransferable. Any alterations to the University ID card, false representation in obtaining, and/or violation related to one's use of the ID card will result in the forfeiture of the card. Serious disciplinary action, up to and including suspension from the University, is possible.

University Events and Student Programs

Inherent in the development of each student is the opportunity to learn leadership skills and to participate in campus activities. The Office of Student Center and Leadership Activities University Events and Student Programs, located in Marian Hall, provides students with a wide range of opportunities to participate in social, political service, and educational organizations, including the Student Government Association and the Campus Activities Board.

Graduate students are invited to join and create student organizations. We currently have a MBA Association and a Doctoral Student Association. Graduate students are also invited to join any of the existing student organizations, including Greek Letter organizations. Information can be found on our website: www.uiw.edu/studentlife, or by calling 829-6034. There may also be opportunities for Graduate Assistant positions: Student Center Manager, Greek Life Coordinator, or Student Organizations Coordinator

University Mission and Ministry

Mission Statement

The purpose of University Mission & Ministry is to make visible and tangible the Incarnate Word of God in the University. We do this by engaging University life through prayer, liturgy, outreach, faith development, and pastoral care. While expressing a Catholic identity and the Incarnational spirituality of the founding Sisters, we are enriched by the religious tradition of each individual. Mission & Ministry seeks to empower this community to live the Gospel of Jesus Christ by facilitating initiatives of service, peace, and justice.

Worship

A variety of styles—formal and informal, Catholic and Interdenominational—provide opportunities for students to develop ministry and leadership skills and to participate fully in prayer on campus. You are invited to be a part of our worship ministries—Liturgical Ministries for those who are Catholic (Readers, Altar Servers, Extraordinary Ministers of Communion, and Hospitality); Praise Team for our interdenominational worship services and our Music Ministries which serves both our Catholic and interdenominational worship. There are also opportunities to prepare for the Sacraments of Initiation: Baptism, Confirmation, and the Eucharist.

Personal and Spiritual Growth Opportunities

Our student Ministry Interns plan and lead all our programs—providing for you many opportunities for personal and spiritual growth. Some of those opportunities include: Residence Hall Ministry, Breathe (weekly prayer experience), Bible studies, peace and justice initiatives, community service, SALVE Fall Retreat, Breathe Spring Retreat and much more. Students can become a part of Mission and Ministry by simply attending events or by formally signing up with a team member.

Community Service

Mission and Ministry is a resource for community service opportunities. Mission and Ministry also provides opportunities that broaden a student's educational experience. Meet the Mission and the Alternative Spring Break Program provide experiential learning through service in our local and state communities as well as international sites.

XII. Course Descriptions

H-E-B SCHOOL OF BUSINESS & ADMINISTRATION

Accounting (ACCT)

ACCT 6311 Managerial Accounting

Using accounting information in organizations for: planning, leading, controlling, and decision-making. Includes impact on the entire organization and its members. Emphasis on volume-cost-profit analysis, budgeting, and decision-making. Alternative financial accounting procedures and their impact on financial statements are examined. Prerequisite: Principles of Accounting I (ACCT 2311) and II (ACCT 2312), or comparable courses. (Fall, Spring)

ACCT 6318 Ethics for Accounting & Business

This course examines the need for an ethical system in today's society, including an examination of social problems and the role of business in their solution. Special emphasis is placed on the Rules of Professional Conduct of the accounting profession, ethical reasoning, integrity, objectivity, independence and other core values. Meets TSBPA examination requirement. (Spring & Fall)

ACCT 6330 International Accounting

Accounting issues that are frequently encountered in the international environment are examined. These include differences between national accounting standards, accounting for foreign currency transactions, the translation of foreign currency financial statements, and accounting for changing prices, auditing, management accounting with a focus on cultural aspects, and taxation. International Accounting Standards are used as a principal example of non-US practice. Economic, business environment, cultural, historical accounting and auditing practices, and taxation policies are examined briefly, as they affect the development of national accounting standards around the world. Prerequisites: Principles of Accounting I (ACCT 2311) and II (ACCT 2312) or equivalent courses. Cross-referenced with BINT 6330. (Fall)

ACCT 6333 Problems in Tax Practice

This course is designed to enable students to become proficient in tax research, analysis and development of solutions to common problems found in individual tax practice, to develop skills in analyzing tax law in order to construct alternative solution to tax problems, and to draw and defend conclusions from a prepared tax return. (Spring)

ACCT 6334 Forensic Accounting

This course is designed to provide an understanding of the practical requirements in the practice of forensic accounting as well as exploring research and publications in the field of forensic accounting. It is intended for students who wish to study Forensic accounting dealing with the use of accounting methodologies and techniques in activities related to the court system.

ACCT 6335 Law for Accountants

This course is designed to provide accountants with the technical competence required for the Business Law and related Professional Responsibility sections of the CPA examination.

ACCT 6336 Financial Statement Analysis

This course prepares students to analyze, interpret, and evaluate financial statements effectively. It emphasizes developing information to support decision making in the context of private equity investment, corporate mergers and acquisitions, investment banking, asset management, and securities analysis. This course examines the issues of how firms create or destroy value for their shareholders and how financial statements can be used to identify value-creating opportunities. Students must have a substantial understanding of accounting, especially in the areas of disclosure and reporting.

ACCT 6337 Managing and Accounting for Investments

This course focuses on the accounting issues of investments owned by business entities. It builds upon the knowledge gained in traditional corporate finance, investment management and intermediate accounting. It considers the financial accounting and investment management strategies related to investment vehicles such as common and preferred stocks, bonds, derivatives, futures contracts, puts, calls, warrants, options, insurance and venture capital. The course emphasizes practical, theoretical and ethical issues in making, managing, and accounting for investments.

ACCT 6338 Sustainability Performance and Reporting

This course examines business sustainability issues to encourage thoughtful and holistic participation in business by concerned and enlightened citizens through the exercise of critical thinking about important social, environmental, and economic issues of the day. This course examines business sustainability issues,

Course Descriptions

strategies being developed and deployed by firms and other organizations, measurement and reporting techniques and issues, and the interpretation of the results of sustainability reporting.

ACCT 6339 Business Communication

This course is a comprehensive study of current practices in business communications. Topics include: Business Writing Principles; Creating and Understanding Technical Communication Related to the Profession; Acquiring the Tools of Technical Communication Techniques for Co-Workers & Clients; Creating Effective Documents & Presentations; Developing and Communicating Evidence-Based Conclusions & Recommendations; Culture and Communication; The Role of Language in Intercultural Communication; and Organizing Messages to Other Cultures. (Spring & Fall)

ACCT 6340 Advanced Financial Reporting

This advanced course examines the traditional major topics of advanced financial reporting including acquisitions and consolidated financial statements with foreign subsidiaries and the consolidated statement of cash flows. Students use accounting research techniques to apply concepts from intermediate and advanced undergraduate accounting courses to real world, problematic situations. Beyond the traditional advanced accounting topics, the course deals with topics such as derivatives and hedges, impairment of intangibles and other long-lived assets, stock based compensation, segment reporting and financial statement disclosures. (Spring & Fall)

ACCT 6341 Advanced Managerial Accounting

Using accounting information in organizations for budgeting, planning, directing, controlling, and decision-making. Includes impact on the entire organization and its members. Emphasis of the course is to understand how accounting information is useful for managing organizations. (Spring and Fall)

ACCT 6342 Accounting for Non-profit Organizations

This course focuses on the accounting problems of nonprofit organizations. The course builds upon the knowledge gained in a traditional Governmental and Nonprofit Accounting course, emphasizing the complexities of meeting GAAP standards for nonprofit record keeping and disclosure. The course emphasizes both the practical and ethical issues of the practice of accounting for nonprofit organizations. (Spring & Fall)

ACCT 6343 International Financial Reporting Standards, Accounting

An in-depth review of the International Reporting Standards (IFRS).

ACCT 6345 Federal Tax Research

The principles, concepts and methods used to obtain an understanding of federal income taxation of business entities; specifically corporations, partnerships, and tax research. (Spring & Fall)

ACCT 6348 Advanced Auditing

This course provides advanced and graduate accounting students an in-depth look at the major topics in auditing from practical as well as theoretical and philosophical perspectives. These topics include such issues as the problems raised by e-commerce, the auditor's responsibility with regard to fraud, risk assessment and internal control, working with audit committees, non-audit attest and assurance services, auditor independence, client acceptance and retention, and auditor's liability. The course emphasizes development of the auditor's skill in conducting research through such sources as the AICPA's Statements on Auditing Standards, SEC litigation releases, state and Federal case law, and PCAOB regulations (Spring & Fall)

ACCT 6350 Problems in Accounting

This advanced course serves as the capstone for the Master of Science in Accounting program. It requires students to use all of the skills and knowledge gained during completion of the program by applying them to contemporary issues and problems facing the profession. Problems are drawn from a variety of sources, including publications of the AICPA Emerging Issues Task Force (EITF,) current published case studies from the AICPA, The American Accounting Association, Harvard Business School, and The North American Case Research Association, from prior CPA and CMA Exams, and from business reporting media such as The Wall Street Journal, Forbes, Business Week, and Barrons. The course emphasizes both the practical and ethical issues of the practice of accounting. (Spring & Fall)

ACCT 6388 Accounting Internship

Accounting internships provide an opportunity for students to gain valuable experience by applying the knowledge they have obtained in their course work. Internships generally take place over a 12- to 15-week period and the student must work a minimum of 140 hours at the employing organization in order to obtain three hours of academic credit. This approximates the amount of time that is devoted—inside and outside the classroom—to a typical three-hour class. (Spring & Fall)

ACCT 6355 Estate, Trust, and Gift Taxation

This course provides comprehensive coverage of estate, trust, gift, and generation skipping taxation. Other topics may include U. S. estate planning and current events in taxation.

Administration (ADMN)

ADMN 6310/7310 Accounting Concepts & Issues

This course is designed to give non-accounting students usable accounting tools they can take to work. Besides study of the processes of accumulating and organizing data for executive decision making, emphasis is placed on the use of basic financial statements, and the use of ratios in their analysis. The focus of attention includes budgeting and the use of accounting information and cash flow information in business plans, the analysis and evaluation of publicly held companies for investment, and concepts such as the time value of money and other decision tools for evaluation of short term decisions and capital investments. (Fall, Spring, Summer)

ADMN 6360/7360 Management Concepts and Issues.

Course is designed to develop knowledge and understanding of management functions. Through the use of current periodical literature, classroom presentations, case analysis, lecture and discussion, the course provides examples of management decision-making techniques for dealing with problems that commonly occur in the work setting. (Fall, Spring, Summer)

ADMN 6375/7375 Strategic Planning and Policy

Course provides a comprehensive study of theory and concepts applicable to the strategic management and decision-making process. Case studies and independent research projects provide practice in applying strategic assessment, decision making and implementation processes. MBA and Ph.D. students require permission of advisor. (Fall, Spring)

Business Management Decision Sciences (BMDS)

BMDS 6370/7370 Project Management I

The first in a sequence of two courses which will utilize qualitative and quantitative techniques in the analysis of project management problems, the design of improved management systems, and the implementation of results in order to achieve desired systems performance. The emphasis of project management is on initiating, planning, executing, controlling and closing of an organizational endeavor. These five categories will be further divided into several project-related topics: Integration Management, Scope Management, Time Management, and Risk Management. (Fall)

BMDS 6371 Project Management II

The second in a sequence of two courses which will utilize qualitative and quantitative techniques in the analysis of project management problems, the design of improved management systems, and the implementation of results in order to achieve desired systems performance. The emphasis of project management is on initiating planning, executing, controlling and closing of an organizational endeavor. These five categories will be further divided into several project-related topics: Integration Management, Scope Management, Time Management, and Risk Management. (Spring)

Economics (ECON)

ECON 6311/7311 Managerial Economics

Application of microeconomic theory to managerial decision-making. Emphasis on the methodology of decision-making. Topics include demand analysis and estimation, cost analysis and estimation, input combination choice, pricing, managerial decision-making in various market structures, and the role of business in society. Prerequisite: Principles of Macroeconomics (ECON 2301), Microeconomics (ECON 2302), Quantitative Techniques (BMGT 3371), or comparable courses. (Fall, Spring)

ECON 6312/7312 International Economics

Analysis of economic issues encountered in the conduct of international business. Topics include international trade theory and policy, foreign exchange markets and the balance of payments, macroeconomic adjustment to trade deficits or surpluses, and current issues. Prerequisites: Principles of Macroeconomics (ECON 2301), and Microeconomics (ECON 2302). Cross-referenced with BINT 6312. (Fall)

ECON 6314 Price & Income Theory

The purpose of this course is to survey the principal models that have been developed by macroeconomists to explain the aggregate behavior of free-market economies and to investigate the implications of those models for policy-making decisions. In particular, it is concerned with how to model the determination of aggregate income, wages rates, exchange rates, inflation rates, interest rates, trade balances and unemployment levels over long and short time horizons. In addition, attention is given to the issue of how key macroeconomic aggregates are measured in practice.

Course Descriptions

Finance (BFIN)

BFIN 6320/7320 Financial Management

Study of the costs of capital, capital budgeting, working capital policy, financial theory, risk, and other financial topics necessary for understanding and managing the financial aspects of the firm. Prerequisite: Principles of Financial Management (BFIN 3321) or a comparable course. (Fall, Spring, Summer)

BFIN 6321/7321 International Finance

Role of financial institutions in foreign economic relations, including foreign markets, currency risk and management, interest rates, and both banking and non-banking institutions. Stressed are sources of funding, capital instruments, international transactions and commercial development. Prerequisite: Principles of Financial Management (BFIN 3321), International Business Management (BINT 3331), or comparable courses. Cross-referenced with BINT 6321. (Spring)

BFIN 6330/7330 Financial Cases and Problems

Analysis of the financial problems of business, case application to debt/equity choices, mergers, capital budgeting, and governmental regulations. Prerequisite: Financial Management (BFIN 6320). (as needed)

BFIN 6385/7385 Investment Seminar

Practical application of financial and investment techniques using computers, software, and sound financial judgment. Prerequisite: Financial Management (BFIN 6320) (Fall)

Healthcare Administration (HADM)

HADM 6301 Healthcare Organization and Delivery

The purpose of this course is to provide the student an understanding of the U.S. healthcare system through a discussion of the professional, political, social, and economic forces that have shaped it. (As required)

HADM 6302 Healthcare Economics

This course orients students to the economic variables that influence market performance, management decision making, and the formulation, implementation, and evaluation of policy within the health services industry. (Fall)

HADM 6303 Population Health and Epidemiology

This course introduces students to the principles of epidemiology as a diagnostic discipline of population health. Emphasis is placed on understanding epidemiological information, the concept of risk, and the tools used to evaluate health problems and policies at a population level. (Fall)

HADM 6305 Healthcare Finance I

This course introduces the purpose and methods of financial accounting including for-profit, and governmental organizations, function and organization of the financial resource department, and special industry characteristics affecting financial management. Contemporary topics on third party payers and insurers, price or rate setting and cost shifting, taxation and healthcare incentives and alternative organizations will be discussed. Additionally, the course will provide students with an understanding of the use of accounting information in healthcare organizations for operational management including the functions of planning, leading, controlling, and decision-making. (Spring)

HADM 6306 Healthcare Finance II

This course introduces concepts and develops skills in financial planning and controlling functions including time value of money, pro forma statements, budgets, and ratio analysis. Additional coverage of contemporary financial management topics include capital budgeting, capital structure analysis, cost management, apportioning methods and break even analysis. The course content is designed to give health administration managers the skills and abilities to analyze the financial implications of day to day operational decisions. The financial topics covered in this course provide the necessary foundation for understanding and managing the financial aspects of the modern healthcare organization. (Spring)

HADM 6310 Financing Healthcare Services

This course introduces students to foundational financial management concepts and skills necessary to succeed as managers in the increasingly competitive healthcare environment. (As required)

HADM 6311 Human Resource Management in Healthcare

This course introduces students to the fundamental principles of human resources management with a focus on issues confronting health care administrators. Emphasis is placed on the competencies necessary for effective recruitment, training, compensation, evaluation, retention, evaluation, and development of human resources within the healthcare industry. Special attention is given to issues related to the clinical workforce. (Spring)

Course Descriptions

HADM 6315 Information Systems Management in Healthcare

This course introduces students to the fundamental principles of collecting and analyzing data for the production of information that supports management operations, planning, and decision-making within healthcare organizations. (Fall)

HADM 6330 Health Law

This course addresses risk management and legal issues pertaining to health services as they relate to providers and consumers within the health care system. It also provides an examination of managerial and clinical ethics as they relate to the provision of health services. (Summer)

HADM 6340 Quality and Continuous Improvement in Healthcare Organizations

This course introduces students to the fundamentals of quality management and continuous improvement within health services organizations. The purpose of this course is to introduce healthcare managers to the foundational concepts of quality in a healthcare environment in an effort to improve the effectiveness of healthcare delivery. (Fall)

HADM 6350 Quantitative Analysis for Healthcare Managers

This course introduces students to research method techniques and common statistical applications of importance to healthcare managers. Emphasis is placed on the study of statistical techniques for problem-solving and decision-making including the theoretical and applied statistical and quantitative skills required to understand, conduct, and evaluate managerial research. (Summer)

HADM 6360 Managing Healthcare Organizations

This course introduces students to management and leadership roles, functions, and practices of health care managers. Emphasis is placed on the skills and competencies necessary for effective health services management. Skills, competencies, and roles covered in the course include those related to motivation, leadership, governance, problem solving, power and influence, communication, and coordination. Additionally, students are introduced to the conceptual dimensions for health services organizations/systems at the macro and micro level. The course provides a conceptual framework for identifying, analyzing, evaluating, and managing factors that influence the design, structure, and effective operation of hospitals and other health care organizations. (Fall)

HADM 6370 Healthcare Marketing Management

This course presents students with the concepts and practices of marketing management within the health care industry. The course develops a comprehensive approach to translating the strategic plan of the health care organization into a functional marketing plan that can be implemented in an effective manner in order to increase the market share of the target public. (Spring)

HADM 6375 Healthcare Strategic Management

This course provides a comprehensive study of theory and concepts applicable to the strategic management and decision-making process in contemporary healthcare organizations. Case studies and independent research projects provide practice in applying strategic assessment, implementation processes, and organizational evaluation and control. The focus is on strategic management process as an institutional staff activity. Emphasis is placed on development of a conceptual model for strategic planning that is applicable to most organizational settings. (Fall)

HADM 6380 Healthcare Policy

This course presents a comprehensive model of health policy and analysis to include its major objectives and methods and its relationship to the field of health services research. An organizing framework is provided that integrates concepts and methods from the fields of epidemiology, economics, ethics, political science, and related disciplines. Emphasis is on integrating policymaking with the major system performance objectives of effectiveness, efficiency, and equity. The prerequisites for this course are HADM 6302 and HADM 6303 (or equivalent courses) or permission of the instructor. (Fall)

HADM 6088 Health Administration Internship

The formal internship experience provides the student an opportunity to apply acquired academic knowledge, enhance skills and continue learning through the supervision of an experienced health care professional. The internship is a structured learning environment that allows the student to experience the roles and responsibilities of the health care administrator/manager while gaining an understanding of the organizational dynamics of a real-world health care organization. At the internship location, students will be expected to effectively integrate their efforts within the existing organizational setting. The internship is an optional component of the health administration curriculum, however, no credit is awarded. (Summer, as required)

HADM 6390 Leadership in Healthcare Organizations

This course introduces students to the attitudes, practices, and skills necessary for effective health services leadership, with an emphasis on the roles and functions required of entry-level and middle managers.

Course Descriptions

Course topics are discussed and explored within the context of key organizational dimensions to include environment, structure, process, human resources, performance, and adaptability. (Spring)

HADM 63CS Health Administration Capstone

This project based course builds upon the knowledge, skills, and abilities gained and developed in the core health administration coursework and the student's employment experiences. The intent of the capstone is to assess student attainment of program competencies in relation to their understanding of healthcare administration. Actual organizational issues are analyzed; discussed and possible strategies are evaluated and defended. Student projects are based on healthcare organizational issues that are consistent with the student's interests and academic emphasis. Prerequisite: Final semester and completion of HADM 6375, Healthcare Strategic Management. (Spring)

Information Systems (BINF)

BINF 6315/7315 Information Systems Seminar

Provides an overview of contemporary information systems management while exploring the impact technological change has had on evolving business models and strategy. Prerequisite: Information Systems (BINF 2321) or a comparable course. (Fall, Spring).

International Business (BINT)

BINT 6311/7311 International Business

Analysis of business opportunities and political climates, trade barriers, government incentives, currency flows, financial systems, and trade practices. Emphasis on seminar discussion of current issues and readings. Prerequisite: International Business Management (BINT 3331) or a comparable course. (Fall, Spring)

BINT 6312/7312 International Economics

Analysis of economic issues encountered in the conduct of international business. Topics include international trade theory and policy, foreign exchange markets and the balance of payments, macroeconomic adjustment to trade deficits or surpluses, and current issues. Prerequisite: Principles of Macroeconomics (ECON 2301), and Microeconomics (ECON 2302), or comparable courses. Cross-referenced with ECON 6312. (Fall)

BINT 6321/7321 International Finance

Role of financial institutions in foreign economic relations, including foreign markets, currency risk and management, interest rates, and both banking and non-banking institutions. Stressed are sources of funding, capital instruments, international transactions and commercial development. Prerequisite: Principles of Financial Management (BFIN 3321), International Business Management (BINT 3331) or comparable courses. Cross-referenced with BFIN 6321. (Spring)

BINT 6330 International Accounting

Accounting issues that are unique to or most frequently encountered in the international environment are examined. These include differences between national accounting standards, accounting for foreign currency transactions, the translation of foreign currency financial statements, and accounting for changing prices in the area of financial accounting; auditing; management accounting with a focus on cultural aspects; and taxation. Mexico is used as a principal example of non-U.S. practice throughout and its economic history, business environment, culture, accounting and auditing principles, and taxation policies are examined briefly. Prerequisite: Principles of Accounting I (ACCT 2311) and II (ACCT 2312) or their equivalents. Cross-referenced with ACCT 6330. (Fall)

BINT 6334 Sustainability Performance and Reporting (See ACCT 6334.)

BINT 6339 Business Communication (See ACCT 6339)

BINT 6340/7340 International Relations

Concentrated course offered in a host country to expose students to international cultural similarities and differences. May include stay with family, side trips from host location, visits to governmental and trade organizations. Class size limited. Permission of instructor required. (Spring)

BINT 6360 U.S./Mexico Trade Relations

An introduction to the bilateral trade issues and patterns, cultural and historical overview, and business opportunities linking the U.S. and Mexico. Emphasis on seminar discussion. Prerequisite: International Business Management (BINT 6311) (Summer)

BINT 6361/7361 International Marketing

Global marketing environment, research, logistics, cultural assessment, infrastructure, economic indicators, emerging markets, advertising, pricing applied to foreign markets. Developing an international marketing plan, emphasis upon research, group work, and written and verbal presentation skills. Prerequisite:

Course Descriptions

Principles of Marketing (BMKT 3331) or a comparable course. Cross-referenced with BMKT 6361. (Spring)

BINT 6365 International Strategic Management

Analysis of strategic management issues and alternatives as applied to international organizations. Emphasis is upon (1) the use of data for analyzing strategy, and (2) understanding the options for converting strategic options into practical planning processes. Prerequisite: BINT 6311 or equivalent course or permission of instructor.

BINT 6370 Strategic International Advertising

Analysis of opportunities for strategic advertising execution. Emphasis is upon the use of data for analyzing advertising potential as an effective international marketing and sales support. Implementation of an international advertising campaign to reach strategic advertising goals. Discussion of current international situations that create advertising opportunities. Prerequisite: BINT 6311 or equivalent course or permission of instructor.

BINT 6372 International Business Law

This course presents the influence of law and resulting effects on the conduct of international business. It forces the student to understand how differing legal systems might influence trade. It addresses the various treaty agreements and several courts with jurisdiction for resolving disputes. It will incorporate research into recent trade agreements and trade cases. Prerequisite: Business Law (BLAW 3317) or comparable course. Cross-referenced with BLAW 6372. (Fall)

BINT 6375 Strategic Exporting

Analysis of export markets and opportunities for strategic export execution. Emphasis is upon the use of data for analyzing export market potential and upon support services of freight, insurance and financial instruments to reach export goals. Discussion of current international situations that create export potential relative to a home market. Prerequisite: BINT 6311 or equivalent course or permission of instructor.

BINT 6380 Strategic Importing

Analysis of import opportunities for strategic import execution. Emphasis is upon the use of data for analyzing importing market potential and upon support services of freight, insurance and financial instruments to reach strategic importing goals. Discussion of current international situations that create import market potential relative to a home market. Prerequisite: BINT 6311 or equivalent course or permission of instructor.

BINT 6385 Contemporary Issues in Global Trade

Analysis of contemporary issues in global trade for purposes of better planning and executing international trade programs. Emphasis is upon the use of data for analyzing trends and their impact upon international trade and investment. Discussion of issues and decision making in response to global trends that lead to strategic goal setting in international trade and investment. Prerequisite: BINT 6311 or equivalent course

BINT 63CS (Capstone) Seminar in International Business

Analysis, research, discussion, and presentation of alternative solutions to international problems in business. Student must have working command of Internet-based research, traditional print research, computer graphics and text presentation software, and ability to process survey data. Prerequisite: Student must be in final semester of enrollment or by permission of instructor. Cross-referenced with BMGT 63CS. (Fall, Spring, Summer)

Law (BLAW)

BLAW 6350 Employment Law

This course provides a comprehensive study of law as it applies to regulation and conditions of employment in both the private and public sector. (Fall, Spring).

BLAW 6372/7372 International Business Law

This course presents the influence of law and resulting effects on the conduct of international business. It forces the student to understand how differing legal systems might influence trade. It addresses the various treaty agreements and several courts with jurisdiction for resolving disputes. It will incorporate research into recent trade agreements and trade cases. Prerequisite: Business Law (BLAW 3317) or a comparable course. Cross-referenced with BINT 6372. (Fall)

Management (BMGT)

BMGT 6311/7311 Human Resources Management

Comprehensive study of current practices in human resources management. Topics include HR planning, recruitment, selection, performance evaluation, training, development, career management, compensation systems, labor relations, and legal constraints. Prerequisite: Management Theory and Practice (BMGT 3340) or a comparable course. (Fall, Spring, Summer)

Course Descriptions

BMGT 6334 Sustainability Performance and Reporting (See ACCT 6334)

BMGT 6339 Business Communication (See ACCT 6339)

BMGT 6340/7340 Business Research and Analysis

Emphasis is placed on the importance to management of business research and its role in the decision-making process. Analysis and communication of data gained through the research endeavor is stressed. Includes practical exercises in critiquing business research efforts, developing a research proposal, and conducting a research project. Use of a statistical software package is an integral part of the course. Prerequisite: Analytical Decision Making in Business I (BMDS 3370), or a comparable course, completed within the last 5 years. (Fall, Spring, Summer)

BMGT 6380/7380 Quantitative Methods in Business

Is an introduction of selected operations research techniques useful in the analysis of managerial problem situations, the design of new and improved systems, and the implementation of results in order to achieve desired system performance. The course emphasizes problem recognition, problem formulation, selection of proper techniques, problem solutions, and evaluation of results. Course topics are as follows: Linear Programming, Short-term and Long-term Forecasting, Decision Theory, Queuing Theory, Analytical Hierarchy Process, PERT/CPM, Economic Order Quantity, Economic Production Lot Size, and Simulation. Prerequisite: Analytical Decision Making in Business II (BMDS 3371), and Business Research and Analysis (BMDS 6340). (Fall, Spring, Summer)

BMGT 63CS/73CS (Capstone) Cases in Management Problems

Capstone course that combines all functional disciplines in business administration into a problem-solving course. Actual businesses are analyzed, discussed, and strategies defended. Prerequisite: Final semester or permission of instructor. Cross-referenced with BINT 63CS. (Fall, Spring, Summer)

BMGT 66CS (Capstone) Integrated Nursing—Management Problems

Capstone course for the combined MSN and MBA program to be taken in the last semester before graduation. Addresses the roles of nurse as practitioner, manager, and educator by integrating the functional disciplines in nursing, adult education, and business administration into a problem-solving case. Actual cases analyzed, discussed, and feasible solutions presented. Prerequisite: Final semester in MSN and MBA program. (As needed)

Marketing (BMKT)

BMKT 6311/7311 Marketing Management

Overview course stressing management of the marketing function: competition, pricing, distribution, promotion, and planning. Emphasis on strategic marketing issues. Prerequisite: Principles of Marketing (BMKT 3331) or a comparable course. (Fall, Spring)

BMKT 6361 International Marketing

Topics include global marketing environment, research, logistics, cultural assessment, infrastructure, economic indicators, emerging markets, advertising, and pricing applied to foreign markets. Emphasis upon research, group work, written and verbal presentation skills, and development of an international marketing plan. Prerequisite: Principles of Marketing (BMKT 3331) or a comparable course. Cross-referenced with BINT 6361. (Spring)

BMKT 6334 Services Marketing

Examines the application of marketing principles to the marketing of services in both profit and nonprofit organizations. Analysis of how services marketing differs from goods marketing and how services marketers can effectively manage the elements of service delivery to enhance service quality and customer satisfaction. Prerequisite: BMKT 6311

BMKT 6334 Services Marketing

Examines the application of marketing principles to the marketing of services in both profit and nonprofit organizations. Analysis of how services marketing differs from goods marketing and how services marketers can effectively manage the elements of service delivery to enhance service quality and customer satisfaction. Prerequisite: BMKT 6311

BMKT 6355 Digital Media for Marketing

Examines the digital media applications and tools employed in Marketing to identify and solve strategic customer-centered challenges. Explores the wide range of emerging technology-driven skill sets of critical importance for strategic marketing success. Personal laptops will be employed in each class session. Prerequisite: BMKT 6311

Course Descriptions

BMKT 6365 Brand Management

Examines the strategies employed and decisions made by organizations to build and cultivate brands, and measure and manage brand equity over time. Explores the role played by brands in influencing consumers' choices and fostering brand loyalty, and investigates how to more effectively manage such brands. Prerequisite: BMKT 6311

BMKT 6375 Marketing Research

Examines the systematic design, collection, analysis, and reporting of data relevant to the marketing function within the organization. Emphasis on survey methodology, questionnaire design, sample selection, fieldwork, tabulation, statistical analysis of data and report writing. All phases, from problem definition to presentation, are examined. Prerequisite: BMKT 6311

Organizational Development (ORGD)

ORGD 6320/7320 Organizational Behavior and Learning

Emphasis is placed on the contributions of the behavioral sciences toward understanding human behavior in organizations along several dimensions. Using a participative framework, students examine individual, group, and organizational issues relevant to today's changing workplace. (Fall, Spring, Summer)

ORGD 6330/7330 Foundations of Organizational Research and Assessment

Course emphasizes the development of quantitative and qualitative organizational research and analysis techniques. Interviewing, participant observation, artifact analysis and principles of survey design, administration and evaluation represent a few of the techniques covered in this course as they relate to organizational assessment and problem solving. Students will become familiar with the concepts, principles, and techniques of research design, data collection, sampling, analysis and reporting. Students will also become familiar with the importance of ethical behavior as it relates to research activities. Students will develop the ability to produce and report descriptive statistics related to organizational survey assessment. (Fall, Spring,).

ORGD 6340/7340 Organizational Consulting

This course presents the fundamentals of organizational consulting, both as an internal and external consultant, including: the consulting process, tactic and strategies, client management, and ethics of consulting. (Summer)

ORGD 6351/7351 Foundations of Organizational Development

Course will provide an overview of the discipline of Organizational Development (O.D.), the phases of OD practice, and in-depth exploration of organizational entry/contracting, diagnosis of problems, and feedback of diagnostic results and action-planning. The ethics and values of the O.D. professional and self-assessment will be an integrative theme and experience during the semester. (Fall, Spring) Prerequisites: ORGD 6320 and ORGD 6330

ORGD 6352/7352 Organizational Development Interventions and Practices

This course builds on the Foundations of OD, with emphasis on developing and implementing OD interventions, as well as evaluating and sustaining the interventions. Interventions such as human resource development, teambuilding, process improvement and restructuring are explored. Prerequisite: ORGD 6351 (Fall, Spring)

ORGD 6370/7370 Human Performance Improvement

This course presents the fundamentals of Human Performance Improvement (HPI). There are multiple reasons for performance problems. HPI is a systematic process designed to understand the causes for the gap between desired performance and actual performance, and to recommend, implement and evaluate solutions to narrow that gap.

ORGD 6360/7360 Leading Change

This course presents different frameworks for understanding, implementing and leading organizational change efforts. Key challenges and common mistakes in the change process are highlighted, with best practices introduced to provide the student with the tools to lead small and large change initiatives. (Fall, Spring)

ORGD 63CS MAA Capstone: Integrative Analysis of Organizational Development

This project based course builds upon the knowledge, skills and abilities gained and developed in the core and concentration coursework and the student's employment experiences. Actual organizational issues are analyzed, discussed and possible strategies are evaluated and defended. Student projects are based on organizational issues that are consistent with the student's area of concentration. Prerequisite: Final semester or permission of instructor. (Fall, Spring)

Doctor of Business Administration (DBA)

ACCT 8345 International Financial Reporting

This course is intended for students who wish to study the IFRS that the United States is proposing to adopt for all SEC filers by 2016. Prerequisite: Admission to the DBA program and completion of core curriculum DBA courses.

BFIN 8344 Financial Statement Analytics

This course emphasizes developing information to support decision making in the contexts of private equity investment and securities analysis by effectively analyzing, interpreting, and evaluating financial statements. This course examines the issues of how firms create or destroy value for their shareholders and how financial statements can be used to identify value-creating opportunities. Students must have a good understanding of accounting, especially in the areas of disclosure and reporting. Prerequisite: Admission to the DBA program or permission of the instructor.

BINT 8346 Global Trade & Investment

Identification and Analysis of global trade and investment trends, current global trade and investment issues, and proposals for development opportunities for emerging trading economies. Prerequisite: None.

BINT 8347 Global Business Ethics & Diversity

An analysis of issues, problems, and potential solutions surrounding ethics and diversity patterns in the global business environment. Prerequisite: None.

BMGT 8321 Strategic Planning & Organizational Systems Analysis

The emphasis of this course is on (a) the identification and application of a variety of strategic planning and systems analysis models and the linkage and integration of approaches to organizational models and environments, and (b) systems and models to enhance the quality of business outcomes. Prerequisite: Admission to the DBA program.

BMGT 8322 Technology Applications & Innovation in Business

Technology Applications & Innovations in Business is a course designed to enhance student competency in software productivity tools using alternative platforms (PC, MAC, iPad). Students will be able to identify appropriate software and technology to meet productivity goals and objectives. Prerequisite: Admission to the DBA program.

BMGT 8323 Digital Media

Analysis, selection and application of appropriate digital media options for achieving greater mobility and productivity in the business environment

BMGT 8324 Survey Design, Development, & Deployment

Survey Design and Development covers the fundamentals of designing, developing and deploying survey instruments and tools for action research. Methods of survey deployment and analysis, including the use of statistical software packages, are covered. Students will develop and deploy instruments that incorporate a minimum of three different types of measurement questions designed to acquire cognitive, attitudinal, and behavioral data. Prerequisite: Admission to the DBA program and completion of BMGT 8339 (Writing for Publication and Presentation) and BMGT 8340.

BMGT 8339 Writing for Publication & Presentation

Writing for Publication and Presentation is an advanced writing course in which students master the skills to determine the appropriate venue to disseminate research and practice. This course will enable students to critique and write (a) scholarly papers, (b) formal business documents, and (c) technical reports used in business using the appropriate style guide (APA, MLA, Chicago Manual Style). Students will also learn about the various forums for presenting to academic and practitioner audiences and how to distinguish the appropriate presentation medium based on audience and context. Prerequisite: Admission to the DBA program.

BMGT 8340 Advanced Quantitative Research & Analysis

The emphasis of Advanced Quantitative Research & Analysis is on the research process, research methodologies, research design, data collection, data processing, and statistical analysis to include t-test, z-test, ANOVA, Chi Square, correlation, and regression analysis. This course is designed to apply the scientific process devoted to solving management problems with the use of statistical techniques. Prerequisite: Admission to the DBA program.

Course Descriptions

BMKT 8348 Advanced Marketing Management

Covers the full range of the concepts, tools, theories, and practice of the management of the marketing function. Examines marketing theory and application through the reading of both key seminal literature and current published research. Explores problem-solving techniques for practical application. Analyzes current developments in marketing from both academic and practitioner perspectives. Prerequisite: Admission to the DBA program and completion of core curriculum DBA courses.

BMKT 8349 Advanced Topics in Marketing

Explores current topics in marketing, and topics of special interest, that may include marketing for non-profits, cause marketing, social marketing, services marketing, and medical tourism marketing. Examines topic-specific theory and application through the reading of both key seminal literature and current published research. Students will select, research, report, and present a marketing topic of interest. Prerequisite: Admission to the DBA program and completion of core curriculum DBA courses.

BMGT 8350 Seminar in Global Management

A survey of the international marketplace and the regulatory, logistical, and environmental problems facing multinational organizations. Prerequisite: Admission to the DBA program and completion of core curriculum DBA courses.

BMGT 8352 Advanced Research Analytics

Technology Applications & Innovations in Business is a course designed to enhance student competency in software productivity tools using alternative platforms (PC, MAC, iPad). Students will be able to identify appropriate software and technology to meet productivity goals and objectives. Prerequisite: Admission to the DBA program.

ECON 8341 Advanced Managerial Economics

Advanced applications of market and macroeconomic models to business policy making. Market analysis includes demand analysis and estimation, supply analysis and estimation, foreign exchange markets, resource markets, and pricing. Macroeconomic analysis includes modeling aggregate production, inflation, and interest rates, as well as measurement and interpretation of macroeconomic indicators for business policy. Core DBA Courses

ECON 8342 Econometrics

The application of statistical and mathematical methods to the analysis of economic data, with the purpose of giving empirical content to economic theories and verifying or refuting them. Hypothesis testing, multiple regression analysis, Ordinary Least Squares Estimation (OLS) lagged variables, interaction terms, logarithms and exponential functions, the specification and selection of models, diagnostic checking and recent developments in estimation techniques. Prerequisite: Admission to the DBA program and completion of BMGT 8340

ECON 8343 International Economic Development

The application of statistical and mathematical methods to the analysis of economic data, with the purpose of giving empirical content to economic theories and verifying or refuting them. Hypothesis testing, multiple regression analysis, Ordinary Least Squares Estimation (OLS) lagged variables, interaction terms, logarithms and exponential functions, the specification and selection of models, diagnostic checking and recent developments in estimation techniques. Prerequisite: Admission to the DBA program and completion of BMGT 8340

INDR 8390 Constructing Research Design

This course explores qualitative and quantitative research methods in depth through evaluation and proposal writing techniques used in social science. It includes the nature of scientific inquiry planning, and evaluation of social science research, sampling, measurement, and commonly used research designs/methods. It will culminate in the construction of a research prospectus which includes the framework for introduction, literature review, and the methodology chapters for possible use in the dissertation process or other research.

BMGT 9300 Dissertation/Publication

DREEBEN SCHOOL OF EDUCATION

Adult Education (ADED)

ADED 6381/7381 Adult Learning and Development

The study of how adults learn in a variety of institutional settings and in learning at their own initiative. Includes theories of learning, development, and participation and the social, political, and ethical concerns of making learning available to all adults who seek it.

ADED 6382/7382 Adult Literacy Education

This course is a study of topics related to the field of adult literacy education. Highlighted are the scope of the adult literacy problem, the implications of illiteracy for individual adults and for the larger society, the successes and failures of adult literacy programs, funding for adult literacy programs, and the governmental role in developing an effective adult literacy system. Cross Referenced with EDRD 6382: Adult Literacy Education. Prerequisite: ADED 6381 Adult Learning and Development

ADED 6384/7384 Contemporary Issues in Adult Education

Some important contemporary and controversial issues facing adult educators and the search for their appropriate resolution. Will vary in topic as issues develop.

ADED 6385/7385 Methods and Strategies in Adult Education

An examination of the various methods and strategies that can be used in the teaching-learning process of adults. Prerequisite: ADED 6381 Adult Learning and Development

ADED 6386/7386 Educational Gerontology (Education of the Older Adult)

Older Adults as a unique group of learners—their specific needs and the consequent implications for current practice and programs. Prerequisite: ADED 6381 Adult Learning and Development

ADED 6387/7387 Program Development in Adult Education

Addresses those necessary conceptual tools needed to develop educational programs and materials for a variety of settings. Examination of concepts of planning, implementing, and evaluating, from a curriculum and instruction perspective stressed. Prerequisite: ADED 6381 Adult Learning and Development

ADED 6388/7388 Effective Teams and Groups

An examination of and the consequent development of those skills necessary for facilitating learning in order to increase productivity in task-oriented groups of adults. Issues, problems, and concepts frequently encountered are addressed, as well as possible solutions.

ADED 6370/7370 College Teaching

The focus of this course is issues and trends in teaching and learning in higher education with attention to the research of best practices and the theories of college student development. This course will provide participants with a perspective of the process of applying for and managing employment, full or part-time, in academic context. Prerequisite: ADED 6381 Adult Learning and Development

ADED 6390/7390 Practicum in Adult Learning Environments

Practical experience in planning and evaluating programs and in teaching adults. Seminar discussion of ethical, leadership, and professional issues facing adult education professionals. Prerequisite: ADED 6381 Adult Learning and Development, Approval of program advisor.

ADED 6398 Independent Study

ADED 6399 Selected Topics in Adult Education

Early Childhood Education (EDEC)

EDEC 6324 Developmentally Appropriate Curriculum & Environment for the Young Child

This course examines the curriculum of the early childhood classroom (ages 3-6) including best practices application in the teaching of literacy, the understanding and integration of child development and play into the early childhood curriculum, and the design of developmentally appropriate classroom environments. Both practical and theoretical knowledge applications are developed.

EDEC 6335/7335 Balanced Literacy in Early Childhood

This course examines literacy approaches in early childhood settings with a primary focus on best practices in the balanced literacy approach. Applied research techniques appropriate to literacy will be emphasized throughout the course. Cross Referenced with EDRD 6335 Balanced Literacy in Early Childhood.

Course Descriptions

EDEC 6339 Applied Research in Play

This course includes the history of children's play, theories, and major theorists of play, and current issues in play. The student will use applied research techniques to investigate past and present issues in play.

EDEC 6375 Literature for Children and Young Adults

This course provides opportunities to become acquainted with the great wealth of trade books and other media forms available for today's young adults and children. The course assists teachers so that they may guide children toward more comprehensive, creative, insightful, and diverse utilization of literary materials in a classroom setting. Extensive reading of young adult and children's literature will be required. Cross Referenced with EDRD 6375 Literature for Children and Young Adults.

EDEC 6388 Practicum in Early Childhood

This practicum course provides the early childhood teacher with the opportunity to use all pertinent previous learning and to match theory and practice. Practicum students, working under the supervision of education faculty, will assess children's needs and create strategies and lessons to address those needs. The practicum requires a minimum of 40 hours working in an early childhood setting.

EDEC 6391 Foundations of Literacy

Examines the major theories of literacy and their implications for classroom contexts. Models of reading and writing, recent research findings will be explored. Emphasis will be on reading theory and practice and their relationships to child development. Cross Referenced with EDRD 6391 Foundations of Literacy

EDEC 6393 Approaches to Reading Assessment

This course provides an overview of methods of reading assessment with an emphasis on informal measures such as running records and informal inventories. It provides information on scoring and interpretation of high stakes tests in reading. It also provides practice in using assessment information to effectively plan reading instruction. Cross Referenced with EDRD 6393 Approaches to Reading Assessment.

EDEC 6398 Independent Study

EDED 6399 Selected Topics in Early Childhood

General Education (EDUC)

EDUC 6301 Introduction to Educational Research

An overview of the common methodological procedures underlying research projects across disciplines; this course is interdisciplinary in scope. Content includes the epistemology of research decisions, knowledge of sources, methods of collecting data, writing, presenting, and criticizing research studies.

EDUC 6303/7303 Counseling Techniques in Higher Education

This course provides an introduction to methods and strategies for counseling individual college students. It begins with the examination of major theories of counseling and psychotherapy.

EDUC 6304/7304 Theories of Learning

Introduces the various theories of human learning: behaviorist, cognitive, social, and constructivist. The field of learning is ever dynamic and changing and will influence course content.

EDUC 6305/7305 Multicultural Concepts in Education

This course provides a theoretical framework for multiculturalism focusing on the divergent American cultural communities including the past, present, and future education of each. The attitudes, values, traditions, and customs effecting education will be examined.

EDUC 6306/7306 Philosophical Foundations in Education

An examination of the philosophical and theoretical foundations of learning and education from the classical era to contemporary authors.

EDUC 6307/7307 Critical Theory in Education

This course focuses on change theory and human behavior-both individual behavior and behavior within the dynamics of educational systems. Concepts of oppression, praxis and hegemony can best be understood against this theoretical background.

EDUC 6309/7309 Legal Issues in Student Affairs

This course is designed to introduce students to the scope of administrative problems in higher education and their potential legal implications. The focus of this course is to assist students in understanding the legal parameters that frame institutional decision-making concerning students.

EDUC 6310 Technology in Education

An introduction to the application and adaptation of technology to classroom teaching. Development of technology skills that enable teachers to develop effective instructional materials. Fall and Spring

Course Descriptions

EDUC 6312/7312 Writing for Publication

This course will enable students to critique and write scholarly papers using the APA Publication Manual. Students will be introduced to the submission and publication process and the expectations of prospective publishers.

EDUC 6313 Teachers of Children in the Primary Grades

This course presents developmentally appropriate curriculum practices in early childhood education (PK – 3rd grade), classroom teaching skills, management and guidance techniques, models of teaching, the lesson planning process, and instructional planning for both small and large groups.

EDUC 6315 Assessment in the Classroom

Provides opportunities for the analysis, interpretation and application of a variety of assessment procedures. Emphasis on the interrelationship of curriculum, instruction, and assessment in classroom situations. Prerequisite: EDUC 6304.

EDUC 6317 Teachers of Children in the Intermediate Grades

The course examines portions of the lifespan known as middle childhood. It is designed to help EC-6 certification candidates become familiar with the various physical, cognitive, and socio-emotional components involved in understanding human development during the period of middle childhood (up to 12 years-old). In this fashion, students will learn to design and deliver lesson plans in the context of best practices for this age group. This includes an understanding of the various contexts in which youth develop. A final goal of this course is to encourage students to think critically about this period of the lifespan, the information that is known about this developmental period, and how this applies to students' experiences outside academics. Supervised and directed participation in an EC –6 school setting will be a major component.

EDUC 6320 Equity and Excellence for All

This course surveys diversity among students including cultural and linguistic factors as well as exceptionalities. Includes adaptive and sheltered English strategies for literacy development. Cross-referenced with EDRD 6320 Equity and Excellence for All.

EDUC 6325 Pedagogy in the Secondary School

A professional preparation course for prospective secondary teachers that encompasses various categories of knowledge related to professional skills, values, and decision-making. Prerequisite: EDUC 6304 and acceptance into the Teacher Certification Program.

EDUC 6326/7326 Behavior Management

Current research concerning major approaches to behavior management in a variety of settings; special attention to meeting the needs of individuals with emotional, social, and behavior problems.

EDUC 6327 Integrative Pedagogy for the Secondary School

A synthesis of learning theory, curriculum development and teaching techniques. This course will provide the participant with a perspective of how the schools, the curriculum, and the pedagogy actually work in today's secondary schools. Prerequisite: 6325 Pedagogy in the Secondary School

EDUC 6314 Disciplinary Literacy and the English Learner

This course explores disciplinary literacy concepts and instructional strategies with a special emphasis on supporting English Language Learners in the classroom. The cultural, linguistic, and social factors of the individual student will be examined as a foundation for teaching. Special emphasis will be placed on literacy instruction.

EDUC 6330 Comparative Education

Students will examine the philosophies and structures of formal/national systems of education, providing an overview of how the various cultures systematize their education. The major focus will be to identify commonalities and differences in those systems and to better understand how students and faculty might move freely in and out of systems. Prerequisite: Six semester hours of Education courses and permission of Program Advisor.

EDUC 6333 Teaching and Learning: Action Research

This course provides students with the theoretical framework for understanding key ideas central to recent research on teaching and learning. It explores educational action research as a way to systematically look at educational practices and recording what was done, why it was done, collecting data, analyzing the data and reflecting on how the results might influence future teaching endeavors. It explores ways to apply knowledge of teaching and learning to establishing policy and transforming practice.

EDUC 6334/7334 Leadership and Administration in Student Affairs

This theory based course offers an overview of the field of student affairs with an emphasis on organizational leadership, supervision, and the mentoring of students in leadership positions. The emphasis is on applying theory to practice in the wide range of student services provided in higher education.

Course Descriptions

EDUC 6337 Leadership for Organizational Learning Environments

The focus of this seminar is the exploration of the philosophical bases of leadership, the context of leadership as a relationship process, and historic and futuristic views of leadership. As a forum for self-assessment and personal development, faculty and students will establish working groups that facilitate discussion of related topics. The outcome of this course is for the student to conceptualize new leadership paradigms and personal implications for change.

EDUC 6340 Law in Education

A study of legal concepts and issues relating to professionals in the field of education. Designed to develop a knowledge base in the origin and types of law that operate within schools as well as in institutions of higher education. Special emphasis is placed on the application and impact of the law as it relates to the profession of education in Texas.

EDUC 6342 Law and Policy for Organizational Leadership

A study of legal concepts and policy issues relating to professionals in Organizational Leadership. This course is designed to develop a knowledge base in the basic laws and policies that operate within common schools, higher education, and other organizations. Special emphasis is placed upon the application and impact of the law and organizational policy as it relates to human resource management and other commonalities among organizations for legal, ethical, and effective operation.

EDUC 6343 Curriculum Leadership

This course explores the approaches to curriculum study, revisions, and evaluation. It examines the role of the teacher leader in curriculum development and design and provides problem solving tools while working with other teachers. In this course, students will design high quality, developmentally appropriate, standards-aligned curriculum for a diverse student population.

EDUC 6345/7345 Theories of Change

Applies findings from social systems theory and the theories of chaos and complexity as applied to the processes of change in organizations. Students are introduced to chaos theory, the principles of self-organization, and an understanding of complexity and uncertainty as concepts facing the exercise of leadership in organizations and groups. The course will introduce ways of dealing with diversity, disequilibrium, and change in order to explore new possibilities for leadership in a global society.

EDUC 6346/7346 Organizational Theory and Development

This course uses both a seminar approach and experiential activities to facilitate learning of (a) classical and contemporary organization theory, (b) the importance of culture in influencing organizational effectiveness and efficiency, (c) variables that affect organizational development, (d) organization structure and its relation to organizational culture and organizational development, (e) leadership roles and responsibilities related to effective organizational development and operation. This course may be taken in part through an off-campus learning format to illustrate key concepts. It will provide both theoretical comprehension and skill development.

EDUC 6353 Supporting Teachers and Teaching

This course prepares teacher leaders for their roles of supporting teachers, conducting assessment for the purpose of improving practice, developing and conducting professional development and exploring how mentoring and peer coaching can support school improvement initiatives.

EDUC 6355/7360 Cross-Cultural Communication: Teaching in Other Countries

This course introduces the field of intercultural communication, enhances the development of intercultural competence (in the participants and indirectly in their students), and explores implications and applications for the teaching and learning of EFL/ESL. The course examines theoretical perspectives of language, culture, and worldviews. Specific countries of study will be noted in the course schedule as offered.

EDUC 6360 Methods and Materials of Teaching English as a Foreign Language

Provides an overview of modern ESL teaching methods and the current state of our knowledge about second language acquisition (SLA). Students will learn about contemporary ideas of second language teaching, and will review contemporary ESL/EFL texts and materials. Observation and tutoring of ESL students is part of the course requirement.

EDUC 6364 Qualitative Research Methods

This course develops the conceptual understanding of qualitative approach as a generative form of inquiry and explores multiple issues related to the understanding the qualitative paradigm and evaluating qualitative methodologies. Students will understand the philosophical assumptions of research in this approach and have practice in analyzing and evaluating research using qualitative methodologies.

EDUC 6372/7372 The College Environment

This course examines theories of college student development and the contexts which foster that development. Emphasis is placed on creating learning environments for diverse student populations.

Course Descriptions

EDUC 6373 Acquisition of a Second Language

This course examines the principles and psychosocial theories that support effective multicultural and multilingual pedagogy. The course will examine the educational implications of teaching a second language by addressing instructional approaches, assessment methodologies as well as the sociolinguistic and sociocultural issues that impact bilingualism and second language acquisition.

EDUC 6376 Linguistics for the ESL Classroom

This course will provide the classroom teacher with the opportunity to examine and analyze the structure of the English language, including phonology, morphology, syntax, lexicon, semantics, and pragmatics. The course will also analyze how language variation and discourse are influenced by speech communities, and how psycholinguistic factors impact the acquisition of a second language.

EDUC 6378 Reading and Writing in the ESL Classroom

This course examines the pedagogy of teaching reading and writing in English as a Second Language. The course investigates the relationship between second language reading and writing to language learning. Literacy development in a second language includes oral development and communicative competence. The course also provides a critical evaluation of existing literacy materials for second language learners.

EDUC 6379 Second Language Instruction Through the Content Areas

This course examines the theories and pedagogies that support instructional applications that integrate learning and the roles of oral language and literacy development in academic achievement. The course also integrates technology to support language teaching through the content areas.

EDUC 6380 Practicum in TEFL/TESL

Provides guidance in applying theory and methodology, as well as observation, in order to gain insights into the needs of second language learners and to develop strategies to facilitate their learning. Fieldwork, regular class meetings and journals will be required.

EDUC 6331 Seminar in Online and Blended Technology

This course is designed to advance the quality and effectiveness of teaching by expanding the teacher's knowledge of technology from each of three related perspectives: as a tool, medium, and setting for learning.

EDUC 6336 Technology and Today's Learner

This course examines web-based, mobile, and multimedia elements including the utilization, creation, and editing of materials in the classroom. Students will be introduced to the construction of web-based activities and experience the use of digital media in learning and teaching environments. Course discussion will focus on instructional applications, ethical issues, and technological limitations in the context of serving learners with a wide range of abilities and skill levels.

EDUC 6341 Developing Effective Training with Technology

This course will give educators and leaders valuable skills in making effective use of technology in developing, delivering, and evaluating training. In our rapidly changing environment the ability to present training that uses technology to inform, motivate, and prepare learners is crucial. The goal of this course is the understanding, planning and production of highly effective technology-rich training that meet institutional and organizational needs.

EDUC 6344 Leadership and Technology

This course focuses on concepts and strategies necessary to step into a leadership role in the integration and application of technology and learning. This course is an overview of the role of leadership in enhancing organizations through the effective use of technology. In addition to providing an overview of how and why technology impacts organizations, emerging technological roles and expectations will be discussed.

EDUC 6351 Learning Technologies and Organizational Change

In this course, students design learning settings for the near future, incorporating cutting edge and emergent technologies into a plan for implementation. This course advances technical and procedural knowledge beyond that required in other courses in the program. Students explore the internal and external workplace support systems and collaborators. Students are expected to incorporate work and ideas from the companion course, Leadership and Technology.

EDUC 6357 Trends and Issues in Technology

The course gives students the opportunities to develop and apply technology skills as they research issues and trends in technology as it is used in business and education. Issues addressed include management of technology, the creation of technology-based work and learning environments, the societal impacts of technology and the legal implications of its use.

EDUC 6383/7383 Professional Seminar in Student Affairs

This course emphasizes synthesis, integration of theory, and application of prior coursework within the field of student services in higher education.

EDUC 6394/7394 Practicum in Student Affairs

This course provides practical experience in planning and delivering services to college students within the context of departments of student affairs. Seminar discussion topics include ethics, leadership, budgeting, and professional issues facing student affairs professionals.

Course Descriptions

EDUC 6398 Independent Study

EDUC 6399/7399 Selected Topics in Education

EDUC 63CS Teacher Apprenticeship

This course is the last course in the Professional Development sequence required for Texas teacher certification. It requires a full time commitment by a prospective teacher during the normal school day and takes place ON SITE in an approved school. Part of course requirement is mandatory attendance at the weekly Teaching Seminars on campus at UIW. Serves as Capstone course in the M.A.T. degree. Prerequisites: 6325 and 6327 and permission of the Program Advisor.

EDUC 66CS Internship in Teacher Education

This course is the last course in the Professional Development sequence required for Texas teacher certification. This course replaces 6329CS for students who will spend one year teaching in approved schools with a mentor teacher and working with the UIW Teacher Education program to complete requirements for the Elementary or Secondary Teaching certificate. Part of course requirement is mandatory attendance at the weekly Teaching Seminars on campus at UIW. Serves as Capstone course in the M.A.T. degree. Prerequisites: 6325 and 6327 and permission of the Program Advisor

EDUC 63CS1 Capstone in Education

A capstone course that brings together the several experiences mastered by the graduate student. The course examines contemporary issues of leadership, ethics, and issues of professionalism facing the educators of tomorrow. Prerequisite: EDUC 6301; must be taken in last six hours of graduate program and requires permission of Program Advisor.

EDUC 63CS2 Teacher Leadership

This course is a blend of both academic and experiential learning -- theory and practice in the educational setting. It examines teacher leadership roles, teacher leadership characteristics, the need for teacher leadership, and the barriers to teacher leadership created by the school structure and the culture of teaching. In addition, this course examines the impact on schools as teachers assume new forms of leadership. Candidates are required to do a 45 hour practicum experience in the area of teacher leadership and complete a Graduate Project. The Graduate Project provides the student with a culminating experience through portfolio, requiring synthesis of skills and knowledge the student has gained. The portfolio requiring both analysis and action is proposed by the student.

Kinesiology (EDKE)

EDKE 6377/7377 Instructional Development in Physical Education

Development of curriculum design and instructional methods to meet the developmental needs of learners from preschool through high school.

EDKE 6378/7378 Biomechanics in Human Performance

An overview of the laws and principles of human motion. Emphasis on analysis of sports movement with an application to the teaching and learning of motor skills.

EDKE 6379/7379 Adapted Physical Education and Sport

Physical education, motor and fitness development, and athletics for atypical individuals. Particular attention to the home, school, sports center, and organized sports and athletics.

EDKE 6381/7381 Topics in Exercise Physiology and Fitness

Current issues concerning exercise physiology, fitness, and overall wellness. Attention to student assessment, motivation, and prescription.

Literacy Education (EDRD)

EDRD 6320 Equity and Excellence for All

This course surveys diversity among students including cultural and linguistic factors as well as exceptionalities. Includes adaptive and sheltered English strategies for literacy development. Cross Referenced with EDEC 6320: Equity and Excellence for All.

EDRD 6335 Balanced Literacy in Early Childhood

This course examines the concept of emergent literacy as it provides insights on young children's literacy, how they develop literacy knowledge and literate practices. Best practices in literacy teaching for child care, pre-school, and early elementary classrooms are studies and researched. Cross Referenced with EDEC 6335 – Emergent Literacy.

EDRD 6375 Literature for Children and Young Adults

This course provides opportunities to become acquainted with the great wealth of trade books and other media forms available for today's young adults and children. The course assists teachers so that they may guide children toward more comprehensive, creative, insightful, and diverse utilization of literary materials

Course Descriptions

in a classroom setting. Extensive reading of young adult and children's literature will be required. Cross Referenced with EDEC 6375 Literature for Children and Young Adults.

EDRD 6382 Adult Literacy

This course is a study of topics related to the field of adult literacy education. Highlighted are the scope of the adult literacy problem, the implications of illiteracy for individual adults and for the larger society, the successes and failures of adult literacy programs, funding for adult literacy programs, and the governmental role in developing an effective adult literacy system. Cross Referenced with EDRD 6382 Adult Literacy Education. Prerequisite: ADED 6381

EDRD 6391 Foundations of Literacy

Examines the major theories of literacy appropriation and their implications for classroom contexts. Models of reading and writing, recent research findings will be explored. Emphasis will be on reading theory and practice and their relationships to child development. Cross Referenced with EDEC 6391: Foundations of Literacy.

EDRD 6393/7393 Approaches to Reading Assessment

This course provides an overview of methods of reading assessment with an emphasis on informal measures such as running records and informal inventories. It provides information on scoring and interpretation of high stakes tests in reading. It also provides practice in using assessment information to effectively plan reading instruction. Cross Referenced with EDEC 6393: Approaches to Reading Assessment.

EDRD 6395 Practicum in Reading

Individualized prescriptive teaching under supervision in a field-based setting using varied approaches and techniques. Project is the case study of one student, supported with appropriate library research. Comprehensive exam required for course completion. Prerequisites: completion of all Reading courses required for degree.

EDRD 6396 Literacy Across the Curriculum

Application of theory and methodology for integrating language and literacy in content fields. Will include examination of curricula theory and organization, text analysis, and how to connect the reading and writing processes with content learning.

EDRD 6398 Independent Study

EDRD 6399 Selected Topics in Literacy Education

Special Education (EDSP)

EDSP 6357 Neuropsychological Aspects of Learning Disabilities

Basic information about neuropsychology and the basic functional units of the human brain; this course includes assessment of neuropsychological dysfunction. Fee.

EDSP 6359 Methods of Teaching Students with Disabilities

Models and approaches to meeting the needs of students with disabilities in a variety of instructional settings, specific instructional methods and techniques, locating, evaluating, selecting adapting and/or creating instructional materials and technology. Prerequisites: EDSP 6363.

EDSP 6363/7363 Survey of Exceptionalities

The types and characteristics of potentially disabling conditions including causative factors, models of service delivery, investigation of all federal and state laws and regulations affecting special education. This is the first course in Special Education at the graduate level and should be taken at the beginning of the program.

EDSP 6364 Testing for Teaching

Curriculum-based assessment. Alternatives for assessing status in academic subjects and adaptive functioning. Intervention strategies for remediation of academic and adaptive functioning. Norm-referenced and informal testing. Prerequisite: EDSP 6363 and EDUC 6304.

EDSP 6365 Accommodating Students with High Incidence Disabilities

Models and approaches to meeting the needs of students with high incidence disabilities in a variety of instructional settings. Specific instructional materials and techniques; locating, evaluating, selecting, creating and/or adapting instructional materials and technology.

EDSP 6366 Inclusive Classrooms and Communities

Philosophical and practical approaches to meet diverse needs in classrooms and communities in order to enable all students to be effectively included.

Course Descriptions

EDSP 6367 Accommodating Students with Low Incidence Disabilities

Models and approaches to meeting the needs of students with low incidence disabilities, often served in settings outside the regular classroom. Specific attention is paid to adaptive behavior, life skills, and vocational curricula for students of all ages. Critical emphasis on making appropriate decisions regarding the level of support needed, LRE placement decisions, adaptive technology, and transition into the community.

EDSP 6368 Seminar in Learning Disabilities

Study of individuals identified as learning disabled, history of the field, investigation of various intervention approaches and current research in the field. Prerequisite: EDSP 6363.

EDSP 6375 Vocational Assessment and Training

Approaches to assessment and planning at the secondary level for maximum post-secondary vocational and living independence. Special attention to designing Individual Transition Plans in cooperation with appropriate agencies. Prerequisite: EDSP 6363.

Interdisciplinary Doctorate (INDR)

INDR 7399 Selected Topics

INDR 8199 Independent Study

This one hour course may be used for focus on an individual project under the guidance of an advisor.

INDR 8310 Concepts of Leadership

The focus of this course is the exploration of the philosophical bases of leadership, the context of leadership as a relationship process, and historic and futuristic views of leadership. The outcome of this course is for the student to conceptualize new leadership paradigms and personal implications for change.

INDR 8330 Belief Systems: A Cross-Cultural Perspective

This course explores the relationships between beliefs and knowledge that shape cultural practices. This examination will help students become aware of the limitations that may result from unexamined assumptions about other cultures. Critical examination of these issues allows students to view the cultural context of education and leadership with respect and empathy.

INDR 8350 Research Methods & Tools

This course will provide an overview of prevailing systematic planned investigation, including quantitative and qualitative methodologies, along with development of skills for critique of professional literature and internet searches. Students will be introduced to theories of epistemology and fundamentals of research design: data gathering, analysis and interpretation.

INDR 8351 Social Science Statistics

This course will enable students to use SPSS to interpret quantitative data in the social sciences, including graphical representation, difference, and correlation. This course will be focused on the use of SPSS in research in education. Prerequisite: INDR 8350 Research Methods & Tools

INDR 8353 Advanced Social Science Statistics

This course will enable students to interpret in the social sciences, multivariate relationship, group differences, prediction of group membership, and structure analysis. This course will be focused on the use of statistical software in research in education. Prerequisite: INDR 8351 Social Science Statistics.

INDR 8355 Qualitative Research Methods

This course develops the understanding of the concepts and methods of qualitative analysis and explores the practical issues related to designing, using and evaluating the qualitative methodology. Students study the philosophical assumptions underlying qualitative research, apply theory to an observed event, evaluate qualitative research articles and develop a qualitative proposal. Pre-requisite: INDR 8350 Research Methods and Tools

INDR 8357 Qualitative Research Design

This course will develop the understanding and capacity to design and implement qualitative research. Students will apply their knowledge of qualitative inquiry and practice the appropriate skills to collect, analyze, and interpret qualitative data. This course will also introduce the use of computer software for coding textual data. Prerequisite: INDR 8355 Qualitative Research Methods.

INDR 8375 Trends and Issues in Technology

The course gives students the opportunities to develop and apply technology skills as they research issues and trends in technology as it is used in business and education. Issues addressed include management of technology, the creation of technology-based work and learning environments, the societal impacts of technology and the legal implications of its use.

Course Descriptions

INDR 8370 Ethics for the Professions

This course explores theories of ethics and ethical decision-making with a focus on social justice in a global community with examination of moral issues and practical application in such areas as leadership, education and science.

INDR 8390 Constructing Research Design

This course explores qualitative and quantitative research methods in depth through evaluation and proposal writing techniques used in social science. It includes the nature of scientific inquiry planning, and evaluation of social science research, sampling, measurement, and commonly used research designs/methods. It will culminate in the construction of a research prospectus which includes the framework for introduction, literature review, and the methodology chapters for possible use in the dissertation process or other research. This course should be taken in the last semester of coursework.

INDR 8191 Preparation for the Qualifying Examination

The course is designed to allow students to study independently in preparation for the qualifying examination.

INDR 8199 Selected Topics

The course is appropriate for a doctoral student wishing to prepare for or complete an extended project such as a project that does not easily fit in the parameters of other coursework and which may require extensive guidance by an advisor.

INDR 9300 Dissertation Writing

INDR 9100 Dissertation

Available to students who have completed 12 hours of INDR 9300 Dissertation Writing

Education (EDUC)

EDUC 7312 Writing for Publication

This course will enable students to critique and write scholarly papers using the APA Publication Manual. Students will be introduced to the submission and publication process and the expectations of prospective publishers.

EDUC 7352 Advanced Research Analytics

This course will introduce students to the epistemology and interpretation of correlation analytics to guide decision making about relationship including the correlation of continuous and discrete data and multivariate regression analysis of linear and non-linear data in applied settings.

EDUC 8330 History and Philosophy of Higher Education

This course examines the historical and philosophical foundations of American Higher Education. The thoughts of influential educators are introduced. Principles and ideas underlying policies and administration of higher education are discussed.

EDUC 8390 Law in Higher Education

This seminar course is designed to facilitate learning to effectively criticize, analyze and understand legal concepts and issues related to Higher Education and to establish the inextricable link between effective organizational leadership in institutions of higher education and a sound understanding of related legal principles.

EDUC 8395 Practicum in Higher Education

This course identifies various types of institutions of higher education and the characteristics of effective higher education leadership. Students will explore issues in higher education through practicum experiences augmented by periodic seminar dialogue during the semester. Prerequisite: EDUC 8330 History and Philosophy of Higher Education and EDUC 8330 Law in Higher Education.

International Education and Entrepreneurship (INEE)

INEE 7399 Selected Topics

INEE 8325 Research in Comparative Educational Systems of the World

This course will require in-depth examination of the philosophy and structure of educational systems of two or more countries which are related to the student's individual degree plan. The course will make use of case studies and anecdotal material researched by the student. Prerequisite: INDR 8350 Research Methods & Tools

Course Descriptions

INEE 8335 Analysis of Belief Systems

This course expands the study of other cultures and value systems focusing on the country in which they intend to develop greatest expertise. The course combines the individuality of an independent study with the group support of a seminar.

INEE 8340 Entrepreneurship

This course prepares students to develop or support entrepreneurial endeavors in other countries where they may be guests or consultants. The course addresses the basic components of developing a business plan in the context of such an endeavor, including analysis of need, analysis of existing resources, funding potential, and awareness of cultural issues which impact the plan.

INEE 8345 International Organizations

This course is designed to help the student become acquainted with various international organizations as well as to develop an understanding of their working relationships with one another. Special emphasis is given to the goals and support bases of the various organizations, especially those functioning in developing countries.

INEE 8347 Economic Development for Entrepreneurship

This course will address economic development issues and the challenges of generating equitable and sustained growth faced by low and middle-income countries and regions from an entrepreneurial perspective. Prerequisite: INEE 8340 Entrepreneurship

INEE 8350 Research in Entrepreneurship

This course is designed to further develop research skills needed for an entrepreneurial endeavor through interaction with practicing entrepreneurs. Existing research and research designs in the field will also be addressed. Prerequisite: INEE 8340 Entrepreneurship, INEE 8347 Economic Development for Entrepreneurship.

INEE 8355 Cultural Aspects of Research

The emphasis of this course is the exploration of relevant cultural factors which influence the meaning and content of research participants' responses and how these relate to a researcher's theoretical, methodological and ethical concerns. Prerequisite: INDR 8330 System of Belief, INDR 8350 Research Methods & Tools

INEE 8360 Contemporary International Issues

This course will focus on exploring a single or several inter-related contemporary issues to stimulate a more critical understanding of our ever-changing world as the context of international education and entrepreneurship. Students will be encouraged to analyze a variety of perspectives that a leader in the 21st Century should be aware of, serving as guidelines for the ethically and socially conscious professional. While focusing on geographical divisions, topics will vary as issues become relevant.

INEE 8687/ INEE 8387 International Internship

Students, with their academic advisor, will locate and arrange a six-month internship in a country of special interest other than their own. Although goals will vary with each student's interests and needs, it is expected that the internships will be six consecutive months in which the student becomes familiar with the host culture through immersion in the community and an entrepreneurial, business, education, or agency placement (paid or unpaid).

INEE 8688/INEE 8388 Domestic Internship

A student spends a minimum of nine weeks attached to a school, business, or international agency within their home country and take part in its planning and operations at the most immediate level. This internship seeks to offer balance between educational and business experiences of the individual. As far as possible, internships are developed to ensure that the experience and interests of the individual student are put to the most effective use, and to ensure that both students and host gain the maximum practical value from the endeavor.

Organizational Leadership (ORGL)

ORGL 7399 Selected Topics

ORGL 8340 Organizational Policy Analysis & Design

A study of organizational policy construction, analysis and design issues related to executive (CEO) duties and responsibilities. This course is designed to develop a knowledge base in the analysis, design, and research in organizational policy and related issues. Special emphasis is on skills required by organizational leaders to facilitate policy construction.

Course Descriptions

ORGL 8360 Organizational Theory and Culture

This course explores the importance of culture in influencing organizational effectiveness and efficiency; variables impacting and included within organizational culture; organizational structure and its relationship to its culture; and the leadership role and responsibilities related to organizational culture.

ORGL 8370 Organizational Assessment & Survey Administration

This course focuses on human relations and organizational theories and philosophies. A major thrust of this course will be the integration, synthesis and evaluation of theory, research, philosophy and practical application in organizational environments. Prerequisite: INDR 8350 Research Methods & Tools

ORGL 8371 Practicum in Organizational Leadership

This course identifies various types of contemporary organizations and the characteristics of effective organizational leadership. Prerequisite: INDR 7310 Concepts of Leadership, ORGL 8360 Organizational Theory and Culture.

ORGL 8399 Selected Topics

COLLEGE OF ARTS, HUMANITIES, AND SOCIAL SCIENCES

Religious Studies/Pastoral Institute (RSPi)

RSPi 6150 The Rite of Christian Initiation of Adults (R.C.I.A.)

The history, theology, and pastoral implications of the post-conciliar restoration of this rite, pastoral adaptations.

RSPi 6202 Christology

An examination of the central Christian belief in Jesus as the Christ, including Testament Christologies and subsequent developments in classic Christian teaching, Christology, and world religions.

RSPi 6203 Foundations of Christian Theology

Theology has often been defined as "faith seeking understanding." This course will explore methodologies and resources used by Christian theologians to better understand and express their faith. The course will examine the basic themes of the Christian faith, particularly in the Roman Catholic tradition. It will also address some contemporary theological issues and pastoral application of theory to ministry.

RSPi 6205 Justice, the World, and the Church

Peace and justice in the Hebrew and Christian Scriptures, and the U.S. Bishops' pastoral letters on peace and economics. Models of the church in relationship to peace and justice.

RSPi 6209 Biblical Studies

Foundations for Catholic biblical studies including methodologies, terms, contexts, authorship, and a brief overview of the Hebrew and Christian scriptures.

RSPi 6210 Wisdom Literature

An introduction to Israel's search for wisdom in its Ancient Near Eastern context; including the expression of wisdom, Lady Wisdom, and the place of Wisdom literature in Israel's faith: Proverbs, Job, Qoheleth, Sirach and the Wisdom of Solomon.

RSPi 6211 Johannine Writings

The Fourth Gospel presentation of a Jesus with whom the believer enters into communion to undergo a personal transformation directed toward a transformation of the world; includes study of the Gospel of John and themes from Revelation.

RSPi 6212 Theologies of the New Testament

An examination and comparison of the different theologies found in the New Testament writings. Topics include the self-identity of early Christians and their relationship to Israel, the role of the Spirit in the churches, and the influence of social conditions on the theological views of Christians.

RSPi 6213 Themes of the Hebrew Scriptures

The consciousness of persons of faith interpreting and transforming history in response to the word of God; a study of the principal themes of the Hebrew Scriptures.

RSPi 6214 The Synoptics and Acts

The message of Jesus about God's Kingdom seen from the experiences of the early Christian communities. The images of Jesus and his mission, and the Christian challenge in the Church.

Course Descriptions

RSPI 6218 The Pauline Corpus

The life and ministry of Paul; the principal themes of Pauline theology; special treatment of selected texts from Romans, Corinthians, Galatians, and Ephesians.

RSPI 6220 Church History

Historical survey of Christianity, with emphasis on the Western Church. A. Origins to the Reformation; B. From the Council of Trent to the Second Vatican Council

RSPI 6225/7225 Moral Theology in a Pastoral Context

An analysis of pre- and post-Vatican II emphases in moral theology, highlighting conciliar teaching, papal documents, and the U.S. Bishops statements on both individual and social ethical concerns. The topics treated include the meaning of morality, the question of natural law, the difference between morality and religion, moral discernment, and Roman Catholic theological approaches to bio-ethics, sexuality, social ethics, environmental concerns and women's issues.

RSPI 6226/7226 Key Issues in Social Ethics

An analysis of key social issues including the questions of church authority, inculturation and its implications, the meaning of "preferential option for the poor," theological foundations, national issues and social priorities.

RSPI 6227 Theologies of Liberation

A study of the meaning and principal themes of liberation found in Latin American, U.S. Hispanic, African-American, feminist, womanist, and ecological theologies.

RSPI 6232 Contemporary Christian Theologians

Contemporary theological thought as found in representative thinkers of the Catholic and Protestant traditions.

RSPI 6236 Family Catechesis

The study and analysis of family systems and the implications for intergenerational catechesis.

RSPI 6239/7239 Adulthood and Christian Maturity

This course focuses on current models and methods for adult learning and faith development within various ministerial settings, with a special focus on adult and family catechesis.

RSPI 6240 Theory and Methods of Catechesis

This course examines the theological and historical principles and methods necessary for effective catechesis and catechetical leadership today. The course includes catechetical documents of the church, national and diocesan standards and guidelines, plus age appropriate methods and program design.

RSPI 6241 Hispanic History and Cultural Religious Expressions

The history of Hispanic Catholics in the United States, and how this history shapes the life and religiosity of today's U.S. Hispanic faith communities.

RSPI 6242 Administration and Program Planning in Religious Education

Organizing and administering religious education programs, the role of the coordinator, relationship with pastor, families, students, and teachers.

RSPI 6243 Catechist Formation

Preparation of religious educators; emphasis on USCCB guidelines and cultural foundations for evangelization and catechesis.

RSPI 6244 Culture and Catechesis

Cultural factors which influence the catechetical process, a multicultural examination of the development and expression of belief.

RSPI 6251 Adolescent Catechesis

A study of the content and methods appropriate for religious education of youth.

RSPI 6254 Leadership in the Christian Community

Role, function, principles, and theories of leadership; program development and evaluation; leadership and development.

RSPI 6255 Women and Christian Tradition

Addresses the principal issues and themes of women journeying toward full partnership in the Christian community. Approaches the contemporary dialogue around equality from a variety of perspectives: biblical, theological, and pastoral.

Course Descriptions

RSPI 6256 Basic Counseling Concepts for Pastoral Ministers

Survey of basic counseling concepts designed to enhance the pastoral minister's interpersonal effectiveness, assistance of others, crisis identification, and knowledge of referral procedures.

RSPI 6257 Marriage and Family Theory for Pastoral Ministers

An introductory study of healthy marriage and healthy family theory; family life-cycle development; basic marriage and family problems; basic counseling skills for problem identification and referral.

RSPI 6258 Interpersonal Communication Skills

The importance of interpersonal communication skills as a necessity for the full development of self and others, examined in one-to-one relationships as well as larger systems; emphasis on personal participation; application to a wide variety of pastoral settings.

RSPI 6260 Liturgy

The liturgical life of the Church under its theological, historical, spiritual, pastoral, catechetical, and juridical aspects; practical applications. Emphasis on Vatican II, post-conciliar and recent documents relating to Catholic worship and liturgical renewal.

RSPI 6261 Pastoral Liturgy

Introduction to liturgical spirituality, the role of the assembly, liturgical space and the use of the arts; the liturgical year; pastoral planning; communication techniques and administrative skills; liturgical ministries.

RSPI 6263 Liturgy and Sacraments

Theology of worship and the historical development of the public worship of the church with emphasis on the Eucharist. A survey of the seven sacraments. Basic liturgical principles for planning and celebration.

RSPI 6264 Leadership of Public Prayer

Theological foundations for the language and design of prayer, skills of oral communication and an introduction to homiletics, presiding at communion and other services.

RSPI 6265 Arts for Christian Worship

The importance of the imagination in worship, principles for environments and arts from church documents, experience in creating storytelling, drama, mime, movement, and art.

RSPI 6271 Spirituality and Ministry

A study of Christian spirituality, spiritual growth and its integration with ministry; conversion, asceticism, prayer and mysticism, spirituality and social justice.

RSPI 6272 Christian Sacraments

A study of the sacraments and sacramentality from several viewpoints including scriptural, theological, historical, and liturgical.

RSPI 6273 Introduction to Spirituality

An overview of traditional and contemporary approaches to spirituality, especially within the Western Christian tradition; significant historical figures; and the importance of spiritual maturity for full human development.

RSPI 6274 Introduction to Prayer

The nature and development of personal and communal prayer forms and methods, particularly in the Catholic Christian tradition; biblical and theological foundations of Christian prayer; cultural and psychological aspects of prayer.

RSPI 6275 Spirituality and Culture

Various approaches to spirituality, particularly within Western Christian traditions, and emerging cultural paradigms which have potential for cultural revisioning and spiritual development.

RSPI 6276 Movements in Western Christian Spirituality

An historical approach to the study of various Christian spiritualities, including Augustinian, Benedictine, Franciscan, *Devotio Moderna*, Carmelite, Jesuit, Incarnational, and representative movements in spirituality today.

Course Descriptions

RSPI 6280 Theology of Church and Ministry

This course addresses the development of a contemporary ecclesiology from which might flow a renewed understanding of ministry both ordained and lay; various models of church; the relationship between charism and institution; and the expansion of ministries in the post-Vatican II Catholic church.

RSPI 6281 Introduction to Pastoral Studies

Within a study of the historical and theological development of ministry in the Christian church, this course addresses methods and resources for research in the field of pastoral studies, theological reflection in ministry, the nature and spirituality of ordained and lay ministries, collaboration as an essential approach to ministry, and practical applications of theory to ministry situations.

RSPI 6285/7285 Program Planning and Evaluation

The pastoral knowledge, skills and attitudes for creative and successful program planning, management, and evaluation; personal and professional qualities which enhance the witness value of the minister's work.

RSPI 62CS Pastoral Project

Individually designed capstone project which provides students the opportunity to engage in a supervised experience in ministry. Focus elements include spiritual formation, theological reflection, professional ethics and identity, and Catholic social teaching.

RSPI 6X99/7X99 Selected Topics (6199, 6299, or 6399).

RSPI 6990 - Internship in Spiritual Direction

Off-campus program incorporating both content and supervised experience in the art of spiritual direction. With approval of the Director, this internship may be registered for three or six semester hours (RSPI 6390, 6690).

Youth Ministry Sequence

RSPI 6155 Foundations of Ministry Leadership

Examines the principles and priorities that guide students' lives as Christian leaders. Presents an understanding of principle-centered leadership and Christian spirituality that addresses one's personal mission, ministerial roles, and priorities.

RSPI 6156 Principles of Youth Ministry

Presents foundational understandings and principles for developing an effective and comprehensive ministry with adolescents.

RSPI 6157 Skills for Christian Leadership

Addresses the theories and skills ministers need to work with and through people. Emphasizes the application of leadership skills to various ministry settings, problems, and issues.

RSPI 6158 Practices of Youth Ministry

Explores processes and skills for effective leadership in youth ministry. Prepares leaders to empower the parish community for ministry with youth through collaboration and leadership development.

RSPI 6159 Pastoral Care

Explores the principles and methods of caring for young people from various cultures, and their families. Promotes healthy adolescent development from a pastoral care perspective and to develop interventions for families and adolescents.

RSPI 6160 Evangelization and Catechesis

Explores the foundations of nurturing adolescent faith development and Catholic identity through an integrated approach to faith development incorporating teaching, prayer, liturgy, community life, justice, and service.

RSPI 6161 Prayer and Worship

Examines the foundational role of Christian worship and sacraments in fostering the spiritual growth of youth. Develops a realistic and integrated approach to worship within a comprehensive ministry to youth and practical application in the pastoral setting.

Course Descriptions

RSPI 6162 Justice and Service

Explores the foundations for fostering a justice and service consciousness and spirituality in youth. Develops skills for creating integrated, action-learning models for the justice and service component of a comprehensive youth ministry.

SCHOOL OF MEDIA AND DESIGN

Communication Arts (COMM)

COMM 6300 Research and Writing Techniques

This course is writing-intensive, focusing on both informative and persuasive writing modes. It emphasizes essay composition and revision, the philosophy of scholarship, and qualitative and quantitative research methods. Course should be taken in the first semester offered.

COMM 6301/7301 Communication Theory

This course introduces the major theories in mass communication utilizing both social sciences and cultural studies approaches, which explore media content and its effects as well as audience reaction to media. This course should be taken in the first semester offered.

COMM 6302/7302 Media Ethics

This course focuses on media accountability, media problems and changing roles of the media. The relationship between the media and various societal groups, i.e., family, government, community, women, and minorities will be examined.

COMM 6303 Principles of Writing for the Media

This course offers an examination and application of writing principles, approach, and practice for print and broadcast media. Survey of techniques and samples are included.

COMM 6304 Aesthetics of Visual Perception

The class explores the fundamentals of sensory perception of sight and sound as they relate to the arts of media communication. Principles of motion, color, light, space, and sound are examined. Coursework focuses on successful integration and application of these elements.

COMM 6309/7309 Communication Research Methods

This course focuses on the techniques and principles of communication research in both qualitative and quantitative aspects. It surveys different sorts of research methods in communication studies, including content analysis, survey research, longitudinal research, and experimental research. Pre-requisite: COMM 6300, COMM 6301, COMM 6302.

COMM 6311 Media Production

This class explores various topics examining principles and techniques of media production. Topics include Video Production, Radio Production, Multimedia, Producing and Directing, Audio Production, Digital Imaging, Graphic Design and Layout, New Media Narrative and Convergent Media and others. May be repeated for credit as topics vary.

COMM 6312 Applied Media Writing

This class offers various topics in theory and practice of writing for the media. Topics include Magazine Article Writing, Issues and Narratives in Bicultural Communication, Writing the Script, and others. May be repeated for credit as topics vary.

COMM 6315 Seminar in Film Studies

This course offers various topics examining film and its role in society. Topics include American Cinema, Foreign Film, Film History, Women in the Media, and others. May be repeated for credit as topics vary.

COMM 6317/7317 Communications, Technology, and Culture

This class investigates new technologies and explores the ramification of the use of these technologies and their impact on current culture. It will help students to reflectively and critically explore the new forms of communication; their efforts on the media, business, education, and government industries; and the corresponding societal issues. The class will encourage students to reinterpret these issues within a scholarly framework by examining current new media research. Prerequisite COMM 6301.

Course Descriptions

COMM 6318/7318 Seminar in Mass Communication

A seminar class with varied topics that examines contemporary issues in mass communication. Topics include Diversity in the Media, Citizen Journalism, Social Narrative, and others. May be repeated for credit as topics vary.

COMM 6319 Seminar in International Communication

A seminar class with various topics examining international issues in communication. Topics include Intercultural Communication, International Communication, Organizational Communication and Leadership, and others. Offerings may also include study abroad.

COMM 6320 Advertising

This course is designed to examine theories and principles of advertising and apply them to case studies and an extensive term project. Students will develop advertising critique methods and critical analytical skills to interrogate advertising in society, corporations, and non-profit organizations.

COMM 6345 Practicum in Specialized Area of Study

This course provides experience and training in the communications field with a designated company or an accomplished professional. Practicum requires a minimum of set hours on-the-job experience per week and a comprehensive report evaluating the practicum experience at the end of the semester. Pre-requisites: Eighteen hours of graduate credit and permission of graduate advisor.

COMM 6375 Public Relations

This course is designed to examine theories of public relations and persuasion and apply them to case studies and a term project. It is writing intensive and emphasizes analytical techniques of public relations practice.

COMM 6330 Latino/a Identities in U.S.

A critical approach on the emergence of Latino/a identities in the United States, their cross-cultural expansion in the American Southwest, as well as their cultural influence in society and media institutions.

COMM 6335 Advanced Bilingual Journalism

This course is designed as a workshop for advanced bilingual students interested in improving their writing and reporting skills for broadcasting in English and Spanish.

COMM 6398 Directed Studies in Communication Arts

Opportunity for advanced graduate students to engage in specialized tutorial study with specific faculty. Prerequisite: permission of graduate advisor and specified faculty.

COMM 63CS1 Communication Capstone

Final class, which culminates and integrates various skills and theories of the Communication Arts degree into one final capstone product. COMM 63CS1 must be taken as the final course of the degree.

COMM 63TP Thesis Proposal

This class explores the techniques of writing for a major project. A written thesis proposal will be completed at the end of the program. Must have 27 hours of graduate work completed in Communication Arts. Pre-requisites COMM 6301, COMM 6302, COMM 6308, and COMM 6309.

COMM 63TR Thesis Research

Completion of thesis in final semester. Pre-requisite COMM 63TP.

SCHOOL OF MATHEMATICS, SCIENCE, & ENGINEERING

Biology (BIOL)

BIOL 6345 Biogeography

Analysis of present and past global patterns of distribution of plants and animals and the ecological, evolutionary, and tectonic factors that have influenced these patterns.

BIOL 6370 Molecular Biology

Study of the structure, expression, replication, and recombination of DNA. Discussion of current technology in molecular biology and its applications in medicine, agriculture, and industry.

Course Descriptions

BIOL 6373 Tropical Parasitology

Study of the biology and systematics of parasitic organisms with a special emphasis on etiological agents of human diseases prevalent in tropical climates.

BIOL 6375 Medical Microbiology

Studies on pathogenic bacteria, viruses, protozoa, and fungi and their epidemiology. The mechanisms of host defense, pathogenesis, and antimicrobial therapy will be presented.

BIOL 6380 Virology

The structure, replication and properties of viruses including the molecular organization of viral genomes, the interactions of viruses with the immune system. Vaccinations and chemotherapies to prevent or cure viral infections will be discussed.

BIOL 6385 Immunology

The function of the immune system with regard to innate immunity, the recognition of foreign antigens, the development and function of lymphocytes, and the health consequences of immune failure.

BIOL 6392/7392 Advanced Human Physiology

Human physiology with major emphasis on the nervous, endocrine, digestive, circulatory, respiratory, and excretory systems.

BIOL 6399/7399 Selected Topics in Biology

Offered on a need basis including Developmental Biology, Human Genetics, Medical Entomology or other offerings.

BIOL CE90 Comprehensive Exam

A written examination covering three questions from graduate faculty who have been selected by the candidate and the Graduate Advisor.

BIOL 63TP/63TR Thesis Proposal/Thesis Research

Laboratory or field-based research, under the direction of a member of the graduate faculty, leading to completion of a Master's Thesis. The research is based upon a Thesis Proposal, which must be successfully defended before a committee of three faculty members before the student enrolls for BIOL 63TR.

Mathematics (MATH)

MATH 6311 Higher Abstract Algebra I

Prerequisite: An undergraduate course in abstract or linear algebra. The first semester is devoted primarily to group theory. Topics include basic properties of groups, homomorphisms, Sylow theorems, and basic properties of rings, fields and integral domains.

MATH 6312 Higher Abstract Algebra II

Prerequisites: MATH 6311, Higher Abstract Algebra I or its equivalent. Topics covered in the second semester include vector spaces and modules, extensions of fields, Galois theory, linear transformations and matrices.

MATH 6313/7313 Number Theory

Prerequisite: MATH 3325 Abstract Algebra and Number Theory, MATH 2313, Calculus II, or their equivalents. Topics include primes and divisibility, congruence, quadratic residues, approximation of real numbers, continued fractions, Diophantine equations, and arithmetic functions.

MATH 6315/7315 Mathematical Logic and Set Theory

Prerequisite: MATH 3320, Foundations of Mathematics, and MATH 3325 Abstract Algebra and Number Theory, or their equivalents. Topics include propositional calculus, first order logic, model theory, Zermelo-Fraenkel Axioms, ordinals and cardinals, Axiom of Choice, and uncountable sets.

MATH 6316 Combinatorics

Prerequisites: Abstract Algebra, Number Theory, Discrete Mathematics or consent of instructor. Topics include the counting principles, pigeon-hole principle, inclusion and exclusion, generating functions, designs and codes, Ramsey theory, graph theory and transversal theory.

MATH 6320/7322 Advanced Geometry

Topics may include, but are not limited to, axiomatic systems, Euclidean Geometry, non-Euclidean Geometry, and a brief introduction to projective geometry and topology. Proofs will be emphasized in this course.

MATH 6321 Topology I

Prerequisite: Undergraduate Real Analysis. Topics include cardinal and ordinal arithmetic, topological spaces, compactness, connectedness, continuity, homeomorphisms, metrization and paracompactness.

Course Descriptions

MATH 6322 Topology II

Prerequisites: MATH 6321, Topology I or its equivalent. Topics from algebraic topology and geometric topology.

MATH 6323 Continuum Theory

Topics include inverse limits, hyperspaces, Peano continua, dendrites, irreducible continua, and pseudo-arcs.

MATH 6332/7332 Introduction to Analysis

This is a three-hour course which includes real number system, set theory and elementary topological properties of the real line, continuity and differentiability, sequences and series, uniform convergence, Riemann integration, and improper integrals. Some introduction to measure theory and the Lebesgue integral may be included if time permits.

MATH 6334/7334 Introduction to Abstract Algebra

This is a three-hour course that covers topics including finite fields, commutative rings, fields, structure of groups, unique factorization, and advanced optional.

MATH 6336/7336 Introduction to Number Theory

This is a three-hour course which includes the study of the division algorithm, the Euclidean algorithm, elementary properties of primes, congruencies, including Fermat's and Euler's theorem, and the Prime Number Theorem, and the generation of Fibonacci numbers or Pythagorean triples.

MATH 6338/7338 Euclidean and Non-Euclidean Geometry

This is a three-hour course that includes a rigorous treatment of the fundamentals of plane geometry, and spherical, elliptical, and hyperbolic geometries.

MATH 6341 Real and Complex Analysis I

Prerequisite: Calculus III or consent of the Instructor. Topics include the real and complex number system, elementary cardinal arithmetic, metric spaces, with emphasis on Euclidean spaces, convergence, continuity, completeness, differentiability, and normed linear spaces.

MATH 6342 Real and Complex Analysis II

Prerequisite: Successful completion of MATH 6341. Topics include integration: Riemann, Stieltjes, and Lebesgue integrals, measure theory, uniform convergence, analytic functions, Cauchy integral formula, residue theory, absolute continuity, bounded variation.

MATH 6345/7345 Numerical Analysis

Topics for this one semester course include some discussion about floating point arithmetic, essential topics in numerical algebra, numerical calculus, numerical linear algebra, and numerical solutions to ordinary differential equations. Programming experience is encouraged.

MATH 6348 Introduction to Mathematics Education Literature

This is a three-hour course designed to introduce the student to the current literature in mathematics education research. The major tools used in research in the field will be explored.

MATH 6351 Dynamical Systems

Prerequisites: Calculus III, Linear Algebra, Differential Equations or consent of instructor. Topics are selected from the following: Linear systems, discrete and continuous dynamical systems, fixed points, periodicity and chaos, Sarkovskii's Theorem, bifurcation, fractals and symbolic dynamics, complex dynamical systems. May be repeated for credit when topics vary.

MATH 6355/7355 History of Contemporary Mathematics

This course is a historical development of contemporary mathematics, including the inception of calculus, the concept of infinitesimal, and the need for precise treatment of limit theory that leads to the study of real number theory and ultimately to set theory. Discussion includes the historical development of at least one branch of contemporary mathematics such as Modern Algebra, Mathematical Analysis, Modern Geometry, Topology, or Probability and Statistics. There will be a research component to this course.

MATH 6361 Advanced Probability and Statistics I

3 hours credit. Prerequisite: MAT 4331 or equivalent.

MATH 6362 Advanced Probability and Statistics II

3 hours credit. Prerequisite: MAT 4378 and MAT 6361 or equivalent.

MATH 6363/7363 Research Statistics

This course will enable students to interpret and use descriptive statistics, properties of the normal curve, parametric hypothesis tests (single-sample and two-sample), analysis of variance, correlation, simple linear

Course Descriptions

regression, and introductory non-parametric tests. The course will emphasize application and will incorporate the use of a computer package (SPSS) in statistics.

MATH 6364/7364 Advanced Quantitative Research

Prerequisite: MATH 6363 or equivalent. This course will enable students to interpret and use properties of correlation, simple and multiple linear regression, various analysis of variance designs, and time series. The course will emphasize application and will incorporate the use of a computer package in statistics.

MATH 6365 Statistical Methods I

The principle objective of this course is to teach students the application of regression analysis. The methods of least-squares and maximum likelihood will be reviewed in detail using matrix algebra. Diagnostic methods to assess the fit of the model, as well as strategies to correct inadequacies will be presented. Also, regression with indicator variables, polynomial regression, semi-parametric and parametric regression, nonlinear regression, and generalized linear models will be reviewed. Analysis will be performed using multiple software packages.

MATH 6366 Statistical Methods II

This course focuses in the analysis of variance, covariance, and multiple comparisons. Students will learn to establish means and effects models for different data structures and perform the analysis using the appropriate types of sums of squares. Similarly, student will learn to establish models for random factors, obtain estimates of and make inferences about variance components. Finally, students will learn to analysis of mixed models using different methods. Analysis will be performed using multiple software packages.

Prerequisite: MATH 6365

MATH 6367 Categorical Data Analysis

The course covers the analysis of contingency tables for binomial, multinomial, and poison outcomes, measures of association, generalized linear models, logistic regression for binary responses and polytomous nominal and ordinal responses, Poisson regression. Data will be analyzed using multiple software packages. Prerequisite: MATH 6365 and MATH 6366.

MATH 6369 Design and Analysis of Statistical Experiments

In this course students will learn to plan, design, perform, and analyze experimental designs. Topics include designs to study variances, complete and incomplete block designs, general factorial designs, two-level full and fractional designs, response surface methodology, split-plot design, repeated measures designs, and crossover designs. JMP and Minitab are used to design experiments. Prerequisite: MATH 6365 and MATH 6366.

MATH 6374 Applied Forecasting

This is a three-hour course that covers topics advanced demographics and statistical methods. It will include applications of demographic techniques in marketing, management and impact analysis in business and government.

MATH 6370/7370 Mathematics Content and Pedagogy, K-5

This course covers those mathematical topics considered as essential elements for teachers of elementary school mathematics. Development of the number system beginning with the Peano Postulates, including real numbers, complex numbers, cardinal numbers, and ordinal numbers. Algebraic properties of the number system will be investigated as groups, rings, and fields. The use of manipulatives and a student-centered approach to learning is stressed to teach skills and concepts appropriate for grades K-5. This course may not count toward a Master of Science in Mathematics.

MATH 6372/7372 Integration of Mathematics and Science, K-5

This is a three-hour course in which national and state standards and learning theory in mathematics and science education are used to support conjectures and conclusions about the benefits and challenges of integrating mathematics and science in the elementary classroom. Content topics and the use of student-centered strategies to teach skills and concepts appropriate for Grades K-5 are considered.. This course may not count toward a Master of Science in Mathematics.

MATH 6375/7375 Mathematics Content and Pedagogy, 6-12

This is a three hour course that covers those mathematical topics considered as essential elements for teachers of middle and high school mathematics. Topics include the properties of the Real line and the Cartesian plane and the foundations of plane and spherical geometry. The use of manipulatives and activities is stressed to teach skills and concepts appropriate for grades 6-12.

MATH 6376/7376 Integration of Mathematics and Science, 6-8

This is a three-hour course in which national and state standards and learning theory in mathematics and science education are used to support conjectures and conclusions about the benefits and challenges of integrating mathematics and science in the middle school classroom. Content topics and the use of student-centered strategies to teach skills and concepts appropriate for middle school grades are considered. This course may not count toward a Master of Science in Mathematics.

Course Descriptions

MATH 6381/7381 Integration of Mathematics and Science, 9-12

This is a three-hour course in which national and state standards and learning theory in mathematics and science education are used to support conjectures and conclusions about the benefits and challenges of integrating mathematics and science in the high school classroom. Content topics and the use of student-centered strategies to teach skills and concepts appropriate for high school grades are considered. This course may not count toward a Master of Science in Mathematics.

MATH 6382 Linear Algebra and Matrix Theory

This is a three-hour course that covers topics in vector space and matrix theory. It will include vector space, linear operators, determinants, elementary canonical forms and inner product space. Mathematics programming techniques for regression and classification analysis will also be included.

MATH 6383 Survival Analysis

This is a three-hour graduate-level course covering theory and applications in survival and reliability analysis. The course covers topics such as survival curves, hazards functions, Kaplan-Meier estimators, Nelson-Aalan estimators, Cox models, censoring, and covariates. Data will be analyzed using statistical software packages such as R, SAS, and/or SPSS.

MATH 6384 Statistical Research

This is a three-hour course that covers the theory and applications of mathematical programming techniques applied to statistical analysis. It combines research and application of the learning experience in research statistics. Topics and project will be approved and evaluated by the Research Committee.

MATH 6388 Statistical Internship

This course includes supervised experience in applying statistical or mathematical methods to real problems in a business, education or government agency

MATH 6385/7385 Instructional Technology in Mathematics and Science

This course is designed to promote the uses of hand-held and computer technology in both mathematics and science for grades 7-12. The course will familiarize participants with the use of a variety of graphing calculators, data collection devices, and computer software packages. This course may not count toward a Master of Science in Mathematics.

MATH 6399/7399 Selected Topics

Topics may include algebra, analysis, etc. These courses may be repeated for credit when topics vary. Such repeated credit is subject to approval by the Graduate Program Director upon recommendation by the Supervisory Committee and the instructor in the course.

MATH 63CSa Capstone in Mathematics Teaching

Integrative experience that combines research and application of the learning experience in mathematics and mathematics education. Topic and project is approved and evaluated by the capstone committee. Prerequisite: Completion of 27 hours of the master's program.

MATH 63CSb Capstone in Mathematics

Integrative experience that combines research and application of the learning experience in mathematics. Topic and project is approved and evaluated by the capstone committee. Prerequisite: Completion of 27 hours of the master's program.

MATH CE90 Comprehensive Examination. Fee.

MATH 63TP/63TR—Thesis Proposal/Thesis Research

MATH 8320—Readings in Mathematics Education

This is a 3 hour course designed to introduce the student to the current literature in mathematics education research. The major tools used in research in the field will be explored.

MATH 8325 Research and Development of Mathematics Programs

This is a 3-hour course whose purpose is to prepare leaders in mathematics education to support the research and development of mathematics programs in K-12 education.

Multidisciplinary Sciences Program

GEOL 6310/7310 Earth Science I

Essential elements and concepts of geology and oceanography are examined through inquiry-based activities. Topics and hands-on activities include rocks and minerals, fossils, weathering, erosion and soils, volcanoes, earthquakes, plate tectonics, topographic maps, ocean composition, ocean currents, marine life, ocean floor topology and seafloor spreading.

Course Descriptions

GEOL 6315/7315 Earth Science II

Essential elements and concepts in astronomy and meteorology are examined through inquiry-based activities. Topics and hands-on activities include telescopes, constellations, solar and lunar phases, tides, comets, asteroids, and meteors, spectroscopy, planets, solar systems, and galaxies, weather, atmospheric phenomena, hurricanes and tornadoes.

PHYS 6310/7310 Energy, Forces, and Motion

Principles and applications of the physical laws will be examined through demonstrations and calculator/computer-based activities. Topics include kinetic definition of temperature, pressure resulting from momentum changes of molecules, energetics of work, kinetic and thermal energies, energy conservation and entropy, and Newton's laws of motion.

PHYS 6315/7315 Electricity and Magnetism

This course examines in depth the concepts of Coulomb's Law, electric circuits and magnetism. Activities include application of traditional laboratory apparatus, remote sensing probes, computer-based activities, and graphing calculators.

CHEM 6305/7305 Matter, Properties, and the Periodic Table

Matter is examined with regard to the kinetic particle model. Experiments and demonstrations are conducted with the kinetic particle model to predict and explain outcomes of chemical processes. States or matter are described in terms of molecular motion and spacing. The periodic table is introduced as a tool in chemical research. Materials will be experimentally examined and classified as elements, compounds, or mixtures, and the elements within the periodic table are organized.

CHEM 6310/7310 Topics in Environmental and Bio-Organic Chemistry

This course examines properties of solutions and chemical reactions that directly affect the environment and human processes. The structure of atoms, ions, and the chemical bond is discussed. Chemical reactions will be examined and described using balanced chemical equations. Basic organic nomenclature and biochemical reactions are discussed in depth. Investigations include analysis of environmental quality, extraction and synthesis of organic compounds.

BIOL 6305/7305 Topics in Ecology and Diversity

This course extends in depth content in selected topics of ecology and biological diversity, integrated with key mathematical principles of algebra. Three principles of biological knowledge are emphasized: interactions and interdependence; structure and function; and change and homeostasis. The course is instructed in a learning cycle format that emphasizes laboratory activities and independent student work in explanations and extensions. Computer-based technology will be applied for data acquisition and analysis.

BIOL 6310/7310 Topics in Cell and Molecular Biology

This course extends in depth content in the topic areas of cell and molecular biology. This course is instructed in a learning cycle format that emphasizes laboratory activities and independent student work in explanations and extensions. Computer-based technology will be applied for data acquisition and analysis.

ENSC 6310/7310 Environmental Science I

Essential concepts in ecology, surface water, groundwater, and climate are examined through inquiry-based activities. Topics and hands-on activities include biotic and abiotic components of ecological levels, map interpretation of ecoregions of Texas, chemical cycles of ecosystems, carbon and water footprints in ecology, environmental conditions including variations in temperature, light, and wind speed on plant transpiration, stream discharge and flooding, nature of groundwater and groundwater movement, San Antonio climate and groundwater availability, and data analysis in ecology, hydrology, and climate.

ENSC 6315/7315 Environmental Science II

Essential concepts in biodiversity, Texas tree studies, ecological succession and restoration, water pollution, urban heat islands and population dynamics are examined through inquiry-based activities. Topics and hands-on activities include mathematics and modeling of biodiversity, Texas tree survey, evaluation of ecological succession within the San Antonio Headwaters area, identification of invasive and non-invasive species in San Antonio landscapes, microhabitats, nature of urban heat islands, climate, air quality, aerial photograph interpretation, soil resources, identification of point and non-point sources of water pollution, and modeling population growth.

BIOL 63CS Multidisciplinary Sciences Implementation

This capstone course extends the content knowledge acquired in the multidisciplinary content courses through selected readings and discussion of current topics in mathematics and science education reform. Participants will revise and/or develop a comprehensive curriculum for grade level 6-8, and implement activities in their classroom.

Course Descriptions

Nutrition (NUTR)

NUTR 6100 Dietetics

Concentrated preparation for dietetic practice focusing on basic skills and knowledge necessary for entering supervised practice experienced in clinical dietetics, community nutrition programs, and foodservice management. Prerequisites: Admission to the Dietetic Internship Program and Instructor's Signature.

NUTR 6200 Community Nutrition Practice

Work site placement experience in community nutrition organizations and agencies. Didactic presentation focuses on current issues and topics to help students develop the skills necessary to provide community nutrition services, such as assessment of community nutrition needs, nutrition education of community groups, and implementation of community nutrition programming. Prerequisites: Admission to the Dietetic Internship Program and Instructor's signature.

NUTR 6190 Practicum in Nutrition

Supervised work experience in nutrition-related setting. Prerequisite: NUTR 4460 and 4475.

NUTR 6270 Applied Food Service Nutrition

Two credit hours. In this course, students will study current trends in applied food service management.

NUTR 6273 Applied Community Nutrition

Two credit hours. In this course, students will study current trends in applied community nutrition.

NUTR 6300 Foodservice Management Practice

Work site placement experience in food service settings. Didactic presentation focuses on current issues and topics to help students develop the skills necessary to manage foodservice systems, including production, inventory control, sanitation, quality management, financial management, facility and human resource management. Prerequisites: Admission to the Dietetic Internship Program and Instructor's signature.

NUTR 6325 Advanced Nutrition I

Current status of nutrition theory and its interpretation together are considered in diet assessment, nutrient interrelationships and metabolism in maintaining health and the prevention and development of chronic diseases. This course focuses on the macronutrients and energy metabolism. Prerequisite: BIOL 6392 or concurrent enrollment.

NUTR 6330 Advanced Nutrition II

Current status of nutrition theory and its interpretation together are considered in nutrient interrelationships and metabolism in maintaining health and the prevention and development of cancer, cardiovascular diseases, and diabetes mellitus. This course focuses on vitamin and mineral requirements. Prerequisite: NUTR 6325, BIOL 6392.

NUTR 6434 Nutrition and Health Promotion Practice: Program Planning and Evaluation

Course utilizes a theoretical framework to guide and facilitate the planning, implementation and evaluation of nutrition/health promotion programs. Specific assessment and evaluation techniques are explored. Course requires the application of skills and knowledge to increase professional competence and effectiveness in program planning and evaluation.

NUTR 6342 Lifecycle Nutrition

This course is an examination of nutrition requirements and assessment, and dietary intake during gestation, infancy, childhood, adolescence, and senescence. Integration of current research will focus on nutritional issues related to these lifecycle stages and on long-term health.

NUTR 6352 Issues in Food and Nutrition

Analysis of food and nutrition issues including non-nutritive food substances. Impact of these issues on food choices, public policy, global perspectives, and future practice of food and nutrition professionals will be explored.

NUTR 6366 Advanced Clinical Nutrition

Modern concepts of clinical nutrition and abnormalities treated by modified diets. Students will critically evaluate the scientific literature relating the medical nutrition therapy treatments and diet patterns currently used. Prerequisite: NUTR 4475 or experience in medical nutrition therapy.

NUTR 6391 Tutorial in Nutrition

Student will choose and develop a topic in any area of nutrition. The grade will be determined by evaluation of regular reports, regular conferences with faculty sponsor, periodic examinations, and final examination, or any combination of these methods.

Course Descriptions

NUTR 6400 Clinical Dietetics Practice

Work site placement experience in inpatient and outpatient health care settings. Didactic presentation focuses on current issues and topics to help students develop the skills necessary to provide medical nutrition therapy care, including screening, assessment, education and care planning development, nutrition support, and participation in quality management. Prerequisites: Admission to the Dietetic Internship Program and Instructor's signature.

NUTR 6414 Advanced Nutrition Services Administration

This course focuses on the application of management and leadership principles and techniques specific to the provision of nutrition services in clinical and community settings. Emphasis is placed on using evidence-based practice guidelines in the creation of program protocols, evaluation systems, and overall program development. Prerequisite: NUTR 4460, 4475.

NUTR 6464 Nutrition and Health Behavior

Major learning and health behavior theories are applied to the practice of nutrition, dietetics and health promotion. Techniques for interviewing, motivating, and counseling, and their application to groups and individuals, are explored. Course requires the application of skills and knowledge to increase professional competence and effectiveness in promoting health behavior change.

NUTR 6570 Applied Clinical Nutrition

Five credit hours. In this course, students will study current trends in applied clinical nutrition.

NUTR 6XCS Master's Project

The Master's Project is an integration of graduate level coursework with research and communication skills to develop and report on a tangible nutrition project that addresses a concern of the community or an area of interest of the student. The course is taken for two semesters for a minimum of total of 3 to 4 hours of credit. Prerequisites: Graduate level research class or MATH 6363 plus 9 additional semester hours of graduate didactic coursework in the master's program. Permission of instructor is required.

NUTR 63TP/6XTR Thesis Proposal/Thesis Research

NUTR CE90 Comprehensive Examination. Fee.

ILA FAYE MILLER SCHOOL OF NURSING AND HEALTH PROFESSIONS

Kinesiology (KEHP)

KEHP 6350 Current Trends and Issues in Sport and Physical Education

Examination of current research concerning teaching physical education and coaching athletic teams. Topics addressed may include ethical and legal issues involving the curriculum, student assessment, program assessment, technology, role conflict, national and state standards and laws. Prerequisite: graduate standing.

KEHP 6360 Advanced Tests and Measurements

Advanced principles of traditional and authentic assessment, measurement, statistical concepts, and research methodology.

KEHP 6377/7377 Instructional Development in Physical Education

Development of curriculum design and instructional methods to meet the developmental needs of learners from preschool through high school. Prerequisite: graduate standing.

KEHP 6378 Biomechanics in Human Performance

An overview of the laws and principles of human motion. Emphasis on analysis of sport movement with an application to the teaching and learning of motor skills. Prerequisite: graduate standing.

KEHP 6379/7379 Adapted Physical Activity and Sport

Physical education, motor and fitness development, and athletics for atypical individuals. Particular attention to the home, school, sports center, and organized sports and athletics. Prerequisite: graduate standing.

KEHP 6381 Topics in Exercise Physiology and Fitness

Current issues concerning exercise physiology, fitness and overall wellness. Attention to student assessment, motivation, and prescription. Prerequisite: graduate standing.

Course Descriptions

KEHP 63CS Capstone in Physical Education

A capstone course that brings together the several experiences mastered by the graduate student. The course examines contemporary issues of leadership, ethics, and issues of professionalism facing the educators of tomorrow. Prerequisite: must be taken in last six hours of graduate program and requires permission of Program Advisor.

Nursing (NURS)

NURS 6290 Informatics in Health Care

Introduction to the study of informatics focuses on the management of information in the modern healthcare system. Students will be introduced to the breadth of informatics, information management and the history and future of informatics in healthcare. Prerequisites: Demonstrated competency in basic computer skills including file management, word processing, spreadsheets, databases, email, web browsing, and use of presentation software.

NURS 6311 Research I: Analysis and Interpretation of Research

Overview of qualitative and quantitative research processes and designs. Prepares nurses to read, interpret and synthesize current knowledge on a topic relevant to evidence-based nursing practice with an emphasis on aggregate focused care and to critique methodology, research design, instrumentation and statistical techniques of research studies.

NURS 6315 Resource Management for Nurse Leaders

Emphasis is on the management and fiscal resources in the context of planning, delivering, and evaluating health care. Leadership skills for working with interdisciplinary teams within complex systems are addressed.

NURS 6321 Nursing Theory for Advanced Practice

Introduction to nursing theorists. Analysis and comparison of selected theories from nursing and other disciplines, and evaluation of the theories for use in nursing education, administration, and practice. Theories discussed within the contexts of the research process, the development of nursing knowledge and the advancement of scientific practice. Focus is on theories that have specific application in health disparities.

NURS 6323 Advanced Health Assessment

The course is required for CNS and CNL students in the master's program and for postgraduate MSN students in the CNS program. This course provides the student with knowledge and skills for comprehensive health assessment across the adult lifespan. The course includes laboratory skills lab and a practicum experience.

NURS 6325 Pathophysiology

An advanced study of pathophysiologic problems of the major body systems. Examples of alterations in physiological function are related to commonly encountered clinical situations. Includes study of the major organ systems with particular emphasis on the physical, biological, and integrating mechanisms.

NURS 6331 Aggregate Health I

Focuses on the development of health assessment skills for advanced nursing practice with aggregates of all ages who have been categorized with health disparities. Includes in-depth study of epidemiology and nursing science with an emphasis on cross-cultural perspectives.

NURS 6341 Pharmacotherapeutics for Advanced Practice in Nursing

Application of pharmaceutical, pharmacokinetic, pharmacodynamic, pharmacologic and pharmacotherapeutic principles in drug therapy management as required of nurses in advanced practice.

NURS 6342 Research II: Proposal Development

Prepares students to design a research study addressing health care needs of an identified population. Research design, measurement and sampling techniques, data collection and data analysis methodologies incorporated into selection of research strategies appropriate to specific problems and the development of a research proposal.

NURS 6452 Aggregate Health II

This course is designed to provide opportunities for students to apply theoretical frameworks to the organization of assessment information in order to plan nursing care that addresses health disparities among vulnerable populations. Through clinical experiences with an aggregate of the student's choice, students diagnose and prioritize health care needs and design culturally and linguistically appropriate programs and services to meet those needs.

NURS 6358/7358 Curriculum Development in Nursing

This course is designed for graduate nursing students who plan to teach in nursing education programs whether it be in schools of nursing or institutions in which they work. Students will learn about the principles and processes involved in building curricula. The course includes examination of factors

Course Descriptions

influencing the curricular components of planning, instructing, and evaluating. This course is a prerequisite to the course Teaching in Schools of Nursing/Institutions.

NURS 6361 Nursing Leadership & Health Policy

This course focuses on development of skills in the formation and implementation of health policy including strategies to design programs which reduce health disparities. Using a values framework, students assess leadership roles and strategies in political activism and policy development in professional organizations, communities, worksites and government.

NURS 6368/7368 Teaching in Schools of Nursing/Institutions

This course follows the Curriculum Development course. It is a study of methods of instruction and the roles of the teacher as well as the application of these in practice settings. This course includes a practicum.

NURS 6371 Aggregate Health III

This is the final clinical course in the three-sequence courses. Emphasis is on implementing and evaluating the health program developed in Aggregates I & II. The student will continue to apply theoretical frameworks to implement and evaluate their selected program in either acute care or community settings. The emphasis is on the role of the clinical nurse leader in providing care for a defined aggregate in relation to the health disparity and the affected population identified in Aggregate I & II.

NURS 6394 Clinical Nurse Leader Immersion

This course provides an intensive clinical experience in which the graduate student practices in the role of the Clinical Nurse Leader over an extended period of time. Students are eligible to take this course after having completed all CNL course work, including the Capstone course. The clinical immersion is a perceived experience consisting of a minimum of 300 clinical hours on a selected clinical unit. The graduate student nurse will function in the role of clinician, advocate, team manager, information manager, systems analyst risk anticipator, outcomes manager, educator, and member of the nursing profession. This course is a prerequisite for the Clinical Nurse Leader certification exam.

NURS 6447 Adult/Gerontology CNS II: The roles of the CNS

This course is a synthesizing experience in the development and implementation of the Clinical Nurse Specialist role in a collaborative, interdisciplinary model. The focus of this course is ongoing clinical experiences and practice that integrate the theoretical and practical knowledge for the diagnosis and management of acutely or chronically ill adult patients. Emphasis is on clinical decision making which incorporates nursing and medical diagnosis, disease management, and treatment to include prescriptive practices and culturally competent care. The preceptor clinical practicum will include a variety of health care settings with emphasis on appropriate primary and secondary prevention, health promotion, and coordination of care across community systems of care. This course requires a minimum of 128 clinical hours in selected clinical sites.

NURS 6457 Adult/Gerontology CNS III: Seminar and Preceptorship

This course is a synthesizing experience in the development and implementation of the CNS role in a collaborative, interdisciplinary model. The focus of this course is ongoing clinical experiences and practice that integrate the theoretical and practical knowledge for the diagnosis and management of acutely or chronically ill adult patients. Emphasis is on clinical decision making which incorporates nursing and medical diagnosis, disease management, and treatment to include prescriptive practices and culturally competent care. The preceptor clinical practicum will include a variety of health care settings with emphasis on appropriate primary and secondary prevention, health promotion, and coordination of care across community systems of care.

NURS 6537 Adult Gerontology CNS I: Diagnosis and Management of Acute and Chronic Illness of Adults

This course addresses the unique and autonomous roles of the Adult Health Clinical Nurse Specialist as an Advanced Practice Nurse. Adult Health Clinical Nurse Specialist 1 is designed to begin the transition of the graduate nursing student into a specialty focus in acute and chronic illnesses across the continuum of care with an emphasis on health promotion and disease prevention. In this course, students have the opportunity to develop, apply, and evaluate in-depth knowledge of pathophysiological processes and evidenced-based interventions for disease management. The focus of the theoretical and clinical components of the course is on nursing and medical diagnosis and management, including pharmacological and nonpharmacological treatments. Practice is within the context of an interdisciplinary approach to adults of different cultures experiencing acute and chronic diseases. Clinical experiences include the implementation and evaluation of Adult Health Nursing—Clinical Nurse Specialist roles in a variety of health care settings and includes a minimum of 180 clinical hours in selected clinical sites.

NURS 63CS Capstone

This capstone course provides opportunities to integrate and apply concepts specific to the role of the Clinical Nurse Leader in addressing nursing practice issues.

Course Descriptions

Doctor of Nursing Practice

NURS 7340 Seminar in Theoretical Issues with Culturally Diverse and Vulnerable Populations

Analysis of social and cultural factors affecting health among sub-populations defined by age, education, gender, ethnicity, culture, religion, occupation, and income.

NURS 7335 Epidemiology for Advanced Nursing Practice

The course will focus on advanced principles of epidemiology and the use of epidemiological techniques and analysis by doctorally prepared nurses in monitoring population health and evaluating delivery of care to promote optimal health care outcomes.

NURS 7345 Foundations for DNP Practice I: Scientific Underpinnings of Practice

Analysis and application of complex adaptive systems theory to the health care delivery system with emphasis on nursing leadership.

NURS 7650 Evidence Based Methods and Practice I

This course provides a foundation in evidence-based practice methods and skills in the clinical role of the DNP. Prerequisites: NURS 7335: Epidemiology for Advanced Nursing Practice Theoretical Issues with Culturally Diverse and Vulnerable Populations

NURS 7655 Evidence Based Methods and Practice II

Further development and implementation of the clinical leadership role of the advanced practice nurse in a patient-centered complex health care delivery system. Prerequisites: NURS 7650: Evidence Based Methods and Practice I

NURS 7360 Health Policy Analysis

Focus is on analysis of US health care system policy. Comparisons of US health care policies with those of other countries are also made. Includes exploration of major health policy topics. Also includes a health policy practicum.

NURS 7365 DNP II: The Capstone

This course is the capstone course for the DNP program: implementation, evaluation, and dissemination of an evidence based scholarly project specific to a population of interest within an organization of the health care delivery system

Sport Management (SMGT)

SMGT 6375 Sport Governance and Legal Issues in a Global Environment

This course examines how governance issues and laws in local, national, and international/global environments impact the development, structures, and functions of sport related organizations.

SMGT 6370 Psychosocial Aspects of Sport Activity

A course designed to help the student understand the psychological and sociological aspects of sport and exercise with particular attention being paid to participants' rationale. The content will integrate theory and practice in order to prepare the student to understand the customer base of physical activity participants.

SMGT 6380/7380 Sport Management, Administration, and Finance

Introduction to management is a unifying theme in all aspects of sport. General topics include management styles, management of facilities, management in educational institutions, sports promotion organizations and professional sports. Individual topics include strategic planning and the social sciences, marketing and public relations, multicultural issues, and research. Research project required.

SMGT 6382/7382 Human Resources in Sport Management

Selected topics include management of personal involved in sports organizations, including leadership, management style, personal skills, hiring and interviewing practices, conflict resolution, contracts, managing athletes during training, time management, and personnel problems. Research project required.

SMGT 6384/7384 Leadership and Organization in Sports Management

Selected topics include management and logistics of sports organizations, facilities, large groups of people, problems in sports organizations, community relationships, multicultural aspects of the sports business, fund raising and distribution, organizational development, strategic planning and sports law. Research project required.

SMGT 6386 Internship

Supervised work for 200 clock hours in a sport related area of the student's choosing in a school, college or university, business or industry. The course requires a report. Prerequisite is completion of 9 hours in Sport Management and permission/approval of the instructor.

Course Descriptions

SMGT 6390/7390 Research and Decision Analysis in Sport Management

This course is an introduction to qualitative and quantitative research for Sports Management and other physical activity sciences. Qualitative methods for (including Historical and Philosophic) using grand tour and sub questions, data gathering, results verification using triangulation, and reporting of findings. Quantitative methods include experimental, quasi-experimental, survey and descriptive research design, sampling, and hypothesis testing. Students will gain competency in using computer software for statistical analysis and presentation.

SCHOOL OF EXTENDED ACADEMIC PROGRAMS

MS in Business Administration

ACCT 6301 Reporting Accounting Positions

An examination of managerial planning, control, and decision-making methodologies with an emphasis on facilitating the development and implementation of business strategies; an introduction of experiential learning and teaching utilizing the case study method. The purpose of this course is to prepare students to be more intelligent users of organizational accounting systems and to enable students to successfully begin their Program research project. Topics include: Financial statement literacy, cost concepts, budgeting, and case study methodology among others.

BLAW 6306 Strengthening Stakeholder Responsibility

An examination of the legal doctrines that affect the business environment; emphasizes the importance of evaluating organizational decisions to minimize liability and risk; students apply a Corporate Social Responsibility (CSR) model in case studies; review of and guidance on the student's progression in their Program research project. The purpose of this course is to prepare students to proactively anticipate and evaluate legal and ethical organizational dilemmas and to support the successful completion of the Program research project. Topics include: Legal foundations, the American judicial system, dispute resolution, contracts, stakeholder responsibility, and case study preparation and evaluation, among others.

BFIN 6303 Funding Organizational Performance

An examination of the applied theory and methods of organizational financial decision-making. The purpose of this course is to prepare students to use financial theory to solve organization dilemmas. Topics include: Valuation, risk assessment, market efficiency, and financial planning, among others.

BMGT 6302 Leveraging the Best in People

An examination of the fundamentals of organizational leadership; Emphasizes the application of theoretical concepts to actual settings and situations; Students examine propositions, perspectives, and theories individually culminating in a personal leadership profile. The purpose of this course is to prepare students to ethically influence individual performance and organizational decisions. Topics include: Leadership styles, models, theories, and behaviors, among others.

BMGT 6307 Investigating Business Solutions

An examination of the fundamentals of business research methodology; Emphasizes the research designs commonly utilized in business decision making scenarios. The purpose of this course is to prepare students to beneficially apply quantitative methods to organizational decisions. Topics include: Experiment design, sampling, measuring, prediction, and causation, among others.

BMKT 6308 Maximizing Customer Value

An examination of the strategic marketing management process; Students will develop skills enabling them to formulate, implement, and monitor marketing activities within an organization. The purpose of this course is to prepare students to develop a comprehensive, integrated marketing strategy for an organization. Topics include: Marketing mix, strategy, research, consumer behavior, segmentation, targeting, positioning, and branding, among others.

BMGT 6309 Delivering Customer Value

An examination of the integrated supply chain and logistics including their management, operations, design, and administration. Students are provided with knowledge of current methods facilitating the addition of substantial customer value in the delivery process. The purpose of this course is to prepare students to increase organizational levels of efficiency and effectiveness related to the distribution of products. Topics include: Supply chains, logistics, accommodation, procurement, manufacturing, integrated operations, inventory, transportation, warehousing, handling, and network design, among others.

Course Descriptions

BMGT 6310 Sustaining Strategic Advantage Capstone

An examination of the theoretical and practical knowledge acquired in the MSBA Program; emphasizes the importance of innovation and leadership in leveraging key organizational differentiators for long-term sustainability; successful completion of the Program's research project. The purpose of this course is to prepare students to create and implement sustainable organizational competitive advantages. Topics include: Strategic analysis, formulation, implementation, case study mastery, among others.

ECON 6305 Competing in a Global Economy

An examination of trade and monetary theory and policy from an international perspective. The purpose of this course is to prepare students to understand the global economic implications related to employment, working conditions, and equity and select a policy position on emerging international issues. Topics include: Classical and neoclassical trade theory, trade policy, international monetary economics, macroeconomic policy, and world monetary arrangements, among others.

HRES 6304 Maximizing Human Capital

An examination of the fundamentals of strategic human resource management; Emphasizes the position that an organization's employees are its most valuable asset and that they should be viewed as an investment to be nurtured, guarded, and empowered. The purpose of this course is to prepare students to become proponents of elevating and engaging employees as the key competitive advantage within an organization. Topics include: Selection, recruitment, retention, empowerment, compensation, and EEO, among others.

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