

The background of the cover features a night-time city skyline with illuminated skyscrapers. In the top right corner, the University of Houston Downtown logo is displayed, consisting of the letters 'UHD' in a stylized blue and red font, followed by the text 'University of Houston DOWNTOWN' in a blue sans-serif font.

UHD University of Houston
DOWNTOWN

Graduate
CATALOG

2013/2014



**University of Houston
DOWNTOWN**

University of Houston-Downtown

2013-2014

Graduate Catalog

The provisions of this Catalog are not an irrevocable contract between the student and the University of Houston–Downtown. The University of Houston–Downtown reserves the right to change any provision or requirement of this Catalog at any time, including but not limited to degree requirements, course offerings, fees and listings in the calendar as necessitated by university or legislative action.

All universities establish academic requirements for granting degrees. Advisors, program coordinators and other university officials are available to assist students in planning how to satisfy these requirements, but students themselves are responsible for fulfilling them.

Students should also be aware of the university's guidelines for conduct and disciplinary procedures. Information on students' rights and responsibilities including specific rules on academic honesty and prohibited conduct is available in the *Student Handbook*.

In accordance with the amendments to the Higher Education Act of 1965, known as the Student Right-to-Know and Campus Security Act, information regarding graduation rates may be found in Student Services and Enrollment Management (Room 380-South, 713-221-8100), and information on crime statistics may be found in the University Police Office (Suite 118-North, 713-221-8065).

The university seeks to provide equal educational opportunity without regard to race, color, religion, national origin, gender, age, disability or veteran status in compliance with Title IX regulations and all other federal and state regulations. The information contained in this Catalog is correct at the time of publication and is subject to change without notice.

WELCOME FROM THE PRESIDENT

Dear student,

Congratulations and welcome to the University of Houston-Downtown! You are in the company of a unique and vibrant group of students who call UHD their educational home. We are truly pleased that you are enrolled at this institution.

UHD is the second largest university in the city of Houston, and we want you to experience all that we have to offer. You'll find that we are a university committed to serving the diverse population of this city. Whether you are a full-time or part-time student, a first-time-in-college freshman or a transfer student, a graduate student or an undergraduate, we have the tools and resources to support you in reaching your educational goals.

At UHD, we are committed to offering academic programs of the highest quality, as well as a supportive and nurturing environment that will enable you to succeed academically and gain life-long learning skills – and we have the record to prove it. We are ranked 33rd in the nation for graduating Hispanic students, and 37th nationally in graduating African-American students with bachelor's degrees. We were recognized nationally for our many outreach and community engagement efforts by being named to the 2009 President's Higher Education Community Service Honor Roll by the Corporation for National and Community Service every year since 2007. This past year, we received this honor "with Distinction," making UHD one of only two universities in the State of Texas to receive this honor, and the only public university to have received it.

Our mission to provide access and opportunity started nearly four decades ago, and today we continue to embrace that mission. Take advantage of all of the resources we have available for you, and enjoy the benefits of being at an institution that educates people not only for careers, but for life.

Best wishes in all your endeavors at UHD.

Sincerely,

William V. Flores, President UHD



Academic Calendar 2013-2014

The following dates were correct at the time of publication, but some are subject to change.
Check www.uhd.edu/academic/calendar.htm for current dates and for information regarding Part of Term sessions.

Fall Term, 2013

Classes begin	August 26
Labor Day holiday	September 2
Thanksgiving holidays	November 28-30
Last day of class	December 7
Final exams	December 10-16

Winter Term, 2013

Classes begin	December 16
Last day of class	January 2
Final exams	January 3

Spring Term, 2014

Classes begin	January 13
Spring break	March 10-15
Last day of class	April 28
Final exams	May 1-10

May Term, 2014

Classes begin	May 12
Last day of class	May 29
Final exams	May 30

Summer Term I, 2014

Classes begin	June 2
Last day of class	July 2
Final exams	July 3

Summer Term II, 2014

Classes begin	June 2
Last day of class	July 21
Final exams	July 22-23

Summer Term III, 2014

Classes begin	July 7
Last day of class	August 6
Final exams	August 7

University of Houston-Downtown: Houston's Downtown University

Mission Statement

The University of Houston-Downtown is a comprehensive four-year university offering bachelor's and selected master's degree programs and providing strong academic and career preparation as well as life-long learning opportunities. Located in the heart of the city, the University reflects the diversity of the Greater Houston Metropolitan Area and, through its academic programs, engages with the community to address the needs and advance the development of the region. UHD is an inclusive community dedicated to integrating teaching, service and scholarly research to develop students' talents and prepare them for success in a dynamic global society.

Vision

The University of Houston -Downtown will be a premier city university where all students engage in high-impact educational experiences and graduate with 21st century skills.

University of Houston-Downtown: Houston's Downtown University

Located in the heart of Houston, UHD is a public, four-year university that offers excellent educational opportunities through its colleges: Business, Humanities and Social Sciences, Public Service, Sciences and Technology, and University College.

UHD offers six bachelor's degrees (Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Bachelor of Engineering Technology, Bachelor of Social Work, and Bachelor of Applied Arts and Sciences) with majors in 43 areas, and five master's degrees (Master of Business Administration, Master of Arts in Teaching, Master of Science in Professional Writing and Technical Communication, Master of Science in Criminal Justice, and Master of Security Management for Executives), with programs in seven areas.

UHD is nationally recognized for its outstanding academic opportunities and for its connectivity to the communities, agencies and people in the greater Houston metropolitan area. UHD ranks 33rd nationally for graduating Hispanic students and 37th nationally for graduating African-American students with bachelor's degrees, as reported in Hispanic Outlook Magazine. UHD is the second largest public university in Houston and it has been recognized as a leader in community service by being named to the President's Higher Education Community Service Honor Roll for the past five consecutive years by the Corporation for National Community Service. In June 2010, UHD opened the doors to UHD Northwest, a new campus at Lone Star College – University Park that lets students move from an associate degree to a bachelor's degree at the same location.

Students choose UHD because they enjoy the flexible degree options UHD provides. Students take classes online, through live interactive television classes, in traditional classrooms at satellite locations, and through hybrid arrangements that blend online and traditional classroom instruction. UHD also offers classes at Lone Star College-CyFair, Lone Star College-Atascocita Center, Lone Star College-Kingwood, and UHD Northwest at Lone Star College-University Park. UHD's weekend and evening classes are also available.

The nature of the UHD student population prepares individuals to thrive in the multicultural workplace of the 21st century. UHD students are diverse in every sense of the word: in ethnicity, age, financial background and life situation.

UHD's campus has grown considerably since the institution was founded in 1974. The campus includes the historic One Main Building, the Academic Building, the Commerce Street Building, the Shea Street Building, the Jesse H. Jones Student Life Building, and the restored Willow Street Pump Station.

UHD's History and Future on the Bayou

UHD is creating an exciting future based on a fascinating past. The University's history began in 1974, when the assets of the private South Texas Junior College were transferred to the University of Houston. By 1979, the Texas Legislature approved the new institution as a separate entity within the University of Houston System. In 1983, the name was changed to the University of Houston-Downtown.

Today, UHD is the second largest institution in the University of Houston System, which includes four distinct universities: the University of Houston, UH-Clear Lake, University of Houston-Downtown, and UH-Victoria. All four institutions are governed by the UH System Board of Regents. The chief administrative officer at each university is its president.

The history of the University's campus goes back even farther. The campus' One Main Building was constructed in 1929 on the banks of White Oak Bayou and Buffalo Bayou. Then known as the Merchants and Manufacturers Building, the building served the city for decades as a center for commerce and manufacturing. It is listed in the National Register of Historic Places.

UHD's facilities have continued to change since the University's inception. In the late 1990s, UHD added the Academic Building- with more than 40 classrooms and lecture halls, the Technology Teaching and Learning Center, the Wilhelmina Cullen Robertson Auditorium and a food court. While the Academic Building was taking shape, so was the Jesse H. Jones Student Life Center, a state-of-the-art facility devoted to student health, recreation and fitness.

In 2004, the University opened the Commerce Street Building, which houses the College of Public Service, classrooms, academic labs, computer labs, meeting spaces and faculty offices.

In fall 2007, the University opened yet another showcase facility, the Shea Street Building at the corner of Main and Shea Streets. The new home for UHD's College of Business features a glass-enclosed entrance that provides stunning views of Houston's downtown skyline. Adjoining this award-winning new building is a multi-story parking facility.

UHD students enjoy the excitement of the nation's fourth largest city, including being just minutes away from Minute Maid Park, the Toyota Center, world-class museums and art galleries, and a wide assortment of restaurants and sidewalk cafes. Getting to and around campus is easy for students with UHD's free shuttle bus, the city's light rail line that stops at the University's front door, and easy access from two interstate highways.

UHD's wireless campus provides faculty, staff and students with optimum service and flexibility. In addition to applying for admission and registering for classes online, students can handle much of the "business" of going to college from laptops or desktops while at home or at school. And connectivity makes it easy to meet online with other students for group projects and classes.

Since its founding, the University of Houston-Downtown has continued to grow and provide degrees, programs and facilities to meet the needs of students, faculty and staff. It is all part of UHD's commitment to providing access and opportunity to higher education.

Campus Safety and Security

The University of Houston-Downtown Police Department is committed to assuring your safety and security on campus. The Police Department provides comprehensive police services 24 hours a day, seven days a week. Offices are located on the first floor of the One Main Building, Suite 118-North.

Information on campus safety and security, including services such as vehicle jump starts and unlocks and five-year crime statistics is provided on the UHD Police Department website at www.uhd.edu/campus/pdf/. Also available are safety and crime prevention information, crime alerts, campus policies on alcohol, firearms and sexual assault, and more.

Accreditation

The University of Houston-Downtown is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters 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 the University of Houston-Downtown.

The College of Business' Bachelor of Business Administration degree programs are accredited by the Association to Advance Collegiate Schools of Business (AACSB International, 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602-5730; Telephone: 813-769-6500; FAX: 813-769-6559; Internet: www.aacsb.edu). Accreditation documentation is available in the College of Business, Room B400, Shea Street Building.

The Engineering Technology Department's Bachelor of Science in Engineering Technology degree programs in Control and Instrumentation Engineering Technology, Structural Analysis and Design, and Fire Protection Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. (111 Market Place, Suite 1050, Baltimore, MD 21202-4012; telephone 410-347-7700; Internet: www.abet.org).

The Urban Education Department's programs that lead to teacher certification are accredited by the Texas Education Agency (1701 N. Congress Avenue, Austin, Texas, 78701; Telephone: 512-463-9734; Internet: www.tea.state.tx.us).

The Natural Science Department's Bachelor of Science degree program in Chemistry is approved by the American Chemical Society (1155 Sixteenth Street, NW Washington, DC 20036; Telephone: 800-227-5558; Internet: www.acs.org).

The Social Sciences Department's Bachelor of Social Work degree program is a candidate for accreditation by the Council for Social Work Education (1701 Duke Street, Suite 200 Alexandria, VA 22314; Telephone: 703-683-8080; Internet: www.cswe.org).

Resources and Services

Academic Resources

Library

500 Main, Info. 713-221-8187 • www.uhd.edu/library

The W.I. Dykes Library occupies the north portion of the fourth floor and the entire fifth floor of the One Main Street building and may be entered from the Main Street elevators or stairs. The library's fourth floor computer lab provides over 80 computers with Internet access, research databases, and Microsoft Office software applications. In addition to the computer lab, fourth floor study spaces include thirteen group study rooms, two presentation practice rooms, and a large reading room where students are able to study or relax between classes. The reading room and some study rooms are available for 24-hour access. Two library instruction classrooms and an event room are also located on the fourth floor. The newly renovated fifth floor houses the library's physical collection and is furnished with comfortable seating and new study carrels. The 40,000 Windows Café is located in the southeast corner of the fifth floor.

The library has holdings of more than 429,700 electronic and print books, subscriptions to more than 216 databases and access to more than 85,000 digital journals. The library also has a collection of over 3,500 physical AV items that are available for checkout or for listening and/or viewing in the library and access to more than 54,000 digital AV items. The Texas Education Collection is also housed in the library and includes teacher editions of select Texas state-adopted textbooks for K-12. This collection is supplemented by holdings of children's literature. In order to enable convenient access for UHD's commuter student body, preference is given toward purchase of full-text electronic materials.

The library website is frequently updated and designed to serve as a gateway for navigating library resources. The library homepage offers multiple approaches for research queries, including LibSearch, a powerful search engine that allows easy searching across the library collection, the UHD online catalog, which lists books and journals available in the W. I. Dykes Library, most University of Houston central campus libraries and the University of Houston-Clear Lake library, research guides created by subject librarians, the library's electronic course reserves system, as well as information about library services and updates. Library news may be followed through the library's blog (widykeslibrary.org/news), Facebook (www.facebook.com/UHDLibrary), and Twitter (twitter.com/uhdlibrary).

Students, faculty and staff can connect to electronic resources from any location with their e-services ID and PIN. Access to the catalog and electronic resources from a home computer, wireless locations or from UHD computer labs supports research 24 hours per day. The full-text of journal, magazine, and newspaper articles in electronic form can be found by using the library's full-text databases, which include ABI/Inform Complete, Academic Search Complete, ACM Digital Library, Black Studies Center, Business Source Complete, Gender

Studies Database, JSTOR, LexisNexis Academic, ProQuest Dissertations and Theses, PsycINFO, SAGE Journals Online, New York Times, Wall Street Journal, and Westlaw Campus Research. Many additional electronic resources for finding citations or information about a topic can be accessed through the library's website, including the major research database, Web of Science. Search results from the library's electronic holdings can be printed, downloaded to a flash drive or emailed. Print books from other UH system libraries may be requested electronically by clicking the *request* button in the online library catalog. If the W. I. Dykes Library does not own a book or journal article needed by a student, faculty, or staff member, then an interlibrary loan request may be submitted online through the library's My Interlibrary Loan system and the library's Interlibrary Loan (ILL) Department will make every effort to borrow the material from another library within the nation-wide ILL network. ILL is primarily a free service. If there will be a charge, permission will be requested beforehand. The ILL Department also provides services for UHD off-campus distance students and faculty who would like to have materials from the W. I. Dykes Library collections delivered to them at the site where they have classes.

Reference librarians at the Information Desk offer in-person or telephone assistance in utilizing library resources. Reference help is also available through the library's *Ask a Librarian* email service, online chat, texting, research consultation appointments and a repository of previously asked questions and answers. UHD librarians are available to provide face-to-face library instruction as well as online instruction via Blackboard.

Scanner stations and card and coin-operated photocopiers are available in the library. Two computer workstations are reserved for visually impaired students. Anyone with special physical or communication needs may ask for assistance from any library service desk or contact the library to schedule an appointment for special services.

A UHD identification card is used as the library card and must be presented when checking out materials. The library is open seven days a week during fall and spring semesters and Monday through Saturday during summer sessions. Check with the library for intersession and holiday hours. For reference information call 713-221-8187; for circulation information call 713-221-8186.

Advising and Mentoring

Academic Advising Center

S370, 713-221-8006

The Academic Advising Center is a place where UHD students can meet with an academic advisor to discuss academic and other university issues. At the Advising Center, Student Success is our number one priority therefore, meeting with an academic advisor each

semester will help students to remain in compliance with state and university policies, and to make satisfactory progress toward attaining their degrees.

Academic Advisors are available to make recommendations for registration and degree plan requirements, match students' needs with available resources, communicate university policies and procedures and assist students in declaring their major. Academic advisors are also available to discuss coursework evaluation from previous colleges and universities that students may have attended. The Academic Advising Center is open from 8:00 to 7:00, Monday and Tuesday , , and 8:00 to 6:00 on Wednesday and Thursday, then on Friday 8 to 5pm. No appointment is necessary during registration; however, students are strongly encouraged to request an appointment to meet with advisors during the regular semester

Academic Support Center

N925, 713-221-8669 • www.uhd.edu/asc

The Academic Support Center provides tutoring for students seeking to develop math, statistics, writing, and reading skills. The ASC is staffed by faculty and peer tutors and is located in 925-North of the One Main building. Hours of operation are structured to accommodate day, evening, and weekend classes. The ASC is open to all currently enrolled UHD students and students may attend as often as they like. The Academic Support Center offers the following services:

Center for Math and Statistics Support: C4MS2 provides one-on-one tutoring with mathematics and statistics faculty and peer tutors in a relaxed and friendly atmosphere. Tutors coach students through their exercises. The goal is to increase each student's ability to understand and apply mathematical principles and knowledge, acquire better study skills, become more independent in their learning, and excel in their math classes.

Writing and Reading Center: WRC tutors dedicate themselves to helping students who seek to become better readers and writers, critical thinkers, and communicators in all written work across the curriculum. The Writing & Reading Center provides a positive learning environment through face-to-face and online tutoring. Students can reserve a WRC tutor appointment online at: www.uhd.edu/wrc

Writing Associates: WA program includes upper division students who are assigned to one class and work closely with a professor to support students' critical reading and writing. In addition to offering written feedback on writing assignments, Writing Associates lead small group study sessions to discuss readings and lecture material. They also work with faculty members to help write assignment descriptions thereby clarifying course goals and outcomes for their students.

Computer Lab and Study Areas: ASC has a 65-seat computer lab, laser printers, LCD presentation screen, and quiet comfortable study areas for small group meetings.

Classroom Areas: ASC has three classroom areas for academic workshops and seminars. The ASC has an 18-seat classroom area with dry-erase board and presentation equipment. Adjacent to the ASC are two 15-seat classrooms each with computers, LCD presentation screen, and teleconferencing capabilities.

Academic Counseling Center

S655, 713-221-8101

Academic counselors are available to provide assistance and guidance to students on academic issues. Counselors work with students on setting goals, managing time, arranging for tutoring in selected subjects, and dealing with unforeseen difficulties that may jeopardize academic success. Support programs are also available to help students with physical or learning disabilities.

Other Resources

Academic Computing Services

S800, 713-221-8400 • www.uhd.edu/computing

The University of Houston-Downtown provides state-of-the-art computing equipment and software to its students, faculty, and staff. The university offers wireless computing services campus-wide (www.uhd.edu/wireless) and wireless printing for students (www.uhd.edu/printwireless) as well as computer lab environments and a technology commons to support general student lab and classroom computing needs.

The Academic Computing Labs are located in Suite 800-South in One Main, Suite C300 in the Commerce Building, Suite B206 in the Shea Building, and Suite B12.353 at UHD Northwest. Several electronic classrooms are available within these labs, as well as within the Technology Teaching & Learning Center (A700). There are more than 900 computers represented in these areas, as well as several laser printers, scanners and laptops for student checkout (available in S800, C300 and B200). Laptop lounges featuring comfortable chairs with built-in tables are available in S800 and B200 for student use. All labs have similar capabilities and support as the computer lab in Suite 800-South. The computer labs are available to serve all students, faculty and staff. Most computers in these labs are equipped with the same software.

The Technology Commons area is located in Suite B200 in the Shea Street Building. In addition to a 44-seat computer lab, and several PCs in the general Commons area, there are 70 laptops available for students to checkout for use in the Shea Street Building. Students can sit and relax in the Technology Commons area in leather chairs with built-in tables. There are also three electronic classrooms on the 2nd floor of the Shea Street Building including two inside the Technology Commons. These classrooms are utilized primarily for academic classes but are often opened as lab space when not occupied by classes. In addition, a general use computer lab is also available in room B206.

Each of these facilities (S800, B200, C300 and B12.353 at Northwest) is available to any currently enrolled students, has several electronic classrooms as part of the facility, and provides special devices to aid students with disabilities. The Student Technology Services group, which manages and operates the labs, also provides documentation as well as group and individual consulting to its constituents. Laptops are available for short-term student checkout in S800, B200 and C300. Presentation systems equipped with computers and projectors are also available in the electronic classrooms.

The Academic Computing Lab hours in S800 are Monday through Thursday from 7:30 am to 10:00 pm, Friday 7:30 am to 5:00 pm, Saturday 8:00 am to 5:00 pm, and Sunday 10:00 am to 5:00 pm. The C300, B200 and B12.353 at Northwest labs are open Monday through Thursday 8:00 am to 9 pm, Friday 8 am to 5 pm, and closed Saturday and Sunday. Extended support hours are also available through the Help Desk (713-221-8031) to faculty, staff & students Monday through Sunday. More information about the computing labs is available at www.uhd.edu/acl.

Special purpose labs are also available to students. The Department of Engineering Technology maintains several computer labs. The Department of Computer and Mathematical Sciences has eight computer classrooms of PCs for instruction in computer science, mathematics, and statistics. The Department of Natural Sciences has a Science Learning Center that contains two electronic classrooms, and a Science and Technology Demonstration Laboratory. The College of Business and the Departments of Arts & Humanities, English and Social Sciences also have several computer labs. The Academic Support Center also offers learning support software for individual work in developing reading, writing and mathematical skills. There are over 45 specialized departmental computing labs that service subject-specific needs.

Students can also download free software such as McAfee Virus Scan and Identity Finder for use at home, as well as specific applications from Microsoft through DreamSpark. In addition, discounted software and hardware is offered to UHD students via special links accessible from www.uhd.edu/computing/acl/discounts.html.

myUHD & Student e-Services

<http://myuhd.uhd.edu/>

UHD offers a variety of student e-services on the web that allow students to go online rather than stand in line to perform administrative and academic functions that have traditionally required face to face interaction on campus. UHD's student e-Services functions as a one stop student portal. In addition to providing access to GatorMail (see below) and a range of general information, such as the course schedule and the university catalog, many student-specific functions are available. Students may apply for admission, determine their financial aid status, determine their eligibility for registration, and register for classes if they meet certain requirements, view their grades, update their address and other directory information, and obtain information about their computer account. Students may also make payments on-line for library fines, parking citations, and tuition.

GatorMail

www.uhd.edu/eservices

UHD assigns student e-mail accounts (accessible on e-services) as the official method of communication between faculty, staff, and enrolled students. The use of e-mail services should be for legitimate educational purposes. The Office of Student Affairs governs access to student e-mail services. Students are responsible to regularly check, respond, adhere to deadlines, and take appropriate action to requests in GatorMail communications. Students who wish to receive university communications in their personal email accounts are responsible for enabling the forwarding feature in GatorMail, as GatorMail will be used by the University as the official method of communication to students.

Technology Teaching and Learning Center

A700, 713-221-8200 • www.uhd.edu/computing/ttlc

The Technology Teaching and Learning Center (TTLC) located in Room A-700, serves as a resource center for faculty and staff who are interested in integrating technology in their academic and administrative activities. A wide range of services are offered in the TTLC in order to assist faculty and staff with improved understanding of software applications, improved use of technology tools, and assistance with improving a user's technology knowledge base. The TTLC includes four electronic classrooms, a technology training lab, a seminar room capable of teleconferencing, an instructional television studio, and a faculty development area. The following services are offered in the TTLC.

Blackboard Support: Technical support and training for Blackboard is available for faculty and staff through a variety of methods, including telephone, email, and walk-in. The Blackboard team is committed to making sure faculty and staff are successful with all online coursework. Training sessions about various Blackboard topics are scheduled weekly.

Multimedia Services: Multimedia Services provides a wide range of services to support classroom instruction, online instruction, meeting and event support and campus communications. Service areas include:

Classroom Technology Services

- Oversees the operation and maintenance of presentation equipment in classrooms, lecture halls, conference rooms, the Special Events Center and the Wilhelmina Cullen Robertson Auditorium;
- Distributes and maintains an inventory of circulating multimedia equipment for classroom instruction, student presentations, professional presentations, special events and university administrative activities
- Provides a limited amount of video and recording devices for student checkout (faculty authorization is required).
- Provides photography, poster printing, and lamination services for required classroom instruction and staff operations.

Event Support

Oversees all presentation support required for campus meetings and special events; staff consults with clients to determine the Multimedia equipment and technical support required to stage activities and events.

Video Production Services

Provide creative and technical support for:

- Audio and video productions; lecture capture; video streaming
- Instructional television courses
- Video production and formatting for Blackboard course sites and university web pages
- Audio and video recording of special events; marketing videos
- Video conferences and webinars

Digital Sign Management

Manages the digital information screen displays that are located at the UHD and UHD-NW campus; provides training and message design

consultation to university clients who have administrative permission to create, schedule and upload messages.

Study Abroad Programs

S629, 713-222-5391

The University of Houston-Downtown offers several international education opportunities. In addition to the UHD Faculty-Led Trips which last from two to four weeks, we have partnered with Study Abroad Agencies to provide study abroad experiences that last for several months. Faculty-Led Trips and Study Abroad Programs give countless opportunities to explore intercultural issues outside of the classroom and around the world. Programs vary in length, location, and cost. Credit is offered on most programs, so if you participate you are not required to delay graduation. Some programs may also have work and internship opportunities while studying abroad.

All currently enrolled UHD students planning to take part in a UHD sponsored or approved study abroad program are eligible to apply for financial support from the International Education Student Fee Fund. A limited number of grants may be available to help supplement the cost of a study abroad program. Information on study abroad programs is available in the Office of Global Citizenship, Room 629-South. Information for study abroad scholarships is available on the UHD international education webpage
<http://www.uhd.edu/academic/international>

Student Affairs

The University of Houston-Downtown's Division of Student Affairs offers a wide variety of services, programs and activities designed to augment the academic experience of students.

The division includes the Office of Student Affairs, Admissions, Registrar, Career Services, Student Health Services, Scholarships and Financial Aid, Student Activities & Events, Disability Services, Upward Bound, Talent Search, Student Counseling Services, Sports & Fitness, Community Relations, and Testing Services.

Office of Student Affairs

S380, 713-221-8100

The Office of Student Affairs serves as a resource to students by distributing information, assisting with problem resolution and interpreting university policies, rules and procedures. This office is also responsible for carrying out the university's student discipline policies. Among the information Student Affairs provides to students and the university community are the UHD Student Handbook, the UHD Catalog, and the UHD Registration & Information Bulletin.

GatorKnows

www.uhd.edu/search/search.html

GatorKnows provides 24 hours a day and 7 days a week self-service help for prospective students, current students, faculty, staff, and anyone else interested in UHD. Search our Frequently Asked Questions to find your answers or click the *Email a Question* link to ask a more specific question.

Office of Admissions

S350, 713-221-8522 • www.uhd.edu/admissions/

The Office of Admissions provides information regarding the university to all prospective students and facilitates the admission process. The office is committed to providing quality service and assistance to students in all phases of the admissions process and to ensuring that their admission experience is a positive one.

Freshman and Transfer Admission

S350, 713-221-8522

The Office of Admissions serves as the entry point for all incoming freshman and transfer students. The office provides walk-in assistance and ready access information that will help students understand the admission process to complete their academic college career.

International Admission

S350, 713-221-8048

Within the Office of Admissions, the Office of International Admissions supports the academic and cultural experience of international students at the University of Houston-Downtown. The office processes admission applications, provides immigration counseling, and offers personal assistance whenever possible.

Graduate Admission

S350, 713-221-8093

The Office of Graduate Admissions accepts applications for all UHD graduate programs and provides program-specific requirements, entry dates and application deadlines.

New Student Orientation

S204, 713-221-8022

New Student Orientation introduces new students to the academic community at UHD. It is designed to meet the special needs of all students entering the university for the first time and to help make the new student's transition to the university a smooth and enjoyable one. New Student Orientation programs are offered for the summer, fall and spring semesters. Orientation also offers currently enrolled students the opportunity to develop their leadership skills and make new friends by becoming leaders in the program.

Registrar

N330, 713-221-8999

The Registrar's Office maintains all student academic records including course registration and grade history. The responsibility of this office is to provide valuable and reliable service and student records data to all UHD students, faculty, and staff as well as to state and federal agencies. The Registrar's Office issues official transcripts, diplomas, enrollment/degree verifications, certifies loan deferments via the National Student Clearinghouse, and manages several other registration and student record related processes. The Registrar's office also provides guidance to students and troubleshooting support with the course registration process in Student e-Services.

Scholarships and Financial Aid

S330, 713-221-8041

The UHD Office of Scholarships and Financial Aid offers a variety of financial aid programs to assist undergraduate and graduate students in meeting educational costs. The programs include scholarships, grants, loans and work-study, which may be awarded in various combinations and amounts to meet individual student needs. Because funds are limited in many programs, it is important to begin the application process early and complete the necessary applications properly and on time. The priority deadline for fall is April 1 of each year.

Most federal and state aid is awarded on the basis of proven financial need rather than academic achievement. Most scholarships are awarded on the basis of academic achievement, talents, and special skills rather than proven financial need.

Career Development Center

S402, 713-221-8980

Career Services offers three services:

- Career Counseling: Deciding on a major and related career options – please call for an appointment
- Job Search Coaching: Starting a job search, resume and cover letter review, practice interviews – please call for an appointment or consult www.uhd.edu/jobs4gators for a workshop schedule.
- Contact with employers: A job posting database www.uhd.edu/jobs4gators, career fairs, and field experience.

Disability Services

S409, 713-226-5227

The Office of Disability Services provides a variety of support services in compliance with Section 504 of the 1973 Rehabilitation Act, the Americans Disabilities Act. The Office of Disability Services' strives to empower students, foster independence, promote achievement of career and educational goals, and assist students to discover, develop, and demonstrate full potential and abilities.

Students who receive services from the Office of Disability Services will receive the following:

- equal access to and have a working knowledge of appropriate accommodations and support services,
- referrals for and be informed of available campus resources,
- equal access to university facilities and programs by the removal of barriers and installation of adaptive equipment throughout campus,
- advocacy services by the director and staff as necessary and as appropriate,
- knowledge and use of assistive technology to increase academic independence,
- services tailored to assist them in remaining eligible for future semesters at the University of Houston Downtown.

Student Health Services

S445, 713-221-8137

Student Health Services focuses on health promotion, disease prevention, and treatment of minor illnesses and injuries. Clinicians

provide the same primary care found in most physicians' offices (including women's health) and offer referrals to specialists in the community when necessary. Appointments are recommended for these services. Routine laboratory services, pregnancy testing, and confidential HIV testing and counseling are provided. Nurses provide counseling on a wide variety of health issues and offer special screenings and services throughout the year. In addition, educational brochures on a variety of health-related subjects are available as are applications for student health insurance.

Student Assistance Program

S447, 1-866-802-8553 toll-free 24 hrs

The Student Assistance Program (SAP) is designed to help students maximize their health and effectiveness at home, school or work. Through this program, students receive confidential, personal support for a wide range of issues, from everyday concerns to serious problems.

All records, including medical information, referrals and evaluations, are kept confidential in accordance with federal and state laws.

Office Hours: Monday 7:30 am-2:00 pm; Tuesday 8:30 am-3:30 pm; Wednesday 1:00 pm-8:00 pm; Thursday 12:30 pm-7:00 pm; Friday-closed.

If assistance is needed when the office is closed, call toll-free (24 hrs) 1-866-802-8553; 1-866-216-9926 TDD or log on to www.liveandworkwell.com, access code UHDT SAP.

Student Activities and Events

S204, 713-221-8573

The Office of Student Activities and Events encourages and challenges students to become involved in non-academic components of campus life that enrich their campus experience, offer opportunities to develop leadership and other skills and allow them to make friends from a variety of educational and cultural backgrounds. The Office of Student Activities and Events coordinates the functions of the Student Government Association, Campus Activities Board and a variety of clubs and organizations. Student Activities and Events is also responsible for Commencement, Crossroads Festival, Cultural on the Bayou, One Main Event, UHD Activities Day, Project Leadership UHD and the Campus Information Center.

Campus Information Center

S350, 713-221-8000

The Campus Information Center, located within the Office of Admissions in suite 350S, serves as the university call center providing information about UHD and the surrounding community. Students are encouraged to utilize the center for information regarding their admissions and registration status, financial aid, or other questions about attending classes at UHD. The Campus Information Center is open Monday-Thursday, 8 am-6 pm, Friday 8 am-5 pm.

GatorCard – UHD ID

S204, 713-221-8573

The GatorCard is the official identification card of UHD and is required of all currently enrolled students to utilize services on campus (library,

computer lab, gym, etc.). An additional functionality of the GatorCard is to provide those students who choose to do so a faster means by which to receive their financial aid refund or tuition reimbursement from the University.

After having your photo taken by the Office of Student Activities and Events you should expect to receive your GatorCard in the mail in approximately 7-10 business days. Your GatorCard will be mailed to the address you have on file with the University, please make sure it is current and up to date.

There is no fee for your initial GatorCard; however, there is a small charge to have it replaced if lost or stolen. GatorCard replacement can be requested in the Office of Student Activities & Events, Room 204-South.

Locker Rental

S204, 713-221-8573

UHD offers a 12 x35 x18 combination locker on either the 2nd and 4th floor of the One Main Building. Lockers are rented at a cost of \$15 for the entire semester and can be renewed at the end of the semester.

Project Leadership UHD

S204, 713-221-8573

Project Leadership UHD is a seminar-based, participatory program sponsored by the Office of Student Activities and Events in which UHD students are challenged to develop their strengths and skills as collaborative leaders. Project Leadership UHD features a core curriculum of required seminars, including the annual Student Leadership Conference, and a commitment to community service, and an elective curriculum of additional seminars. Students who complete the core curriculum will be awarded a Project Leadership UHD certificate at an awards ceremony to be held in the spring.

Student Government Association

S290, 713-221-8551

The Student Government Association (SGA) is the representative body for all UHD students. SGA is responsible for nominating students to serve on university committees and for chairing the Council of Organizations, which is the representative body for all clubs and organizations. SGA is involved in policy development activities through its participation in the shared governance process.

Student Organizations

S204, 713-221-8573

The varied personal and professional interests of UHD students are aptly reflected in the range of active clubs and organizations on campus. Professional organizations and departmental clubs provide opportunities for individuals with similar interest and goals to meet. There are also social clubs, cultural organizations and special interest groups. All clubs offer student educational opportunities as well as personal enjoyment.

Community Involvement Center

S204, 713-221-8573

UHD's Community Involvement Center promotes public service and organizes support for volunteer opportunities in the community. The UHD Community Involvement Center also serves as a clearinghouse of volunteer opportunities for UHD student organizations, individual students, faculty and staff.

Student Publications

Dateline S260, 713-221-8569

Bayou Review S250, 713-221-2716

The Dateline is a student-run newspaper. With guidance from a faculty advisor and the Student Publications Advisory Committee appointed by the president, students are provided with a wide range of experience in journalism.

The Bayou Review is a literary journal, with biannual publication of poetry, essays, reviews, photos and drawings. The journal seeks to promote arts and humanities at UHD and to provide a forum for students who have an interest in creative writing.

Sports and Fitness

Student Life Center, 713-221-8225

Sports and Fitness provides members with programs and facilities that offer vigorous, fun-filled, health-promoting, physical activity conducive to wellness and personal development. Through a well-equipped recreational facility, fitness programs, intramural sports and club sports activities, members will be motivated to embrace a healthy life-style, which may ultimately enhance their quality of life.

Membership

The programs and services of Sports and Fitness are open to all UHD students, faculty and staff at no additional fees. UHD graduates may purchase a Sports and Fitness membership for a fee.

Jesse H. Jones Student Life Center

The three-level, 30,000-square-foot Jesse H. Jones Student Life Center includes two gymnasiums equipped for basketball, volleyball, and badminton; a multipurpose studio designed for aerobics, martial arts, and dance classes; and a fitness center with state-of-the-art weight equipment and cardiovascular units. Lockers and showers are available.

Fitness Programs

Fitness programs are offered at various times throughout the week from certified instructors. Programs include: Aerobics, Zumba, Boot Camp, Karate, Pilates, Yoga, Hip Hop, and Latin Dance. Personal trainers and massage therapists are available to members for a nominal fee. The initial fitness assessment is free of charge. Healthy workshops are offered monthly as well as various certifications.

Intramural Sports

Intramural sports programs are designed to provide opportunities for UHD members to participate in organized sports activities. Individual and team sports are offered in over 12 different sports. Leagues are created for competitive and just-for-fun participants alike, and there are several activities where men and women team-up for co-recreational sports.

Club Sports

Club sports provide members with opportunities to share common interests and pursue active involvement and improvement in a sport or activity. Clubs are encouraged to represent the university at local, regional and national competitions. There are currently club teams in baseball, basketball, cheer, cycling, powerlifting, soccer and volleyball.

Awards Banquet

The Sports and Fitness Awards Banquet is one of the university's oldest and best traditions. The annual event is held in May at which participants are recognized for outstanding involvement and contributions to the program. Outstanding participants from intramural sports, club sports and the various fitness programs are recognized before students, faculty, staff, family, and friends. The ceremony includes a dinner and an entertaining awards presentation.

Physical Education: PHED 2101 Health and Fitness for Life

The Department of Urban Education offers a physical education course, PHED 2101: Health and Fitness for Life, which requires students to participate in fitness class offerings in Sports and Fitness as part of the physical component of the class. The course focuses on health related behaviors and strategies for enhancing wellness throughout the life span. There is no prerequisite for the class which is considered a one credit elective applicable to most degree plans. The course is recommended for those students who plan to take state-mandated teacher certification examinations. It is also recommended for students who wish to examine and experience the benefits of leading a healthy lifestyle.

Testing Services

S280, 713-221-8027

To support new and current students, Testing Services personnel administer UHD, state and national tests. Several national tests and certification exams are provided by testing personnel, including the General Education Development (GED), College Level Examination Program (CLEP), Law School of Admission Test (LSAT), SAT I and II and ACT are also administered here at UHD. Registration deadlines are about one month prior to test dates. Individuals who wish to take LSAT, ACT or SAT should register directly with respective testing agency. In addition, Texas Higher Education Assessment Quick Test (TQT) is another exam that Testing offers to UHD and non-UHD students. For GED and TQT registration, examinees have to come to Testing in person.

The ACCUPLACER/WritePlacer exam, one of the approved Texas Success Initiative (TSI) assessments recommended to new college freshmen, is offered by Testing Services to UHD students only.

Veterans Services

S244, 713-221-8622

The University of Houston-Downtown's Veterans Services Office is dedicated to helping the men and women of the U.S. Armed Forces achieve the American dream of becoming highly successful. UHD recognizes the unique needs of service members, returning veterans, and their families and will work closely with them to make sure that they are aware of all the benefits and services that are available to them. Experienced staff are available to answer questions concerning veteran educational benefits, certifying enrollments for the Department

of Veterans Affairs, monitoring students' degree plans and academic progress, as well as giving referrals. The Veterans Services Office cannot determine eligibility for benefits. You have courageously served our country, now let us serve you!

Hazlewood Act for Veterans

State law provides that a veteran who is a legal Texas resident is exempted from tuition and certain required fees, but not from deposits. The veteran must meet the following criteria:

- reside in Texas for a period of not less than 12 months prior to the date of registration;
- served in the armed forces or in certain auxiliary services for more than 180 days;
- was a bona fide legal Texas resident at the time of entering such service;
- was honorably discharged (except those who were discharged because of being over the age of 38 or because of personal request);
- exhausted all veteran's educational benefits;
- is not eligible for federal grants, including federally sponsored grants provided for veterans by the US government; and
- is not be in default on any federal or state student loans.

To obtain this exemption, the veteran must submit an application with attached evidence to the Office of Scholarships and Financial Aid by the Official Day of Record of the term for which the veteran is applying for the Hazlewood benefits. Hazlewood applications must be renewed each year.

If you qualify or have questions about the Hazelwood Act, please contact the Office of Scholarships and Financial Aid.

Credit for Military Service

It is the policy of the University of Houston Downtown to award transfer credit for military courses and/or military service based on the recommendations of the American Council on Education (ACE)'s Guide to the Evaluation of Education Experiences in the Armed Services. Credit for military courses and/or credit is available to all admitted undergraduates. Either elective or direct course credit will be awarded based on ACE recommendations.

Credit for Military Service (HB 269)

House Bill (HB) 269 makes military veterans who enroll in Texas universities and who meet certain requirements eligible to receive undergraduate college credit for the time they spent in the service. Eligible veterans receive college credit for all the required physical education courses needed for their degree and up to an additional 12 semester hours of elective coursework.

To be eligible to receive credit under HB 269, veterans must have:

- Graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense
- Completed at least two years of service in the armed forces (or discharged because of a disability)
- Been honorably discharged from the U.S. armed forces

- Credit awarded under HB 269 is awarded for having served, not for college-level courses that might have been taken while in the military.

Acceptable forms of documentation include:

AARTS Transcript (Army ACE Registry Transcript)

CCAF Transcript (Community College of the Air Force Transcript)

SMART Transcript (Sailor/Marine ACE Registry Transcript)

Distance Education

Louis Evans, Executive Director of Distance Education

evansl@uhd.edu

S 950, 713-221-2766

John McConnell, Assistant Director of Distance Education

mcconnell@uhd.edu

S 629, 713-221-2722

For students who live or work in the suburban Houston areas, UHD offers programs at Lone Star College- CyFair, Lone Star College- Kingwood and UHD Northwest located at Lone Star College- University Park. Courses taken off-campus or online may apply to any UHD degree program in which they are ordinarily accepted. Students enjoy the ability to tailor their schedule to meet individual needs by taking courses at multiple locations or using multiple formats. All of the UHD programs are accredited by the Southern Association of College and Schools (SACS) and in addition the College of Business programs are accredited by The Association to Advance Collegiate Schools of Business, [AACSB-International](#). The teacher preparation programs offered by the UHD Urban Education Department is a multiple award winning program including the prestigious Texas Higher Education Coordinating Board (THECB) Star Award in 2010.

UHD Northwest at Lone Star College – University Park

UHD Northwest

713-237-5400

Building 12, 20515 SH 249, Houston, TX 77070

www.uhd.edu/Northwest

email: distanced@uhd.edu

Maria Estrada, UHD Advisor/Coordinator

email: estradam@uhd.edu

713-237-5405

Dan Starr, UHD Advisor/Coordinator

email: starrd@uhd.edu

713-237-5404

Debbie Francis, College of Business Advisor

email: francisd@uhd.edu

713-237-5407

For students who live or work in the Northwest Houston Metropolitan area, UHD Northwest offers programs at Lone Star College-University Park, located at HWY 249 and Louetta. The location serves western

Montgomery County, Waller County, NW Harris County and the City of Houston in the Willowbrook area.

Students complete lower-level course work at one of the five colleges of the Lone Star College System. UHD offers the junior- and senior-level courses leading to the degree. Instruction is delivered live on-site and course instruction is delivered either on the weekend, in the evening or during the day.

College of Business Programs

BBA Accounting*

BBA Enterprise Information Systems*

BBA Finance*

BBA Insurance and Risk Management*

BBA General Business*

BBA Management*

BBA Marketing*

**Accredited by The Association to Advance Collegiate Schools of Business*

University College Programs

BS Interdisciplinary Studies

BAAS Applied Administration

College of Public Service Programs

BS Criminal Justice

BAAS Criminal Justice

BAIS with EC-6 Generalist Certification

BAIS with EC-6 Bilingual Generalist Certification

BAIS with 4-8 Generalist Certification

BAIS with 4-8 Bilingual Generalist Certification

Master of Arts in Teaching

MS Criminal Justice

College of Science and Technology Programs

BAAS Safety Management

BA Mathematics

BA Mathematics with Secondary-level Teacher Certification

BS Biological and Physical Sciences

BS Biological and Physical Sciences with Secondary-level Teacher Certification

UHD at Lone Star College – CyFair

LSC–CyFair, –CASA 109 K

9191 Barker Cypress Road, Cypress, Texas 77433

Kimberly Constantine, UHD Advisor/Coordinator

email: ConstantineK@uhd.edu

281-290-3435

The rapid expansion of the Northwest area of Harris County has created new opportunities for meeting UHD students' educational needs. The University of Houston-Downtown's teacher education program at LSC-Cy-Fair College offers certification in elementary and bilingual education while earning a Bachelor's of Arts in Interdisciplinary Studies. Students who wish to obtain EC-6 and Bilingual EC-6 certification will need to take courses in a variety of academic areas.

Students complete lower-level course work at one of the five colleges of the Lone Star College System. UHD offers the junior- and senior-level courses leading to the degree. Instruction is delivered live on-site and course instruction is delivered either on the weekend or in the evening.

College of Public Service

BAIS with EC-6 Generalist Certification

BAIS with EC-6 Bilingual Generalist Certification

College of Business

BBA General Business*

**Accredited by The Association to Advance Collegiate Schools of Business*

UHD at Lone Star College – Kingwood

LSC – Kingwood College - SCC 113

20000 Kingwood Drive, Kingwood, Texas 77339

Dale Higginbotham, UHD Advisor/Coordinator

email: higginbothamd@uhd.edu

281-318-4339 or 832-775-0810

The rapid expansion of the Northeast area of Harris County has created new opportunities for meeting UHD students' educational needs. The University of Houston-Downtown's teacher education program at LSC-Kingwood College offers certification in elementary education while earning a Bachelor's of Arts in Interdisciplinary Studies. Students wishing to obtain EC-6 certification will need to take courses in a variety of academic areas.

Students complete lower-level course work at one of the six colleges of the Lone Star College System. UHD offers the junior- and senior-level courses leading to the degree. Instruction is delivered live on-site and course instruction is delivered either on the weekend or in the evening.

Programs offered

BAIS with EC-6 Generalist Certification

BAIS with EC-6 Bilingual Generalist Certification

UHD at Lone Star College – Atascocita Center

LSC – Atascocita Center - AC 213

15903 West Lake Houston Parkway, Houston, Texas 77044

Dale Higginbotham, UHD Advisor/Coordinator

email: higginbothamd@uhd.edu

832-775-0810

Debbie Francis, College of Business Advisor

email: francisd@uhd.edu

713-237-5407

The opening of the new LSC - Atascocita has created education opportunities for students. The University of Houston Downtown's College of Business is offering the BBA in General Business at this location.

Students complete lower-level course work at one of the six colleges or one of the Centers of the Lone Star College System. UHD offers the junior- and senior-level courses leading to the degree. Instruction is delivered live on-site and course instruction is delivered in the evening.

College of Business programs

BBA General Business*

**Accredited by The Association to Advance Collegiate Schools of Business*

Online Programs at UHD

www.uhd.edu/academic/distance

e-mail: distanceed@uhd.edu

Online Advisor - 713-237-5454

Toll Free - 855-864-3932

The rapid expansion of access to the Internet has created new opportunities for meeting UHD students' educational needs. UHD offers a growing selection of upper division courses delivered over the web in support of degree programs. The courses are organized to provide students with a variety of activities designed to enhance the educational experience while providing the student with flexibility in taking the course. Students generally work within defined time frames for completion of course modules, and they often have the opportunity to interact directly in real-time with fellow students and their professor through chats and bulletin board discussions.

To meet students' needs to access education anytime, anywhere, the University of Houston Downtown offers degree completion programs online. Students complete the required lower division course work, and UHD provides the upper division course work online for the degree. Classes offered are identical to those earned on campus and may be transferred to any other accredited institution. Students in the programs are not limited to online courses but can also take courses on campus or at UHD's off-campus locations at their convenience. UHD has established the Office of Online Degree Programs to provide support to students completing degrees online. This office will provide assistance with services such as admissions, academic advising, registration, and financial aid.

College of Business Programs

BBA in General Business*

BBA in Enterprise Information Systems*

BBA in Finance*

BBA in International Business*

BBA in Management*

BBA in Marketing*

BBA in Supply Chain Management*

**Accredited by The Association to Advance Collegiate Schools of Business*

College of Humanities and Social Sciences Programs

BA Humanities

BS Psychology

College of Public Service Programs

BS Criminal Justice

BAAS Criminal Justice

MS Criminal Justice

University College

BAAS in Applied Administration
BS in Interdisciplinary Studies

Continuing Education and Professional Development

Continuing education and training are provided through three units: the Applied Business and Technology Center, the English Language Institute, and the Criminal Justice Training Division (see description in the Criminal Justice Department's section of this Catalog).

Applied Business and Technology Center

N716, 713-221-8032

The Applied Business and Technology Center (ABTC) is dedicated to responding to the needs of business and industry. With continuing changes in technology, jobs can become obsolete almost overnight. The many changes that are emerging in the workplace make lifelong education a necessity, not a luxury.

Hands-on training courses range from entry to advanced levels. The ABTC is an Authorized Premier Autodesk training center offering classes related to AutoCAD, third-party applications, and 3D Studio Max, and an Authorized Apple Training Center offering classes in Apple's digital media technology. In addition, hands-on training is provided on MicroStation, several programming languages and various business applications.

The center has an extensive consulting service that customizes courses to meet special industry requirements. Area corporations and agencies often contract with the center to provide their training needs in business and technology. In addition, national and foreign corporations often contract with the center to deliver services throughout the United States and abroad.

English Language Institute

S417, 713-221-8047

The English Language Institute (ELI) invests international and resident non-native students with the linguistic, cultural, and academic skills necessary for full participation in a university in the United States. The ELI also trains professionals who need to use the English language in their careers.

The ELI's Intensive English program is a seven-level program that emphasizes preparation for university academic studies through course work in listening, speaking, reading, writing and grammar. Each session offers 130 hours of class instruction and 130 hours of voluntary laboratory study. The program is supported by a computer laboratory with the latest English as a Second Language software and by a SANAKO state-of-the-art language and computer laboratory. Academic content and materials help initiate students into US academic study as well as English language usage. Although the ELI sometimes offers an afternoon Test of English as a Foreign Language (TOEFL) preparation course for an extra fee, ELI graduates who pass the exit test may attend UHD academic classes without a TOEFL score. In addition, ELI graduates receive three hours of UHD elective

credit toward their degree.

The ELI's Intensive English program offers a conversational component for students who do not need academic writing training. The ELI also offers a program that is a combination of intensive courses and business courses, custom designed for companies upon request, and on-site training at local companies and organizations.

Cultural and social activities are an important aspect of the ELI program. Students and trainees from other countries are given the opportunity to explore US culture while learning English through field trips, parties, and volunteer and afternoon activities, and are given opportunities to practice their English with native speakers through conversation partners programs. The English practiced and acquired through these activities helps round out student mastery of functional language.

The ELI is a member of the American Association of Intensive English Programs and NAESA: Association of International Educators. The ELI Director is an active member of Teachers of English to Speakers of Other Languages as are some instructors. The instructors are trained and experienced professionals in the delivery of post-secondary English language instruction. The student population is international in makeup and ranges from 190-250 students per session. All students have graduated from high school and many hold higher degrees or are working professionals. The ELI program meets a variety of student goals through its curriculum and support materials.

Other Services

Student Parking

N354, 713-221-8127 • www.uhd.edu/about/parking/

Student parking is available at UHD in four different areas: the Vine Street Garage (Naylor Street and Vine Street), the Daly Street Lot (North Main Street at Daly Street), Naylor Street Lot (Naylor Street), the San Jacinto Lot (San Jacinto Street and Allen Street) and the Washington Street Lot (Washington Street at Louisiana Street). Shuttle bus service is available from the Daly Street Lot and the San Jacinto Lot providing service at regular intervals to the One Main Building, Shea Street Building, and Commerce Street Building. Students who park in any UHD parking lot are required to register their vehicles with the Parking Office and obtain a permit to display on the vehicle. The university reserves the right to control the availability of student parking areas to meet the demand for parking for special events. The parking fee is subject to change by the Board of Regents.

Dining Facilities

A300, 713-221-8462

On the third floor of the Academic Building, you will find the University Food Court, a Starbucks, and Smoothie King for your enjoyment. During the Fall and Spring semesters, the Food Court offers a wide variety of lunch options including Chick-fil-A, Subway, Grille Works, Bene Pizzeria, and a Salad Garden, as well as a large assortment of "Grab'N'Go" items for convenience and a F'real milkshake machine. Stop by the Grille Works in the morning for breakfast tacos, pancakes, hash-browns, grits, breakfast sandwiches and more! In addition Chick-

Fil-A, Starbucks and Subway are here to conquer those afternoon cravings.

Located on the first floor of the College of Business, Shea Street Building, you will find the Shea Street Café, near the rear of the building. The Shea St. Café offers an assortment of “Grab-N’Go” items, snacks, chips, and cold beverages for between-class snacks or on-the-go meals.

The fifth floor of the UHD Library features the 10,000 Windows Café’, a coffee shop that offers handcrafted espresso drinks, brewed coffee and tea, and smoothies , as well as pastries and grab-and-go items to keep you fueled while you study.

Bookstore

N351, 713-221-8147 • uh-downtown.bncollege.com

The upper level (third floor) of the university bookstore is located near the Main Street entrance of the One Main Building. It offers school supplies, clothing, insignia items, and snacks. The lower level (second floor) is your one stop shop for all of your new, used, rental and digital textbook needs. The bookstore is also available, online, 24 hours a day at www.uhdbookstore.com.

O’Kane Gallery

N310, 713-221-8042

The Harry W. O’Kane Gallery, established in 1970, was made possible by gifts from Harry W. O’Kane, Mary W. Bingman, and the Humphreys Foundation. In addition to the *UHD Student Exhibition* and the Houston high school *High Art* student exhibits in April and May, the gallery annually brings other exhibitions. Artworks are displayed from emerging, established, and historical artists for the pleasure of the students, faculty, and staff of the University of Houston-Downtown and the downtown Houston community. Exhibitions provide educational support to various university courses and to nearby schools while serving the larger Houston community with engaging artwork by regional, national and international artists. Exhibitions are free and open to the public. For hours and information call 713-221-8042.

O’Kane Theatre

N364, 713-221-8104

The Harry W. O’Kane Theatre, established in 1970, was made possible by gifts from Harry W. O’Kane, Mary W. Bingman, and the Humphreys Foundation. UHD presents one theatrical production each long semester in this intimate 90-seat facility. Participation is open to students, faculty, staff and alumni.

Graduate Policies and Procedures

Admission

Applicants wishing to pursue graduate-level work at UHD must hold a bachelor's degree from an institution accredited by an accrediting agency recognized by the US Department of Education and meet the minimum admissions criteria of the graduate program for which they wish to pursue a degree.

An applicant must be accepted into a specific graduate program at UHD to be admitted to the university as a graduate student.

International Applicants

International applicants whose undergraduate work was completed at a foreign university are eligible for admission if UHD determines that their academic preparation is equivalent to or higher than that of graduates of an accredited US institution.

Individuals who hold non-immigrant visas are classified as international students. Individuals who have applied for immigrant status, but who have not adjusted their status with US Citizenship and Immigration Services, also must follow procedure's specified to obtain an I-20 immigration form.

International students and US citizens born outside the United States must provide original, valid immigration documents (I-551, I-688, I-94, passport or US citizenship certificate). International graduate students are also subject to the general provisions regarding undergraduate international student admission including providing a transcript evaluation by a certified evaluation service of all transcripts from colleges and universities outside the United States, a statement of financial support indicating who will be responsible for the applicant's educational and living expenses, a current TOEFL score of at least 550, IELTS score of at least 6.0, IBT score of at least 80 or other evidence of English language proficiency as required by the program the applicant desires to enter, evidence of required health insurance, and any other documentation required to comply with policies and procedure's of US Citizenship and Immigration Services.

Graduate Admission Procedures

Applicants must submit all application materials to the Office of Admissions and pay the non-refundable \$35 application fee by the application deadline. The application fee for international students is \$60. Application materials should be sent to:

University of Houston-Downtown
Office of Graduate Admissions
One Main Street, Suite N325
Houston, TX 77002
713-221-8093
gradadmissions@uhd.edu

Applicants must submit a completed application form and official copies of all previous college transcripts including previous graduate

work. A transcript is considered official when it bears the institution's seal, is signed by the issuing authority, and is sent directly by the issuing institution or delivered in a sealed envelope from the institution.

Additional application materials, such as standardized test scores, vary based on the specific graduate program. Please consult graduate admissions website (www.uhd.edu/admissions/graduate/) or contact the Office of Graduate Admissions for more information.

Application deadlines and enrollment procedures are printed in the Registration & Information Bulletin.

Tuition and Fees

The amounts shown in this section are provided to better assist students in assessing the cost of enrolling at the University of Houston-Downtown. While this information is intended to be comprehensive, tuition and fees are subject to change without notice by action of the Texas Legislature and/or the Board of Regents of the University of Houston System. Students are responsible for any additional amounts due to UHD, including changes to any fees and waivers, resulting from audits and corrections, such as registration assessing errors, or schedule changes resulting in additional charges. For current information on tuition and fees refer to the table online at http://www.uhd.edu/cashiers/tuition_fees.html

Residency Status for Tuition Purposes

Residency status is determined in accordance with Rules and Regulations for Determining Residency Status, published by the Texas Higher Education Coordinating Board and pursuant to Title 3, Texas Education Code. Applicants provide residency information in the Application for Admission.

If the information provided is insufficient, UHD will classify the applicant as non-resident and request additional information. As a UHD student, you must establish both Texas residency and US residency in order to pay in-state tuition. If the student has been classified as a nonresident, the student may be required to show proof of either Texas or US residency, or both. If you are a first time student at UHD or it is your first semester as a transfer student you must go to the Admissions Office to request a change in residency status along with all supporting documentation. If you have established any academic history at UHD, you must request a residency reclassification form and provide all supporting documentation to the Registrar's Office.

The burden of proof lies with the applicant that the residency requirements have been met for UHD to consider reclassification. Residency appeals must be submitted with all appropriate documentation by the Official Day of Record of the current semester. See University Academic Calendar or the Registration & Information Bulletin for dates.

Auditing Courses

To audit a course is to enroll in a course on a noncredit basis. Audit students pay the regular tuition and all other applicable fees as set for the current academic year. Senior citizens 65 years or over may be eligible for an exemption of tuition for an audited course on a space-available basis. A change to credit status may not be made after the student has registered to audit a course. Changes from credit status to audit status in a course must be made prior to the end of the Official Day of Record. A Request for Audit form must be processed in the Registrar's Office by the Official Day of Record for the appropriate term along with Instructor approval. Students wishing to audit courses should contact the Registrar's Office for further details.
http://www.uhd.edu/registrar/documents/audit_form.pdf

Fees

In addition to tuition, all students are subject to the following mandatory fees; Center Fee, Student Service Fee, International Education Fee, Incidental Fee, Records Office Fee, Extended Access & Support Fee, Advising Fee and Library Fee. These amounts can be found in the Tuition & Fee tables online at http://www.uhd.edu/cashiers/tuition_fees.html. Some courses and services also require additional fees:

Application for admission (nonrefundable).....	\$35
Late application for admission (nonrefundable).....	\$75
Application for international admission (nonrefundable).....	\$60
Late application for international admission (nonrefundable)	\$100
Laboratory (per laboratory class)	Varies from \$10 to \$30
Course Fees (designated classes).....	Varies from \$10 to \$30
Advanced standing exam	\$15
Graduation application.....	\$50
Late registration (nonrefundable).....	\$50
Returned check	\$20
Orientation fee.....	\$80
Field trip	Amount necessary to defray cost of trip
International student service fee	\$45
Student parking: long semester	Varies by location \$90 to \$135
Student parking: summer session.....	Varies by location \$60-\$90
Health Service Visit Fee.....	\$10
Course attempted 3rd time	\$65 per SCH

The university reserves the right to change tuition, other charges, and related requirements and regulations as necessitated by Board of Regents or legislative action. International students pay out-of-state tuition, mandatory fees plus a \$45 international student service fee per semester. Student Health Insurance is also required for each semester. Students purchasing Health Insurance in the spring semester are covered through the summer and need not purchase the insurance again for any summer semester. Students attending summer sessions but who did NOT attend or pay for the Health Insurance in the spring semester must purchase health insurance for the summer.

Fall 2013 Graduate Tuition and Mandatory Fees

All fees are subject to change without notice.

The Fall 2013 tuition rate for Texas resident graduate students is \$197.50 per semester credit hour and for nonresident students the rate is \$513.50 per semester credit hour. Mandatory fees also vary according to the number of semester credit hours a student is taking.

Mandatory Fees								
	Student Center	Student Service	International	Incidental	Records	Advising	Extended Access	Library
Hrs	\$	\$	\$	\$	\$	\$	\$	\$
12+	35	140	5	168	20	64	65	64
11	35	140	5	168	20	64	65	64
10	35	140	5	160	20	64	65	64
9	25	140	5	144	20	64	65	64
8	25	140	5	128	20	64	65	64
7	25	140	5	112	20	56	65	64
6	25	120	5	96	20	48	60	60
5	25	100	5	80	20	40	50	50
4	25	80	5	64	20	32	40	40
3	25	60	5	48	20	24	30	30
2	25	40	5	32	20	16	20	20
1	25	20	5	16	20	8	10	10

Total Tuition and Mandatory Fees			
	Texas Resident	Nonresident	International
Hrs	\$	\$	\$
19	5007.00	10783.00	10828.00
18	4773.00	10245.00	10290.00
17	4539.00	9707.00	9752.00
16	4305.00	9169.00	9214.00
15	4071.00	8631.00	8676.00
14	3837.00	8093.00	8138.00
13	3603.00	7555.00	7600.00
12	3369.00	7017.00	7062.00
11	3135.00	6479.00	6524.00
10	2893.00	5933.00	5978.00
9	2643.00	5379.00	5424.00
8	2393.00	4825.00	4870.00
7	2135.00	4263.00	4308.00
6	1848.00	3672.00	3717.00
5	1540.00	3060.00	3105.00
4	1242.00	2458.00	2503.00
3	944.00	1856.00	1901.00
2	646.00	1254.00	1299.00
1	348.00	652.00	697.00

Fall 2013 MBA Tuition and Fees

The base tuition rate for Texas residents in the MBA program is described in the following table in two semester hour courses (one graduate course) increments. Each semester is divided into two terms. The typical student will take two courses (4 semester hours) in each term or eight semester hours in a 16 week semester. Course loads in excess two courses per term must be approved in advance of registration by the COB Graduate Programs Director. These requests will be approved only for extenuating circumstances.

Total Tuition and Mandatory Fees – MBA Program			
	Texas Resident	Nonresident	International
Hrs	\$	\$	\$
19	8047.00	13823.00	13868.00
18	7653.00	13125.00	13170.00
17	7259.00	12427.00	12472.00
16	6865.00	11729.00	11774.00
15	6471.00	11031.00	11076.00
14	6077.00	10333.00	10378.00
13	5683.00	9635.00	9680.00
12	5289.00	8937.00	8982.00
11	4895.00	8239.00	8284.00
10	4493.00	7533.00	7578.00
9	4083.00	6819.00	6864.00
8	3673.00	6105.00	6150.00
7	3255.00	5383.00	5428.00
6	2808.00	4632.00	4677.00
5	2340.00	3860.00	3905.00
4	1882.00	3098.00	3143.00
3	1424.00	2336.00	2381.00
2	966.00	1574.00	1619.00
1	508.00	812.00	857.00

Method of Payment

Students shall be provided with two alternative methods of payment of tuition and mandatory fees for each semester for which they are enrolled.

- Full payment of all tuition and mandatory fees prior to the beginning of the semester, or
- Installment Plan

Fall and Spring semesters – Up to eight equal payments with the first payment plus a \$24 or \$16 installment fee (depending on plan option) to be made in advance of the beginning of the semester and the remaining payments to be made monthly beginning approximately 30 days after the start of the semester and the final payment to be made before the last day of the semester. There will be a \$10 late fee added for each installment payment not received by the due date. Installment payments are also available online

through Student e-Services under the *My Payment* option. Summer semesters – Up to three equal payments with the first payment plus a \$24 or \$16 installment fee (depending on plan option) to be made in advance of the beginning of the summer term and the final payment to be made before the last day of the term. There will be a \$10 late fee added for each installment payment not received by the due date. Installment payments are also available online through Student e-Services under the *My Payment* option.

Students are only eligible for one installment plan option per semester. Once the installment plan is executed for the semester, it cannot be altered. Any charges incurred after the execution of the installment plan are due immediately. Additional charges that are incurred and not paid in full with the next installment are subject to being assessed a \$10 late fee.

Payment may be made by cash, check or credit card. Payment may be made in person, by mail, online (credit/debit card or echeck) or through the payment drop box located in the hall next to the cashier's office on the third floor. Credit card payment (Visa, MasterCard, American Express, or Discover) may be made over the web via UHD's *Student e-services* (www.uhd.edu) or by fax to 713-226-5267. Please remember that mailed payments must be **received** by the posted payment deadlines to avoid having classes dropped or late fees assessed. UHD does **not** receive mail on Saturday, so payments must be received by Friday for Saturday deadlines.

Health Insurance fees shall be paid prior to the beginning of the semester.

Most financial aid awards will be credited to your account automatically once processing is completed and you are registered for the same number of hours for which you are awarded. It is the student's responsibility to check their fee statement to assure that their funds have been posted to their account before the payment deadline. If the funds have not been posted, the student must make the payment or other arrangements with the Cashier's Office by the deadline to avoid losing their classes. Student fee statements can be viewed through UHD's *Student e-services* (www.uhd.edu), the *My Payment* option.

Students receiving financial aid equal to, or in excess of, the total amount of tuition and fees prior to the beginning of the semester may not participate in the installment plan. The full payment of tuition and fees for the semester in which they are enrolled must be made upon issuance of that semester's financial aid funds before any excess amounts will be refunded.

Withdrawal from the university, for whatever reason, will not cancel the obligation to pay the full amount of the installment plan. If the amount of tuition and fees credited as a result of withdrawal is less than the remaining balance of an installment plan, the balance remaining is still the obligation of the student. If the credited amount is more than the balance of an installment plan, the remaining credit will be refunded to the student.

Any student who has elected to pay tuition and fees by installment, and

who is delinquent in making payment by the final installment due date, is barred from registering at any institution in the University of Houston System until full payment, including delinquent charges, has been made. Each university maintains records and informs other institutions about the status of payments should the student attempt to register for courses or pursue a degree at any other component of the University of Houston System.

An additional default fee of \$50 is collected from any student who fails to make all installment payments by the end of the semester. This fee, in addition to all other amounts due, must be paid prior to the student's registering for courses during a subsequent semester.

Financial Responsibility

Students are required to meet financial responsibilities to the university. Students who write checks to the university on accounts with insufficient funds are assessed a \$20 service charge for each such check, regardless of the amount. If a check is returned as a result of bank error, the student must deal with the bank for reimbursement of the \$20 returned check charge paid to the university. If such a check is presented in payment of tuition and fees, the payment will be reversed from the student account and the student will be subject to all applicable late fee and drop dates. Failure to make a valid payment by the drop date WILL result in loss of registration and a reinstatement charge may be required before reenrollment is approved.

A student who does not meet financial responsibilities to the university may be subject to withdrawal from classes and may be referred to law enforcement authorities and/or the local credit bureau. Once an account is referred to our collection agency, the student is responsible for payment of additional collection fees. These fees are no less than 23% of the delinquent amount.

An official transcript shall not be given to or on behalf of a student who is in default on any payment due the university. The student will not be allowed to re-enroll at the university until all past due payments have been made, and a reinstatement charge may be required before enrollment is approved.

Refunds

All refunds are processed through HigherOne, the issuer of your GatorCard. In order to receive a refund you MUST activate your GatorCard and choose one of the three refund methods. To activate your GatorCard, go to www.uhdgatorcard.com. If you have not received your card, you can click on the *Where's My Card?* link also at www.uhdgatorcard.com to see the status.

No refund will be made to a student who has not met all financial obligations for the semester, including full payment of installment balances. If a student received financial aid, the refund may be credited to the appropriate financial aid account. The *Class Schedule* provides specific dates and deadlines.

If a balance is owed for a semester other than the semester due the

refund, funds may be automatically moved to cover that balance. If you were allowed to register with an outstanding balance or incurred a debt for a prior semester after you registered, you must pay that balance before you will be allowed to register for future semesters, receive a transcript or a diploma.

Financial Aid Refunds

The first posting of financial aid to student's accounts is not allowed until 10 working days before the first class day. See information below regarding overpayments

All refunds for schedule changes and withdrawals are made in accordance with the following rules and regulations:

Complete Withdrawal (Processed after the Official Day of Record listed in Academic Calendar)

Students who officially withdraw from all university courses may be eligible for a refund of tuition and mandatory fees. Please refer to the current academic calendar for the refund schedule. All 100% refunds incur a \$15 processing fee. Students who are withdrawing and who have received financial aid should consult the Office of Scholarships and Financial Aid.

Partial Withdrawal (Processed after the Official Day of Record listed in Academic Calendar)

Students who officially drop some but not all of their courses within the first 12 class days of the fall or spring semester, or within the first four days of a summer session, are eligible for a 100% refund of tuition and fees for the dropped classes. After this period there is no refund for partial withdrawals. Refunds resulting from dropped classes will not be processed until after the ADD/DROP period has ended. Students who are withdrawing and who have received financial aid should consult the Office of Scholarships and Financial Aid.

No refund will be made to a student who has not met all financial obligations for the semester, including full payment of installment balances. If a student received financial aid, the refund may be credited to the appropriate financial aid account. The *Class Schedule* provides specific dates and deadlines.

Overpayments (Processed after the Official Day of Record listed in Academic Calendar)

Payments received on student accounts with a zero balance will be returned to the STUDENT at the address on file.

Payment by Check

Payments by check that result in a credit balance will be refunded to the student GatorCard after a 30 day clearing period.

Payment by Credit Card

Payments by credit card that result in a credit balance will be refunded back to the credit card used to make the payment.

Payment by Cash

Payments by cash that result in a credit balance will be refunded to the student GatorCard.

Scholarships and Financial Aid

The University of Houston-Downtown offers a variety of financial aid programs to assist undergraduate and graduate students in meeting educational costs. The programs include scholarships, grants, loans and part-time employment, which may be awarded in various combinations and amounts to meet individual student needs. Because funds are limited in many programs, it is important to begin the application process early and complete the necessary applications properly and on time. To receive priority consideration for Supplemental Equal Opportunity Grant and all state grant funds, all necessary applications must be on file in the Office of Scholarships and Financial Aid by April 1 of each year. Most federal and state aid is awarded on the basis of proven financial need rather than academic achievement. Most scholarships are awarded on the basis of academic achievement, talents and special skills rather than proven financial need.

Estimated Costs

The following are estimated costs for attending UHD full time for the 2013-2014 academic year:

Direct Costs	Resident	Non-Resident
Tuition & Fees (9 hours)	\$4,018	\$8,466
Books and Supplies	\$1,100	\$1,100
Indirect Costs		
Living Expenses		
With Parents	\$4,300	\$4,300
Not with Parents	\$8,600	\$8,600
Transportation	\$3,800	\$3,800

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Financial Aid Programs

www.uhd.edu/eservices

University of Houston-Downtown participates in the following federal, state and institutional programs. Most programs have limited funds so early application is encouraged.

Grants

Federal Pell Grant. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. The maximum can change each award year and depends on program funding. The amount awarded, though, will depend not only on the student's financial need, but also on their costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less.

Federal Supplemental Equal Opportunity Grant. The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest Estimated Family Contributions will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid

TEXAS Grant. This renewable state grant is available to recent Texas high school graduates who completed the recommended or advanced curriculum in high school or who received an associate's degree after May 1, 2001 who also demonstrate financial need. Students must enroll in a minimum of 12 hours and be classified as Texas residents.

Texas Public Educational Grant. This grant is funded by tuition revenues and is available to both Texas residents and non-residents. Students must demonstrate financial need to be eligible for this grant. Priority will be given to students who enroll at least half-time.

License Plate Scholarship. This grant is funded by revenues from UHD vanity plate fees. Students must enroll at least half-time, be classified as Texas residents and demonstrate financial need.

Student Deposit Scholarship. This institutional grant is awarded to students who enroll at least half-time and demonstrate financial need.

Work-Study Programs

<https://jobs.uhd.edu>

Texas Work-Study and Federal College-Work Study. These programs are designed for students who enroll at least half-time who demonstrate financial need. Awards are earned as wages in on- and off-campus positions. Must be a US citizen or permanent resident for federal work-study or be classified as a Texas resident for Texas work-study. Students who have relatives working at UHD must get clearance from the Office of Scholarships and Financial Aid to show they are in compliance with the university's nepotism policy.

Student Loans

Direct Lending. Federal Subsidized Stafford Loan. A low-interest loan with interest subsidies while student is enrolled at least half-time. Must be a US citizen or permanent resident and be enrolled at least half-time to participate. Maximum loan amounts vary with grade level in college. Additional application and loan counseling required.

Federal Unsubsidized Stafford Loan. A low-interest loan not based on financial need. Students may defer interest payments while enrolled at least half-time. Must be a US citizen or permanent resident and be enrolled at least half-time to participate. Maximum loan amounts vary with grade level in college. Additional application and loan counseling required.

Parent Loans to Undergraduate Students. A low-interest loan for parents of dependent students enrolled at least half-time. Parent must be a US citizen or permanent resident and student must be enrolled at least half-time to participate. Families do not need to demonstrate need to participate in this program. Additional application required.

Application Procedures

At a minimum, students should complete the Free Application for Federal Student Aid (FAFSA). Other forms or documentation may be required to determine eligibility for state and/or federal programs. When completing the FAFSA, students should list UHD's school code (003612) in Step Six. Once a student has begun the application process, the Office of Scholarships and Financial Aid will notify the student of missing forms and/or documentation by e-mail. Students will also be e-mailed an award letter to their gator mail account when their eligibility for aid has been finalized. Students may also access their financial aid information online at www.uhd.edu/eservices

Certain categories of foreign-born and immigrant students in the state of Texas can meet state requirements for residency. Such students are able to pay the resident tuition rate while attending public institutions of higher education in Texas. If a student falls into this category he/she will also need to complete the FAFSA.

Direct Lending Procedures

Getting Started:

1. **Important:** You will need your Department of Education issued PIN (the same PIN used for the FAFSA) in order to complete and electronically sign your electronic Master Promissory Note (eMPN) under the Direct Loan Program. If you have forgotten your PIN or do not yet have one, please go to www.pin.ed.gov to have your PIN sent to you.
2. Have your social security number, date of birth, and driver's license number accessible.
3. You will also be required to provide two personal references (full name, address, and telephone number) whom you have known for at least three years. Each reference provided must reside at a different U.S. address as well as different from the student's address.

Complete an Electronic Master Promissory Note (eMPN)

To complete your eMPN, you will need to go to www.studentloans.gov and click on "Complete New MPN for Student Loans". Remember that you will need your Department of Education issued PIN to begin the process.

An eMPN can be completed in 9 steps. We estimate that it will take 30 minutes to complete the eMPN process. Make sure you allow enough time to complete the entire process in a single session. If you exit the web site before submitting your signed MPN in Step 8 and return later, you'll have to start over beginning with Step 1.

- Step 1 - PIN Registration
- Step 2 - Disclosure and Consent
- Step 3 - Provide Name and School
- Step 4 - Complete MPN
- Step 5 - Review/Read Draft MPN
- Step 6 - Sign Your MPN
- Step 7 - Review signed MPN/Enter Confirmation Code
- Step 8 - Confirm Acceptance of MPN Terms and Submit MPN
- Step 9 - Success! Now Print Your MPN

Once you complete the eMPN process correctly, UHD will receive notification electronically that you have completed your MPN. This will allow the UHD Financial Aid Office to continue working on your loan disbursement process.

Complete a Loan Entrance Counseling (LEC)

To complete your LEC, you will need to go to www.studentloans.gov and click on "Complete Loan Entrance Counseling". Remember that you will need your Department of Education issued PIN to begin the process.

Your LEC includes information about all of your past student loans as well as helps you to see the amount you will owe based on that previous total. This is required every academic year that you borrow loans.

Once you complete the LEC process correctly, UHD will receive notification electronically that you have completed your LEC. This will allow the UHD Financial Aid Office to continue working on your loan disbursement process.

Other Eligibility Requirements

UHD Degree-Seeking Student Requirement

In order to receive financial aid, students must make progress toward their degree as defined by the Office of Scholarships and Financial Aid. There are three components to academic progress:

Grade Point Requirement

Graduate students must achieve and maintain a cumulative GPA of 3.0.

Completion Requirement

Students must complete at least 73% of all course work attempted.

Time Frame Requirement

Students may attempt up to 170 hours without earning a degree. Students who have earned their first bachelor's degree are allowed 150% of the hours remaining to complete their program. A complete copy of the Satisfactory Academic Progress Policy is available upon request. Please read this policy to see how progress will be monitored. The Office of Scholarships and Financial Aid is required to review students' entire academic records (regardless of the age of the record or whether or not aid was received) to determine compliance. Students found not to be in compliance will be notified in writing of any denial/suspension and the appropriate appeal procedure.

Dropping Classes

Students' final eligibility for aid will be based on the number of hours for which they are enrolled on the Official Day of Record listed in the *Class Schedule*. If they register and then drop classes prior to that date, their eligibility for aid will be RECALCULATED on the remaining hours as of the Official Day of Record. Since financial aid is released prior to the Official Day of Record, students who receive a financial aid payment based on more hours than those remaining as of the Official Day of Record may be responsible for repaying a portion of any financial aid received. Dropping classes may affect students' eligibility for future aid. Students should consult the Satisfactory Academic Progress Policy to determine if dropping classes will affect their eligibility for aid.

Total Withdrawal from School

For students who register and then totally withdraw from all classes, eligibility for aid will be RECALCULATED based on the number of days they attended class. If they totally withdraw from all classes prior to the first class day, they must repay any and all financial aid received. If they withdraw on or after the first class day, they may have to repay a portion of any cash financial aid received. Students who have failed to earn a passing grade in any of their classes are considered to have totally withdrawn from school and may have to repay a portion of any financial aid received. See Return of Title IV Funds below. Students who totally withdraw should consult the definition of Satisfactory Academic Progress to determine if their withdrawal will affect their eligibility for future aid.

Return of Title IV Funds

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes or fails to earn a passing grade in any of the current semester's classes. Students who withdraw from all classes prior to completing 60% of the semester will have their eligibility for aid recalculated based on the percent of the semester completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. A student who fails to earn a passing grade in any of his/her courses will have their eligibility recalculated based on the

midpoint of the semester or the last date of participation in an academically related activity. The Office of Scholarships and Financial Aid encourages you to obtain a complete copy of this policy from the office and read it carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Office of Scholarships and Financial Aid to see how your withdrawal will affect your financial aid.

Academic Scholarships

Academic scholarships at UHD are intended to recognize and reward outstanding achievement and community involvement. Applicants for most scholarships, therefore, do not need to show evidence of financial need to apply. The application deadline for most UHD scholarships is April 1 of each academic year. However, the Office of Scholarships and Financial Aid may accept applications at other times during the year if scholarship funds are available. Interested students should contact the Office of Scholarships and Financial Aid as soon as they decide to apply for admission at UHD to find out what scholarships are available. Many academic departments at UHD also award scholarships. Students are encouraged to contact the department of their major to find out what departmental scholarships are available.

Tuition and Fee Exemptions

Hazlewood Act for Veterans

State law provides that a veteran who is a legal Texas resident is exempted from tuition and certain required fees, but not from deposits. The veteran must meet the following criteria:

- resides in Texas for a period of not less than 12 months prior to the date of registration;
- served in the armed forces or in certain auxiliary services for more than 180 days;
- was a bona fide legal Texas resident at the time of entering such service;
- was honorably discharged (except those who were discharged because of being over the age of 38 or because of personal request);
- exhausted all veteran's educational benefits;
- is not eligible for federal grants, including federally sponsored grants provided for veterans by the US government; and
- is not be in default on any federal or state student loans.

To obtain this exemption, the veteran must submit an application with attached evidence to the Office of Scholarships and Financial Aid by the Official Day of Record of the term for which the veteran is applying for the Hazlewood benefits. Hazlewood applications must be renewed each year.

Academic Policies - Graduate

Graduate Admission Procedure

Admission to graduate programs is competitive, incorporating a consideration of multiple factors like GPA, standardized test scores, etc. Decisions for admission are made by department graduate committees. Usually deadlines for admission are set by each

department. For information on deadlines, please visit www.uhd.edu/academic/gradprograms.htm.

Applicants are notified about their status of application and admissions by mail. Appeals of admission denials should be submitted to the appropriate Department Chair, and if necessary, to the College Dean.

Courses and Course Credit

Course Load

A full-time graduate course load during the fall and spring terms is 9 semester credit hours or three courses and 8 semester credit hours for MBA students. For students who are employed 40 hours per week, the recommended load is two courses, or six credit hours. Depending on the program, the regular load for one combined summer session (9 weeks) is 6-9 credit hours. Students who wish to enroll in more than the recommended course load must seek approval from the appropriate academic dean. For further information on graduate course load consult specific master's degree handbooks.

Part-of-Term (PoT)

Effective Fall 2011, UHD began utilizing shorter sessions, termed "Part-of Term" (PoT) within full terms. For more information about these offerings, please review the posted academic calendars on the UHD website (www.uhd.edu)

Schedule Changes

Schedule changes are made online, and may require approval by an academic advisor. Registration instructions for Schedule Changes are found in each term's *Registration & Information Bulletin* and the dates for Schedule Changes are found in the online Academic Calendar.

Discontinued (Cancelled) Classes

The university reserves the right to discontinue classes or otherwise alter the class schedule. Whenever possible, enrollment in an alternate course is completed through an administrative change form initiated by the department responsible for discontinuing the class.

Classification

Students admitted to a graduate program are classified as graduate students. Post-baccalaureate students enrolled in graduate courses are governed by undergraduate policies.

Class Attendance

Students are expected to attend all class sessions. The responsibility for dropping from a course lies with the student. Departments and faculty members may have additional attendance policies for their courses.

Transfer Credit

Acceptance of Transfer Credit

Students must submit official transcripts from all colleges or universities attended as a part of the admission process. An evaluation will be performed upon acceptance into the university. Course work transferred or accepted for credit toward a graduate degree must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own graduate degree program.

Six semester hours of graduate credit from another accredited institution may be transferred into a degree plan, subject to approval from the graduate degree coordinator. After being admitted into a UH-Downtown graduate program, students should obtain approval from their degree-granting college before taking any courses, with intent to transfer. Students may take up to 9 graduate hours with post-baccalaureate status. However, these courses are evaluated by the department admitting the student, may not be accepted into the specific degree program, and may be limited to 6 hours.

Transfer credit will not be granted for courses in which grades of C or lower have been earned. Students should direct questions concerning transfer credit to their graduate coordinator.

Evaluation of Transfer Credit

Transcripts will be evaluated for institutional transfer credit upon admission to a UH-Downtown graduate program.

Transferring Credits from Other Countries

Students applying for admission with college credits from other countries must submit an evaluated transcript from a credential evaluation service recognized by the university. Graduate coordinators will consider granting transfer credit based on the recommendations of the evaluating service. Information and brochures from evaluating service agencies are available at the Office of Admissions and online at www.uhd.edu/admissions

Auditing Courses

To audit a course is to enroll in a course on a noncredit basis. Audit students pay the regular tuition and all other applicable fees as set forth for the current academic year. Senior citizens 65 years or over may audit for free on a space-available basis. A change to credit status may not be made after the student has registered to audit a course. Changes from credit status to audit status in a course must be made prior to the end of the Official Day of Record. A Request for Audit form must be processed in the Registrar's Office by the Official Day of Record for the appropriate term along with Instructor approval. Students wishing to audit courses should contact the Registrar's Office for further details

http://www.uhd.edu/registrar/documents/audit_form.pdf

Grading System and Standards

All students are expected to maintain high academic standards throughout their graduate programs. In general, graduate students may not make any more than a certain number of grades of C. Please consult your graduate handbook for additional information. In addition, grades of D or F are grounds for dismissal from the graduate program. All graduate students at UHD are subject to the following policies as well as any policies stated in the handbooks for each degree program. Links to the graduate programs can be found at <http://www.uhd.edu/academic/gradprograms.htm>.

Academic Honesty

The Academic Honesty Code is embraced by all members of the University of Houston-Downtown academic community and is an essential element of the institution's academic credibility. The Honesty Code states "We will be honest in all our academic activities and will not tolerate dishonesty." The purpose of the Academic Honesty Policy is to deal with alleged violations of the Honesty Code in a fair and consistent manner. The policy is administered jointly by students and faculty. It is each student's responsibility to read and understand the Academic Honesty Policy. It may be found in the Student Handbook for each program.

Grading System

The following grades are included in the calculation of grade point averages:

Grade*	Grade Points
A Superior	4.0
B Above Average	3.0
C Average	2.0
D Below Average.....	1.0
F Failure.....	0.0

*Grade descriptions are subject to override by descriptions published in the handbooks for each graduate program.

The following grades are not included in the calculation of grade point averages:

Grade	
A*	Non-credit grade
B*	Non-credit grade
C*	Non-credit grade
I.....	Incomplete
IP	In Progress
Aud	Audit
S	Satisfactory (passing)
U	Unsatisfactory (not passing)
W	Withdraw

I (Incomplete)

An incomplete grade is given only when an unforeseen emergency prevents a student from completing the course work and only with the instructor's approval. A grade of I will be changed to a passing grade if the missing work is completed satisfactorily by the deadline set by the instructor but no later than the end of the long semester immediately following the term in which the grade was received. An incomplete grade that is not removed by this deadline becomes an F. Repetition of a course for which an incomplete grade was received does not affect resolution of the original grade. An incomplete grade earned in a student's graduating semester is computed as an F in determining grade point average.

IP (In Progress)

A grade of IP may be given in thesis and capstone courses. In the calculation of grade point average, a grade of IP is treated as a W. To receive credit for a course in which an IP was assigned, a student must register for the course again and earn a passing grade.

S (Satisfactory)

The grade of S may be earned in thesis and certain other courses. Credit received with a grade of S is not part of the grade point average calculation.

W (Withdrawal from Courses)

Students will not receive a grade for a course if they drop the course by the Official Day of Record (see Academic Calendar).

Students automatically receive a grade of W for any course from which they drop after the Official Day of Record up to the drop/withdrawal deadline as listed in the *Registration & Information Bulletin*.

Official Day of Record and drop/withdrawal deadlines are published in the University Calendar online at www.uhd.edu/AcademicCalendars and may be found in the *Registration & Information Bulletin*.

Class days are defined as days on which the university normally has one or more classes scheduled; not the days for which an individual student is scheduled for his/her particular classes.

Additional grading system information applicable to graduate students is published in the specific master's degree handbook-.

Grade Point Average (GPA)

The grade point average is a measure of a student's academic achievement. Grade point averages are computed by multiplying the grade point value by the number of credit hours in each course, and then dividing the sum of all grade points obtained by the total number of hours attempted. The following formula represents the method of computing grade point average:

$$\frac{\text{Total Number of Grade Points}}{\text{Total Number of Semester Hours}} = \text{Grade Point Average}$$

The number of grade points earned for each course equals the hour credit value of the course multiplied by the points awarded for grades received. Grades of I, S, U, IP and grades marked with an asterisk (*) in the table above are not counted in the calculation of the grade point average, except for graduation. Grades of I will be calculated as F grades in determining grade point average for graduation.

Graduate students must meet a graduation requirement of a minimum 3.0 grade point average.

Appeal of Grades

Any grade which a student believes to be in error should be appealed, first to the instructor, then to the appropriate department chair, and finally to the appropriate dean. If an appeal is not made within one calendar year after the close of the semester in which the grade was received, the grade will be considered final and no appeal will be heard.

Grades for Repeated Courses

Effective Spring 1994, when a course is repeated, only the most recent grade, even if it is lower than the original grade, will be used in computing the grade point average. This excludes courses repeated prior to Spring 1994.

Academic Probation and Suspension

In general, grades of D and F are grounds for suspension from the graduate program. Students whose GPA falls below 3.0 will be placed on academic probation and must continue to obtain a semester GPA of 3.0 or above while on probation. Failure to do so will result in suspension. Please note that policies applicable to graduate students covering academic probation and suspension are published in the specific degree program handbooks.

Student Records

Transcripts

Requests for official UHD transcripts are made online through the MyUHD portal via Student eServices and are processed by the Registrar's Office. All requests for official UHD transcripts will be processed within 2-3 business days, with the exception of transcripts that include coursework completed at South Texas Junior College, which may take up to 10 business days for processing.

Official transcripts from other institutions which are submitted to the Office of Admissions as part of the admissions process become the property of UHD and will not be rereleased to the student unless the request is covered under the Family Educational Rights and Privacy Act (FERPA). Additionally, UHD does not include completed transfer coursework on the official UHD transcript.

Unofficial transcripts also known as the online grade history is available through the MyUHD Portal, under the My Transcript &

Grades option in Student eServices.

Note: Grades for Part of Term (PoT) courses ending prior to the close of the full term will be available online on the dates listed in the Academic Calendar. Part of Term (PoT) official grades will be displayed on the official transcript when grades for the full term are made available. See the Academic Calendar for grade posting dates at www.uhd.edu/academic/calendar.htm.

Bacterial Meningitis Vaccination Requirement

Effective January 1, 2012, Texas Senate Bill 1107 requires all students (under age 30) entering an institution of higher education (public and private) and enrolling into courses which meet face-to-face on campus to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before classes start. . For additional time-sensitive information about this requirement, please visit: uhd.edu/meningitis

Release of Student Records

UHD has a policy in conformity with the Family Educational Rights and Privacy Act (FERPA) covering the release of student records.

Student rights include the following:

- Students have the right to inspect and review their education records within 45 days of the day the university receives the request.
- Students have the right to request amendment of their education records that they believe are inaccurate or misleading.
- Students have the right to consent to the disclosure of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
- Students have the right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

Directory Information

At its discretion the University of Houston-Downtown may provide directory information to the general public without student consent. Directory information is defined by University of Houston-Downtown (within the guidelines of the Family Educational Rights and Privacy Act of 1974) as follows:

- Student's name
- Mailing address
- Primary Telephone number
- University assigned e-mail address
- Date and place of birth
- Classification
- Enrollment status
- Major and minor fields of study
- Degrees, certificates, awards and honors received
- Dates of attendance
- Graduation date
- Expected graduation date
- Student's user name

- Most recent previous education institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students may request that directory information be withheld from the public by contacting the Registrar's Office at any time during the semester. Such requests must be made in writing and will remain in place until the student directs the office in writing that it is to be removed.

Disclosure of Education Records

In accordance with FERPA and at its discretion, UHD will disclose information from a student's education records without the written consent of the student to school officials who have a legitimate educational or administrative interest in the records. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position (including the university's police department and health care staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a person assisting another school official in performing his or her official duties.

Procedure for Inspecting Education Records

A student has the right to inspect his or her education records and challenge the contents. To review records, a student must make a request in writing to the Registrar's Office.

The request must clearly and specifically identify the record or records he or she wishes to inspect plus the purpose of the request. The request must be signed and dated by the student.

Procedure for Amending Education Records

If a student believes the information in his or her education record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy, the student should submit a written and signed request for amendment to the registrar. The request should clearly identify and correct the inaccuracy. The university will notify the student within a reasonable time regarding the request. If the request for amendment is denied the student has the right to a hearing. This procedure does not govern grade appeals.

Change of Name and Address

An official change in name must be reported to the Registrar's Office and when applicable to the Office of Scholarships and Financial Aid. Original legal documentation must be presented along with a copy of the Social Security card when requesting a name change or correction, i.e. marriage certificate, divorce decree, naturalization certificate, etc. A copy of your state issued driver's license or government issued photo ID will also be required. Mailing addresses may be changed online through the MyUHD Portal's Student eServices at www.uhd.edu/eservices under "My Personal Profile & Emergency Alerts." Currently enrolled students requesting a name change should

refer to the Student Information Change form for important information regarding updates to GatorMail and Blackboard.

Graduation under a Specific Catalog

A student usually graduates under the degree provisions of the Catalog in effect at the time of his or her first completed term of enrollment, where enrollment is defined as registration for and completion of at least one course. Students have the option of graduating under the Catalog in effect at the time of their major declaration or any subsequent Catalog. If degree requirements change during the time of the student's enrollment, the student may be required to meet the new degree requirements if the number of hours the student must take has not increased.

Exceptions:

- No Catalog more than 10 years old may be used (unless specified otherwise in the student handbook for the student's graduate degree program).
- Students who interrupt their program for more than two consecutive long semesters for reasons other than military service shall be governed by the Catalog in effect at the time of reentry to the university.
- Students whose enrollment is interrupted by military service must re-enroll within one year from date of separation from the service and no more than five years from the beginning of military service in order to remain under the provisions of the Catalog in effect at the time of original enrollment at the university.
- Students forced to withdraw for adequate cause before completion of their degree may upon readmission petition to graduate under the Catalog in effect at the time of original enrollment.
- Students who change their major shall be governed by the Catalog in effect at the time of the change.

Application for Graduation

All degree candidates must file an application for graduation with their college and pay the \$50 graduation fee by the Official Day of Record for the term of intended graduation. The graduation fee covers the costs of processing the graduation application, printing the diploma and mailing it to the graduate, and other costs associated with the commencement ceremony. If students fail to complete all degree requirements during the term in which they applied for graduation and paid the graduation fee, then they must apply for graduation and pay the graduation fee again when they become eligible to graduate.

Candidates must also place a diploma order, which specifies how they want their name to appear on the diploma, with the Registrar's Office. The Diploma Order form is available on the Registrar's Office webpage.

Commencement Exercises

Only students who complete all degree requirements, file an application for graduation, and pay the graduation application fee by

the second Monday after the last day to withdraw from a course for the semester of graduation may participate in the commencement exercises. The final decision on eligibility for graduation and participation in commencement exercises rests with the appropriate academic dean.

Students participating in commencement must wear academic regalia. Arrangements for obtaining the appropriate academic regalia may be made through the university bookstore. Deadlines for ordering and paying for regalia are announced for each commencement.

Graduate Academic Programs

College of Business

D. Michael Fields, PhD, Dean
Gail Evans, JD, Interim Associate Dean
Carmen Cuevas, JD, Assistant Dean
S400, 713-221-8252

The College of Business offers the Master of Business Administration (M.B.A.).

Master of Business Administration (MBA)

UHD's Master of Business Administration (MBA) degree program is structured to help current and aspiring business leaders develop the knowledge and skills they need to succeed in today's fast-paced business environment. The College of Business designed this career-friendly option for working professionals who want to pursue their studies while continuing to work. It fits the needs of those who have earned an undergraduate degree in business administration and those who hold a bachelor's degree in an unrelated area and want the flexibility, expertise and earning power of an MBA. Students who did not earn a business degree may need to complete leveling courses that will cover business fundamentals as part of their program.

All UHD MBA courses use a concentrated hybrid, eight-week format combining face-to-face meetings with online instruction and interaction. Students in each class will meet for a single two-hour session each week for a total of 16 hours and will complete the equivalent of 17 hours of work online, bringing the total class-contact hours to 33 hours. This delivery method is career-friendly because it allows intense focus on one or two courses each term.

Admission Requirements

Admission is competitive and selective. Admission requirements for the UHD MBA are designed to identify applicants who have the ability, interest, and qualities necessary to complete the program, with the potential to contribute to the field of business.

Mandatory Application Requirements

To be considered for admission, an applicant is required to submit the following:

- Baccalaureate degree conferred by a regionally-accredited institution
- Official University transcript(s) from which the applicant earned Bachelor's degree and Advanced degree (if applicable).
- Resume documenting 3 years of full-time Post-Bac work experience that emphasizes personal and professional accomplishments and leadership experience
- Two Recommendation Forms from individuals acquainted with the applicant's professional work experience
- A personal statement addressing why the applicant desires an MBA from UHD, as well as other circumstances the applicant desires to

share with the admissions committee (optional)

- GMAT score less than 5 years old.
- For graduates of universities where English is not the native language: minimum TOEFL scores of 550 with section scores of 50 or higher

Calculating Undergraduate GPA

The UHD MBA Admission Committee will recalculate an applicant's undergraduate GPA in accordance with the rules of the Texas Higher Education Coordinating Board. According to Title 19, Part 1, Chapter 5, Subchapter A, Rule 5.7, all grades assigned for academic course work shall be used in calculating the grade-point average, except that an institution may base the calculation on the last 60 semester credit hours (or equivalent) of undergraduate work and any previous work in a graduate or professional school. This means that all transcribed grades in an undergraduate course will be used to recalculate the GPA, not just the last grade earned.

Admissions Process

1. Students must complete an application by going to the following website www.applytexas.org. The college uses the Texas Common Application. It is to be completed and submitted online. At this point the UHD Graduate Admissions Office starts a file for the students.
2. In addition to the application, the student must request that official academic transcripts and graduate test scores be submitted to UHD Graduate Admissions. The current resume, the two recommendation forms, and the personal statement should be submitted in .pdf file format to gradadmissions@uhd.edu. The Graduate Admissions Office handles all graduate admissions. Graduates of foreign universities must submit official TOEFL scores and must also have a certified English translation of all transcripts that are not in English. The student must also initiate requests for recommendations and instructs his/her references to forward those letters to the Graduate Admissions Office.
3. Once all necessary documents are in the Graduate Admissions Office, they are scanned and placed in a file by admissions staff that may be accessed by authorized university personnel. Once the application materials are scanned, the Director of Graduate Programs is notified that the file is complete. Authorized personnel may access the file using a database called Fortis. This file includes the student's name, ID number, test scores, GPA's by institution attended, cumulative GPA, GPA for the last 60 hours of undergraduate work and all other application materials. This file is delivered to the Director of Graduate Programs.
4. The Director of Graduate Programs disseminates the files to MBA Admissions Committee for consideration. The committee assesses the candidate's strengths and weaknesses, completes a Decision Review Sheet, and makes a recommendation (accept or deny) to the Dean of the College of Business.
5. The Director of Graduate Programs will communicate to the student stating whether or not they have been accepted. The letter gives the student instructions on taking leveling courses, attending

an orientation for new students, or contacting the Director concerning the next step.

- A copy of the letter is also submitted to the Graduate Admissions Office. They also notify the student about the status of their admission. If accepted, the Graduate Admissions Office instructs the student on how to register for classes, apply for financial aid, and the development of a student e-mail account.

Preparation

Students who hold an undergraduate degree from an AACSB accredited program in a field of business administration may be deemed to be prepared for graduate study if the degree is not more than ten years old and if the core courses were completed with a grade of "C" (or equivalent) or higher. Students who hold an undergraduate degree in a field other than business administration or in business from a non-AACSB accredited program will be required to demonstrate preparation for graduate study in business. These students will be required to complete one or more 5000 level courses in order to gain the basic theoretical concepts and tools that are the foundations for graduate management study.

5000 Level Courses

The 5000 level courses serve as prerequisites for the graduate business courses and are **required** for students who did not take the equivalent courses as part of their baccalaureate program, have a degree in business from a non-AACSB accredited program, or for students with a baccalaureate degree from a non-U.S. university. The graduate 5000 level courses do not apply to the 34-hour graduate credit hour requirement of the MBA degree. When a student is admitted to the program, the Graduate Program Director will notify the student of courses that must be taken. Students are not allowed to register for 5000 level courses on their own; a student must have approval from the Graduate Program Director to register for these courses.

These 5000 level courses are condensed to the essential core knowledge that a student must possess in order to do valid graduate business study. The foundation set of management 5000 level courses consists of 7 short courses designed to provide only the theoretical concepts and tools that are the foundations for management decisions. All 5000 level courses are two (2) semester credit hours (SCH) each and are offered every eight weeks once a term begins. All 5000 level courses are taught online.

14 SCH Leveling Courses		
Course Number	Course Name	Credits
GBA 5202	Foundations of Management Theory	2
GBA 5203	Accounting/Financial Information	2
GBA 5206	Production & Operation Management	2
GBA 5207	Management Information Systems	2

GBA 5208	Marketing Information	2
GBA 5212	Quantitative Methods in Business	2
GBA 5215	Legal Environment of Business	2
Total		14

Degree Requirements

The Master of Business Administration degree requires satisfactory completion of 34 credit hours offered by the College of Business. The required courses are:

34 SCH Required MBA Courses for all students		
Prefix and Number	Required Courses	SCH
MBA 6201	Leadership, Team Building and Team Management	2
MBA 6202	Strategic Management	2
MBA 6203	Managerial Accounting and Budgeting	2
MBA 6204	Managerial Finance	2
MBA 6205	Management of the Supply Chain	2
MBA 6206	Operations Management	2
MBA 6207	Management of Information Flows	2
MBA 6208	Marketing Management	2
MBA 6209	Human Resource Management	2
MBA 6210	Legal Environment of Management	2
MBA 6211	Managerial Decision-Making	2
MBA 6212	Managerial Economics	2
MBA 6213	Management of Organizational Behavior	2
MBA 6214	Management in a Global Context	2
MBA 6415	Capstone Project Courses	4
MBA 6290	Current Topics in Business	2
Total		34

Graduation is dependent upon successful completion of all course work with a minimum graduate grade point average of 3.0 and successful completion of the Capstone Project.

Minimum Grade Point Average to remain in the MBA program

No more than two grades below a "B" in required graduate 6000 level courses will be accepted toward the MBA degree and then only if the GPA is 3.01 or higher. Upon receipt of the third grade below a "B" in any three required graduate courses, or if the GPA drops below 3.00, the student will be academically dismissed from the program.

Transfer of Graduate Credits

A maximum of two approved courses (4 SCH) may be transferred from another AACSB accredited university. A minimum grade of B is required for the course to transfer. All petitions for transfer credit must be submitted to the UHD MBA Admissions Committee at the time of application for the committee's approval.

Attendance Policy

Students enrolled in the UHD MBA program are expected to attend all scheduled classes. These are hybrid courses that meet half the normal class time; therefore, absences can be devastating to academic performance and should be avoided. However, working professionals occasionally may have unavoidable absences as a result of unexpected business travel or other emergencies. Professors should be informed of the nature of the absences at the earliest practical opportunity, preferably in advance. Students are responsible for all information and assignments from missed classes.

In cases where absences reach a frequency that, in the professor's opinion, make it unlikely that the student can successfully complete the course, withdrawal from class will be recommended.

College of Humanities and Social Sciences

DoVeanna S. Fulton, PhD, Dean

David B. Ryden, PhD, Associate Dean
S1015, 713-221-2767

Crystal Guillory, MA, Interim Assistant Dean
S1086, 713-221-5316

UH-Downtown's College of Humanities and Social Sciences offers the Master of Science in Professional Writing and Technical Communication and the Master of Arts in Nonprofit Management. It also offers graduate courses in support of the Master of Arts in Teaching degree offered by the Department of Urban Education.

Department of English

Sandra L. Dahlberg, PhD, Chair
S1045, 713-221-8013

Faculty

Professors: Birchak, Dahlberg, Dressman, Hamed, Jarrett, Jennings, Thomas
Associate Professors: Chiaviello, Creighton, Cunningham, Davidson, Farris, Fortunato, Gilbert, Jackson, Kintzele, Moosally, Pavletich, Robertson, Roundtree, Schmertz, Sullivan, Waters

Assistant Professors: Choudhuri, Duncan, Ellwanger, Hill, Hudson, Jager, Kimberly, Matveeva, Moshiri, Murray, Sample, Scharold
Emeriti: Ahern, Bartholomew, Levy

Master of Science

Major in Professional Writing and Technical Communication

Aimee Roundtree, PhD, Coordinator
S1049, 713-222-5315
S1045, 713-221-8013

The Master of Science in Professional Writing and Technical Communication, an outgrowth of our well-established undergraduate program in Professional Writing, will provide graduates with writing, design, and management skills based on rhetorical principles. Students will gain publication and production skills, study project management and the ethical and global implications of professional communication, participate in research, conduct audience analyses and usability tests, and create web sites and on-line help.

This program is valuable for a range of candidates:

- Professional writers seeking promotion to managerial positions or interested in teaching technical writing in high schools or community colleges
- Science and technology, public relations, or corporate training professionals with the goal of expanding employment options
- Undergraduates interested in an applied master's level degree, either to increase their employability or to pursue a doctoral degree in technical communication

Program Objectives

Students graduating with an MS in Professional Writing and Technical Communication will demonstrate professional-level skills or knowledge in the following areas:

Document production and project management: writing, editing, and delivering documents in the various print and electronic genres of professional communication.

Rhetorical analysis: identifying, assessing, and articulating the theoretical principles that underlie rhetorical choices in professional writing. Students will demonstrate these skills in the analysis, design, and production of professional communication documents.

Ethical and global awareness: analyzing the ethical and global implications of professional communication.

Research methodologies: conducting research in technical and professional communication, including audience analysis and usability testing.

Admission

Admission is competitive and selective. Applicants must demonstrate that they possess the abilities, interests, and qualities necessary to

successfully complete the program and the potential to contribute to the fields of professional writing or technical communication.

Applicants seeking admission will provide the following application materials for review by the Graduate Curriculum Committee:

- Official transcript showing a baccalaureate degree from an accredited university
- Official transcripts showing GPA from all colleges or universities previously attended. (As admission to the degree program is competitive, candidates with a cumulative GPA of 3.0 or higher will be preferred.)
- Graduate Record Exam (GRE) scores
- Personal application statement and resume
- Academic or professional writing sample (1-3 documents totaling 2500 words or more)
- Three letters of recommendation and recommendation forms from individuals acquainted with the applicant's work and academic potential
- Test of English as a Foreign Language scores if graduate of a university in which English is not the native language (minimum score of 550 with section scores of 50 or higher)

The Graduate Curriculum Committee will not review a candidate's application until the file contains all of the items listed above.

Admission Process

The Graduate Curriculum Committee will evaluate applications using a matrix based on GPA, GRE score, relevant course work or experience, recommendations, and other written materials in the applicant's file.

The Graduate Curriculum Committee will use the results of this evaluation to determine if an applicant is admitted. The Graduate Coordinator will notify students, in writing, of the committee's decision.

Degree Requirements

The Master of Science in Professional Writing and Technical Communication requires a minimum of thirty-six semester hours that include a choice of thesis or capstone project. All students must complete successfully a graduation portfolio.

12 hours	Required Core Courses
18 hours	Elective Courses
6 hours	Thesis or Capstone Project
36 hours	Required

Thesis or Capstone Project Options

Students will choose either the Thesis or Capstone Project option.

Thesis option: Candidates opting for the thesis must complete 3 hours of thesis, 3 hours of directed research practicum, and oral defenses of the thesis.

Capstone Project option: Candidates opting for the capstone project must complete 3 hours of capstone project, either 3 hours of directed research practicum or an internship, and oral defenses of the capstone project.

Minimum Grade Point Average

Students must maintain a minimum grade point average of 3.0. Grades of C or lower do not count toward graduation, and two course grades of C or lower are cause for dismissal from the program.

Transfer

Students may transfer no more than six semester hours of graduate work and must have the approval of the Graduate Coordinator to do so; transferred coursework must be at B level or above.

Curriculum

Required Core Courses (12 hours)

ENG 5304 Proseminar in Professional & Technical Communication
ENG 5317 Rhetorical Theory & Criticism
ENG 5330 Visual Design Theory
ENG 5340 Project Management

Thesis or Capstone Project Options (6 hours)

Thesis: ENG 6390 Directed Research
ENG 6391 Thesis

Capstone: ENG 6390 Directed Research or 6380 Internship
ENG 6392 Capstone Project

Elective Courses (18 hours)

ENG 6303 Public Relations and Media Management
ENG 6310 Intercultural and World Communication
ENG 6312 Ethical and Legal Dimensions of Communication
ENG 6318 Stylistics & Editing
ENG 6322 Instructional Design
ENG 6323 Communications and Technology
ENG 6324 Writing in the Professions
ENG 6328 Hypermedia Theory & Design
ENG 6330 Usability Research
ENG 6360 Special Topics in Technical and Professional Communication

The following graduate and undergraduate courses may be accepted as electives towards the degree, at the discretion of the Graduate Coordinator:

ENG 6301 Composition Pedagogy
ENG 6319 Language Development and Variation: Implications for Educators
CJ 6320 Research Design and Methods
CJ 6321 Quantitative Analysis in Criminal Justice
MATH 5309 Business Statistics
ENG 4322 Editing, Rewriting, and Copyreading
ENG 3325 Medical Writing

A maximum of six (6) undergraduate hours may be accepted as degree electives, at the discretion of the Graduate Coordinator.

Department of Social Sciences

Jeffrey Jackson, PhD, Interim Chair
N1009, 713-221-8014

Faculty

Professors:	Christian, Fairbanks, McCaffrey, Getz, Thaker-Kumar
Associate Professors:	Allen, Alvarez, Anderson, Bachman, Branham, Caro, Case, Chadha, Li, Gillette, Henney, Jackson, Kaftan, Linantud, Mobasher, Pavelich, Preuss, Ryden, Santos, Stewart, Westfall, Williams
Assistant Professors:	Babb, Crone, DeFreitas, Eliassen, Elkholy, Hackett, Johnson, Kane, Portillo, Raymundo, Rubinson
Visiting Assistant Professors:	Colón
Lecturers:	Hovsepian, Lopez
Emeriti:	Wright

Master of Arts

Major in Non-Profit Management

David Branham, PhD, Coordinator
N1066, 713-221-8208

The Master of Arts in Non-Profit Management is a highly multidisciplinary program, designed to prepare recent college graduates as well as mid- and senior-level administrators for the management and leadership of nonprofit organizations of all types. The program will focus on strategic planning, development of entrepreneurial skills, program management, fundraising, revenue generation and grant writing, human resources, technology, social media and marketing, legal issues, program evaluation and assessment, teambuilding and partnerships, budgeting, board development, leadership, and ethics. The program will employ two key pedagogical elements. First, the MA in Nonprofit Management will be highly experiential. Every course will offer students the opportunity to learn through experience and practice. The second key pedagogical element will be a strong focus on team building. This program was designed by the leadership of the city's most prominent nonprofit organizations and by faculty from multiple departments: Social Sciences; English; Arts and Humanities; Management, Marketing and Business Administration; and Finance, Accounting and Computer Information Systems.

Program Objectives

- Be able to plan for short term goals, long term goals and unforeseen events.
 - Graduates will be able to design and critique strategic plans.

- Graduates will be able to generate objectives and measures of success from established goals.
- Graduates will be able to monitor and evaluate achievement of goals.
- Graduates will be able to make decisions through the use of analytic tools.
- Graduates will explore the results when people, strategic plan and assumptions interact.
- Be able to demonstrate entrepreneurial orientation
 - Graduates will show evidence of innovativeness.
 - Graduates will examine risk-taking values.
 - Graduates will be able integrate new markets into non-profit organizations.
- Be able to implement programs.
 - Graduates will be able to assess stakeholder needs.
 - Graduates will be able to prepare and assess budgets.
 - Graduates will be able to prepare and maintain program records.
 - Graduates will be able to write grant proposals.
 - Graduates will be able to organize fundraising campaigns.
- Be able to communicate with the broader community.
 - Graduates will be able to write news stories.
 - Graduates will apply social media to non-profit organizations.
 - Graduates will be able to brand and market the organization.
 - Graduates will be able to connect the organization with other organizations.
 - Graduates will be able to negotiate agreements.
 - Graduates will be able to determine the legal dimensions of internal and external communication.
- Be able to manage personnel.
 - Graduates will examine the history and current status of the US nonprofit and global civil society sector.
 - Graduates will define and describe the US and global economy by three sectors of business, government and nonprofit.
 - Graduates will be able to describe the basic regulatory and legal environment by which nonprofits operate.
 - Graduates will be able to apply project management skills.
 - Graduates will demonstrate team work and inter-team collaboration.
 - Graduates will be able to help an organization reach its goals.
 - Graduates will maximize the development of non-profit organizations.
 - Graduates will be able to reconcile the goals of the staff member with those of the organization.
 - Graduates will be able to ascertain the role of ethics and social responsibility in the management of nonprofit organizations.
 - Graduates will be able to describe and discuss social enterprise and its relations to nonprofit and civil society sectors.

- Graduates will develop conflict resolution skills.
- Be able to lead and contribute to board committee meetings.
 - Graduates will demonstrate an ability to prepare exhibits, presentations and written proposals.
 - Graduates will determine the value of “follow-up” to insure implementation.
 - Graduates will determine the appropriate type of interaction between staff and board members.

Admission

Admission to the Master of Arts in Nonprofit Management program is based on the applicant's experience and interest in the nonprofit sector, academic ability, and the personal qualities necessary to successfully complete the program. Further consideration is given to the applicant's ability to positively contribute to the nonprofit sector upon completion of the program.

Applicants to the program must meet the following minimal criteria:

- Completion of a baccalaureate degree from an accredited university.
- A grade point average (GPA) of at least 3.0 for the last 60 semester hours of undergraduate or graduate study.
- Test of English as a Foreign Language minimum score of 550 with section scores of 50 or higher if graduate of a university in which English is not the native language.

Applicants must complete and submit the following documentation to the Office of Admissions prior to the admissions deadline for the semester they desire admission: UHD Office of Admissions – Graduate Admissions, One Main Street, Suite 325, Houston, TX 77002.

- Application for admission to the Master of Arts in Nonprofit Management., found online at <http://www.uhd.edu/admissions/forms.html>
- Personal resume
- Personal statement: In 1000 words or less, describe your experiences with the nonprofit world and how those experiences have prepared you to work in the nonprofit world. The personal statement is a very important introduction to the Graduate Admissions Committee. The central purpose of the statement is to give you an opportunity to demonstrate why you are a good candidate for admission to the program.
- Certified transcripts from all educational institutions you have attended, regardless of the number of hours completed or attempted or the length of time since the course work was taken.
- TOEFL results as outlined above, submitted by the admissions deadline.
- Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) scores, unless you have five or more years of experience in the nonprofit section.
- Three letters of recommendation: The letters of recommendation must be from those individuals who have had personal and professional contact with you. Further, the writers should have had some authority over you either currently or in the past. Examples of these types of individuals would be college professors, supervisors, or community leaders. In their letters,

the writers should address the following: how the writer is associated with you and the length of time of that association, their opinion regarding your potential for academic success including skills you possess that they feel demonstrate this potential, and how your completion of a master's degree would benefit both you and the nonprofit sector.

Applicants meeting all the above criteria and having submitted all the above documentation will be invited to an interview with the members of the Master of Arts in Nonprofit Management Advisory Committee.

Conditional Admission

Students admitted conditionally will be advised as to the specific limitations of this status and the conditions necessary to remove the conditional admission classification.

Degree Requirements

The Master of Art in Nonprofit Management requires a minimum of 36 semester hours. All students complete 15 hours of core classes and 15 hours of electives. In addition, all students will complete a 6-hour internship which will include a capstone project.

Minimum Grade Point Average

Students must maintain a minimum grade point average of 3.0. Grades of C or lower do not count toward graduation, and two course grades of C or lower are cause for dismissal from the program.

Transfer

Students may transfer no more than six semester hours of graduate work and must have the approval of the Graduate Coordinator to do so; transferred coursework must be at B level or above.

Curriculum

Required Core Courses (15 hours)

BUS 6311 Strategic Planning in Nonprofit Sector
 BUS 6312 Management of Nonprofit Organization
 POLS 6310 Leadership in Nonprofit Organizations
 POLS 6311 Program Assessment and Evaluation
 POLS 6312 Resourcing the Nonprofit Organization

Prescribed Elective Courses (15 hours)

BUS 6313 Negotiation and Conflict Resolution
 BUS 6332 Budgeting and Accounting for Nonprofit Management
 ENG 6303 Public Relations and Media
 ENG 6312 Ethical and Legal Dimensions of Communication
 ENG 6325 Grant Writing for Nonprofit Organizations
 POLS 6313 Governance, the Volunteer Board and Organizational Behavior

Internship

POLS 6680 Internship

College of Public Service

Beth Pelz, PhD, Dean

Myrna Cohen, EdD, Associate Dean
C400E, 713-221-8194

The College of Public Service offers the Master of Security Management for Executives, the Master of Arts in Teaching, and the Master of Science in Criminal Justice.

Master of Security Management for Executives

Contact: Dr. Michael Dressman
Phone: 713-221-8099

Faculty

Business: Omprakash Gupta, Hank Roubicek,
Michael Dressman, Sarah Walker, Marina
Sebastijanovic,

Adjunct Alex de Alverez
Vice President
Security
Apache

Kevin Swailes
Global Security Director
Intellectual Property CoE | Energy HQ
General Electric Company

Ted Swailes, President
Swailes & Company, Inc.

The Master of Security Management for Executives (MSME) is an innovative program developed in collaboration with leaders in security management. The goal of the program is to provide students with the knowledge and skills necessary to address the continuously changing security environment. The MSME is for individuals who have a vision of their future in the security industry and are able to demonstrate professional competency and commitment to their organizations and the community.

Delivery of the Master of Security Management for Executives is a two-year program offered on alternative Saturdays to allow the security professional to obtain the degree without interfering with their professional responsibilities. MSME instructors include current security industry leaders in addition to faculty from both the College of Public Service and the College of Business. The supervisory or managerial experience admissions requirement ensures students that they will be participating in class discussions and projects with other students who understand the leadership environment. A major element of the program design is peer interaction and exchange of ideas.

Admission Requirements

Admission is competitive and selective, and is designed to identify applicants who have the ability, interest, and qualities necessary to complete the program, with the potential to contribute to the field of security management.

Mandatory Admission Requirements

To be eligible for admission, an applicant will be required to present the following:

- Baccalaureate degree conferred by a regionally-accredited institution
- Official transcripts, submitted to the Office of Admissions, of all academic work previously undertaken
- Three letters of recommendation from individuals acquainted with your academic work and academic potential.
- A letter describing why the applicant desires this particular degree.
- For graduates of universities where English is not the native language: minimum TOEFL scores of 550 with section scores of 50 or higher
- Three years of paid work experience with supervisory or managerial responsibilities

Preferences:

- Undergraduate GPA of 3.0, or higher, on a 4-point scale for the final 60 semester hours of study • *Evidence of scores in the higher percentiles on any of the acceptable standardized tests
- Applicant's letter should demonstrate strong writing skills, expressed desire to work in the security field at the management level and/or assist in developing security policy within a governmental environment, commitment to completing the degree, and strong rationale for wanting this specific degree
- Letters of recommendation should come from persons sufficiently acquainted with the student to be able to comment on the potential to successfully complete a graduate program and should provide evidence of applicant's excellent critical thought, motivation, study and writing skills, and strong overall faculty recommendation

Admissions Process

1. Students must complete an application by going to the following website (<http://www.uhd.edu/admissions/application.htm>). The department uses the Texas Common Application. It is to be completed and submitted online. At this point the Graduate Admissions Office starts a file for the students.
2. In addition to the application, the student must request that official academic transcripts and graduate test scores be submitted to the Graduate Admissions Office. The Graduate Admissions Office handles all graduate admissions with exception of International Students. International students must submit official TOEFL scores and must also have a certified English translation of all transcripts that are not in English. The student must also initiate requests for recommendations and instructs his/her references to forward those letters to the Graduate Admissions Office. The

student writes his/her personal statement and submits that document to the Graduate Admissions Office.

3. Once all necessary documents are in the Graduate Admissions Office, they are scanned and placed in a file by admissions staff that may be accessed by authorized personnel such as Chairs, Assistant Chairs, Coordinators, College Advisors, etc. Once the application materials are scanned, the Coordinator and College Advisors are notified that the file is complete. Authorized personnel may access the file using a database called Fortis. College Advisors print the application and develop a checklist that includes the student's name, ID number, test scores, GPA's by institution attended, cumulative GPA, and GPA for the last 60 hours of undergraduate work. This information is then placed in a file and delivered to the Graduate Coordinator.
4. The Graduate Coordinator disseminates the files to graduate faculty for consideration. The faculty assess the candidate's strengths and weaknesses, develops recommendations for stem classes or other conditions for admissions, and makes a recommendation (accept, deny or conditionally accept) to the Interview Committee.
5. The Interview Committee will interview the applicant to determine if the applicant has the experience and the interest and potential to complete the MSM program. It will then make an admissions recommendation (accept, deny or conditionally accept).
6. The Graduate Coordinator will then complete a Decision Review Sheet and write a letter to the student stating whether or not they have been accepted. The letter gives the student instructions on taking stem courses, attending an orientation for new students, or contacting the coordinator concerning the next step.
7. A copy of the letter and decision review sheet is also submitted to the Graduate Admissions Office. They also notify the student about the status of their admission. If accepted, the Graduate Admissions Office instructs the student on how to register for classes, apply for financial aid, and the development of a student e-mail account.

Degree Requirements

The Master of Security Management for Executives degree requires satisfactory completion of 36 credit hours offered by the College of Public Service and the College of Business. The required courses are:

- SM 6360** Security Management for Executives
- SM 6362** Risk Assessment and Abatement
- SM 6364** Legal Environment of the Security Executive
- SM 6365** Computer Forensics
- SM 6367** Global Perspectives of Security Management
- MGT 6302** Human Resources Management for Security Executives
- MGT 6332** Managerial Decision Making for Security Executives
- MGT 6301** Leadership, Motivation and Communication for Security Executives
- SM 6670** Current Issues for Security Executives
- SM 6680** Capstone Project

The Capstone Project gives students the opportunity to bring together all the theories, skill and knowledge obtained in the degree program and integrate them into a learning experience that is consistent with the experiences of the security executive.

Graduation is dependent upon successful completion of all course work with a minimum graduate grade point average of 3.0 and successful defense of the Capstone Project.

Department of Criminal Justice

Barbara Belbot, JD,, PhD, Chair
C340, 713-221-8943

Faculty

Professors:	McShane, Belbot
Associate Professors:	Ahmad, ,Kellar, Pelz, Snell, Wang
Assistant Professors:	Blackburn, Cavanaugh, Chiotti, Emeka, Fowler, Gehring, Harris, Johnson, Karson.
Lecturers:	Hill

Master of Science

Major in Criminal Justice

Shannon Fowler, PhD, Assistant Chair , Coordinator
C340, 713-221-8943

The degree is designed to prepare graduate students to provide leadership, critical thinking, and knowledge in the areas of criminological theory, program evaluation, and criminal justice administration. The curriculum provides for the development of skills in criminal justice planning, implementation, and evaluation in order to ensure that the management and administration of the criminal justice system is effective, efficient, and responsive to the needs of the community. The degree is particularly beneficial for students already working in a criminal justice occupation and who wish to:

- increase their professional knowledge and skills or obtain employment in a criminal justice agency
- teach at the community college level, and
- pursue a doctoral degree.

Admission Requirements

Admission is competitive and selective and is designed to identify applicants who have the ability, interest, and qualities necessary to successfully complete the program and the potential to contribute to the field of criminal justice. To be eligible for admission, an applicant will be required to present the following:

Mandatory Admission Requirements

- Baccalaureate degree conferred by a regionally-accredited institution;
- Official transcripts, submitted to the Office of Admissions, of all academic work previously undertaken; Transcripts must contain documentation of the completion of (with a B or better) the following three upper division undergraduate courses: Criminology/Criminological Theory, Criminal Justice Statistics, and

Criminal Justice Research Methods. If an applicant does not have these required prerequisites, they will be required to complete them in stem work prior to admission into the graduate program.

-
- Three letters of recommendation from individuals acquainted with applicant's academic work and academic potential;
- A letter describing why the applicant desires this particular degree, and
- For graduates of universities where English is not the native language: minimum TOEFL scores of 550 with section scores of 50 or higher.

Preferences:

- *Major or minor in criminal justice or a related field from accredited university. Otherwise, additional preparatory course work will be needed.
 - *Undergraduate GPA of 3.0, or higher, on a 4-point scale for the final 60 semester hours of study.
 - *Letter should demonstrate strong writing skills, a commitment to completing the degree, and a strong rationale for wanting this specific degree.
 - *Letters of recommendation from faculty sufficiently acquainted with the student to be able to comment on his/her potential to successfully complete a graduate program and that provide evidence of excellent critical thought, motivation, study and writing skills, and a strong overall faculty recommendation.
 - Completion of a previous master's degree in any field, from an accredited institution.
 - Authoring of publication(s) - technical, professional or academic. Research experience.
 - Grant-writing experience.
- *Primary attention is paid to these preferences.

Any student accepted into the MS program may be required to take remedial course work in Criminal Justice. Applicants who have earned a graduate degree in a field other than criminal justice at an accredited institution, and who meet all other admission requirements, are not required to submit GRE, GMAT, or MAT scores. However, they are required to submit all graduate transcripts.

Degree Requirements

The degree requires a minimum of 36 semester hours for either thesis or non-thesis options. Thirty of these hours must be taken at UH-Downtown. Both thesis and non-thesis options require completion of the following core for a total of 18 hours:

- CJ 6310 Issues in Criminal Justice
- CJ 6320 Research Design and Methods
- CJ 6321 Quantitative Analysis in Criminal Justice
- CJ 6330 Advanced Criminology
- CJ 6340 Administration in Criminal Justice
- CJ 6350 Policy Analysis and Program Evaluation

A minimum GPA of 3.0 for all course work is required.

Thesis Option

In addition to the core, thesis option candidates are required to complete 12 hours of electives, 3 hours of Thesis I, and continuous enrollment in Thesis II until completion of the thesis.

Non-Thesis Option

In addition to the core, non-thesis option candidates are required to complete 15 hours of electives and the following course (3 hours):

CJ 6301 Criminal Justice Project

Non-thesis option candidates will be required to address a criminal justice agency problem or criminal justice system issue and prepare a written document on their topic. MSCJ students may receive only one "In Progress" grade. Students must complete the project in the subsequent term.

MSCJ Online

The Master of Science in Criminal Justice Degree Online is designed to prepare students to become future leaders in the criminal justice system. It integrates the theoretical and practical aspects of crime control as they relate to the adult and juvenile justice systems. The MSCJ Degree prepares students for careers in policing, courts, corrections, and a variety of other agencies related to the field. For students already working in the criminal justice field, the degree is designed to lead to career advancement. MSCJ Online courses are offered in five eight-week blocks per year. Admission and degree requirements are the same as those listed above with the exception that all online students must complete 15 hours of electives and CJ 6301 Criminal Justice Project. Thesis is not an option for online students. MSCJ applicants must indicate whether they intend to complete the program through traditional face-to-face courses or fully online.

Transfer of Graduate Credits

A maximum of six units of equivalent graduate course work may be transferred from other accredited universities. A minimum grade of B is required in any such courses. Transfer credit is granted by petition to, and approval by, the Graduate Committee. It is the student's responsibility to initiate the petition and justify the acceptance of the courses. The Graduate Committee will determine whether the courses are equivalent. Please keep in mind that transfer credit is by permission only and is not a right of the student.

Department of Urban Education

Viola Garcia, Ed.D., Chair
C440, 713-221-2759

Professors: Chen, Connell ,Nath, Thielemann-Downs

Associate Professors: Bhattacharjee, Cohen, Jenkins, Johnson, Mahoney, Mullinnix, Pedrana, Van Horn, Beebe

Assistant Professors: Burnett, Dalton, Hardin, Herrera, Hewitt, Kelly, Mitchell, Sack, Wade, White, Witschonke

Instructors: Bundoc, Hill, Paige, Wingfield

Master of Arts in Teaching

Kathryn L. Jenkins, Director of Graduate Programs
C440, 713-221-2738

The Masters of Arts in Teaching, Curriculum and Instruction with area of expertise, Online and the Master of Arts in Teaching with Certification (EC-6 Generalist, 4-8 Generalist and Secondary Education), Online are designed to support existing teachers in advancing their expertise and to prepare future educators to teach in urban classrooms, respectively. The emphasis on urban teaching makes this graduate degree unique. To meet the special needs of all children in urban classrooms, students completing the MAT degree will demonstrate competency in the following areas of knowledge:

- Characteristics and needs of learners in multicultural settings
- Effective teaching practices that enhance student achievement for all students, regardless of socioeconomic status, ethnicity, or language spoken
- Factors related to the development of effective teaching environments in urban classrooms
- Classroom-based research methodology to support best instructional practices
- Enriched understanding of academic content areas of language arts, social studies, mathematics, the natural sciences, English as a second language and educational technology.

Admission Requirements

Admission to either MAT program is a competitive process and seeks to identify applicants who have the qualities necessary to complete the program with success and the potential to impact the field of education.

Mandatory Admission Requirements:

Complete a graduate application for admission from the Office of Admissions online at: www.uhd.edu/admissions/graduate.html

Be sure to indicate MAT and specify your area of expertise or certification seeking

Provide official transcripts that reflect at least the last sixty semester hours of course work and evidence of a baccalaureate degree awarded from a regionally accredited institution. If you attended a college or university outside the U.S., your transcripts must be evaluated by a service recognized by UHD. Refer to the UHD website for a list of suggested credential evaluation services. www.uhd.edu/admissions/naces.html

Submit Graduate Record Exam (GRE) scores, which include quantitative, verbal and analytical writing. Candidates who have a GPA of 3.56 or higher for the last 60 hours of coursework are exempt from the GRE, but should ensure calculation is correct with a professional source.

Write a personal statement of no more than 500 words that describes your educational and professional backgrounds and how they will contribute to your success in the MAT program.

Include three MAT Recommendation forms from professionals acquainted with your academic and professional potential, such as a school principal, department coordinator or university professor.

Submit a copy of your teaching contract or evidence of certification to verify you are either a practicing teacher or are degreed and certified to teach.

Completed applications are due through the Apply Texas website. Only full applications will be considered for each admission cycle if 100% completed by the due dates below. If an applicant wishes to be considered for the following admissions cycle as a result of not having a complete file by the required review date, they must notify UHD graduate admissions of this in writing.

APPLICATION DUE DATES are July 15th for a fall semester start and November 15th for a spring semester start. Any questions regarding the admissions process should be directed to UHD graduate admissions.

Admissions Process

1. Students must complete an online application: <http://www.uhd.edu/admissions/application.htm>
(At this point the Graduate Admissions Office starts a file for each the student.)
2. In addition to the information required in the application, the student must also request that official academic transcripts and all needed graduate test scores be submitted to the Graduate Admissions Office. The Graduate Admissions Office handles all graduate admissions, except International Students. (International students must submit official TOEFL scores and must also have a certified English translation of all transcripts that are not in English.) Official Graduate Record Exam (GRE) scores which include quantitative, verbal and analytical writing should be sent to the UHD graduate admissions office (students with a GPA of 3.56 or higher for their last 60 hours or cumulatively, are exempt from the GRE, but must provide an official calculation). The applying student must also request three professional recommendations be completed and instruct the three references to forward those forms to the Graduate Admissions Office. Additionally, the applying student must write a personal statement of not more than 500 words that describes their backgrounds and goals and submit that document to the Graduate Admissions Office.
3. Once all of the above required documents are in the Graduate Admissions Office, the Director of Graduate Programs for the MAT and College Graduate Advisors are notified that the file is complete and access can be gained for review.
4. The Graduate Director and the faculty serving on the graduate committee assess the candidate, based on the admission criteria, and make a recommendation (accept or deny).
5. The Graduate Director will write a letter to the student stating whether or not they have been accepted. The letter gives the student instructions on registering for courses, attending an orientation for new students if applicable, or contacting the graduate advisor concerning the next step.
6. A copy of the letter and decision review sheet is also submitted to the Graduate Admissions Office. They also notify the student about the status of their admission. If accepted, the Graduate Admissions Office instructs the student on how to register for

classes, apply for financial aid, and the development of a student e-mail account.

Degree Requirements

The MAT degree program requires completion of a minimum of 36 semester credit hours. For degree completion, at least 30 hours must be completed at UH-Downtown with a grade point average of 3.0. In addition, students must successfully complete a directed studies project (MAT 6390) with approval of the director of graduate programs and under the supervision of their appointed faculty advisor.

Students seeking the MAT degree should select one of the following options:

- For Certified Teachers only: Masters of Arts in Teaching, Curriculum and Instruction with area of expertise, Online (36 graduate hours) or
- Master of Arts in Teaching with Certification (EC-6 Generalist, 4-8 Generalist and Secondary Education), Online (36 graduate hours)

Students seeking certification in conjunction with the MAT will be recommended for certification based upon: (1) satisfactory completion of coursework, (2) performance in the classroom, (3) the passing of required state certification tests for the Texas Examination of Educator Standards (TExES), and (4) recommendation of the Director of Graduate Studies.

MAT, C&I, Online, Courses Required: 24 Hours

MAT 6310 Reading in A Multicultural Classroom

MAT 6311 Advanced Study of Developmental Psychology and Diversity

MAT 6318 Technology Application for Curriculum Development & Instruction

MAT 6380 Practicum for Urban Teachers

MAT 6315 Introduction of Educational Research

MAT 6316 Advanced Methods for the Culturally Diverse Classroom

MAT 6317 Classroom-Based Research, *prereq 6315

MAT 6390 Directed Study in Urban Education *prereqs 6316, 6317 & 6318

Areas of Expertise Strands: *Students select one area of expertise.* **12 Hours**

Advanced Technology, EC-12

MAT 6324 Innovative Teaching Applications Using Technology

MAT 6325 Advanced Multimedia for Teachers

MAT 6326 Electronic Publishing for Teachers

Advanced ESL, TESOL-Standards Based, EC-12

ESL 5333 ESL Instruction/Assessment and the Acquisition of Language Concepts

ESL 5334 Foundations of ESL Education, Cultural Awareness, and Family/Community Involvement

MAT 6319 Teaching the Language Minority Child

Advanced Early Childhood, EC-6

(Proposed to Curriculum Committee Courses)

Trends & Issues in EC Research & Practice

Observation, Assessment & Analysis

Play Based Curriculum: Inquiry & Instructional Strategies

Using Best Practices to Support Intentional Teaching of Young Learners

MAT with Certification, Online, Courses Required 27 Hours

MAT 6310 Reading in A Multicultural Classroom

MAT 6311 Advanced Study of Developmental Psychology and Diversity

MAT 6318 Technology Application for Curriculum Development & Instruction

MAT 6316 Advanced Methods for the Culturally Diverse Classroom

MAT 6315 Introduction of Educational Research

MAT 6317 Classroom-Based Research, *prereq 6315

MAT 6390 Directed Study in Urban Education *prereqs 6316, 6317 & 6318

6 hours of Student Teaching Traditional Track

Transfer of Graduate Credits

No more than six hours of equivalent graduate course work may be transferred from other accredited universities. A minimum grade of B is required in any completed courses that students wish to transfer.

Petition for transfer credit is required to be submitted for review by the graduate student and approval comes from the Graduate Director and the Graduate Committee's review of the course's equivalency. Transfer credit is by permission only and is not a right of the student.

Minimum Academic Requirements

Successful completion of each course is required to remain in either program of the MAT. Students earning a D or F or three C's will be removed from the program once grades are officially posted for each semester.

Graduation

Graduation is dependent on successful completion of all course work with a minimum grade point average of 3.0, successful completion of the Capstone Project (MAT 6390) and an approved graduation application completed the semester prior to anticipated graduation.

Course Descriptions

Course Credit and Numbering System

Progress toward the completion of academic work is measured in terms of semester credit hours. One semester credit hour is normally equivalent to one hour of class work, or from one to six hours of laboratory work per week for a semester.

All courses are identified by discipline and number. The first digit of a course number indicates the academic level. Courses in the 1000 series are generally for freshmen, 2000 for sophomores, 3000 for juniors and 4000 for seniors. The 5000 and 6000 series courses are graduate courses. Undergraduates are not allowed to enroll in graduate courses without permission of the academic department which offers the courses. The second digit indicates the number of semester credit hours that the course carries. The third and fourth digits specify a particular course within its discipline.

The three numbers in parentheses after each course title indicate the number of semester credit hours, the number of class hours per week, and the number of additional laboratory or activity hours per week.

Texas Common Course Numbering System

The University of Houston-Downtown is a participant in the Texas Common Course Numbering System (TCCNS). This system ensures that if a student takes a course bearing a common course number at another college or university, UH-Downtown will accept the course in transfer as equivalent to the corresponding UH-Downtown course.

Common course numbers have a four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area. For example, ENGL is the common prefix for English courses, and COSC is the common prefix for computer science courses. The four-digit number following the prefix identifies a specific course with the subject area.

Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours students earn upon completing the course. The final two digits indicate the sequence in which courses are generally taken. Thus, French I (FREN 1311) is taken before French II (FREN 1312).

In this Catalog, for courses corresponding to those in the TCCNS, the common course number is indicated in parentheses at the end of the course description. The preceding page lists all UH-Downtown courses for which a common course number exists.

More information about the Texas Common Course Numbering System is available from the Office of Admissions (Room 326-South; 713-221-8533).

BIOL (Biology)

BIOL 6301 Special Topics in Advanced Biology (3-3-0)

Prerequisite: Graduate Standing

Possible topics include modern genetics, biotechnology, immune disorders and health, urban science and ecology, computational biology, and advanced investigative methods in biology.

BIOL 6399 Directed Study in Advanced Biology (3-2-1)

Prerequisite: Graduate Standing

This course provides opportunities for students to build their knowledge and understanding in the life sciences as science has a rapidly changing knowledge base and expanding relevance to societal issues. Topics may include modern genetics, biotechnology, immune disorders and health, urban science and ecology, computational biology, and advanced investigative methods in biology. Students will examine current literature in these areas and discuss the merits and implications of the latest findings. In addition, students will be immersed in various labs and activities that reinforce the concepts under investigation.

BUS (Business)

BUS 6331 Strategic Planning in Nonprofit Sector (3-3-0)

Prerequisite: Graduate Standing

This experiential course introduces students to strategic planning in nonprofit sector. This will allow students to ascertain the importance of planning and decision making, the difference between types of planning; situational analysis and asset mapping; creation of mission, vision and core value statements; and the development and management of a complete strategic plan. Overall, the course will address the importance of strategic thinking,

change management and leadership.

BUS 6332 Management of Nonprofit Organization (3-3-0)

Prerequisite: Graduate Standing

This experiential course is designed to expose the students to comprehensive knowledge and skills for managing today's nonprofit organizations. It will review areas essential to effective leadership of today's non-profit organization such as methods of developing, supervising, motivating, and recognizing volunteers and staff; communicating effectively within an organization; staff-volunteer relations; and stress, conflict, crisis management, and social responsibility. Managers in nonprofit organizations face the challenge of working with both paid and unpaid stakeholders in the organization's future. Explore HRM topics such as legal employment issues, recruiting and hiring practices, diversity in the workplace, compensation and benefits, performance appraisal, and discipline.

BUS 6333 Negotiation and Conflict Resolution (3-3-0)

Prerequisite: Graduate Standing

The field of negotiation and conflict resolution has developed from diverse fields of knowledge such as psychology, law, and organizational behavior. This experiential course covers the concepts involved in the process of negotiations and conflict resolution. Negotiation strategies and techniques, methods of communication and persuasion, and formation of a negotiation plan are covered in this class. The course also includes practical exercises, and mock negotiation situations.

BUS 6336 Budgeting and Accounting for Nonprofit Organizations (3-3-0)

Prerequisite: Graduate Standing

This experiential course develops a knowledge-base of the necessary accounting fundamentals required for the effective administration of a non-profit organization. Students will gain experience in the preparation, analysis, interpretation, use and communication of budget and financial statements that comply with best-practices for internal decision-making and the accepted accounting principles for financial reporting. Topics include financial budgeting and measurement, revenue recognition, fund accounting and financial reporting.

CHEM (Chemistry)

CHEM 6301 Special Topics in Advanced Chemistry (3-3-0)

Prerequisite: Graduate Standing

Possible topics include thermodynamics and kinetics, chemistry of important biological reactions, properties and chemistry of polymers, and advanced investigative methods in chemistry.

CHEM 6399 Directed Study in Advanced Chemistry (3-2-1)

Prerequisite: Graduate Standing

This course provides ongoing opportunities for students to build their knowledge and understanding in the physical sciences as science has a rapidly changing knowledge base and expanding relevance to societal issues. Topics may include thermodynamics and kinetics, chemistry of important biological reactions, properties and chemistry of polymers, and advanced investigative methods in chemistry. Students will examine current literature in these areas and discuss the merits and implications of the latest findings. In addition, students will be immersed in various labs and activities that reinforce the concepts under investigation.

CJ (Criminal Justice)

CJ 6301 Criminal Justice Project

Prerequisite: Completion of core courses, 30 hours of coursework, and consent of Graduate Coordinator.

Under the direction of a faculty project advisor and guided by a project committee, the student will design a project to address a criminal justice agency problem or criminal justice system issue. Project requirements include a written document and formal presentation before a project committee. Students continuously enroll until the final project is approved by the project committee.

CJ 6310 Issues in Criminal Justice (3-3-0)

Prerequisite: Graduate standing or department approval

An analysis of the current issues facing the criminal justice system.

CJ 6311 Legal Liabilities in Criminal Justice (3-3-0)

Prerequisite: Graduate standing or department approval

An examination of legal liabilities facing criminal justice management in their relations with human resources/personnel, their clients/offenders, and the public.

CJ 6312 Law and Society (3-3-0)

Prerequisite: Graduate standing or department approval

An inquiry into selected current legal issues such as gun control legislation, asset forfeiture law, the prison reform legislation act, domestic violence legislation, sex offender legislation, death penalty legislation, etc.

CJ 6313 Issues in Corrections (3-3-0)

Prerequisite: Graduate standing or department approval

Examines current issues in institutional and community corrections with emphasis on comparisons of control versus rehabilitation strategies, lack of strategic planning and public policy development.

CJ 6314 Issues in Law Enforcement (3-3-0)

Prerequisite: Graduate standing or department approval

This course will focus on the long term, intractable problems in policing, particularly in urban areas. Endemic issues that affect the limits and potential of mainstream policing will be examined including an analysis of emerging critical issues and a critical assessment of the philosophy and politics of community policing.

CJ 6320 Research Design and Methods (3-3-0)

Prerequisite: Graduate standing or department approval

Includes the scientific method, basic social science research design and execution, and evaluation of contemporary research in criminal justice. Topics covered include the logic of causal order, the logic of inference, sampling theory, qualitative and quantitative research design, data collection, and model specification. Prepares students to critically appraise reported research, and to design and conduct independent research projects.

CJ 6321 Quantitative Analysis in Criminal Justice (3-3-0)

Prerequisite: Graduate standing or department approval, an undergraduate statistics course within the last 5 years, and CJ 6320. The use of descriptive and inferential statistics and computer applications as used in criminal justice research.

CJ 6325 Issues in Juvenile Justice

Prerequisite: Graduate standing or department approval.

Seminar in issues confronting the juvenile justice system and juvenile offenders, with an emphasis on the history, philosophy, and role of the juvenile court.

CJ 6330 Advanced Criminology (3-3-0)

Prerequisite: Graduate standing or department approval

History of criminological thought, etiology of criminal behavior, and analysis and evaluation of contemporary criminological theories.

CJ 6333 Violence in America (3-3-0)

Prerequisite: Graduate standing or department approval

A survey of violence in past and present American society with an emphasis on theoretical perspectives and possible future trends.

CJ 6340 Administration in Criminal Justice (3-3-0)

Prerequisite: Graduate standing or department approval

Surveys the relationship between worker productivity and personnel/management policies in criminal justice organizations. Examines the workplace application of theories of learning, personality, cognitive processes, group dynamics and communications.

CJ 6342 Correctional Programming (3-3-0)

Prerequisite: Graduate standing or department approval

Examines the development, management and assessment of the various types of non-security programs within correctional settings. Facilitates the understanding of dynamics of rehabilitation of offenders, as well as the group dynamics of institutions designed to work with delinquent populations.

CJ 6350 Policy Analysis and Program Evaluation (3-3-0)

Prerequisite: Graduate standing or department approval

Examines theories and methods of policy analysis and program evaluation with suggested applications to agencies within juvenile and criminal justice systems. Identifies the complex effects of policy change as well as techniques for developing a continuous capacity for program assessment in these agencies. Discusses forces that generate new policies and processes for their implementation and evaluation. Students assess existing models and are encouraged to develop their own applications for measuring the impact of new directions in the system.

CJ 6360 Special Topics in Criminal Justice (3-3-0)

Prerequisite: Graduate standing or department approval

Seminar for advanced students offered in response to student request and faculty interest. May be repeated for additional credit when course content

differs. Sample topics include the death penalty, family violence and disputes, hate crimes, inmate social organization, prison gangs, etc.

CJ 6370 Independent Study

Prerequisite: Graduate standing and department approval

Intensive study of a subject that the student cannot normally pursue in a regularly scheduled course. Supervised independent or group studies for advanced students. May be repeated for additional credit with faculty approval.

CJ 6390 Thesis I

Prerequisite: Completion of coursework.

This course represents a student's initial thesis enrollment. No credit is awarded until the student has completed the thesis.

CJ 6391 Thesis II

Prerequisite: Completion of Thesis I.

This course represents a student's continuing enrollment. The student continues to re-enroll in this course until the topic is approved by the thesis committee.

COMM (Communication)

COMM 6301 Speech Communication for the Elementary School Teacher (3-3-0)

Prerequisite: Graduate standing.

An experientially-oriented course designed to explore the theoretical and pragmatic rationale for using thoughtful communication strategies in the urban-centered elementary school classroom, with an emphasis on practical means of implementing those strategies effectively. Topics include voice and diction skills, public speaking, message structuring, discussion methods, cultural diversity, storytelling, active listening, and effective use of feedback.

COMM 6302 Speech Communication for the Secondary School Teacher (3-3-0)

Prerequisite: Graduate standing.

An experientially-oriented course designed to explore the theoretical and pragmatic rationale for using thoughtful communication strategies in the urban-centered secondary school classroom, with an emphasis on practical means of implementing those strategies effectively. Topics include conflict resolution, team building, leading a discussion, conducting an interview, structuring complex messages cultural diversity, communication apprehension, and feedback.

COMM 6315 Integrated Communication for the Security/Criminal Justice Professional (3-3-0)

Prerequisite: Graduate standing or department approval.

Explores ways in which security management and criminal justice professionals can become effective, integrated communicators (one-to-one, one-to-several, one-to-many) by examining relevant theories and applications unique to the security management environment. Topics include interviewing, assessing disclosure, building trust and credibility, handling difficult people, group decision making and public presentation skills. Assignments will include qualitative research

ECH (Early Childhood Education)

ECH 6301 Using Best Practices to Support Intentional Teaching of Young Learners (3-3-0)

This graduate level course will focus on the definition and application of intentional teaching. Students will learn to integrate and promote meaningful learning in all domains, using best practices and advanced approaches. Research, theory and application of engaging young children through the use of developmentally appropriate practices will help students define the curriculum framework and approaches to planning for effective learning. The focus will be on strategies for integration of the content areas with emphasis specifically on addressing the use of DAP technology, materials for ESL learners, environments for literacy and language development, approaches for building family involvement and resources for community relationships.

ECH 6302 Trends and Issues in Early Childhood Education Research & Practice (3-3-0)

This course is designed for MAT students in the early childhood area of the curriculum. It focuses primarily on the current trends and issues affecting early childhood education. Students will a) gather evidence-based research about families, early childhood advocacy, children with disabilities, and diversity as they relate to developmentally appropriate practices and align with the guidelines set forth by the National Association for the Education of Young Children (NAEYC.) b) present research to classmates online c) interview teachers who are currently working in the early childhood classroom and d) write a position paper based on the research collected.

ECH 6303 Play-Based Curriculum, Inquiry and Instructional Strategies (3-3-0)

This course is designed for MAT students in the early childhood area of the curriculum. It focuses primarily on the cognitive, psychosocial and physical benefits of play as well as the function of play in early childhood through adolescent settings, participants will a) use a variety of instruments to analyze

children at play, b) write and design play-focused lessons appropriate for early childhood classrooms, and c) discuss perceptions of using play-based curriculum. Strategies of instruction include modeling, discussion, role-play, use of interactive technology and instructional debriefing.

ECH 6304 Observation and Assessment Of Young Children (3-3-0)

This graduate level course will focus on research, theory and application of evaluating teaching and learning through observation, assessment and analysis of young children and their teachers. Class content focuses primarily on the development of the young child, the national and state guidelines for early childhood observation and assessment strategies, and developmentally appropriate practices. Theoretical and practical models, applications and methods of assessment of observation and assessment will be reviewed within the process of the Assessment Decision Cycle. For this online course, the class readings and assignments will be supplemented with videos, web links, shared discussions and various formats for learning and sharing, as well as projects, practicing and modeling.

ECO (Economics)

ECO 5331 Economic Processes (3-3-0)

Prerequisite: Graduate standing and ENG 1301.

An intensive summary of basic micro- and macroeconomic theories as applied to business.

ENG (English)

ENG 5304 Proseminar in Professional and Technical Communication (3-3-0)

Prerequisite: ENG 3304 or equivalent, and graduate standing or departmental approval.

Orients students to faculty research and the issues, goals, and methodologies of professional and technical communication. Examines definitions and histories of the field; relevant theories, practices, and genres; data gathering and research; technology-related issues; ethical and intercultural implications; and professionalization.

ENG 5317 Rhetorical Theory and Criticism (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Introduces major rhetorical theories, practice, and criticism. Provides practice in applying critical theory to contemporary texts.

ENG 5325 Advanced Medical Writing (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Theory and practice of documenting and reporting both narrative findings and statistical results for medicine and life sciences in a variety of formats including proposals, publishable articles, and patient information materials. Graduate students will present a seminar with an accompanying literature review and complete individual and group projects.

ENG 5330 Visual Design Theory (3-3-0)

Prerequisite: ENG 5317 and graduate standing or departmental approval.

Students will examine elements, principles, and theories of visual design for creating and evaluating effective print and electronic documents. The course focuses on the power of visual elements in documents, their impact on audiences, and their ethical implications.

ENG 5340 Project Management (3-3-0)

Prerequisite: ENG 5304 and graduate standing or departmental approval.

Introduces techniques for systematic planning and supervision of complex writing projects and the production of print and electronic documentation. Students will become proficient in collaborating with subject matter experts to develop and clarify content, coordinating writing and production elements for publication, and expert testing for usability.

ENG 6099 Professional Writing Graduate Portfolio

Prerequisite: Filing for graduation with MS in PWTC.

For the student nearing completion of the MS in Professional Writing and Technical Communication, this non-credit course certifies that the degree requirement of submission of a portfolio of samples of the student's writing has been fulfilled. Should be taken in the semester of anticipated graduation.

ENG 6301 Composition Pedagogy (3-3-0)

Prerequisite: Post-baccalaureate standing and 6 hours of upper-level language or writing courses.

Composition theory, technology, and assessment as guides for teaching practices.

ENG 6303 Public Relations and Media (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Explores the trends and issues affecting corporations, crisis management, public affairs, communication, consumer affairs, employee relations, environmental problems, and issues of multinationals. May include the analysis of various examples of publicity materials (news conferences, feature placements, special events, media tours, case studies) as well as readings on the history and theories of public relations and propaganda.

ENG 6306 Methods of Reading and Writing about Literature (3-3-0) *Prerequisite: Post-baccalaureate standing and 6 hours of upper-level literature courses.*

This course compares the theory and practice of two or three strategies for interpreting literature, such as formalism, reader-response, and cultural studies.

ENG 6307 Advanced Shakespeare (3-3-0)

Prerequisite: Post-baccalaureate standing and 6 hours of upper-level literature courses.

An in-depth study of four or five plays by Shakespeare, with attention to their literary and intellectual backgrounds, performance/film history, and contemporary critical approaches.

ENG 6310 Intercultural and World Communication (3-3-0) *Prerequisite: Graduate standing or departmental approval.*

Examines issues surrounding communication for and with multiple audiences with diverse linguistic and cultural patterns. Will consider implications of controlled language systems.

ENG 6312 Ethical and Legal Dimensions of Communication (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Helps students identify and address the ethical challenges that occur in private, social, and professional contexts. Focus on real world ethical dilemmas with diverse approaches to decision making using ethical reasoning and applied ethics. Legal considerations will include first amendment issues such as freedom of speech and press, copyright, libel, privacy, access, administrative law of advertising and broadcasting, and other legal problems in professional writing situations.

ENG 6318 Stylistics and Editing (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Trains students in the examination and assessment of the rhetorical effects of style and editing choices and in the application of appropriate choices to a variety of documents, audiences, and settings. Covers information processing theory and practice. Students will be responsible for articulating clearly and concisely the reasons for their style and editing choices, including graphics.

ENG 6319 Language Development and Variation: Implications for Educators (3-3-0)

Prerequisite: Post-baccalaureate standing and 6 hours of upper-level language or writing courses.

An examination of language development and its relevance to skills required in an educational environment. The course will focus on sound patterns, word formation patterns, sentence structures, and writing systems and standards. It will also address ways in which language variation and multilingualism can interact with and affect development and acquisition of a standard variety.

ENG 6322 Instructional Design (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Surveys and applies the theory, research, creation, development, and delivery of courses in corporate and academic environments. Students will design and present curricula for business, industry, or classroom use.

ENG 6323 Communications and Technology (3-3-0)

Cross-listed as CJ 6323. Credit may not be earned for both. Prerequisite: Graduate standing or department approval. Laboratory fee: \$25.

Acquaints students with various computer software programs and their applications to specific disciplines such as criminal justice, medical and science writing and technical communication. Projects will include documents as well as slide presentations incorporating analyzed research data. Students will expand their knowledge of rhetorical principles and techniques for reporting statistical analyses and conveying them to specialized audiences.

ENG 6324 Writing in the Professions (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Examines researching, writing, and editing journal and newsletter articles in one or several technical fields or disciplines including science, medicine, pharmaceutical, engineering, environmental science, and law. Students will develop one article project from initial research to submission. May be repeated once for credit with departmental approval.

ENG 6325 Grant Writing for Nonprofit Management (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Practice in writing grant proposals of varying scope, complexity and type primarily for non-profit contexts. The course will cover identifying funding sources; evaluating grant proposals; writing need statements, letters of intent, outlines, goals, and objectives; and creating and justifying a budget.

ENG 6328 Hypermedia Theory and Design (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Reviews print-based methods of content organization and reader orientation. These traditional methods are contrasted with typical solutions in online and multimedia communications to the problems of content navigation, readability, and usability. Includes study of navigation maps or graphs, information architecture, traditional and hyperlinked indices, tables of contents and online content lists, and the use of document description or meta-information to facilitate effective information retrieval.

ENG 6330 Usability Research (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Examines the principles and methods of applied research in professional writing and technical communication. Provides practice in planning and conducting user evaluations, interpreting data and reporting results, and managing the participant process, with attention to human subject research policy and protection. Course projects will evaluate users' experience with print and/or electronic materials such as software documentation, training materials, brochures, or web pages. Topics may focus on usability, accessibility, or qualitative evaluation. When course content varies, the course may be repeated with permission of department.

ENG 6360 Special Topics in Technical and Professional Communication (3-3-0)

Prerequisite: Graduate standing or departmental approval.

Selected topics in writing for industry, linguistics, pedagogy, and rhetorical or discourse theory. When course content varies, may be repeated with departmental approval.

ENG 6380 Field Experience in Professional Writing and Technical Communication

Prerequisite: Fifteen hours and graduate standing or departmental approval.

Provides industry experience for students. Writing or design projects developed in the course may be tested and used for the capstone project or portfolio .

ENG 6390 Directed Research in Professional Writing and Technical Communication

Prerequisite: Fifteen hours and graduate standing or departmental approval.

Supports and guides student research for thesis or capstone project. Students enroll during the semester they intend to research, develop, and propose a thesis or capstone project.

ENG 6391 Thesis

Prerequisite: Eighteen hours, ENG 6390, and graduate standing or departmental approval.

Provides direction and support for students during the semester when they intend to complete the thesis. No credit is awarded until the thesis is approved by the thesis committee and the student has passed an oral exam on the thesis and graduation portfolio. May be repeated until the thesis is approved.

ENG 6392 Capstone Project

Prerequisite: Eighteen hours and ENG 6380/6390.

As an alternative to the thesis, students may complete a capstone project in which they propose and design a long document for a real world audience. The project typically includes a form of usability testing and rewriting. No credit is awarded until the project is approved by the thesis committee and the student has passed an oral exam on the project and the graduation portfolio. The course may be repeated until the capstone project is approved.

ESL (English as a Second Language)

ESL 5333 ESL Instruction/Assessment and the Acquisition of Language Concepts (3-3-0)

Prerequisite: Departmental approval.

Examines research regarding instruction in language concepts, structures, and conventions as well as research in second language acquisition processes. Also investigates ESL methodology and assessment strategies needed to plan, implement, and transfer developmentally appropriate instruction for the English language learner.

ESL 5334 Foundations of ESL Education, Cultural Awareness, and Family/Community Involvement (3-3-0)

Prerequisite: Departmental approval.

Examines current research concerning the foundations of ESL education that contribute to a multicultural/multilingual learning environment for the English language learner. Investigates ways to become an advocate for the English language learner population as well as a facilitator for family and community involvement in education.

GEOG (Geography)

GEOG 6301 World Cultural Geography (3-3-0)

Prerequisite: Graduate standing.

This course examines the interactions among people, cultures, and natural surroundings. Selected regions in the world will be explored for the dynamic patterns they reveal in the relationships among population, social organization, environment and technology. Focal topics include language, dialect, architecture, religion, cultural aspects of cities, economics, agriculture, medicine, resources, politics, and their connection to physical/topographic features.

GEOL (Geology)

GEOL 6301 Special Topics in Advanced Geology (3-3-0)

Prerequisite: Graduate Standing.

Selected topics in graduate-level geology according to the needs and interests of the students.

GEOL 6399 Directed Study in Advanced Geology and Physics (3-2-1)

Prerequisite: Graduate Standing.

This course provides ongoing opportunities for students to build their knowledge and understanding in the earth sciences as science has a rapidly changing knowledge base and expanding relevance to societal issues. Topics may include geological evolution, plate tectonics, exploration and production of energy resources, classical and modern physics, environmental modeling, physics of the atmosphere, and advanced investigative methods in geology and physics. Students will examine current literature in these areas and discuss the merits and implications of the latest findings. In addition, students will be immersed in various labs and activities that reinforce the concepts under investigation.

GBA (Graduate Business Administration)

GBA 5302 Foundations of Management Theory (2-2-0)

Prerequisite: Provisional admission to the MBA program.

An overview of principles and theories of management, organization theory, planning and control techniques. Considers the relationships of information utilization for competitive advantage, data as a resource, and decision support.

GBA 5203 Accounting and Financial Information (2-2-0)

Prerequisite: Provisional admission to MBA program.

This course deals with the financial accounting processes used to measure and report economic business events. This course begins with an overview of how financial statements are constructed for external users and then shifts to an emphasis on the decision framework for financial management.

GBA 5206 Production Operations Management (2-2-0)

Prerequisite: Provisional admission to the MBA.

An overview of the production operations management (POM) system and its role in the delivery of a product or service. Emphasis in on the necessary integration of the POM with all other organizational functions and the decisions necessary to optimize the total organization's effectiveness.

GBA 5207 Management Information Systems (2-2-0)

Prerequisite: Provisional admission to the MBA.

Today, information systems are an integral part of all business activities and careers. This course is designed to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. The focus of this course will be on the key components of information systems -people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Though the knowledge of how IS provides a competitive advantage students will gain an understanding of how information is used in organizations and how IT enables improvement in quality, speed, and agility.

GBA 5208 Marketing Information (2-2-0)

Prerequisite: Admittance to MBA program.

This class is designed for the MBA student who has not had exposure to marketing in their undergraduate degree program and serves to provide the marketing background necessary to participate/compete in the MBA program. The student is introduced to the role of marketing, both at the level of the firm and the marketing function. This course provides a set of concepts and ideas for approaching marketing decisions; it offers a common language with which to think about marketing issues and shows how to structure and analyze managerial problems in marketing.

GBA 5212 Quantitative Methods in Business (2-2-0)

Prerequisite: Provisional admission to the MBA.

An overview of the application of quantitative and economic tools as applied to solving business problems. Focus is on the collection and interpretation of data for use in decisions-making including economic theory, probability theory and applications.

GBA 5215 Legal Environment of Business (2-2-0)

Prerequisite: Provisional admission to MBA program.

An overview of the legal environment, governmental regulation, social accountability, and ethical issues affecting business, contracts, agency and employment law, government regulation of business.

HIST (History)

HIST 6301 Seminar in Modern European History (3-3-0)

Prerequisite: Graduate standing.

Examines European history from the turn of the 20th century to the end of the cold war. Special emphasis will be placed on the two world wars, as well as the interwar period. Focal topics for readings and discussion will include: diplomacy, economics, social issues, totalitarianism, and propaganda.

HIST 6302 Seminar in US History (3-3-0)

Prerequisite: Graduate standing.

Examines major topics in US history with emphasis on social, cultural and political issues. This is a topics course and the material covered will vary.

HIST 6303 Seminar in Texas History (3-3-0)

Prerequisite: Graduate standing.

Examines Texas history from its Spanish origins to US statehood. The emphasis will be on social, cultural, political, and economic issues.

MAT (Master of Arts in Teaching)

MAT 5301 Understanding the Middle School and High School Learner (3-3-0)

Prerequisite: ETC 3301, completion of 75% of content area hours, and SOSE 3306 or post baccalaureate standing.

Explores the relationship of psychological theories to learning and education in the middle school and high school environment. Emphasis on applying theories to action-based research and interventions with diverse students and families in urban settings.

MAT 5302 Curriculum, Instruction, and Evaluation in Secondary Schools (3-3-0)

Prerequisite: MAT 5301 or SED 3301, MAT 5305 or SED 3305.

Explores the dynamic interactions among assessment, instruction, and curricular design for secondary students. Emphasizes professional decision-making based on theory and research.

MAT 5305 Professional Roles and Responsibilities for Secondary Teachers (3-3-0)

Prerequisite: ETC 3301, completion of 75% of content hours, and SOSE 3306 or post baccalaureate standing.

Explores and evaluates a variety of theories and research pertaining to pedagogical issues including educational philosophy, the role of reflection, effective lesson design, lesson presentation, and other professional teaching roles and responsibilities.

MAT 5310 Understanding the EC-6 Learner and the Learning Environment (3-3-3)

Prerequisite: READ 3305, PED 3304, and admission to ACP-MAT program.

Field-based course that explores the relationship of psychological theories to learning and education in early childhood through 6th grade learning environments. Emphasis on applying theories to action based research and interventions with diverse students and families in urban settings.

MAT 5311 Mathematics Methods for EC-4 (3-3-3)

Prerequisite: READ 3305, PED 3304, and admission to ACP-MAT program.

A field-based course that examines and emphasizes learner-centered mathematics for EC-4 students. Focuses on research-based approaches to support the effective teaching of mathematics. Students will evaluate research studies and recent trends and issues to aid the development of standards-based and outcome-based mathematics learning experiences for diverse learners.

MAT 5312 Managing the Secondary Environment for Student Success (3-3-0)

Prerequisite: ETC 3301, completion of 75% of content area hours, and SOSE 3306 or post baccalaureate standing.

Emphasizes enhancing achievement for all secondary age learners. Includes planning outcome-oriented learning experiences, using effective communication techniques, choosing a variety of instructional materials and resources, using formal and informal assessment, and managing environment to maintain a positive classroom climate.

MAT 5313 Literacy Curriculum, Methods, and Assessment EC-2 (3-3-3)

Prerequisite: READ 3305, PED 3304, admission to ACP-MAT program, and concurrent enrollment in Block I.

A field-based course focusing on research on current methods, strategies, and curricular resources for teaching and assessing emergent literacy in the EC-2 classroom.

MAT 5314 Curriculum, Methods, and Assessment in EC-4 Reading, Science, and Social Studies (3-3-0)

Prerequisite: Departmental approval.

Examines, emphasizes, and uses research-based approaches that support the effective integration of science, social studies, and reading in the EC-4 classroom. Students will evaluate research studies, recent trends, and issues to aid in the development of culturally responsive and outcome-based learning experiences for diverse learners.

MAT 5315 Understanding the 4-8 Learner and Learning Environment (3-3-0)

Prerequisite: Departmental approval.

A field-based course that explores the relationship of psychological theories to learning and education in the 4-8 learning environment. Emphasis on applying theories to action-based research and interventions with diverse students and families in urban settings.

MAT 5316 Mathematics Methods 4-8 (3-3-3)

Prerequisite: Post-baccalaureate admission, READ 3305, ETC 3301, admission to ACP-MAT program.

A field-based course that examines and emphasizes learner-centered mathematics for 4-8 learners. Focuses on research-based approaches to support the effective teaching of mathematics. Students evaluate research studies and recent trends and issues to aid in the development of standards-based and outcome-based mathematics learning experiences for diverse learners.

MAT 5317 Reading Curriculum, Methods, Assessment, and Diagnosis 4-8 (3-3-0)

Prerequisite: Completion of READ 3305 and concurrent enrollment in MAT 5315 and MAT 5316.

A field-based course that addresses the needs of 4-8 students and focuses on assessment, evaluation, and diagnosis of reading capabilities and appropriate instructional strategies to meet specific needs to address student diversity and class performance differences. Evaluation of current research in course topic areas and working one-to-one with a 4-8 student to provide individualized instruction based on assessment data.

MAT 5318 Curriculum, Methods, and Assessment in ESL, Science, and Social Studies 4-8 (3-3-0)

Prerequisite: Departmental approval.

Examines, emphasizes, and uses research-based approaches that support the effective integration of science, social studies, and ESL strategies in the 4-8 classroom. Students evaluate research studies, recent trends, and issues to aid in the development of culturally responsive and outcome-based learning experiences for diverse learners.

MAT 5320 Introduction to Educational Statistics (3-3-0)

Prerequisite: Post-baccalaureate or graduate standing or department approval.

An introduction to quantitative analysis for teachers. Concepts include frequency distributions, graphs, probability, measures of central tendency, standard deviation, z- and t-tests, bivariate correlation (parametric and non-parametric), regression, and chi-square. Instruction will include use of statistics software packages.

MAT 5321 Literacy in Middle and Secondary Schools (3-3-0)

Prerequisite: READ 3309.

Explores instructional methods for speaking, listening, reading, writing, viewing, and representing ideas through concept/issue-based thematic study. Attention is given to the integration of technology. Emphasis placed on the development, implementation, and evaluation of strategies and resources for struggling adolescent readers.

MAT 5399 Directed Study in Urban Teaching (3-3-0)

Prerequisite: Post-baccalaureate or graduate standing or departmental approval.

Supervised independent or group studies for advanced students of a subject that they cannot normally pursue. May be repeated for credit with department approval.

MAT 6304 Language Arts/Reading Methods in Spanish (3-1-2)

Prerequisite: Post-baccalaureate admission, BED 3303, BED 3313, READ 3301, technology proficiency, and concurrent enrollment in MAT 6305, MAT 6306.

Presents strategies for providing developmentally appropriate emergent literacy and holistic instruction. Includes the selection of appropriate materials and authentic assessment. Instruction conducted in Spanish. (Content varies based upon EC-4 or 4-8 licensure level sought).

MAT 6305 Integrated Curriculum - Bilingual (3-3-0)

Prerequisite: Post-baccalaureate admission, BED 3303, BED 3313, READ 3301, technology proficiency, and concurrent enrollment in MAT 6304, MAT 6306.

Focuses on bilingual methods, approaches, and materials to teach content in language arts, mathematics, social studies, and science in a bicultural bilingual classroom. Emphasizes a multidisciplinary approach to instruction that incorporates various learning styles, and the development of classrooms conducive to learning and reflective of cultural diversity. Instruction conducted in Spanish. (Content varies based upon EC-4 or 4-8 licensure level sought).

MAT 6306 Reading Diagnosis in Bilingual Classroom (3-3-0)

Prerequisite: Post-baccalaureate admission, BED 3303, BED 3313, READ 3301, technology proficiency, and concurrent enrollment in MAT 6304, MAT 6305.

Supports a multidisciplinary approach to diagnosis and remediation of reading problems for bilingual/bicultural students, with special attention to cognitive, sociolinguistic, and emotional factors that may impede learning. Students conduct hands-on assessment and develop appropriate instructional strategies based upon a variety of paradigms. (Content varies based upon EC-4 or 4-8 licensure level sought).

MAT 6310 Reading in a Multicultural Classroom (3-3-0)

Prerequisite: Graduate or post-baccalaureate standing and technology proficiency.

Enhances the development of a knowledge base for teaching and evaluating reading/language arts program for culturally and linguistically diverse classrooms. Examines current of second language development and studies the basic principles and practices of reading/language arts instruction: beliefs, factors influencing learning, instructional strategies, organizational practices, assessments, and materials.

MAT 6311 Advanced Study of Child Development and Diversity (3-3-0)

Prerequisite: Graduate or post-baccalaureate standing.

Examines the developmental changes from birth to adolescence. Emphasizes psychological and sociological perspectives and their application to learning and teaching in a culturally and linguistically diverse society.

MAT 6312 Foundations of Curriculum and Instruction for Culturally Diverse Settings (3-3-0)

Prerequisite: Graduate or post-baccalaureate standing and technology proficiency.

Analyzes the multicultural forces that influence curriculum and instruction: philosophy, psychology, pedagogy/learning, sociology, knowledge, and evaluation. Contrasts major approaches to curriculum and instruction. Students apply theory to the development and supervision of a curricular and instructional plan for situations relevant to culturally diverse settings, including at risk youth and students, with limited English proficiency.

MAT 6313 Principles and Practices of Distance Education (3-3-0)

Prerequisite: Graduate or post-baccalaureate standing and technology proficiency.

This course will introduce a range of principles and technologies for the design and delivery of distance learning. Case studies and examples are drawn from K-12 schools, professional development and training, as well as, higher education. Students will collaborate in evaluating, designing, delivering, and managing distance education.

MAT 6315 Introduction to Educational Research (3-3-0)

Prerequisite: Graduate standing and technology proficiency.

Examines the emerging practice of "classroom teachers as researchers" including both theory and practice. Provides students with an introduction to variety of research designs and strategies, both traditional and non-traditional. Students examine and evaluate empirical studies that use different designs and strategies.

MAT 6316 Advanced Methods for the Culturally Diverse Classroom (3-3-0)

Prerequisite: Graduate or post-baccalaureate standing and technology proficiency.

Course sections are designed to offer students the opportunity to develop skills in instructional methodology specifically related to and derived from the characteristics of the discipline taught: (1) science, (2) mathematics, (3) social studies, or (4) language arts. Special emphasis is placed upon teaching in culturally diverse classrooms.

MAT 6317 Classroom-Based Research (3-1-2)

Prerequisite: MAT 6315 and one of the following: credit for MAT 5320, a grade of B or better in a 4000-level math course or an undergraduate statistics course, a score of 680 on the GRE-Quantitative exam.

Application of data gathering and analysis skills in classroom research studies. Participants conduct directed research in classroom practices in elementary, bilingual, or secondary classrooms. Students examine issues such as validity, reliability, and generalizability. Students are guided through their own research projects.

MAT 6318 Technology Application for Curriculum Development and Instruction (3-1-2)

Prerequisite: Graduate or post-baccalaureate standing and technology proficiency.

Advances the effectiveness of teachers by expanding and updating their understanding of the role of technology and pedagogy. Focuses on technology from each of three perspectives: as a tool, as a medium, and as a setting for learning. Students construct professional and instructional web pages and continue to use newsgroup and e-mail extensively. Students work with web-based instructional tools that support learning in communities. Provides a conceptual framework for understanding the design of multimedia courseware as well as the opportunity for hand-on experience with a variety of software packages.

MAT 6319 Teaching the Language Minority Child (3-3-0)

Prerequisite: Graduate or post-baccalaureate standing.

Studies how social, cultural, and linguistic factors affect the reading and writing of students and how school curriculum and instruction can be designed to support students from differing sociocultural backgrounds. Special attention is given to the role that socioeconomic status, dialect, gender, second language learning, and ethnicity play in literacy learning and teaching.

MAT 6321 Teaching Children's Literature in Spanish (3-3-0)

Prerequisite: Graduate or post-baccalaureate standing.

Examines the selection and uses of Spanish children's literature in bilingual classrooms. Emphasizes ways to integrate literature into bilingual/bicultural curriculum and instruction.

MAT 6322 Readings in Critical Pedagogy (3-3-0)

Prerequisite: Graduate or post-baccalaureate standing.

Utilizing dialectical methodology, this course explores the nature of power relations relative to the perspectives of race, gender, ethnicity, sexual orientation, physical disability, and socioeconomic status in the organization, curriculum, and operations of public schools in urban settings. Examines the reflection/action continuum as it pertains to the language of critique and the language of possibility in its application to classroom practices.

MAT 6324 Innovative Teaching Applications (3-3-0)

Prerequisite: MAT 6318 or demonstrated technology proficiency.

Focuses on technology in four categories: hardware, software, peripherals, and the Internet. In a hands-on approach, students will enhance technological skills using innovative tools.

MAT 6325 Advanced Multimedia for Teachers (3-3-0)

Prerequisite: MAT 6318 or demonstrated technology proficiency.

Focuses on the terminology, design principles, tools and techniques, and software skills teachers need to create multimedia projects. Teachers will learn to create and manipulate graphics, animation, audio, and video for use in their classrooms.

MAT 6326 Electronic Publishing for Teachers (3-3-0)

Prerequisite: MAT 6318 or demonstrated technology proficiency.

Introduces the principles of desktop publishing and web page design and demonstrates a variety of tools and techniques for teachers to design and troubleshoot electronic publications to interact effectively with diverse audiences.

MAT 6380 Practicum for Urban Teachers (3-1-2)

Prerequisite: Graduate or post-baccalaureate standing, a classroom teacher, and technology proficiency.

Offers teachers an opportunity to participate, over a two-semester period, in university-sponsored work-shops/seminars. Workshops are designed to support urban teachers in (a) applying teacher education knowledge to the full responsibility of day-to-day teaching (b) reflecting on challenges and events occurring in their classrooms and schools, and (c) engaging in cooperative solving of inevitable problems that arise during the teaching experience.

MAT 6381 Internship in Urban Classrooms (3-1-2)

Prerequisite: Completion of 9 hours from MAT 6301, 6302, 6303; 6304, 6305, 6306; or 6307, 6308, 6309.

Offers students a supervised internship in an urban educational setting over a two-semester period. Examines the diversity of community resources for elementary, bilingual, or secondary education. Students systematically develop strategies for integrating local and regional resources into the teaching and learning process. (Content varies based upon EC-4 or 4-8 licensure level sought).

MAT 6390 Directed Study in Urban Teaching (3-1-2)

Prerequisite: MAT 6316, MAT 6317, and MAT 6318.

Offers the opportunity for specialized study not normally or not often available as part of the regular offerings.

MATH (Mathematics)

MATH 5309 Business Statistics (3-3-0)

Prerequisite: Graduate standing or department approval.

Basic concepts of statistics for Master's candidates are explored, including descriptive statistics, probability concepts, point and interval estimation, hypothesis, regression, and analysis of variance. Applications will be geared to business problems, and interpretation of results will be stressed. Computer packages will be utilized, with an emphasis on output analysis.

MATH 6301 Geometry for Teachers (3-3-0)

Prerequisite: Department approval.

Topics will be chosen from Euclidean geometry, including properties of lines, planes, polygons and circles and other curves; concepts of congruence, symmetry, simple transformations and tessellations; techniques of measurement. Emphasis on applications, the use of manipulatives, graphing calculators and appropriate computer software.

MATH 6302 Mathematical Structures for Teachers (3-3-0)

Prerequisite: Department approval.

Topics will be chosen from introduction to set theory, functions and logic, elements of number theory, properties of the rational and real number systems, modular arithmetic, techniques of problem-solving. Emphasis on applications, the use of manipulatives, calculators and appropriate computer software.

MATH 6304 Combinatorics and Probability for Teachers (3-3-0)

Prerequisite: Department approval.

Topics will be chosen from principles of counting, elements of probability, simulation and modeling techniques, introduction to graph theory, descriptive statistics including a variety of graphing procedures. Emphasis on manipulatives, calculators and appropriate computer software.

MATH 6311 Advanced Geometry for Teachers (3-3-0)

Prerequisite: Department approval.

Topics will be chosen from Euclidean geometry, analytic geometry, non-Euclidean geometries. Proofs and the axiomatic approach will be included. Emphasis on appropriate geometric computer software.

MATH 6312 Analysis for Teachers (3-3-0)

Prerequisite: Department approval.

Topics will be chosen from theory of functions including continuity, differentiation and integration, introduction to numerical analysis, elements of chaos and fractals. Emphasis on symbolic manipulation software.

MATH 6318 Special Topics for Secondary Teachers (3-3-0)

Prerequisite: Department approval.

Topics will be chosen from probability distributions and inferential statistics, elementary game theory and combinatorics, linear programming and matrix methods, history of math, modeling and simulation, uses of technology in mathematics, web use for searches of mathematical concepts and procedures. Emphasis on appropriate computer software.

MATH 6322 Graph Theory (3-3-0)

Prerequisite: MATH 3306 or department approval.

This is a course in the theory of graphs with emphasis on problem solving in the form of theorem proving and counter-example construction. The role of conjecture-making in mathematics will be highlighted and the material is developed in a self-contained manner, requiring no previous experience in the subject. Topics to be covered include, but are not limited to; matchings, colorings, planarity, extremal problems, random graphs, Ramsey theory, and substructures in sparse and dense graphs.

MBA (Master of Business Administration)

MBA 6201 Leadership, Team Building and Team Management (2-2-0)

Prerequisite: Admitted to MBA program, may be taken concurrently with MBA 6202.

The difference between successful and unsuccessful organization is not the skill of their managers; it is the skills of their leaders. Managers and bosses are not necessarily leaders. Leaders motivate people to work towards a common goal they may not be able to see. Leadership is learned - the skills and knowledge possessed by the leader can be influenced by continual analysis and refinement. Team building skills are critical for your effectiveness as a manager or entrepreneur. A better understanding of team work can make you a more effective team member or team leader. The issues of team formation, maintenance, reward, and dissolution are addressed in this course.

MBA 6202 Strategic Management (2-2-0)

Prerequisite: Admitted to MBA program. May be taken concurrently with MBA 6201.

There is a difference in strategic thinking, strategic management and strategic planning. This course is to expose the students to the relative differences and establish a strategic framework that will facilitate integration of all other MBA study. It will also provide the framework for developing and fleshing out the capstone project course MBA 6215 (A & B) required for completion of the MBA.

MBA 6203 Managerial Accounting and Budgeting (2-2-0)

Prerequisite: Admitted to MBA program.

Application of accounting data in decisions making; cost analysis as applied in the development of budgets; accounting as a tool for decision-making requiring interpret and explanation of the analysis in the context of managerial decision-making. Individual and group assignments.

MBA 6204 Managerial Finance (2-2-0)

Prerequisite: Admitted to MBA program.

Analysis of managerial decisions in finance includes financial planning, working capital management, capital budgeting, valuation analysis, portfolio management, capital structure, and ethical and multinational concerns. Individual and group assignments.

MBA 6205 Management of the Supply Chain (2-2-0)

Prerequisite: Admitted to MBA program.

An analysis of how technology has integrated global information and processes across all functions, purchasing, raw materials inventory, operations, transportation, and logistics and finished goods inventory. It is critical the manager understands how the pieces integrate into the whole and impacts costs. Individual and group assignments.

MBA 6206 Operations Management (2-2-0)

Prerequisite: Admitted to MBA program; may be taken concurrently with MBA 6204.

Analysis of management of the operations process including production and service aspects. Topics include planning for capacity and location, facility layout, capacity scheduling, inventory management, and quality improvement. Individual and group assignments.

MBA 6207 Management of Information Flow s (2-2-0)

Prerequisite: Admission to the MBA program.

An analysis of how the information flows impact an organization's ability to maintain its strategic advantage through business data communications, database management systems, knowledge based systems, enterprise-wide systems and information control systems. Both individual and group assignments will be required.

MBA 6208 Marketing Management (2-2-0)

Prerequisite: Admitted to MBA program.

An analysis of the major marketing decisions of product development and management, demand, estimation, distribution, market structure analysis, pricing, promotion with emphasis on role and impact of technology in marketing management.

MBA 6209 Human Resources Management (2-2-0)

Prerequisite: Admitted to MBA program.

An analysis of the functions and role that human resource management contributes to development and maintenance of the organization's most important resources—people—in pursuit of its strategy. This course addresses what the manager can expect in terms of forecasting needs, recruitment, development and all aspects of retaining a workforce that matches the organization's needs. Individual and group assignments.

MBA 6210 Legal Environment of Management (2-2-0)

Prerequisite: Admitted to MBA.

Analysis of the areas of law most likely to impact a manager such as contracts, torts, products liability, corporations, securities, antitrust, employment law and labor relations, environmental, criminal, and intellectual property. The curriculum will include an examination of how these areas of impact management decisions, negotiation strategies, and associated ethical and/or international operational issues.

MBA 6211 Managerial Decision Making (2-2-0)

Prerequisite: Admitted to MBA program.

A study of concepts and methods to facilitate decision making. Develops an understanding of and ability to supply several quantitative tools and procedures to managerial decision making situations. Individual and group assignments.

MBA 6212 Managerial Economics (2-2-0)

Prerequisite: Admitted to MBA program.

Analysis of the economic environment in which an organization operates with an emphasis on the microeconomic tools and techniques that can be applied to business decision-making so to enhance the ability of managers to develop effective business strategies. The course will utilize individual and group assignments to understand and solve business problems.

MBA 6213 Management of Organizational Behavior (2-2-0)

Prerequisite: Admitted to MBA program; may be taken concurrently with MBA 6201.

Understanding individuals and contextual determinants of behavior in organizations, managerial tools, such as conflict resolution, motivation, and communication, to influence and direct employee behavior. This course focuses on the practical application of behavioral science theories to solving management problems.

MBA 6214 Management in a Global Context (2-2-0)

Prerequisite: Admitted to the MBA program.

An analysis of the importance of cultural sensitivity as it relates to all issues in all functional areas within a global business environment. Special emphasis is placed on analysis and assessment of the additional opportunities, risks, uncertainties and difficulties of conducting business across national boundaries. Individual and group assignments.

MBA 6215 Capstone Course A and B (2-2-0)

Prerequisites: Completed 28 SCH of MBA courses A & B, Completed 28 SCH of MBA courses; courses taken in sequence.

At the outset of the program, in MBA 6202 Strategic Management, students choose a project drawn from their current professional experience. Over the MBA curriculum, students, as individuals or teams develop and produce a capstone project that reflects the key components of managing a significant unit of an organization. This project may be theoretical or an actual situation faced by a firm. Upon completion the students present their projects to peers, faculty and industry representatives for review and evaluation.

MBA 6290 Current Topics in Business (2-2-0)

Prerequisite: Completion of 16 hours of MBA required courses.

Studies in a selected current business topic that reflects the changing needs and interests of the business environment. These topics may include but are not limited to accounting, business economics, business ethics, business policy, finance, information systems, international business, legal environment of business, management, organizational behavior, marketing, operations management, quantitative methods for management, corporate social responsibility and sustainability.

MGT (Management)

MGT 6301 Leadership, Motivation, and Communication for Security Executives (3-3-0)

Prerequisite: Admission to Security Management for Executives program or college approval.

Leadership, motivation, and communication for executives in security organizations. Topics include one's own managerial and leadership skills, interpersonal skills, and leading organizational change.

MGT 6302 Human Resources Management for Security Executives (3-3-0)

Prerequisite: Admission to Security Management for Executives program or college approval.

Survey of the field of human resources management with emphasis on security management. Topics include human resources planning, recruiting and selection, performance appraisal, compensation and reward systems, training and development, and employee relations. Regulatory and legal aspects of human resources management will be integrated throughout the course.

MGT 6332 Managerial Decision Making for Security Executives (3-3-0)

Prerequisite: Admission to Security Management for Executives program or college approval.

Survey of qualitative and quantitative decision making methods with application to security management. Topics include priority and risk assessment matrices, decision theory, forecasting, regression analysis, quality control, simulation, and queuing.

NS (Natural Sciences)

NS 6301 Special Topics in Earth and Environmental Science (3-3-0)

Prerequisite: Graduate Standing

Possible topics include alternate energy resources, urbanization vs. environmental quality, geological evolution, and special investigations in an area of earth or environmental science.

NS 6311 Special Topics in Life Science (3-3-0)

Prerequisite: Graduate Standing

Possible topics include economic botany, bioengineering, genetic-related health problems, plant physiology, nutrition and health, and special investigations in an area of life science.

NS 6321 Special Topics in Physical Science (3-3-0)

Prerequisite: Graduate Standing

Possible topics include physical measurements in the environment, applications of classical and modern physics, properties and uses of modern materials, production and properties of common industrial chemicals, and special investigations in an area of physical science.

NS 6331 Special Topics in Advanced Geology and Physics (3-3-0)

Prerequisite: Graduate Standing

Plate tectonics, exploration and production of energy resources, classical and modern physics, environmental modeling, physics of the atmosphere, and advanced investigative methods in geology and physics.

POLS (Political Science)

POLS 6301 American Government and Politics (3-3-0)

Prerequisite: Graduate standing.

This course is intended to introduce graduate students to the major theoretical concepts and important readings in the study of American politics and government. Students will read books and articles from a wide range of topics, including studies of the origins of American constitutionalism, federalism, legislatures, courts, executives, bureaucracies, elections, mass opinion and political behavior at both national and state levels.

POLS 6302 Elements of Politics (3-3-0)

Prerequisite: Graduate standing.

This course is intended to introduce graduate students to the major theoretical concepts in the study of political science. Topics include approaches to the study of political science; the nature of power, influence, authority; political ideologies; relationship of politics and culture; the individual in politics; political parties and groups; legislatures, executives, bureaucracies, and legal systems; interaction of local, national, international units. While some of the material will have an American focus, this course has a broader conceptual, geographical and temporal focus than POLS 6301.

POLS 6310 Leadership in Nonprofit Organizations (3-3-0)

Prerequisite: Graduate standing.

This course is designed to identify and develop leadership skills that will help nonprofit organizations prosper. The course will highlight the importance of teambuilding, integrity, creativity, and leadership change in leading a nonprofit organization. The course will incorporate the use of social media, technology and data in decision making and communicating. Students will conduct three case studies of nonprofit organizations with different levels of leadership.

POLS 6311 Program Assessment & Evaluation (3-3-0)

Prerequisite: Graduate standing.

This highly experiential course takes an in depth look at program assessment and evaluation in nonprofit organizations. The course will teach assessment and evaluation strategies in a variety of organizational structures. The course will also provide basic statistical analysis and utilize statistical analysis to enhance the efficiency of the organizations. It will also include analysis of the value of assessment and evaluation in the nonprofit sector and the areas in the nonprofit sector where assessment and evaluation can enhance the efficiency and success of the organization.

POLS 6312 Resourcing the Nonprofit Organization (3-3-0)

Prerequisite: Graduate standing.

This course will introduce students to the principles of development and branding. Students will work in teams to prepare case statements, marketing plan and strategy, and a fundraising schedule for an actual or mock nonprofit to generate revenue. The course will address the methods for successful funding of nonprofit organizations.

POLS 6313 Governance, the Volunteer Board and Organizational Behavior (3-3-0)

Prerequisite: Graduate standing.

This course is designed to provide students with the ability to effectively manage nonprofit organizations with volunteer boards. Topics include the successful implementation of programs when staff and board have different motives, efficiently creating a team building atmosphere, strategies to reach specific goals, maximizing personal political power and implementation ability, and understanding the importance of relationships. A distinction will be made between strategies in governance and management.

SM (Security Management)

SM 6323 Communications and Technology (3-3-0)

Cross-listed as ENG 6323, Credit may not be earned for both.

Prerequisite: Graduate standing or department approval.

Acquaints students with various computer software programs and their applications to specific disciplines such as criminal justice, medical and science writing and technical communication. Projects will include documents as well as slide presentations incorporating analyzed research data. Students will expand their knowledge of rhetorical principles and techniques for reporting statistical analyses and conveying them to specialized audiences.

SM 6360 Security Management for Executives (3-3-0)

Prerequisite: Admission to the Master of Security Management program or college approval.

The management of the security function is examined through the study of management strategies and case studies. Discussions and research will include policies and procedures, fiscal management, audits and surveys and organizational structures and operations and crisis management.

SM 6362 Risk Analysis and Abatement (3-3-0)

Prerequisite: Admission to the Master of Security Management program or college approval.

This course surveys a variety of procedures, programs and policies used to form a strategic business security plan to neutralize an organization's vulnerabilities and measure the effectiveness of its security. Strategies to prevent and reduce risks inherent in the private business sector will be discussed and analyzed.

SM 6363 Business Aspects of Security Management (3-3-0)

Prerequisite: Graduate standing or department approval.

Introduction to essential terms, concepts and methods in business for security managers. Emphasis on balance sheets, income statements and cash flow statements. Topics include business organization, time value of money, market efficiency and financial performance.

SM 6364 Legal Environment of the Security Executive (3-3-0)

Prerequisite: Admission to Security Management for Executives program or college approval.

Criminal law, administrative law and extralegal contractual agreements that impact security management including legal liabilities attached to arrest, search and seizure, evidence, tort liability and personnel issues in industrial, corporate, retail and private security.

SM 6365 Computer Forensics (3-3-0)

Prerequisite: Admission to Security Management for Executives program or college approval.

This course is designed to expose students to advanced concepts in computer forensic analysis. The methods of collection, preservation, analysis, and presentation of digital evidence will be presented to properly conduct a computer forensics investigation. There will be a balance of legal and technical aspects of study to achieve a balance similar to that encountered during general cases in which computer forensics are employed.

SM 6367 Global Perspectives on Security Management (3-3-0)

Prerequisite: Admission to Security Management for Executives program or college approval.

Examines the development and implementation of global security policies, standards, guidelines, and procedures to insure ongoing maintenance of security. Special emphasis on changes in economics, geopolitics, organization design, and technology and how each relates to potential threats and risks to an organization.

SM 6670 Current Issues in Security Management (6-6-0)

Prerequisite: Completion of core graduate courses in Security Management.

Analysis of current issues confronting security executives. Begins with a four-day seminar with presentations from international experts in security management. Followed by application of information learned through individual and group projects. Offered as the only summer course for students in the first-year cohort.

SM 6680 Capstone Project for the Security Executive

Prerequisite: Completion of 30 graduate hours or college approval.

Provides student with an analytical environment within which to apply experience and knowledge gained in security management to a real or hypothetical issue approved by project committee members. Guidance in developing a professional presentation to be presented to executive council for Security Management for Executives program.

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Myrna Cohen

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Barbara Belbot

Chair, Urban Education Department

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Bressler, Linda (2001) Associate Professor of Accounting. BSBA, Clark University, 1986; MBA, Thomas College, 1988; DBA, University of Sarasota, 2000.

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