UHD University of Houston DOWNTOWN

Graduate
CATALOG
2015/2016

2015-2016
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.

Contents

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.

We are pleased that our student body reflects Houston's wealth of cultures, languages and nationalities. UHD engages with this diverse community to address the needs and advance the development of the region. We were recognized nationally for our many outreach and community engagement efforts by being named to the President's Higher Education Community Service Honor Roll by the Corporation for National and Community Service every year since 2007. In 2012, 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. In 2015, UHD was one of five universities in Texas to receive the Carnegie Foundation Community Engagement Classification.

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 2015-2016

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, 2015
Classes begin .... August 24
Labor Day holiday...September 7
Thanksgiving holidays ....November 26-27
Last day of class...December 5
Final exams ....December 9-16

Winter Term, 2015
Classes begin ....December 21
Final exams ....January 8

Spring Term, 2016
Classes begin ....January 19
Spring break .... March 14-19
Last day of class.. May 2
Final exams .... May 5-12

May Term, 2016
Classes begin .... May 16
Final exams .... June 3

Summer Term I, 2016
Classes begin .... June 6
Last day of class..July 7
Final exams ....July 7

Summer Term II, 2016
Classes begin .... June 6
Last day of class...July 28
Final exams ....July 28

Summer Term III, 2016
Classes begin ....July 11
Last day of class... August 11
Final exams .... August 13

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 Applied Arts and Sciences, Bachelor of Business Administration, Bachelor of Engineering Technology, Bachelor of Science and Bachelor of Social Work) with majors in 40 areas, and five master's degrees (Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Science and Master of Security Management), 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*. 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 six years by the Corporation for National Community Service.

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 - 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, University of Houston -Clear Lake, the University of Houston-Downtown, and the University of Houston - Victoria. All four institutions are governed by the University of Houston 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/pd/. 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 master's 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 and Master 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 Computer Science and Engineering Technology Department's Bachelor of Science in Engineering Technology degree programs in Control and Instrumentation Engineering Technology, and Structural Analysis/Design Option in Engineering Technology are accredited by the Engineering Technology Accreditation Commission of ABET. (http://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 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 Criminal Justice and Social Work Department's Bachelor of Social Work degree program is accredited by the Council for Social Work Education (1701 Duke Street, Suite 200 Alexandria, VA 22314; Telephone: 703-683-8080; Internet: www.cswe.org).

Intellectual Property

The UH System Board of Regents Policy Section III, 21.08 outlines rules for intellectual property ownership for all UHS faculty, staff, and students. In accordance with this BOR policy, UH System policy, SAM 01.E.01 establishes the System's Office of Intellectual Property Management, which oversees issues of intellectual property for the entire UH System. Board of Regents Policy 21.08.4.A specifies that "the University will not assert ownership of copyright developed by faculty, staff or students, unless separately contracted for, in any:

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and survey instruments;
2. Lectures and unpublished lecture notes;
3. Musical works;
4. Dramatic works;
5. Works of visual art, such as sculptures and drawings;
6. Architectural works."

For the majority of UHD students and faculty, then, the University will not dispute the ownership of their intellectual products. However, Board Policy 21.08.4.B specifies that "the University will assert ownership of copyright developed by faculty, staff or students, with regard to other types of works subject to copyright, namely,

7. Films, audiovisual works, slide programs, film strips;
8. Sound recordings and video recordings containing original performances;
9. Programmed instruction materials;
10. Computer programs, software, and documentation."

The policy enumerates the circumstances under which the University or UHS may claim copyrights for and ownership of such intellectual products. Students with questions or concerns about their intellectual property rights should consult the respective College Undergraduate Associate Dean and the UH Office of Intellectual Property Management.

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 84 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 recently 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 585,400 electronic and print books, subscriptions to more than 235 unique databases and access to more than 94,600 digital journals. The library also has a collection of over 4,200 physical multimedia items that are available for checkout or for listening and/or viewing in the library and access to more than 72,600 electronic media 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 is designed to serve as a gateway for navigating library resources. The library homepage offers multiple approaches for research queries, including LibSearch, a powerful Web-scale discovery service that allows easy searching across the library collection and beyond, the UHD online catalog, which lists books, journals, and other resources available through 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 username and password. Access to the catalog and electronic resources from a home computer, wireless locations or from UHD computer labs supports research 24 hours a day. The full-text of journal, magazine, and newspaper articles in electronic form can be found by using the library's databases, which include ABI/Inform Complete, Academic Search Complete, ACM Digital Library, Black Studies Center, Business Source Complete, 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 databases Web of Science, Alexander Street Press Academic Video Online, Films on Demand, and NBC Learn. 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, 24/7 live chat, texting, research consultation appointments and a repository of previously asked questions and answers. UHD librarians are available to collaborate with faculty to provide library and course-related instruction, including face-to-face sessions and customized course-integrated learning activities. An augmented reality walking tour that explains library services and presents basic research strategy is also available.

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 to check 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
N320, 713-221-8006

Academic Advising is a place where UHD students can meet with an academic advisor to discuss academic and other university issues. Academic Advising for new students or those who have not yet declared a major is offered through either the Academic Advising Center or the Transfer Center. The Academic Advising Center provides advising services to freshman and continuing students with undeclared majors. The Transfer Center provides services to prospective transfers as well as any transfer student who has not yet declared a major. Both centers are located in Academic Advising N320.

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. Academic Advising is open from 8:00 to 6:00, Monday-Thursday and 8:00 to 5:00 on Friday. No appointment is necessary during registration; however, students are strongly encouraged to request an appointment to meet with advisors during the regular semester

Academic Counseling Center
 1038-North, 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.

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 tutors and peer tutors and is located in 925-North of the One Main building. In addition, the ASC has a 65-seat computer lab, laser printers, LCD presentation screen, and quiet comfortable study areas for small group meetings. 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 tutoring services:

Center for Math and Statistics Support: The C4MS2 provides one-on-one tutoring in mathematics and statistics. Math faculty and peer tutors work with students in a relaxed and friendly atmosphere. Tutors coach students through their mathematics and statistics exercises. The goals of the C4MS2 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: The 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.

Other Resources

Academic Computing Services

S800, 713-221-8540 • 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 B200 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). 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 50-seat computer lab, and several PCs in the general Commons area, there are 60 laptops available for students to checkout for use in the Shea Street Building. There are also four electronic classrooms on the 2nd floor of the Shea Street Building including three 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 B200.

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 Computer Science & Engineering Technology maintains several computer labs. The Department of Mathematics & Statistics 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. Microsoft Office 365 is also available to all enrolled students. It is a web-based service by Microsoft that provides students with Email/Calendar access, Office Web Apps, and much more (www.uhd.edu/computing/Pages/computing-o365.aspx). In addition, discounted software and hardware is offered to UHD students via special links accessible from https://www.uhd.edu/computing/labs-technology-centers/academic-computing-labs/Pages/acl-discounts.aspx.

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 – Office 365

www.uhd.edu/eservices

All enrolled students are issued a GatorMail email account. Students can obtain their GatorMail username and password via Student eservices (www.uhd.edu/eservices). UHD assigns student email accounts as a means of communication between faculty, staff, and students. Students should check their email on a frequent and consistent basis in order to stay current with University-related communications.

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 three electronic classrooms, a technology training lab, two seminar rooms 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, online, chat 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. Training sessions can also be delivered to the different college's conference areas or office visits.

IT Training
IT related training is available for most all university wide applications including
- Blackboard
- Respondus
- SoftChalk
- Microsoft Office
- OrgSync
- UHD Sharepoint Website
- eIntelligence

A complete listing can be found here: https://www.uhd.edu/computing/services-training/training/Pages/training-index.aspx.

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 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.

International and Study Abroad Programs
S-204LL, 713-221-8250

The University of Houston-Downtown offers several international education opportunities. In addition to the UHD Faculty-Led Trips which last from one to four weeks, we have partnered with study abroad providers and foreign universities to offer study abroad experiences that last from one to several months. Faculty-Led Trips and study abroad programs give countless opportunities to explore intercultural issues outside the classroom and around the world. Programs vary in length, location, and cost. Credit is offered for most programs, so if you participate, you are not required to delay graduation.

UHD students planning to study abroad with a UHD sponsored or approved program may be eligible to apply for financial support from the International Education Student Fee Fund. A limited number of UHD Travel Awards may be available to help supplement the cost of a study abroad program. For more information on study abroad programs and scholarships, please visit the Office of International and Study Programs, Suite 370 -S or the UHD International Education webpage: http://www.uhd.edu/academic/international.

Student Affairs

The University of Houston-Downtown's Student Affairs Unit offers a wide variety of services, programs and activities designed to augment the academic experience of students. The unit includes the Offices of Admissions, Graduate and International Admissions, Registrar, Career Development Center, Disability Services, Scholarships and Financial Aid, Student Activities, Student Counseling Services, Student Health Services, Sports & Fitness, Veteran's Services, Diversity, Equity and Inclusion, Student Abroad, Testing Services, and the Office of Student Affairs.

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 which includes the Dean of Students is also responsible for carrying out the university's student discipline and Title IX policies and procedures. Among the information Student Affairs provides to students and the university community are the UHD Student Handbook and the UHD Catalog.

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.

Office of Graduate and International Admissions

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.

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, graduation certification, and manages all 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 Development offers three general services for students and alumni:
- Career Assessment: Assessing strengths and interests; identifying career options and majors that align with assessment results – please call for an appointment.
- Job Search Coaching: Starting a job search, networking, using social media, resume and cover letter review, practice interviews, preparing graduate school applications – please call for an appointment or consult www.uhd.edu/jobs4gators for a workshop schedule.
- Contact with employers: A job posting database called www.uhd.edu/jobs4gators, career fairs, and field experience.

Center for Student Diversity, Equity, and Inclusion

713-221-5008

The Mission of the Center for Student Diversity, Equity and Inclusion is to empower students, faculty, and staff to build a more inclusive, equitable, and welcoming campus environment for all members of the UHD community. The Center develops programming and trainings, facilitates mentoring opportunities, and engages in outreach and advocacy efforts to promote diversity, equity, inclusion, and social justice. Services, programs, and resources provided by the Center include:
- resources and expertise for students and faculty interested in addressing diversity, equity, and inclusion in their academic work;
- advising, mentoring, and advocacy for diversity-oriented student organizations, as well as to individual students;
- a lounge area for meetings or relaxation with equipment for viewing DVDs and streaming content, as well as a library/conference room, and a private DVD screening room, and;
- workshops and programming in support of diversity, equity, and inclusion initiatives.

Workshops and programming include:
- Diversity Talks, informal discussions on specific diversity, equity, and inclusion-related topics led by the Director;
- NCBI Workshops, diversity-related workshops led by members of the UHD National Coalition Building Institute (NCBI) Team;
- Safe Zone trainings, which prepare faculty, staff, and students to become members of UHD's Safe Zone, a campus-wide team of LGBTQ Allies who are prepared to provide a safe space and/or a safe, confidential listening ear for LGBTQ members of the UHD campus community, and;
- Gators Don't Say, an anti-prejudice campaign featuring students taking a stand against oppressive language.

Office of 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 and the Americans Disabilities Act of 1990. 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,
- tailored services to assist with 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. Nurse Practitioners (NP) 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, but not required, for these services. Routine laboratory services, pregnancy testing, and confidential HIV testing and counseling are also 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 Counseling Services

S445, 713-500-3852 toll-free (1-800-346-3549)

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

Whether you want advice about a legal or financial concern, need to talk to someone about drug use, or are simply feeling overwhelmed by school life, we can help. You have access to both online and in-person support for a wide range of issues.

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

Office Hours: Monday – Friday 8:00 am-5:00 pm.

If assistance is needed when the office is closed call: 713-500-3852 or toll free at 1-800-346-3549, email at studentcounseling@uhd.edu, or log on to new.mylifevalues.com.
access username: uhds / password: uhds

Student Activities

S204, 713-221-8573

The Office of Student Activities is dedicated to supporting the educational mission of the University of Houston-Downtown by enriching students' college experience outside the classroom. Through a collaborative, holistic approach it is our mission to enhance student learning and personal development through our social, cultural, community engagement and leadership programs. The Office of Student Activities is committed to providing programs and events that complement our students' in-the-classroom experience to help them to develop their life and leadership skills.

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.

Student Government Association
N210, 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, proposing legislation to improve the student experience, and is involved in policy development activities through its participation in the shared governance process.

Student Organizations
S204, 713-221-8573

Student Activities supports over 50 student organizations at UHD. Types of organizations include Academic, Special Interest, Greek Letter Organizations, Service, Honors Societies, Cultural, and Professional. Students are also able to start a new organization if one does not exist at UHD.

Community Involvement
S204, 713-221-8573

Student Activities promotes public service and organizes support for volunteer opportunities in the community. Student Activities also serves as a clearinghouse of volunteer opportunities for UHD student organizations, individual students, faculty and staff.

New Student Orientation
S204, 713-221-8022

New Student Orientation introduces new students to UHD community. It is designed to meet the needs of all students entering the university for the first time, and to help make new students' 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.

Student Publications
Dateline S260, 713-221-8569
Bayou Review S250, 713-221-2716

Dateline: Downtown 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 student-run, undergraduate literary journal, with biannual publication of poetry, fiction, creative nonfiction, reviews, and visual art. With guidance from a faculty advisor and the Student Publications Advisory Committee appointed by the president, the journal's editorial staff seek to promote the arts and humanities at UHD and to provide a forum for students who have an interest in creative writing. Internships with the journal are available each semester.

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, volley-ball, 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 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.

The ACCUPLACER exam, the approved Texas Success Initiative (TSI) assessment required for certain 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 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
Downtown Office
S 950, 713-221-2766
Northwest Campus Office
Building 12, 20515 SH 249, Houston, TX 77070, 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 and Social Work is accredited by The Council on Social Work Education, CSWE. 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: distanceed@uhd.edu

Maria Estrada, UHD Advisor/Coordinator
email: estradam@uhd.edu
713-237-5405

Dale Higginbotham, UHD Advisor/Coordinator
email: higginbothamd@uhd.edu
713-237-5404

Kimberly Constantine, UHD Advisor/Coordinator
Email: constantinek@uhd.edu
713-237-5459

Carol Brace
College of Business
713-237-5407

Tom Winn
Master of Security Management for Executives
713-221-8531

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
B.B.A. Accounting*
B.B.A. Enterprise Information Systems*
B.B.A. Finance*
B.B.A. General Business*
B.B.A. Insurance and Risk Management*
B.B.A. Management*
B.B.A. Marketing*

Graduate Degree
M.S.M.E. Security Management for Executives

Graduate Certificates
Finance*
Human Resource Management*
Leadership*
Supply Chain Management*

Accredited by The Association to Advance Collegiate Schools of Business

University College Programs
B.S. Interdisciplinary Studies
B.A.A.S.Applied Administration

College of Humanities and Social Sciences
B.S. Professional Writing

Graduate Degree
M.A Nonprofit Management

College of Public Service Programs
B.S. Criminal Justice
B.A.A.S. Bachelor of Applied Artss and Sciences in Criminal Justice
B.A. In Interdisciplinary Studies with EC-6 Generalist Certification (teacher certification)
B.A. In Interdisciplinary Studies with EC-6 Bilingual Generalist Certification (teacher certification)
B.A. In Interdisciplinary Studies with 4-8 Generalist Certification (teacher certification)
B.A. In Interdisciplinary Studies with 4-8 Bilingual Generalist Certification (teacher certification)
BSW Bachelor of Social Work

Graduate Degrees
M.A. Teaching
M.S. Criminal Justice

College of Science and Technology Programs
B.A. Mathematics
B.A. Mathematics with Secondary-level Teacher Certification
B.S. Biological and Physical Sciences
B.S. 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
www.uhd.edu/cyfair

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

B.A. In Interdisciplinary Studies with EC-6 Generalist Certification (teacher certification)
B.A. In Interdisciplinary Studies with EC-6 Bilingual Generalist Certification (teacher certification)

College of Business
B.B.A. 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
www.uhd.edu/kingwood

Mandy Danley, UHD Advisor/Coordinator
email: danleym@uhd.edu
281-318-4339

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. Courses are offered in the evening, online and on the weekend.

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
B.B.A. General Business*
Accredited by The Association to Advance Collegiate Schools of Business

College of Public Service programs
B.A. In Interdisciplinary Studies with EC-6 Generalist Certification (teacher certification)
B.A. In Interdisciplinary Studies with EC-6 Bilingual Generalist Certification (teacher certification)

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

B.B.A General Business*
B.B.A Enterprise Information Systems*
B.B.A Finance
B.B.A. Insurance and Risk Management*
B.B.A International Business*
B.B.A Management*
B.B.A Marketing*
B.B.A Supply Chain Management*
Accredited by The Association to Advance Collegiate Schools of Business

College of Humanities and Social Sciences Programs

B.A. Humanities
B.S. Professional Writing
B.S. Psychology
M.A. Nonprofit Management

College of Public Service Programs

B.S. Criminal Justice
B.A.A.S. Criminal Justice
M.A. Teaching
M.S. Criminal Justice

University College

B.A.A.S. Applied Administration
B.S. 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 and Social Work 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. In addition, hands-on training is provided on MicroStation, several programming languages, and various business applications. Also several online courses related to engineering, technology, and business applications are offered.

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.

In addition, the center provides prep classes for the SAT, GRE, GMAT, and LSAT exams. The center also offers innovative classes, from computer programming to creative writing, for grade-school students during the summer.

English Language Institute

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. The ELI runs six sessions per year. Each session offers 130 hours of class instruction and 130 hours of voluntary laboratory study. The program is supported by two computer laboratories 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 offers preparation courses in TOEFL and IELTS test-taking for an extra fee, ELI graduates who are recommended by committee may attend UHD academic classes without a TOEFL or IELTS score. While ELI courses do not count toward degrees, they do count toward full-time immigration status. Furthermore, ELI graduates do receive three hours of UHD elective credit toward their degree.

The ELI 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 be working professionals.

The ELI's Intensive English program offers a conversational component for students who do not need academic writing training. The ELI also offers a Business English program that is custom designed for trainees and that can include delivery of business English courses on-site at local companies and organizations.

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

The ELI is a member of AAIEP, American Association of Intensive English Programs (also known as EnglishUSA), and NAFSA: Association of International Educators. The ELI program is accredited through SACS, the Southern Association of Colleges and Schools, which is the main accrediting body for universities in the southern United States. The ELI Director is an active member of TESOL, Teachers of English to Speakers of Other Languages. ELI instructors are trained and experienced professionals in the delivery of post-secondary English language instruction. The ELI program meets a variety of student goals through its curriculum and support materials.

Other Services

Student Parking
N354, 713-221-8127 • http://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), rear left section of 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 and the Commerce Street Building. To park on campus, vehicles must display a valid UHD parking permit. Purchasing a permit does not guarantee a parking place but allows you to park if space is available. 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

A308A, 713-221-8462 · http://uhd.campusdish.com/

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 40,000 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 generally produces four professional exhibitions annually of emerging, established, and historical artists. The gallery's diverse programming includes regional, national, and international artists. Exhibits are always free. The gallery welcomes visitors from the community as it also serves to engage UHD students, faculty and staff. 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. Bingham, and the Humphreys Foundation. The UHD theatre program presents two major theatrical productions each year, as well as numerous student-directed One Acts, Student Initiated Projects (SIP's) and Lunch Time Theatre productions. In addition to the theatre space and a scene shop, there are adjacent work areas, storage rooms, an entrance lobby and a Green Room where students gather to study, rest, relax and socialize. Participation in all productions and activities, both onstage and backstage, 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 procedures 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 6.5, 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 procedures 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 and International Admissions
One Main Street, Suite S 350
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 on the graduate admissions website.

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 assessment 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 to 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/students.html.

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
Course Fees (designated classes)..............Varies from $10 to $30
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 $240

Student parking: summer session........... Varies by location $60-$90
Replacement Parking Access Card $10
Health Service Visit Fee...$10
Course attempted 3rd time .... $65 per SCH
Graduate Certificate Fee…………………………….$168 per SCH
Installment plan set up fee (Long/Short Term)......................$24/$16
Installment plan fee (Delinquent/Default).............................$10/$50
GatorCard Express Wire...$30

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 2015 Graduate Tuition and Mandatory Fees

All fees are subject to change without notice.

The Fall 2015 tuition rate for Texas resident students is $376 per semester credit hour and for nonresident students the rate is $688 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	65	65	64
11	35	140	5	168	20	65	65	64
10	35	140	5	160	20	65	65	64
9	35	140	5	144	20	65	65	64
8	35	140	5	128	20	65	65	64
7	35	140	5	112	20	65	65	64
6	35	120	5	96	20	60	60	60
5	25	100	5	80	20	50	50	50
4	25	80	5	64	20	40	40	40
3	25	60	5	48	20	30	30	30
2	25	40	5	32	20	20	20	20
1	25	20	5	16	20	10	10	10

	Total Tuition and Mandatory Fees		
Hours	Texas Resident	Non Resident	International
19	5502	11430	11475
18	5242	10858	10903
17	4982	10286	10331
16	4722	9714	9759
15	4462	9142	9187
14	4202	8570	8615
13	3942	7998	8043
12	3682	7426	7471
11	3422	6854	6899
10	3154	6274	6319
9	2878	5686	5731
8	2602	5098	5143
7	2326	4510	4555
6	2016	3888	3933
5	1680	3240	3285
4	1354	2602	2647
3	1028	1964	2009
2	702	1326	1371
1	376	688	733

Fall 2015 MBA Tuition and Fees

The base tuition rate for Texas residents in the MBA program is described in the following table.

	Total Tuition and Mandatory Fees MBA Program		
Hours	Texas Resident	Non Resident	International
19	8314.00	14242.00	14287.00
18	7906.00	13522.00	13567.00
17	7498.00	12802.00	12847.00
16	7090.00	12082.00	12127.00
15	6682.00	11362.00	11407.00
14	6274.00	10642.00	10687.00
13	5866.00	9922.00	9967.00

12	5458.00	9202.00	9247.00
11	5050.00	8482.00	8527.00
10	4634.00	7754.00	7799.00
9	4210.00	7018.00	7063.00
8	3786.00	6282.00	6327.00
7	3362.00	5546.00	5591.00
6	2904.00	4776.00	4821.00
5	2420.00	3980.00	4025.00
4	1946.00	3194.00	3239.00
3	1472.00	2408.00	2453.00
2	998.00	1622.00	1667.00
1	524.00	836.00	881.00

* Graduate Certificate Courses may have additional charge of up to $168 per SCH.

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 seven 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, the remaining payments to be made monthly, 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 and a $50 default fee added for any remaining balance at the end of the semester.

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.

May/Winter Mini semesters- Up to two equal payments with the first payment plus a $16 installment fee to be made in advance of the beginning of the 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 payment plans are available at the Cashier's Office or online through Student e-Services under the *My Payment* option. Enrollment in an installment payment plan is equivalent to acknowledgement of financial responsibility for the semester. 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 of the One Main Building. 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 713-223-7437 (authorization form available at (https://www.uhd.edu/student-resources/cashiers/Pages/cashiers-forms.aspx). 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.

The University of Houston System charges a processing fee on all credit card transactions. The processing fee is assessed on all credit card brands. The processing fee imposed is not greater than the University's applicable merchant discount rate for credit card transactions.

The credit card processing fee is assessed to Credit Cards, Debit Cards, Gift Cards, PrePaid Cards, and Check Cards. This fee is assessed on all credit card transactions that occur online or in person at the Cashier's Office.

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 account statement to ensure that their funds have been posted to their account before the payment deadline. If financial aid has not been posted, the student must make the payment or other arrangements with the Cashier's Office or online by the deadline to avoid losing their classes.   Student account statements can be viewed through UHD's *Student e-services* (www.uhd.edu), *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 all financial responsibilities to the university. An outstanding debt at any university within the University of Houston System (UH, UH-Clear Lake, UH-Downtown or UH-Victoria) will prohibit a student from enrolling in or the release of an official transcript or diploma from all University of Houston System Institutions. Establishing a payment agreement with the University does not satisfy the conditions necessary to receive credit for courses completed or for the release of an official transcript or diploma. Students are required to complete an electronic Financial Responsibility Agreement each semester upon registration. This statement outlines the terms and conditions of the financial responsibilities and obligations associated with attending the university

Returned Checks
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, and may be referred to law enforcement authorities and/or credit bureaus. If a check is returned as a result of bank error, the student must contact their 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.

Financial Hold Removal
Students must clear financial holds with all University of Houston System Institutions before credit can be granted for coursework completed and an official transcript or diploma released. There is a minimum 15-day hold on all personal check/electronic check payments which will prevent the release of an official transcript or diploma. Cross-campus financial hold removal can take 2-24 hours to be updated across all UH System Campuses. It is the student's responsibility to contact the UHD-Cashier's Office to request financial hold removal after payment has been submitted.

Collections
A student who does not meet financial responsibilities to the university may be subject to withdrawal from classes and may be referred to an outside collection agency. . Once an account is referred to a collection agency, the student is responsible for payment of additional collection fees. The student agrees to reimburse the university the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, the university incurs in such collection efforts.

Refunds

All refunds are processed through HigherOne, the issuer of your HigherOne Card. In order to receive a refund you MUST activate your HigherOne Card and choose one of the three refund methods. To activate your HigherOne Card, 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 shall be issued to a student who has not met all financial obligations for the semester, including full payment of installment balances.   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 a student is allowed to register with an outstanding balance or incurred a debt after registering, that balance must be paid in full before being permitted to register for future semesters and/or receive a transcript or a diploma.

The first posting of financial aid to student's accounts is not allowed until 10 working days before the first class day. Financial Aid refunds will be issued within 14 business 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, within the first four days of a summer session, or within the first two days of a May/Winter mini 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. Financial Aid adjustments may be required for partial withdrawals and before processing of a refund. Part of Term courses may have a separate drop schedule. Please see Academic Calendar for 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 or vendor sending the payment to the address on file or listed on the payment.

Payment by Check
Payments by check that result in a credit balance will be refunded to the student HigherOne Card 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 HigherOne Card.

Scholarships and Financial Aid

Estimated Costs

The following are estimated costs for attending UHD full time for the 2015-2016 academic year:

Direct Costs	Resident	Non-Resident
Tuition & Fees (8 hours/semester)	$5,556	$10,996
Books and Supplies	$1,190	$1,190
Indirect Costs		
Living Expenses		
With Parents	$4,352	$4,352
Not with Parents	$8,706	$8,706
Transportation	$2,902	$2,902
Miscellaneous	$4,006	$4,006

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 and institutional 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.

Financial Aid Programs

www.uhd.edu/eservices

Graduate students may have eligibility for the following programs:

Grants

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.

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

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.

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 need to complete the Texas Application for State Aid (TASFA). The form is available online at http://www.uhd.edu/financial/documents/1415/1415_tasfa.pdf.

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 authorization 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 authorization 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 a student registers 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.

Administrative Drops

For students who have been administratively dropped from classes for non-attendance, eligibility for aid will be RECALCULATED based on the number of hours for which enrollment remains. If student is dropped from all courses, ALL aid will be removed from student's account resulting in a balance to the university.

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 on the Registrar's website 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.

All credit hours attempted as a part of a graduate degree will be calculated in the GPA and used in determining academic standing. Grades earned at other institutions in courses that are accepted for transfer and transferred into a graduate degree program at UHD are not calculated in the GPA at any point.

Graduate students must meet a graduation n 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

All credit hours attempted as a part of a graduate degree will be calculated in the GPA and used in determining academic standing. This policy applies to repeated courses. If a student repeats a courses as a student enrolled in a graduate program, both grades are calculated in the GPA.

Grades earned at other institutions in courses that are accepted for transfer and transferred into a graduate degree program at UHD are not calculated in the GPA at any point.

Academic Probation and Suspension for Graduate Students in Degree Granting Program

In many graduate programs, average work (i.e., grade of C) may lead to probation, suspension, or dismissal. Students should refer to their graduate program handbooks for details.

Academic Probation

Graduate students will be placed on academic probation at the end of any term in which their cumulative graduate program GPA for graduate coursework falls below 3.0. The cumulative GPA for graduate academic probation and suspension, including repeated courses, is computed according to PS 03.A.04 (see Section 4.4 and 4.4.1) and to individual program guidelines. Students should refer to individual program handbooks in addition to this policy for GPA calculation. Graduate students remain on probation or suspension status until their cumulative graduate program GPA is raised to 3.0 or higher

A graduate student who receives grades of I (Incomplete) while on probation will remain on probation until all grades of I are resolved. A graduate student on academic probation who leaves the university must apply for readmission and, if admitted, retains his/her original academic probation status. Only courses taken at UHD may be counted in removing a student from academic probation.

Academic probation will be noted permanently on a graduate student's academic records

Academic Suspension

A graduate student on probation who does not achieve a graduate program GPA of at least 3.0 in the subsequent term will be suspended from the university. Academic suspension is noted permanently on a graduate student's academic records. A student on suspension may not enroll in graduate classes at UHD. Graduate courses taken at another university during a period of suspension at UHD will not be counted for credit at UHD.

A graduate student who is suspended may apply for reinstatement after one year of non-enrollment. Reinstatement is not automatic. The student must submit a written petition explaining the reasons why he/she thinks he/she can successfully meet the requirements of the degree; the petition should be submitted to the Graduate Director of their program. If a student is reinstated in the program, he/she will return with the same academic probation status that resulted in the original suspension and be subject to the same rules for maintaining a GPA.

Academic Dismissal

A graduate student who receives grades of "C" in 9 or more graduate semester hours is subject to dismissal. Specific programs may have more stringent requirements. Please refer to individual program handbooks for these requirements. In addition, a grade lower than "C" in a graduate course is also grounds for immediate dismissal from the program.

Graduate students who are dismissed may not take graduate courses at UHD, unless they are readmitted under amnesty or admitted to a different graduate program.

Any appeals regarding graduate probation, suspension, or dismissal may be made to the appropriate Graduate Director and, if necessary, to the Academic Dean or Dean's designated representative

Academic Probation and Suspension for Graduate Students in Certificate Program

The rules governing probation, suspension, and dismissal of Graduate students who are enrolled in a certificate program are developed by the respective certificate programs. These standards must be published in the relevant college's graduate handbook.

Students who wish to appeal their probationary status, suspension, or dismissal may make the appeal to the appropriate Graduate Director and, if necessary, to the Academic Dean or Dean's designated representative.

Academic Amnesty

Graduate students who have been dismissed and wish to return to UHD after a minimum of a two-year absence may petition the Graduate Program Director for readmission under the academic amnesty policy. The student must not have attended UHD for the two-year period immediately preceding his/her return to UHD.

The amnesty provision applies only to the application of credit toward a degree and computation of the student's grade point average. No grades on the student's permanent record are altered or deleted.

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 October 1, 2013, Texas Senate Bill 1107 has been amended by Senate Bill 62 and requires all students (under age 22) 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
- Classification
- Enrollment Status
- Major and minor fields of study
- Degrees, certificates, awards and honors received
- Dates of attendance
- Graduation Date
- Expected graduation date
- The most recent previous educational agency or institution attended by the student
- 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. The Confidentiality Request Form is available online, visit the Registrar's Office website for more information.

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 who holds 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. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

Custodian of Records

The following individuals are designated by the University as custodians of records: Registrar's Office, Room N330; Director of Scholarships and Financial Aid, Room S330; Director of the Career Development Center, Room S402; Director of Counseling and Health Services, Room S445; Dean of Students, Room S380; Dean of each College.

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. The University will respond to the student's request within a reasonable time. A request to inspect (review) education records is not considered the same as a request for copies of the records.

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's Office. The written request should clearly identify the part of the record the student wants changed and specify why it is inaccurate, misleading, or in violation of the student's rights of privacy. The University will notify the student within a reasonable time regarding whether or not the record will be amended. If the university denies the student's request for amendment of his or her record, the student has the right to a hearing regarding the requested amendment. 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 (e.g. 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 Requirements

General Degree Requirements for Graduation

Students must meet all catalog requirements of their degree programs, as certified by their academic dean.

Grade Point Average

All graduate students receiving a degree from the University of Houston-Downtown (UHD) must attain at least a 3.0 cumulative grade point average, calculated on grades earned at UHD in completion of their graduate program. Repeated courses for graduate students are handled under the provisions of the Grading System Policy (PS 03.A.04, section 4.8 and 4.8.1). Colleges may impose more stringent requirements in one or more of their degree programs. Grades of I are calculated as F in the determination of a student's cumulative GPA for graduation.

Residency

A maximum of six transferred graduate semester credit hours may be applied to fulfill UHD graduate program requirements, if approved by the graduate program director.

Only the appropriate academic dean may waive any portion of these requirements. Students seeking a waiver of the residency requirements must follow the procedures established by their academic college.

Graduation with Honors

University or college honors are not applied to the graduation and commencement of graduate students, nor the transcripting of UHD graduate programs

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 or any subsequent catalog.

> **Exceptions:**
> - No catalog more than ten years old may be used.
> - The program of students whose enrollment is interrupted for more than two consecutive long semesters for reasons other than military service shall normally be governed by the catalog in effect at the time of the students' reenrollment in the university. Students have the option of graduating under the provisions of this catalog or any subsequent catalog.
> - A student whose enrollment is interrupted by military service must reenroll 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 the completion of the degree may, upon readmission, petition the appropriate academic dean to graduate under the catalog in effect at the time of original enrollment.
> - The program of students who change their major shall be governed by the catalog in effect at the time of the change of major.

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

To participate in commencement exercises, students must be enrolled in the courses needed to complete all degree **requirements and must file** an application for graduation with their college, and pay the graduation fee by the second Monday after the last day to drop a course without a grade (the Official Day of Record) for the term of intended graduation. 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, Ph.D., Dean
W. Kevin Barksdale, Ph.D., Associate Dean of Graduate Studies
Karla Townley-Tilson, Assistant Director of the MBA
S400, 713-221-8252

Programs of Study

The College of Business offers the following graduate programs:
- Master of Business Administration (MBA)
- Master of Security Management for Executives (MSME)

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.

All UHD MBA courses use a concentrated hybrid, eight-week format combing face-to-face meetings with online instruction and interaction. Students may select the concentration sequence to earn a professional certificate in that concentration. Each of the courses in the concentration were built with industry input to assure value and relevance in the marketplace. Students in each class will meet for a single session each week and will complete the equivalent of work online. This delivery method is career-friendly because it allows focus on one or two courses each term while maintaining work-life balance for the students.

Admission Requirements

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. Prospective students who do not have an undergraduate degree in business are welcome to apply and may need to complete leveling courses which will cover business fundamentals as part of their program.

Application Requirements for Full Admission into the MBA

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/or Advanced degree(s) (if applicable).
- Complete the ApplyTexas application at www.applytexas.org.
- Resume documenting work experience that emphasizes personal and professional accomplishments and leadership experience.
- Two recommendation forms from individuals acquainted with the applicant's leadership capabilities.
- 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 in a country where English is not the native language: minimum IBT TOEFL scores of 81 or an IELTS score of 6.5 or higher.

Preferences

- Undergraduate GPA of 3.0, or higher, on a 4-point scale for the final 60 semester hours of study.
- Applicant's letter should demonstrate strong writing skills, expressed desire to work at the management level, 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/or a strong overall faculty recommendation.

Application Requirements for a Graduate Certificate in the Graduate College of Business

- Baccalaureate degree conferred by a regionally-accredited institution
- Official University transcript(s) from which the applicant earned Bachelor's degree and/or advanced degree(s) (if applicable).
- Complete the ApplyTexas application at www.applytexas.org.
- Resume documenting work experience that emphasizes personal and professional accomplishments and leadership experience.
- For graduates of universities in a country where English is not the native language: minimum IBT TOEFL scores of 81 or an IELTS score of 6.5 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 grades on a transcript from an undergraduate course will be used to recalculate the GPA, not just the last grade earned.

Admissions Process

Applications are managed through the graduate admissions office. Once students have completed the application process, the Graduate Admissions office notifies the Office of Graduate Studies in the College of Business that the student's application package is ready for review.

The files are submitted to the 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 Associate Dean of the College of Business.

The College of Business Graduate Office 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 graduate admissions office if there are questions.

Program Outcomes

Graduates of the UHD MBA program will be able to:

LO 1.1: Identify drivers of industry and organizational change and be able to predict the impact of change on organizational performance.

LO 1.2: Design, implement, evaluate and monitor the effectiveness of organizational strategies, making necessary amendments during this process.

LO 2.1: Apply concepts and decision models in financial accounting, statistics, organizational behavior, finance, economics, marketing, information systems management, and operations management to make business decisions.

LO 2.2: Recognize the characteristics of situations requiring specific leadership style and apply the appropriate style.

LO 3.1: Identify similarities and differences among cultural environments that impact organizational activities.

LO 3.2: Identify and critically analyze salient legal and ethical responsibilities in business issues.

General Degree Requirements

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 may be required to demonstrate preparation for graduate study in business. These students could 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.

The 5000 level courses serve as prerequisites for the graduate business courses and may be 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 MBA degree. When a student is admitted to the program, they are notified of courses that must be taken. Students are not allowed to register for 5000 level courses without specific approval.

The 5000 level courses are condensed to the essential core knowledge that a student must possess in order to pursue graduate business study. The foundation set of management 5000 level courses consists of up to seven on-line courses designed to provide concepts important to study in the College of Business. All 5000 level courses are two (2) semester credit hours (SCH) each.

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 & Operations 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**

The Master of Business Administration degree requires satisfactory completion of the required credit hours offered for the selected concentration by the College of Business. The required courses and concentrations are outlined below:

Core and Concentration Courses

CORE COURSES w/o Concentration Equivalent		
6202	Strategic Management	2
6203	Managerial Accounting and Budgeting	2
6204	Managerial Finance	2
6205	Management of the Supply Chain (Note: include Operations)	2
6207	Management of Information Flows	2
6208	Marketing Management	2
6211	Managerial Decision Making (Note: include Stats)	2
6212	Managerial Economics	2
6213	Management of Organizational Behavior	2
6216	Capstone	2
Total		**20**

GENERAL MANAGEMENT CONCENTRATION COURSES		
6201	Leadership, Team Building and Team Management	2
6206	Operations Management	2
6209	Human Resource Management	2
6210	Legal Environment of Management	2
6214	Management in a Global Context	2
6290	Current Topics / Independent Study	2
6101	Presentation Skills for Business Success	1
6102	Graduate Colloquium (For Each Concentration)	1
Total		**14**

Graduate certificate in Business Administration with a concentration in Accounting		
6310	Advanced Taxation	3
6312	Advanced Auditing	3
6314	Accounting Research and Writing	3
6315	Advanced Accounting Topics	3
6316	Professionalism for Accountants	3
6318	Industry Specific Topics in Accounting	3
6102	Graduate Colloquium (For Each Concentration)	1
Total		**19**

Graduate certificate in Business Administration with a concentration in Supply Chain Management		
6320	Legal Aspects of Supply Chain Management	3
6325	Decision Modeling in the Supply Chain	3
6328	Logistics	3
6324	Operations and Supply Chain Management	3
6322	Leadership in Supply Chain Management	3
6326	Strategic Sourcing and Procurement	3
6102	Graduate Colloquium (For Each Concentration)	1
Total		**19**

Graduate certificate in Business Administration with a concentration in Human Resource Management		
6330	Legal Environment of Human Resource Management	3
6332	Talent Acquisition: Attraction and Selection	3
6334	Talent Management: Engaging and Retaining Employees	3
6336	Compensation and Benefits	3
6338	Strategic Human Resource Management	3
6102	Graduate Colloquium (For Each Concentration)	1
Total		**16**

Graduate certificate in Business Administration with a concentration in Leadership		
6340	Supporting the Business Strategy	3
6342	Interpreting and Delivering Business Results	3
6344	Interpersonal Leadership Effectiveness in Business	3
6346	The Leader's Role in Talent Performance and Development	3
6348	Leading High Performing Teams	3

6102	Graduate Colloquium (For Each Concentration)	1
Total		**16**

Graduate certificate in Business Administration with a concentration in Sales Management & Business Development		
6350	Advances in Personal Selling	3
6352	Sales Negotiation and Communication	3
6354	Integrated Marketing Programs and Sales Force	3
6356	Sales Leadership and Managerial Performance	3
6358	Sales Management Strategy	3
6102	Graduate Colloquium (For Each Concentration)	1
Total		**16**

Graduate certificate in Business Administration with a concentration in Finance or Investment Management		
6360	Ethical and Professional Standards	3
6362	Financial Forecasting and Behavioral Finance	3
6364	Capital Markets and Investment Planning	3
6366	Communication for Financial Professionals	3
6367	Investment Management Statistics *	3
6368	Corporate Finance *	3
6102	Graduate Colloquium (For Each Concentration)	1
Total		**16**
	*Select 1 of the 2 courses	

Graduate certificate in Business Administration with a concentration in International Business		
6370	Risk Management	3
6372	International Strategic Sourcing	3
6374	Ethics, Law, and Compliance in International Business	3
6376	International Logistics	3
6378	International Banking and Finance	3
6102	Graduate Colloquium (For Each Concentration)	1
Total		**19**

TOTAL CREDIT HOURS FOR CONCENTRATIONS								
	General Mgt.	Supply Chain Mgt.	Leadership	Human Resource Mgt.	Sales Mgt.	Finance or Investment Mgt.	Accounting	International Business
Core	20	20	20	20	20	20	20	20
Concentration	14	19	16	16	16	16	19	16
Total	**34**	**39**	**36**	**36**	**36**	**36**	**39**	**36**

Graduation is dependent upon successful completion of all required 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. If a student receives grades below these standards, they should refer to policy PS 03.A.07

Academic Probation and Suspension for further information.

Transfer of Graduate Credits
A maximum of 6 credit hours 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 College of Business Graduate 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 detrimental 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. It is the students' responsibility to inform professors 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.

Master of Security Management for Executives

D. Michael Fields, PhD, Dean
W. Kevin Barksdale, Ph.D., Associate Dean of Graduate Studies
Tom Winn, Program Director MSME
713-221-8531

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 goal of leadership 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 alternating Saturdays to allow the security professional to obtain the degree with minimal interference in their professional responsibilities. MSME faculty is made up of security industry leaders and faculty from the College of Business.

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, from all degree granting institutions.
- A completed ApplyTexas application (an on-line application found at www.applytexas.org).
- Three letters of recommendation from individuals acquainted with your academic work and academic potential.
- A letter describing the applicant's professional background and desire to obtain this particular degree.
- For graduates of universities in a country where English is not the native language: minimum IBT TOEFL scores of 81 or an IELTS score of 6.5 or higher.
- Three years of paid work experience including 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.
- 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/or a strong overall faculty recommendation.

Admissions Process

1. Once an admissions file is complete it is forwarded to the College of Business Graduate Studies Office for consideration. The College of Business Graduate Studies Office will communicate to the student as to whether or not they have been accepted. The MSME Graduate Application Committee will review an applicant's file to determine if the applicant's academic and professional background is suitable for admission into the MSME. This review may include an interview either face to face or by phone.

2. Upon acceptance a member of the College of Business Graduate Studies Office send notification in writing to the student stating whether or not they have been accepted. The letter gives the student instructions on attending an orientation for new students, contacting the coordinator concerning the next step or other important information.

Program Outcomes
Graduates of the MSME-Security Management program will be able to:

LO 1: Integrate and apply cross-functional business and security knowledge to solve a problem; and apply critical reasoning from strategic and global learning perspectives in managing risk.

LO 2: Develop, implement and refine policies and plans which include: Comprehensive identification of organizational security risk exposure; Cost-effective risk mitigation strategies; Recovery strategies; and Strategies for refinement and improvement based upon lessons learned during implementation.

LO 3: Analyze and use statistical data to inform decisions relating to operational security.

LO 4: Based upon a needs analysis, design security-focused professional development programs.

LO 5: Work in and lead teams effectively.

LO 6: Use effective oral communication to: Converse at an executive level with functional units within the organization about business and organizational security issues; and convey critical information during a crisis situation to a variety of audiences.

Degree Requirements

The Master of Security Management for Executives degree requires satisfactory completion of 36 credit hours offered by 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 6665	Cyber Crime and 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 6370   Current Issues in Security Management

SM 6371   Projects in Security Management

SM 6680   Capstone Project for Security Executives

The Capstone Project gives students the opportunity to bring together all the theories, skills 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.

Elective Courses

The below courses may be taken in order to replace SM courses that were not offered at a time the student was able to complete the course or may be offered as a substitute for an existing course in the degree plan. Approval to replace a core course with one of the below classes must be granted by the Program Director and approved by the Associate Dean of Graduate Studies in the College of Business.

SM 6310   Special Topics in Security Management
SM 6399   Directed Study in Security Management

College of Humanities and Social Sciences

DoVeanna S. Fulton, PhD, Dean
David B. Ryden, PhD, Associate Dean
S1015, 713-221-2767
Crystal Guillory, MA, Assistant Dean
S1086, 713-221-5316

UH-Downtown's College of Humanities and Social Sciences offers the Master of Arts in Nonprofit Management, Master of Arts in Rhetoric and Composition, and the Master of Science in Technical Communication. 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

Michelle Moosally, PhD, Chair
S1045, 713-221-8013

Faculty

Professors:	Birchak, Creighton, Dahlberg, Davidson, Dressman, Sullivan, Thomas
Associate Professors:	Chiaviello, Choudhuri, Cunningham, Duncan, Ellwanger, Farris, Fortunato, Jackson, Kintzele, Lund, Matveeva, Moosally, Murray, Pavletich, Robertson, Sample, Schmertz, Waters
Assistant Professors:	Agboka, Bjork, Dimmick, Hill, Jager, Scharold
Lecturers:	Auchter, Bradford, Feliciano, Howard, Garza, Lourence, Sanders, Seratt, Smith, Stevens, Wedes, Williams
Emeriti:	Bartholomew, Gilbert, Harned, Jennings, Levy

Master of Science

Major in Technical Communication

Natalya Matveeva, PhD, Graduate Director
S1036, 713-222-5371

The Master of Science in 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 on-line help.

This program is valuable for a range of candidates:
- Professional writers and communicators seeking promotion to managerial positions.
- Professionals interested in teaching technical writing in high schools or community colleges.
- Professionals in science and technology, public relations, or corporate training with the goal of expanding employment

options.

- Undergraduates interested in an applied master's level degree to increase their employability or pursue a doctoral degree in technical communication.

Program Objectives

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

- Document production and project management: Write and edit deliverables in print and electronic genres.
- Rhetorical analysis: Apply rhetorical principles to evaluate and produce deliverables.
- Ethical and global awareness: Apply principles to address needs of multicultural audiences.
- Research methodologies: Conduct and report research using appropriate methods and/or critical theories.
- Technological aptitude: Use current technology to produce effective deliverables.

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:

- A completed Apply Texas application form.
- Official transcript showing a baccalaureate degree from an accredited university. Official transcripts must reflect (1) the last 60 semester credit hours of course work and evidence of degree awarded and (2) the GPA. As admission to the degree program is competitive, candidates with a cumulative GPA of 3.0 or higher will be preferred.
- Official transcript from all colleges or universities previously attended.
- Graduate Record Exam (GRE) scores for applicants with a GPA below 3.5.
- Statement of Purpose.
- Resume.
- Two 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).

Admission Process

The Graduate Advisory Committee will evaluate applications using a holistic matrix based on GPA, GRE score, relevant course work or experience, recommendations, and other written materials in the applicant's file. The Graduate Advisory Committee will use the results of this evaluation to determine if an applicant is admitted. The Graduate Director will notify students, in writing, of the committee's decision.

Degree Requirements

The Master of Science in Technical Communication requires a minimum of 33 semester credit hours that include a choice of final experience. All students must complete successfully a graduation portfolio. Courses taken for theory, application or research requirements cannot count for dual credit as an elective. The Special Topics course may be taken twice for elective credit, provided the topics and learning outcomes differ.

Core Courses

ENG 5304   Proseminar in Professional & Technical Communication
ENG 5317   Rhetorical Theory & Criticism

Skills Courses

3SCHs of Theory: complete 3 semester credit hours from the following:
          ENG 5330   Visual Design and Theory;
          ENG 6310   Intercultural & World Communication;

ENG 6312	Ethical and Legal Dimensions of Communication;
ENG 6322	Instructional Design;
ENG 6328	Digital Media Theory and Design.

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

3 SCHs of Application: complete 3 semester credit hours from the following:

ENG 5325	Advanced Medical Writing
ENG 5330	Visual Design Theory
ENG 5340	Project Management
ENG 6303	Public Relations & Media
ENG 6310	Intercultural and World Communication
ENG 6312	Ethical & Legal Dimensions of Communication
ENG 6318	Stylistics & Editing
ENG 6322	Instructional Design
ENG 6323	Communication and Technology
ENG 6324	Writing in the Professions
ENG 6328	Hypermedia Media Theory & Design
ENG 6331	Grant Writing for Nonprofit Management
ENG 6380	Internship

3 SCHs of Research: complete 3 semester credit hours from the following:

ENG 5325	Advanced Medical Writing
ENG 6310	Intercultural and World Communication
ENG 6330	Usability Research
ENG 6350	Research Methods in Technical Communication

Electives

18 Elect. SCHs: complete 18 semester credit hours from the following:

ENG 5325	Advanced Medical Writing
ENG 5330	Visual Design Theory
ENG 5340	Project Management
ENG 6303	Public Relations & Media
ENG 6310	Intercultural & World Communication
ENG 6312	Ethical and Legal Dimensions of Communication
ENG 6318	Stylistics & Editing
ENG 6322	Instructional Design
ENG 6323	Communication and Technology
ENG 6324	Writing in the Professions
ENG 6328	Hypermedia Theory & Design
ENG 6330	Usability Research
ENG 6331	Grant Writing for Nonprofit Management
ENG 6350	Research Methods in Technical Communication
ENG 6360	Special Topics in Technical & Professional Communication
ENG 6380	Internship

Students may also petition to add no more than two undergraduate courses to this list from the following options:

ENG 5327	Teaching College Writing Practicum
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

Any undergraduate professional writing course offered at UHD.

Final Experience (complete <u>one</u> of the following options):

- **6 SCHs in Thesis Track:** after having completed at least 15 semester credit hours in the MSTC program, complete ENG 6390 Directed Research and ENG 6391 Thesis (with approval).

- **6 SCHs in Capstone Track:** after having completed at least 15 semester credit hours in the MSTC program, complete ENG 6380 Internship and ENG 6392 Capstone Project.
- **6 SCHs in Exam Track:** after having completed at least 18 semester credit hours in the MSTC program, complete an additional elective from the list of courses enumerated under the "Electives" area, above, and an ENG 6390 course, during which the student must pass a three-hour, open-book test based on a reading list distributed prior to the examination.
  -OR-
- **6 SCHs Seminar Paper Track:** after having completed at least 18 semester credit hours in the MSTC program, complete six semester credit hours of additional electives that require 25-page seminar papers (double spaced) from the list of courses enumerated under the Electives area, above.

Graduate Portfolio
- **ENG 6099:** Professional Writing Graduate Portfolio.

Master of Arts

Major in Rhetoric and Composition

Adam Ellwanger, PhD, Graduate Director
S1050, 713-226-5577, ellwangera@uhd.edu

The Master of Arts in Rhetoric and Composition (MARC) program trains future teachers of college-level writing and English Studies courses. The curriculum places a special emphasis on preparing teachers for the multicultural character of the 21st century college classroom. Students receive advanced training in rhetorical theory, composition pedagogy, rhetorical history, composition theory, argumentative strategy, and textual analysis. In addition, students may elect to take graduate level courses in the study of literature. After completing 18 hours, students in good standing can compete for paid teaching assistantships in the English department at UHD.

The program is valuable for a range of candidates:
- Future teachers of college English courses at community colleges or four-year universities nationwide
- Local teachers seeking credentials to teach dual-credit English courses in Houston-area high schools
- Students pursuing an academic career by seeking a foundation for a doctorate in rhetoric, composition, or English studies

Program Learning Outcomes
Graduates who earn a MA in Rhetoric and Composition will be able to:

- Use rhetorical theory in the analysis and production of written communication.
- Identify and prepare strategies for teaching writing in a variety of environments: for example, online classes, large groups, and tutoring sessions.
- Identify and prepare strategies that are essential for teaching writing to today's students: people with different cultural orientations, varying degrees of English language competence, and different levels of preparedness.
- Analyze discrete elements of written communication.
- Design and execute their own research projects in the fields of rhetoric and/or composition.

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 rhetoric and composition pedagogy.

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

- Completed application at www.applytexas.org.
- 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 (see guidelines on degree page at www.applytexas.org).
- A 10 to 15 page sample of the author's academic writing (no co-authored pieces will be accepted).
- Two letters of recommendation and recommendation forms from individuals acquainted with the applicant's work and academic potential (Visit www.uhd.edu/marc for recommendation forms).
- Test of English as a Foreign Language scores if applicant graduated from a university at 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 Director will notify students, in writing, of the committee's decision.

Transfer

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

Teaching Assistant Requirements

In order to serve as a Teaching Assistant in UHD's English department, the student must be in good academic standing with at least 18 hours completed in the program. Eligible students must also pass English 5327 (MARC Practicum) with a grade of B or higher prior to service as a Teaching Assistant.

Degree Requirements

The Master of Arts in Rhetoric and Composition requires a minimum of thirty-three hours.

All students are required to pass a Foreign Language Competency Exam in Spanish, French, Latin, or Greek. This exam requires students to accurately translate a short passage of academic writing (with the use of a dictionary) in one of these languages. If the student desires extra preparation for the exam, the student may fill three elective hours with a translation course in their chosen language. 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. A maximum of six (6) undergraduate hours may be accepted as degree electives, at the discretion and prior approval of the Graduate Director.

Core Courses

ENG 5317	Rhetorical Theory and Criticism
ENG 5301	Contemporary Composition Theory
ENG 5302	Multicultural Composition Pedagogy
ENG 6098	MARC Portfolio

Electives

Complete 18 semester credit hours in this area based on the following distribution:

At least 9 SCHs in MARC: complete at least 9 semester credit hours from the following:

ENG 5306	Critical Theory
ENG 5316	Advanced Study in the History of Rhetoric
ENG 5327	Teaching College Writing Practicum (Prerequisite for service as a Teaching Assistant)
ENG 5390	Special Topics in Rhetoric and Composition
ENG 6301	Composition Pedagogy
ENG 6316	Multicultural Rhetorics
ENG 6317	Theory & Practice of Second Language Acquisition
ENG 6320	Composition Pedagogy for Multi-lingual Environments
ENG 6326	Theories of Developmental Writing and Reading

ENG 6327	Studies in Literacy
ENG 6370	Theories of Collaborative Writing
ENG 6371	Strategies for Writing Assessment

Up to 9 SCHs in MSTC: complete no more than 9 semester credit hours from the following:

ENG 6310	Intercultural and World Communication
ENG 6318	Stylistics and Editing
ENG 6319	Language Variation and Adaptation
ENG 6322	Instructional Design
ENG 6323	Communication and Technology

Up to 6 SCHs in Literature: complete no more than 6 semester credit hours from the following:

ENG 6306	Literary Theory and Interpretation
ENG 6307	Shakespeare
ENG 6313	British Literature Seminar
ENG 6314	American Literature Seminar
ENG 6315	World Literature Seminar

Final Experience (complete <u>one</u> of the following options):

6 SCHs Seminar Paper Track: after receiving prior approval from a graduate advisor, complete six semester credit hours of additional electives that require 25-page seminar papers (double spaced) from the list of courses enumerated under the Electives area, above.

-OR-

6 SCHs in Thesis Track: complete ENG 6390 Directed Research and ENG 6391 Thesis.

Department of Social Sciences

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

Faculty

Professors:	Anderson, Getz, Thacker-Kumar, Ryden.
Associate Professors:	Allen, Alvarez, Babb, Bachman, Branham, Caro, Case, Chadha, DeFreitas, Eliassen, Elkholy, Li, Gillette, Henney, Jackson, Johnson, Kaftan, Kane, Linantud, Mobasher, Pavelich, Preuss, Spiller, Stewart, Westfall, Williams.
Assistant Professors:	Cho, Coleman, Crone, DeFreitas, Eliassen, Portillo, Raymundo, Rubinson, Rufino, Salinas, Turner.
Lecturers:	Capuozzo, Colón, Chism, Hughes, Jaskolowska, Lopez, Wilson
Emeriti:	Christian

Master of Arts

Major in Nonprofit Management

David Branham, PhD, Graduate Director
N1066, 713-221-8208

The Master of Arts in Nonprofit 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 Learning Outcomes

Graduates who earn a MA in Nonprofit Management will be able to:

- Evaluate a nonprofit organization's status on leadership and teambuilding, report their findings, and initiate effective interventions to alleviate shortcomings in those areas.
- Organize and articulate ways to improve productivity from that assessment.
- Articulate expected outcomes for an organization, create a strategic plan to assess those outcomes, implement the assessment, draw conclusions from the analysis, and make effective analysis based adjustments to significantly enhance efficiency in the organization.
- Create, implement and plan data and research driven strategies for recruiting and fund raising.
- Apply and implement employment law, recruiting and hiring practices, diversity in the workplace goals, compensation and benefits, performance appraisal, and discipline.
- Analyze budgeting and accounting documents and make organizational decisions based on said documents.
- Effectively manage within a nonprofit organization.

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.

NOTE: Candidates who do not meet these standards but present applications that provide good evidence that they will be successful in the program will be considered for conditional admission.

Applicants to the program should 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 and 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.
- 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.

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.

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 Director to do so; transferred coursework must be at B level or above.

Degree Requirements

The Master of Science in Nonprofit Management requires a minimum of 36 semester credit hours, including an internship.

Core Courses

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.
BUS 6336	Budgeting and Accounting for Nonprofit Management.

Elective Courses

12 SCHs of Electives: complete 12 semester credit hours from the following:

BUS 6333	Negotiation and Conflict Resolution;
ENG 6303	Public Relations and Media;
ENG 6312	Ethical and Legal Dimensions of Communication;
ENG 6331	Grant Writing for Nonprofit Organizations;
POLS 6313	Governance, the Volunteer Board and Organizational Behavior.
SOS 6310	Volunteers in the Nonprofit Sector.

Internship

POLS 6680	Internship

College of Public Service

Leigh Van Horn, EdD, Interim Dean
C430, 713-221-8991

Myrna Cohen, EdD, Associate Dean
C400E, 713-221-8907

Department of Criminal Justice

Barbara Belbot, J.D., Ph.D., Chair
C340, 713-221- 8983

Faculty

Professors:	Belbot, Wang, Wernet
Associate Professors:	Ahmad, Blackburn, Buckler, Fowler, McCarty, Pelz, Snell,
Assistant Professors:	Brusman-Lovins, Gehring, Goltz, Harris, Johnson, Cavanaugh, Karson, Pfeffer, Valcore
Lecturers:	Hill, Smith, Goins, Karas

Master of Science

Major in Criminal Justice

Clete Snell PhD, Coordinator of the M.S.C.J. program
C340, 713-226-5271

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 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.

Program Outcomes

Graduates who earn a MS in Criminal Justice will be able to:

1. Interpret and apply techniques of statistical analysis to the study of crime and justice.
2. Apply theoretical concepts to the study of crime and justice.
3. Identify, describe, and communicate current issues in the criminal justice system.
4. Apply knowledge of the operations of the criminal justice system to develop solutions to the specific problems of criminal justice agencies.
5. Design a research plan to evaluate criminal justice programs, policies, or issues in the study of crime and justice.

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; Transcripts must contain documentation of the completion of 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.
- Graduate Record Exam (GRE)

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 Master of Science Criminal Justice program may be required to take undergraduate 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 required to submit all graduate transcripts.

Degree Requirements (36 hours)

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.

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

Ronald Beebe Ph.D**.,** Chair
C440, 713-221-2759

Faculty

Professors:	Chen, Cohen, Connell, Nath, Thielemann-Downs, Van Horn
Associate Professors:	Beebe, Bhattacharjee, Burnett, Hewitt, Johnson, Mahoney, Mitchell, Pedrana, Pinkerton, Sack
Assistant Professors:	Belle, Dalton, Kelly, Miller, Pohl,
Lecturers:	Bundoc, Nelson, White

Master of Arts in Teaching

Colin Dalton, Director of Graduate Programs
C440, 713-221-8502

The Master of Arts in Teaching, Curriculum and Instruction (with area of expertise), and the Master of Arts in Teaching with Certification (EC-6 Generalist, 4-8 Generalist and Secondary Education), both online programs, 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.

Program Outcomes

Graduates who earn a MAT in Masters in Teaching will be able to
:
1. Demonstrate competency in the area of leadership.
2. Demonstrate competency in the area of effective teaching practices that enhance student learning.
3. Demonstrate competency in critical thinking and problem solving.
4. Write effectively.

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.

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

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. https://www.uhd.edu/admissions/transfer/Pages/admissions-naces.aspx.

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 baccalaureate degree coursework are exempt from the GRE, but should ensure the GPA 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 applications completed by the due dates below will be considered for each admission cycle. If an applicant wishes to be considered for the following admission 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.

Degree Requirements (36 hours)

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.

The online 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 minimum 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 online 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 Texas Examination of Educator Standards (TExES) state certification tests, and (4) recommendation of the Director of Graduate Programs.

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 6315   Introduction of Educational Research

MAT 6316   Advanced Methods for the Culturally Diverse Classroom

MAT 6317   Classroom-Based Research, *prereq 6315

MAT 6318   Technology Application for Curriculum Development & Instruction

MAT 6380   Practicum for Urban Teachers

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

Areas of Expertise Strands: *Students select one area of expertise from the following: (12 Hours)*

Advanced Technology, EC-12 (12 hours)

- MAT 6324 Innovative Teaching Applications Using Technology
- MAT 6325 Advanced Multimedia for Teachers
- MAT 6326 Electronic Publishing for Teachers
- MAT 6313 Principles and Practice of Distance Education

Advanced ESL, *TESOL-Standards Based,* EC-12 (12 hours)

- 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
- MAT 5317 Reading Curriculum, Methods, Assessment and Diagnosis

Advanced Early Childhood, EC-6 (12 hours)

- ECH 6302 Trends & Issues in EC Research & Practice
- ECH 6304 Observation, Assessment & Analysis
- ECH 6303 Play Based Curriculum: Inquiry & Instructional Strategies
- ECH 6301 Using Best Practices to Support Intentional Teaching of Young Learners

MAT with Certification, Online, Courses Required (27 Hours)

Important Note: Students **may NOT be enrolled in any other certification program** while pursuing a Master of Arts in Teaching

with Certification.

MAT 6310	Reading in a Multicultural Classroom
MAT 6311	Advanced Study of Developmental Psychology and Diversity
MAT 6315	Introduction of Educational Research
MAT 6316	Advanced Methods for the Culturally Diverse Classroom
MAT 6317	Classroom-Based Research, *prereq 6315
MAT 6318	Technology Application for Curriculum Development & Instruction
MAT 6390	Directed Study in Urban Education *prereqs 6316, 6317 & 6318

6 hours of Student Teaching Traditional Track

9 hours of Certification area courses (EC-6, 4-8, or Secondary)

EC-6
MAT 5311	Math Methods
MAT 5314	Science Methods
MAT 5319	Social Studies/Language Arts Methods

4-8
MAT 5316	Math Methods
MAT 5318	Science Methods
MAT 5319	Social Studies/Language Arts Methods

Secondary
MAT 5302	Curriculum/Instruction/Evaluation in Secondary
MAT 5312	Managing the Secondary Environment for Student Success
MAT 5305	Professional Roles & Responsibilities for Secondary Teachers

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 by the graduate student for review and approval comes from the Director of Graduate Programs 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 three C's, one D or one F 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.

College of Sciences and Technology

J. Akif Uzman, PhD, Dean
Ermelinda DeLaVina, PhD, Associate Dean
RaShonda Flint, PhD, Assistant Dean
N723, 713-221-8019

Master of Science

Major in Data Analytics

Ermelinda DeLaVina, PhD, MSDA Coordinator
N723, 713-226-5241

The Master of Science (MS) in Data Analytics is an application-based program that will provide students with a broad education in advanced statistics, digital data acquisition, digital data management, data analysis, and data presentation. The MS in Data Analytics is designed to meet the increasing need for highly skilled data analysts who can analyze the growing amount of data confronting in a variety of disciplines, and transform it into usable information for use in decision making. The program is a university-wide collaboration that delivers rigorous training in statistical analysis and computational techniques, and provides mastery of data analysis tied to interdisciplinary applications. Students in the program study 12 hours of foundation courses with topics in regression analysis, multivariate analysis, experimental design, nonparametric analysis, statistical modeling, simulation, mathematical theory for data analysis, and statistical computing. Students also take 21 hours of interdisciplinary application courses in business management, science, criminal justice, education, communication, and social sciences. In the final 3 hours students will have the opportunity to engage in research or real-world applications with faculty members at UHD and other collaborators of UHD faculty and/or internships with partnering businesses, industry, and government agencies.

Program Outcomes
Students who complete the program will be able to:

- Organize, manipulate, and summarize data in various formats.
- Convert a data analytic problem and related information into proper mathematical representation and select appropriate methodologies for analysis based on attributes of the available data sets.
- Implement security measures and ethical practices for collection and storage of data.
- Transfer (and transform) data from different platforms into usable contexts.
- Communicate and summarize results of data analysis in written, oral and visual form.
- Select the appropriate methods and tools for data analysis in specific organizational contexts.

Admission Requirements
Admission requirements for the MS in data analytics are designed to identify applicants who have the ability, interest, and qualities necessary to complete the program. Students who did not earn a Bachelor's degree with some emphasis in statistics may need to complete the leveling course STAT 5301 Foundations of Data Analytics with SAS Program.

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

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

- A completed Apply Texas application form which will include a 1000-word essay that addresses why you want to study data analytics
- Baccalaureate degree conferred by a regionally-accredited institution.
- Official University transcript(s) from which the applicant earned Bachelor's degree and any advanced degree (if applicable). Official transcripts must reflect
  - the last 60 semester credit hours of course work and evidence of Bachelor's degree awarded and

- the GPA. 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 for applicants with a GPA below 3.0 in their last 60 hours of undergraduate coursework.
- Resume documenting any work experience that emphasizes personal and professional accomplishments.
- Two letters of recommendation with accompanying recommendation forms from individuals well-acquainted with your work and who are able to address your academic potential, for example, work supervisors and professors.
- For graduates of universities in a country where English is not the native language: minimum IBT TOEFL scores of 81 or an IELTS score of 6.5 or higher.
- Test of English as a Foreign Language (TOEFL) score, if you are a graduate of a university where English is not the primary language of instruction (preferred TOEFL scores are: an internet-based score of 81, a paper-based score of 553 or an IELTS score of 6.5 or higher.

Admission Process

The Graduate Advisory Committee will evaluate applications using a holistic matrix based on GPA, GRE score, relevant course work or experience, recommendations, and other written materials in the applicant's file. The Graduate Advisory 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 Data Analytics requires a minimum of 36 semester credit hours that include a choice of a capstone or internship experience.

Leveling Course

- STAT 5301 Foundations of Data Analytics with SAS Program

Required Courses (24 hours)

- STAT 5307 Time Series Analysis
- STAT 5310 Applied Regression Analysis
- STAT 5311 Multivariate Analysis and Nonparametric Statistics
- ENG 5340   Project Management
- CS 5310   Data Mining
- CS 5318   Database Management
- CS 6302   Predictive Analytics
- one approved graduate level capstone or internship course or 1 approved graduate level directed study.

Elective Courses (12 hours from the following)

- CJ 6321 Quantitative Analysis and Criminal Justice
- CS 6301 Information Visualization
- CS 6303 Big Data Analytics
- MATH 5302 Mathematical Statistics
- MBA 6211 Managerial Decision Making
- MBA 6325 Decision Modeling
- MBA 6362 Financial Forecasting
- ENG 5330 Visual Design Theory
- STAT 5309 Design and Analysis of Experiments
- STAT 6312 Biostatistics

Graduation is dependent upon satisfactory completion of all course work with a minimum graduate grade point average of 3.0 and completion of a capstone course, internship course or approved directed study. Satisfactory completion of graduate courses

includes completing all course work with a grade of "B" or better.

Minimum Grade Point Average to remain in the MSDA program

No more than two grades below a "B" in any graduate level courses will be accepted toward the MS in Data Analytics degree. At most two grades of "C" will be allow and then only if the cumulative GPA is 3.0 or higher. Upon receipt of the third grade below a "B" in any three required graduate courses, or if the GPA drops below 3.0, the student will be academically dismissed from the program once all appeals processes are exhausted.

Transfer of Graduate Credits

A maximum of two approved courses may be transferred from another 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 Graduate Admissions Committee at the time of application for the committee's approval.

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 nonprofit 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 nonprofit 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 6335   **Victimology (3-3-0)**
Prerequisite: Graduate standing or department approval.
This course examines the nature and extent of victimization-focusing on theories, history, and trends. Additional analysis will focus on the relationships between victims and social institutions, groups, and individuals. Justice system and social service responses to victimization will be evaluated.

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.

CS (Computer Science)

CS 5310   Data Mining (3-3-0)
Prerequisite: Credit or enrollment in CS 5318 and STAT 5301, or with consent of the instructor.
The course introduces the fundamental techniques of data mining for extracting knowledge from data, and provides the students with the ability of applying these techniques on real-world problems via well-known data mining tools such as R. The topics include data exploration, model building, and model validation.

CS 5318   Database Management Systems (3-3-0)
Prerequisite: CS 3304, or upon departmental approval.
To provide the students with a theoretical and practical foundation for the design and implementation of database systems. The emphasis of this course is on data base management systems (DBMS), relational DBMS, object-oriented DBMS, knowledge base management system, data base language, query optimization, security and integrity, concurrency control and recovery, design theory of data bases.

CS 6301   Information Visualization (3-3-0)
Prerequisite: Credit or enrollment in CS 5318 and STAT 5301, or with consent of the instructor.
The course presents comprehensive introduction to information visualization and thus, provides the students with necessary background for visual representation and analytics of complex data. The course will cover topics on design strategies, techniques to display multidimensional information structures, and exploratory visualization tools.

CS 6302   Predictive Analytics (3-3-0)
Prerequisite: Credit in CS 5310 (Data Mining), or with consent of the instructor.
The course presents comprehensive introduction to data mining and machine learning techniques concerned with forecasting and trends. Topics include data exploration techniques; clustering, and classification algorithms specific to predicting tasks; and advanced topics such as web mining. Tools to build predictive models will be introduced.

CS 6303   Big Data Analytics (3-3-0)
Prerequisite: Credit in CS 5310 (Data Mining), or with consent of the instructor.
The course introduces concepts and techniques in managing and analyzing large datasets for data discovery and modeling. Topics include big data storage systems, parallel processing platforms, and scalable machine learning algorithms.

ECH (Early Childhood Education)

ECH 6301   Using Best Practices to Support Intentional Teaching of Young Learners (3-3-0)
Prerequisite: Graduate/post baccalaureate standing and department approval.
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)
Prerequisite: Graduate/post baccalaureate standing and department approval.
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)
Prerequisite: Graduate/post baccalaureate standing and department approval.
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)
Prerequisite: Graduate/post baccalaureate standing and department approval.
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 5301   Contemporary Composition Theory (3-3-0)
Prerequisite: Graduate Standing or departmental permission.
A detailed study of contemporary composition theory in university freshman writing.

ENG 5302   Multicultural Composition Pedagogy (3-3-0)
Studies of a range of scholars across the spectrum of multiculturalism from the theoretical to the practical through readings and writing.

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 5306   Critical Theory (3-3-0)
Prerequisite: Graduate Standing or departmental approval.
A study of various schools of critical theory and major theorists, with applications.

ENG 5316   Advanced Studies in the History of Rhetoric (3-3-0)
Prerequisite: Graduate standing or departmental approval.
An advanced study of rhetoric with an investigation of its development as a discipline.

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 5390   Special Topics in Rhetoric and Composition (3-3-0)
Prerequisite: Graduate standing or departmental approval.
A study in a particular topic related to the pedagogy or practice of writing and rhetoric.

ENG 6094   Final Comprehensive Examination (0-0-0)
Prerequisite: Eighteen hours, graduate standing, and permission of the Graduate Director.
As one of the Final Experience Options for the MSTC degree, students may choose to take a comprehensive exam. In the preparation for the exam, students will read and annotate a list of sources for the comprehensive examination. ENG 6094 is evaluated on the pass/fail basis. Students who fail the exam the first time will receive an Incomplete and will have an opportunity to retake the exam one more time.

ENG 6095   Graduate Seminar Paper (0-0-0)
Prerequisite: Eighteen hours, graduate standing, and permission of the Graduate Director.
As one of the Final Experience Options for the MSTC degree, students may choose to write two seminar papers for two different elective courses with the permission of the Graduate Director and the course instructor. ENG 6095 is evaluated on the pass/fail basis. To pass the course, students must receive an A or a B for the seminar paper. If students receive a grade lower than a B for

the seminar paper, they will received an Incomplete in ENG 6095 and will need to revise and resubmit their paper to the course instructor until they achieve a satisfactory grade.

ENG 6098   MARC Portfolio (0-0-0)
Prerequisite: Completion of 27 credit hours in the M.A. in Rhetoric and Composition (MARC) degree.
A zero-credit course in which students submit a portfolio representing written work demonstrating success in meeting program objectives for the M.A. program in Rhetoric and Composition.

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   Literary Theory and Interpretation (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 6313   British Literature Seminar (3-3-0)
Prerequisite: Graduate standing or departmental approval.
An examination of historical and rhetorical contexts, representative authors, literary texts, and/or major literary movements in British literature. Readings may include texts from Great Britain, Ireland, and/or Commonwealth nations. Course will introduce current approaches and critical debates in British literary studies to help prepare students for scholarly and multicultural pedagogical engagement.

ENG 6314   American Literature Seminar (3-3-0)
Prerequisite: Graduate standing or departmental approval.
A study of representative authors, literary texts, and major movements in American literature within their historical and rhetorical contexts. This course focuses on current critical debates and emphases in American literary studies to help prepare students for scholarly and multicultural pedagogical engagement.

ENG 6315   World Literature Seminar (3-3-0)
Prerequisite: Graduate standing or departmental approval.
Examines, within their historical and rhetorical contexts, representative authors, literary texts, and/or major literary movements in world literature. Examines current critical debates/emphases in studies of world literature to help prepare students for scholarly and multicultural pedagogical engagement.

ENG 6316   Multicultural Rhetorics (3-3-0)
Prerequisite: Graduate standing or departmental approval.
A study of diverse rhetorics from around the world with a focus on how they expand upon and differ from traditional European assumptions about communication and rhetoric.

ENG 6317   Theories and Practice of Second Language Acquisition (3-3-0)
Prerequisite: Graduate standing or departmental approval.
A study of theory and practice in the field of second language acquisition (SLA), including methods of easing or facilitating successful language learning.

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 Variation and Adaptation (3-3-0)
Prerequisite: Post-baccalaureate standing and 6 hours of upper-level language or writing courses.
Overview of language study, with an emphasis on variation (social and regional) and an exploration of the interplay of spoken and written language. This course includes historical, educational, and policy-related perspectives on varieties of language, including Standard English.

ENG 6320   Composition Pedagogy for Multi-Lingual Environments (3-3-0)
Prerequisite: Graduate standing or departmental approval.
A study of strategies for developing effective teaching practices for writing classrooms with students who speak English as a second language.

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)
Crosslisted 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 6326   Theories of Developmental Writing and Reading (3-3-0)
Prerequisite: Graduate standing or departmental approval.
Students will examine current scholarship in the teaching of college developmental writing and reading in preparation for effective teaching among underprepared students in multicultural classrooms.

ENG 6327   Studies in Literacy (3-3-0)
Prerequisite: Graduate standing or departmental approval.
This course will examine historical, current, and emerging trends in the field of literacy studies, with the understanding that literacy is defined by the many contexts and cultures in which it appears. Students will read and write within traditional text-based literacies as well as multimodal and digital literacies.

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 6331   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 nonprofit 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 6350   Research Methods in Technical Communication (3-3-0)
Prerequisite: Graduate standing or departmental approval.
Study and practice in conducting qualitative and quantitative research in professional writing and technical communication. Students will work with primary and secondary sources, fill out human subject forms, and analyze and synthesize research data.

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 6370   Theories of Collaborative Learning and Pedagogical Practices (3-3-0)
Prerequisite: Graduate standing or departmental approval.
A survey of collaborative writing and learning theory. Covers the composing and reading process, strategies for invention, organization, development, revision and editing, in a variety of collaborative writing/learning situations.

ENG 6371   Strategies for Writing Assessment (3-3-0)
Prerequisite: Graduate standing or departmental approval.
A study of the theory and practice of writing assessment, including the assessment of student writing.

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: Graduate/post baccalaureate standing and department 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: Graduate/post baccalaureate standing and department 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 acceptance into 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 (2-2-0)
Prerequisite: Provisional acceptance into the MBA program.
This course is designed to provide students with in-depth knowledge of advanced financial accounting topics. Topics covered will include business valuation and accounting for mergers and acquisitions, accounting for derivatives, foreign currency, target pricing, and full disclosure.

GBA 5204   Accounting (2-2-0)
Prerequisite: Provisional acceptance into the MBA program.
This course covers the basis quantitative methods and finance theories used in financial management. The course begins with an overview of quantitative and finance tools, as well as finance theories and then shifts to applying them to evaluate equity and fixed income securities. Additionally, cost of capital, and capital budgeting models are also introduced.

GBA 5206   Production Operations Management (2-2-0)
Prerequisite: Provisional acceptance into the MBA program.
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 acceptance into the MBA program.
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: Provisional acceptance into the 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 acceptance into the MBA program.
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 acceptance into the 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.

HUM (Humanities)

HUM 6301   Principles of Nonprofit Marketing (3-3-0)
Prerequisite: Graduate standing.
Explores the trends and issues affecting the marketing of nonprofit organizations, with a particular focus on arts and humanities institutions. Topics include marketing planning, market segmentation and positioning, branding, launching new offerings, marketing communications, public advocacy, and evaluation. May include analysis of marketing materials as well as readings on marketing theory and case studies.

HUM 6320   Foreign Language for Reading Knowledge (3-3-0)
Prerequisite: Admission to a graduate program at UHD.
Crpsslisted as HUM 4320.
This course is designed for students seeking a basic reading knowledge of a specific foreign language for research or pleasure. Students study the language's grammar system, develop reading and translation strategies, and acquire a basic reading vocabulary through analytical discussion, grammar exercises and extensive and varied reading assignments. This course does not count towards any undergraduate foreign language requirement at UHD. The language studied will vary from semester to semester according to demand and availability of instructors. This course is taught in English and previous knowledge of the foreign language, though helpful, is not required.

MAT (Master of Arts in Teaching)

MAT 5301   Understanding the Middle School and High School Learner (3-3-0)
Prerequisite: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department 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: Graduate/post baccalaureate standing and department 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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department 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 5319　　　Social Studies Methods (3-3-0)
Prerequisite: Post-baccalaureate or graduate standing or departmental approval.
Examines, explores, and synthesizes advanced projects to plan multidisciplinary curriculum for the teaching of social studies.

MAT 5320　　　Introduction to Educational Statistics (3-3-0)
Prerequisite: Graduate/post baccalaureate standing and 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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department 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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
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/post baccalaureate standing and department approval.
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: Graduate/post baccalaureate standing and department approval.
Offers the opportunity for specialized study not normally or not often available as part of the regular offerings.

MAT 6601   MAT with Certification Student Teaching (6-6-0)
Prerequisite: Graduate/Post Baccalaureate Standing and Department Approval, MAT 6310, MAT 6315, MAT 6311, MAT 6318, 9 hours of methods courses: MAT 5311, MAT 5399 (Science Methods), MAT 5319.
The student teaching semester of the MAT with Certification includes placement in public schools in the student's certification grade levels and content area(s). During this semester, teacher candidates will confer with the course instructor and classroom mentor to complete a minimum of 60 hours of field work with requirements that include but are not limited to: planning and teaching lessons, having two formal observations, writing reports, and undertaking other academic work as assigned.

MATH (Mathematics)

MATH 5300   Survey of Undergraduate Mathematics (3-3-0)
Prerequisite: Graduate standing and department approval.
This course will give a broad overview, consolidation and review of undergraduate mathematics topics typically seen again during graduate school. Topics will include, but are not limited to: calculus and analysis; linear and abstract algebra; probability; differential equations; logic and set theory; combinatorics; number theory.

MATH 5301   Advanced Numerical Methods (3-3-0)

Crosslisted with MATH 4301. Prerequisite: The grade in this course will be determined by two in-class tests, homework assignments and projects. Each in-class test will count 20% and the homework and projects will count 60% of the grade. Students taking this course as a graduate course will have to complete additional coursework. Typical coursework includes individual study and implementation of a numerical model on a topic selected by the instructor, and culminates in a written report submitted at the end of semester. This coursework accounts for at least 25% of the grade.

Advanced topics in numerical mathematics, including topics in numerical linear algebra, numerical solutions of systems of nonlinear equations, and numerical solutions of boundary value problems involving ordinary and partial differential equations. Programming projects are stressed that use the computer to solve scientific and engineering problems.

MATH 5302   Mathematical Statistics (3-3-0)

Prerequisite: B or higher in MATH 3302 or departmental approval.
Crosslisted with STAT 5302.

This course is an introductory course to mathematical statistics. It starts with the rigorous and intensive treatments of mathematical models and properties of the commonly used distributions and their relationships, such as normal distribution, t distribution, Chi-Square distribution, F distribution, etc. Then it goes through the mathematical foundations for many of the classic statistics techniques.

MATH 5306   Modern Algebra (3-3-0)

Crosslisted with MATH 4306. Prerequisite: Department approval

Rigorous treatment of modern algebra topics selected from commutative rings including integral domains, unique factorization domains, and Euclidean rings, theory of prime and maximal ideals, quotient rings, principal ideal domains, fields, field extensions, Galois theory, solvability of equations in radicals, and ruler and compass constructions.

MATH 5307   Analysis (3-3-0)

Prerequisite: A grade of C or better in Math 3307 or department approval.

A rigorous treatment of the elements of calculus and its foundations including differentiation, Riemann integration, infinite series, sequences and series of functions, and metric spaces. Proof writing is emphasized. Students taking this course will have to complete 25% more coursework compared to Math 4307, assigned at instructor's discretion (extra homework assignments, written reports, oral presentations, etc.).

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 5314   Differential Geometry (3-3-0)

Crosslisted with MATH 4314.
Prerequisite: Department approval.

Geometry of curves and surfaces is introduced and applications are discussed. Topics are chosen from parametric equations, evolutes and involutes, tangent and normal vectors, curvature and torsion, natural equations, first and second fundamental forms, Riemannian surfaces, intrinsic geometry, geodesics and isometries, models of synthetic geometry. Surfaces of constant curvature are discussed as models of non-Euclidean geometries.

MATH 5315   Mathematical Modeling (3-3-0)

Prerequisite: A grade of C or better in Math 3301 or department approval.

The goal of this course is to impart to students the excitement and usefulness of Mathematics and Computer Modeling as fundamental tools in solving real-world problems. The course emphasizes manners in which mathematical models are constructed for many fields such as physics, chemistry, biology, and technology. This course will give a good opportunity for research experience for students in Computer Science, Mathematics, Natural Sciences, or Engineering. A term project using software will be required. Students taking this course will have to complete 25% more coursework compared to Math 4315, assigned at instructor's discretion (extra homework assignments, written reports, oral presentations, etc.).

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 tesselations; 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, and 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 6101   Presentation Skills for Business Success (1-1-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program.
This course is designed to provide students with an understanding of the concepts and skills needed to deliver effective oral presentations in professional settings. The course provides students with a theoretical framework that emphasizes the importance of strategic communication choices, communication styles, and communication contexts. In this course students will gain practice delivering presentations. To develop a successful presentation students will learn how to: develop presentation outlines, create practical speaking guides/notes, develop presentation content, and design supplementary materials (e.g., handouts). Students will also practice questions management and impromptu speaking.

MBA 6102   Graduate Colloquium (1-1-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Programs.
This course is designed to enable students to develop an appreciation of the career opportunities in business development, finance, human resource management, leadership, supply chain management, and related fields. Students will be exposed to technical topics and emerging issues related to a variety of fields. The course will consist of a combination of guest lectures and organizational site visits. Guest speakers will provide professional insight. Other lectures will focus on discussing skills related to successful career development.

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 processed 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 Flows (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.

MBA 6310   Advanced Taxation (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Accounting. Undergraduate degree in Accounting or undergraduate degree and 15 upper level.
This course studies the federal laws of the United States and rules that pertain to federal income taxation of Regular (C) Corporations, Partnerships (and Limited Liability Companies (LLC's)) and S Corporations. In addition, the course will also introduce

the issues of State and Local Taxation (various types of taxes) and International Taxation. The course will emphasize the appropriate laws and rules pertaining to the correct determination and computation of the aforementioned taxation areas and provide students with an understanding of the appropriate manner to report these taxes for the aforementioned entities and others.

MBA 6312   Advanced Auditing (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Accounting. Undergraduate degree in Accounting or undergraduate degree and 15 upper level accounting hours including the complete Intermediate Accounting sequence, Individual and Corporate Tax, and Audit.
This course builds an understanding of audit and the required risk assessment including evaluation of internal control and reporting of management assertions in the financial statements. Real-world audit planning and implementation will be examined throughout the course.

MBA 6314   Accounting Research and Writing (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Accounting. Undergraduate degree in Accounting or undergraduate degree and 15 upper level accounting hours including the complete Intermediate Accounting sequence, Individual and Corporate Tax, and Audit.
This course is designed to provide students with a broad knowledge of accounting research and report writing. Topics covered will include advanced research in the areas of taxation and financial reporting. Students will learn to analyze and interpret financial statements, use the Financial Accounting Standards Board Codification as a source of reference and research for generally accepted accounting principles, and use appropriate regulation research in taxation. Students will learn how to write appropriate research reports in the areas of financial and taxation accounting.

MBA 6315   Advanced Accounting Topics (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Accounting. Undergraduate degree in Accounting or undergraduate degree and 15 upper level accounting hours including the complete Intermediate Accounting sequence, Individual and Corporate Tax, and Audit.
This course is designed to provide students with in-depth knowledge of advanced financial accounting topics. Topics covered will include business valuation and accounting for mergers and acquisitions, accounting for derivatives, foreign currency, target pricing, and full disclosure.

MBA 6316   Professionalism for Accountants (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Accounting. Undergraduate degree in Accounting or undergraduate degree and 15 upper level accounting hours including the complete Intermediate Accounting sequence, Individual and Corporate Tax, and Audit.
This course is designed to guide students in the development of leadership skills in the areas of time management, communication, and ethics in an accounting setting.

MBA 6318   Industry Special Topics in Accounting (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Accounting. Undergraduate degree in Accounting or undergraduate degree and 15 upper level accounting hours including the complete Intermediate Accounting sequence, Individual and Corporate Tax, and Audit.
This course explores accounting issues and practices in a variety of industry settings such as oil and gas, health care, engineering and construction, and manufacturing and distribution. Key differences in accounting treatment in these industries will be examined.

MBA 6320   Legal Aspects of Supply Chain Management (3-3-0)
Prerequisite: Acceptance into the Graduate Certificate Program for Supply Chain Management.
The law as it relates to conducting supply chain business activities. Students will evaluate case decisions by courts for legal, business, and ethical considerations. Students will also form and evaluate valid contracts. Pedagogical approaches include lectures, class discussions, case writing and analysis, role playing, simulations, videos, and guest speakers. Students will practice communication skills throughout the class by using experiential exercises and formal, oral presentations.

MBA 6322   Leadership in the Supply Chain (3-3-0)
Prerequisite: Acceptance into the Graduate Certificate Program for Supply Chain Management.
This course prepares current and future managers in supply chain management positions to be effective business leaders by covering broad leadership topics with specific tailoring to the SCM field. This tailoring includes learning to lead executive-level audiences, middle-management audiences, and audiences composed of hourly workers in a unionized or non-unionized setting,

such as warehouse, production, and dock workers. Students will apply leadership techniques to influence and motivate others, build and support effective teams, communicate effectively, maintain high ethical standards, lead strategic change efforts, and make good decisions, all in the context of supply chain stakeholders and business environments.

MBA 6324   Operations and Supply Chain Management (3-3-0)
This course covers the role for creating values on business output by transforming the quantity, quality, forms, and place attributes of input variables. Theoretical and quantitative concepts, methods, models, and strategies covered in the course include production, inventory, labor, capacity, scheduling, quality, lean, and service operations. The course is supplemented with case studies to provide a practical experience of operations and supply chain management. Students will evaluate Supply Chain cases and apply operations techniques to create solutions to case problems.

MBA 6325   Decision Modeling for Supply Chain Managers (3-3-0)
Prerequisite: Acceptance into the Graduate Certificate Program for Supply Chain Management.
This course provides an extensive introduction to decision modeling for the supply chain manager. Topics covered in the course include decision modeling with spreadsheets, forecasting, linear regression, cost/volume analysis, game theory, Monte Carlo simulation, and linear programming. Students will practice fundamentals and apply course tools to case situations for problem solving. A prior understanding of basic operations management is necessary for acceptable performance in this course, as is some experience using spreadsheets to solve problems.

MBA 6326   Strategic Sourcing and Procurement (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Supply Chain Management.
This course covers the impact of strategic procurement on organizational performance and discusses strategies, tools, and techniques involved in strategic sourcing. Students will develop procurement strategies that complement overall organizational strategies and apply tools to address common sourcing situations. Subjects included in this course are: category management, supplier solicitation, bidding processes, competitive negotiations, price and cost analysis, total cost of ownership, types of purchasing contracts, and international purchasing issues.

MBA 6328   Logistics (3-3-0)
Prerequisite: Acceptance into the Graduate Certificate Program for Supply Chain Management.
This course covers the overall logistics process for time and place utility of products. Topics include international logistics terms (incoterms), intermodal transportation, regulatory issues in logistics, capacity and scheduling, carrier and service quality, risk and contingency planning, and basic financial transportation decision modeling. Students will apply relevant industry language and terminology to analyze logistics case problems, including their features, financial aspects, and ethical considerations. An introductory-level knowledge of supply chain and operations management is necessary for acceptable performance in this course.

MBA 6330   Legal Environment of Human Resource Management (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Human Resource Management.
The purpose of this course is to help students explain the legal aspects of employment law as it relates to the management of people in organizations, including specific and relevant state, federal, and international laws. Students will evaluate case decisions by the courts and consider the legal/ethical dimension of organizational actions and policies. This course prepares future managers in a variety of positions to be effective leaders by covering these broad topics with specific tailoring to this field.

MBA 6332   Talent Acquisition: Attraction and Selection (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Human Resource Management.
Effective human resource professionals understand the short- and long-term impact of acquiring talent in order to position the organization for success. This course will enable students to develop strategies to recruit talent, including defining talent requirements, establishing parameters for sourcing, and using a brand to attract prospective employees. This course will also address the importance of compliant selection, assessment, and interviewing procedures in organizations.

MBA 6334   Talent Management: Engaging and Retaining Employees (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Human Resource Management.
The purpose of this course is to help students evaluate the role of human resources in strategically supporting management to develop, engage, and retain talent. Specifically, this course will enable students to explain strategic planning, analyze the employee lifecycle (selection, learning and development, performance management, and exit), and explore the idea of the influence that human resource professionals have in the organization.

MBA 6336   Compensation and Benefits (3-3-0)

Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Human Resource Management.
The purpose of this course is to help students develop their knowledge and skills in compensation and benefits. Topics covered in the course include benefits, Affordable Health Care Act, overview of philosophies of compensation, total compensation, global and domestic compensation issues, job analysis, compensation analysis, market surveys, and survey data analysis.

MBA 6338   Strategic Human Resource Management (3-3-0)

Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Human Resource Management.
Strategic human resource management requires in depth understanding of the big picture and what makes a business successful, while effectively navigating through organizational politics in varied environments. This course will enable students to practice their interpersonal skills and business acumen to identify, build, sell, and fund a business case for change. Special consideration will be given to crisis management and corporate social responsibility

MBA 6340   Supporting the Business Strategy (3-3-0)

Prerequisite: Acceptance into full MBA Program or MBA Graduate Certificate Program for Leadership.
The purpose of this course is to help MBA students develop their skill at supporting the strategic mission and goals of an organization as they move through entry- and mid-level management positions. Supporting the business strategy as a leader requires a diverse set of skills, including building effective relationships with all stakeholders in the business, networking within and between business units, and aligning a business unit's activities with an organization's overall strategic goals.

MBA 6342   Interpreting and Delivering Business Results (3-3-0)

Prerequisite: Acceptance into full MBA Program or MBA Graduate Certificate Program for Leadership.
The purpose of this course is to help MBA students develop their ability to interpret, synthesize, and explain business results to varied audiences (e.g., executives, mid-level managers, individual contributors, and external stakeholders), which will equip them to become successful leaders in a business environment. Required skills include identifying the importance and impact of business communications on organizations, presenting business results in written and oral formats, and using the right mode and message for the target audience.

MBA 6344   Interpersonal Leadership Effectiveness in Business (3-3-0)

Prerequisite: Acceptance into full MBA Program or MBA Graduate Certificate Program for Leadership.
The purpose of this course is to help MBA students develop the interpersonal skills required in entry- to mid-level management positions, which will equip them to become successful leaders in the overall business environment. Leadership involves a unique skill set that goes beyond management, and interpersonal skills are a key part of that skill set. Required skills include professional development assessment and planning, negotiating and managing conflict, effectively managing stakeholders, and appraising tasks to appropriately delegate and prioritize time.

MBA 6346   The Business Leader's Role in Talent Development (3-3-0)

Prerequisite: Acceptance into full MBA Program or MBA Graduate Certificate Program for Leadership.
Leaders are required to measure and develop the performance of individual employees in their business units. This course will teach MBA students performance management skills, which include measuring results and behaviors, establishing effective goals, and developing employees to reach their full professional potential.

MBA 6348   Leading Teams for Business Results   (3-3-0)

Prerequisite: Acceptance into full MBA Program or MBA Graduate Certificate Program for Leadership.
A critical leadership skill is effectively developing groups of people into high-performing business teams. The purpose of this course is to teach MBA students how to form, build, maintain, reward, and align business teams for success. The team development lifecycle will be discussed as the foundation for understanding team processes. Students will recognize pitfalls or dysfunctions of business teams, and develop their skills in responding to varied and changing business situations.

MBA 6350   Advances in Personal Selling (3-3-0)

Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Sales Management & Business Development.
This course will equip students with the most current sales knowledge and skills to succeed in today's competitive markets. It will provide a thorough review of the steps in the sales presentation process with an emphasis on relationship selling, adaptive selling, and the use of technology to improve the selling process.

MBA 6352   Sales Negotiation & Communication (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Sales Management & Business Development.
Sales communication is the primary vehicle salespeople have at their disposal to effectively navigate as a boundary spanner and create value for the customer and the organization. Practical and theoretical concepts include effective writing techniques, ability to adjust presentation according to audience, ability to use negotiation and persuasion principles across humanistic sales interactions, ability to appreciate sales interactions across a diverse cultural workforce, and understand how to effectively coach these skills to sales employees.

MBA 6354   Integrated Marketing Programs and the Sales Force (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Sales Management & Business Development.
Business development is one aspect of a firm's overall marketing strategy. This course explores how the sales component fits within the firm's marketing program.   Specifically, this course covers (1) development of the firm's marketing strategy and the role of the sales force, (2) the integration of media tools and communication platforms to support business development, and (3) the use of analytical tools in development, implementation and evaluation of the marketing program. Specific skill sets emphasized in this course are forecasting and the use of technology in customer relationship management.

MBA 6356   Sales Leadership and Managerial Performance (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Sales Management & Business Development.
Leaders must effectively develop and manage a sales force to meet sales objectives. Specifically, sales leaders will need to interpret derailment factors and mitigate risk. Sales leaders foster an ethical environment and consider the consequences of unethical behavior. Finally, sales leaders must use influence tactics and persuasion techniques to motivate boundary spanning teams to implement the sales management strategy.

MBA 6358   Sales Management Strategy (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program for Sales Management & Business Development.
Sales management is critical to many company's success. Sales are often the most expensive part of the marketing mix and are the most important direct link to the customer. Since, in today's extremely competitive business it is unlikely for customers to beat a path to a company's door (a la Thoreau), it is up to the company's sales force to persuade the target market(s) of the benefits of the company's product in meeting consumer needs. Theoretical and quantitative concepts, methods, models, and strategies covered in the course include a general overview of the sales management process, the interrelationship among the components of and the implementation process of the strategic sales program, the basic elements of evaluation and control and key trends that will affect sales management in the 21st century.

MBA 6360   Ethics and Professional Standards (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Finance.
This course emphasizes the importance of ethical behavior in the financial services industry. The course will provide an intensive study of the CFA® Institute Code of Ethics and Standards of Professional Conduct as well as integrate readings and cases drawn primarily from the financial services industry. Students will apply the knowledge learned to recognize and avoid unprofessional practices and unethical behavior. In addition, the course will prepare students to: identify ethical conflicts and dilemmas and select appropriate courses of action to resolve ethical conflicts and ethical dilemmas. Students will create an ethical action plan that benefits both the individual finance practitioner and the finance profession.

MBA 6362   Financial Forecasting and Behavioral Finance (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Finance.
Behavioral finance combines the quantitative methods from traditional finance with research in cognitive psychology. This course is designed to provide students with a broad knowledge on how to model historical information and human factors in business forecasting techniques. Students will be able to summarize how behavioral finance complements the traditional finance paradigm with a special focus on the existence and impact of diverse behavioral biases in financial decision-making. The course will adopt an applications oriented approach so that students will be able to explain their financial decision under conditions of uncertainty. The course will provide students with a framework that will be useful in business settings where such analyses are routinely made.

MBA 6364   Capital Markets and Investment Planning (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Finance.
This course is designed to provide students with a broad knowledge of the capital markets, institutions, financial products, and analytical tools and skills needed for investments portfolio management. The objective is to provide students with a solid foundation of basic concepts, tools, and techniques of making informed decisions in the highly dynamic investment environment. Students will utilize computer simulations, internet tools, and specialized software/database to more fully understand the viewpoint of professional investors.

MBA 6366   Communication for Finance Professionals (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Finance.
Finance is undoubtedly a quantitative domain in academia. Yet, the discipline of finance relies heavily on human interaction. In this course, students will develop their ability to communicate sophisticated financial knowledge in both oral and written formats. Students will apply their knowledge of investment products to develop investment portfolios. Students will learn the importance of tailoring their communication based upon contextual factors (e.g., audience, situation) and they will develop strategies for communicating with various stakeholders.

MBA 6367   Investment Management Statistics (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Finance.
This interdisciplinary course encompasses both finance and mathematics. Students enrolled in the course will utilize extremely large data sets for the prediction of forecasts. Students will use commercial software (e.g., Bloomberg) to data mine and analyze simulated portfolios. In addition, students will learn various quantitative methods that can be used to solve financial problems. Arbitrage pricing of financial assets, pricing of stock options, risk assessment, and portfolio decisions are studied in continuous and discrete time.

MBA 6368   Advanced Corporate Finance (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in Finance.
The course explores the major decision-making areas of managerial finance. The course will emphasize the study of capital budgeting concepts and analysis, capital structure issues, cost of capital, dividend policy considerations, and the market for corporate control. In addition, the course will discuss how corporate finance concepts, such as cash flow, liquidity, leverage, cost of capital, and dividends, are used in the valuation process. The course reviews the theory and empirical evidence related to the investment and financing policies of the firm and attempts to develop decision-making ability in these areas using both lectures and cases.

MBA 6370   Risk Management (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in International Business.
This course is designed to provide students with a broad knowledge of international risk management exposures, alternative and traditional risk mitigation techniques, enterprise risk management for a global enterprise, and analytical tools and skills needed for risk management. The objective is to provide students with a solid foundation of basic concepts, tools, and techniques of making decisions under uncertainty in the highly dynamic international business environment to create value

MBA 6372   International Strategic Sourcing (3-3-0)
Prerequisite: Must be enrolled in the international graduate certificate or the MBA program.
An international look at strategic sourcing and purchasing/procurement with a global focus. Concepts and practices of international procurement are introduced. Real life examples of global operations and supply chains will be examined. Requirements of a successful global procurement function will be specifically studied.

MBA 6374   Ethics, Law, and Compliance in International Business (3-3-0)
Prerequisite: Admission to the MBA Soft Start.
This course covers important aspects of law, ethics, and compliance in international business. Topics covered include: culture, ethics, political climate, bribery awareness and anti-bribery laws, legal compliance issues in banking/shipping, dispute resolution/arbitration, OFAC, FCPA, WTO, and other related issues.

MBA 6376   International Logistics (3-3-0)
Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in International Business.
This course covers the overall logistics process for time and place utility of products. Topics include international logistics terms (incoterms), intermodal transportation, regulatory issues in logistics, documentation, shipping, risk and contingency planning, logistics processes and improvement, and basic financial transportation decision modeling. Students will apply relevant industry language and terminology to analyze logistics case problems, including their features, financial aspects, and ethical considerations.

MBA 6378   International Banking and Finance (3-3-0)

Prerequisite: Acceptance to the MBA Program or the Graduate Certificate Program in International Business.
This course explores issues related to both international financial markets and the operation of banks within the international environment. The first part of the course will examine issues related to the international markets, including international commercial policy, international capital flows, foreign exchange markets, and the international money markets. The second part of the course will overview financial issues associated with the operation of a bank in the international environment. It will examine the activities and roles of financial institutions and banks in the international financial system. A variety of financial instruments and case studies of particular transactions are explored. This course provides a conceptual foundation for understanding global financial issues, and a practical understanding of financing sources for international commerce.

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 6680   Internship in Nonprofit Management (6-6-0)
Prerequisite: Completion of or current enrollment in POLS 6310, POLS 6311, POLS 6312, BUS 6331 and BUS 6332.
This course is for credit in the Master of Arts in Nonprofit Management degree program. It includes 240 hours of work in a pre-approved nonprofit internship location and completion of assignments associated with internship including assessment of productivity inside the organization, fund raising strategies and initiatives, proficiency in employment law and policy, and appraisal of employees.

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 6310   Special Topics in Security Management (3-3-0)
Prerequisite: Graduate standing in the MSME or approval of the Program Director.
The focus of this course is a topic in security management that is not covered in the same scope or detail as one of the existing courses in the security management curriculum. This course may be repeated for credit as the topics vary and may be applied to the degree with the approval of the Program Director.

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 forensic 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 6370   Current Issues in Security Management (3-3-0)
Prerequisite: Six hours of graduate credit in the Security Management program and active attendance at a conference sponsored by the Institute for Security Executives or suitable department approved alternative, or permission of the department.
A survey of major security threats and methods for mitigating those threats in contemporary settings. The course's activities will include a review and analysis of the topics introduced at the attendance at conference sponsored by the Institute for Security Executives or suitable department approved alternative. The course forms the foundation for the groups and the projects to be undertaken by those groups in SM 6371 and requires both written and oral presentations.

SM 6371   Projects in Security Management (3-3-0)
Prerequisite: SM 6362 and SM 6370 or permission of the department.
Working in groups, student will identify threats, vulnerabilities, or risks in a business setting to an individual or organization. The

groups will develop proposals in the form of written and oral presentations that offer mitigation strategies.

SM 6680   Capstone Project for the Security Executive (6-6-0)
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.

SM 6399   Directed Study in Security Management (3-3-0)
Prerequisite: Graduate standing in the MSME program or approval of the Program Director.
Intensive individual study, under the guidance of a Security Management faculty member, of a body of knowledge or research topic, with an applied focus. This course may be repeated for credit as the topics vary and may be applied to the degree with the approval of the Program Director.

SOC (Sociology)

SOC 6320   Survey Research Methods (6-3-0)
Prerequisite: STAT 4310 or STAT 5310.
This is a course in survey research methods including design and analysis.   The course reviews instrument construction, sampling techniques, data collection, data analysis and the writing up of research reports. Students will design and conduct survey research projects and will also evaluate surveys conducted by others.

SOS (Social Sciences)

SOS 6310   Volunteers in the Nonprofit Sector (3-3-0)
Nonprofit managers are often called upon to be recruiters, trainers, organizers, and supervisors of a volunteer workforce. Volunteers should assist managers in realizing organizational goals. This will be a practical course designed to give course participants a toolbox to accomplish the tasks of volunteer recruitment, training, retention, recognition, risk assessment, and evaluation.

STAT (Statistics)

STAT 5301   Foundation of Data Analysis with SAS Program (3-3-0)
Prerequisite: College level introductory statistics course.
The course is designed for graduate students in data analytics. It is composed of two main components, the SAS programming language and its applications in statistical data analysis. Major aspects of SAS include inputting data from multiple formats, preparing and manipulating data for analysis, merging multiple data sources, and its applications in exploratory analyses. SAS functions and call routines are introduced for basic programming. Descriptive and inferential statistical analysis is covered in details with emphasis on hypothesis testing, categorical data analysis, simple, multivariate and logistic regression, analysis of variance models, and factor analysis

STAT 5302   Mathematical Statistics (3-3-0)
Crosslisted with MATH 5302. Prerequisite: B or higher in MATH 3302 or departmental approval.
This course is an introductory course to mathematical statistics. It starts with the rigorous and intensive treatments of mathematical models and properties of the commonly used distributions and their relationships, such as normal distribution, t distribution, Chi-Square distribution, F distribution, etc. Then it goes through the mathematical foundations for many of the classic statistics techniques.

STAT 5307   Time Series Analysis (3-3-0)
Prerequisite: B or higher in STAT 5301 or departmental approval.
This course aims to cover the basic techniques in time series analysis. The two-fold purpose of time series analysis, modeling of the underlying mechanism and making forecasting, will be emphasized. The Box-Jenkins methodology is introduced. Students will study the linear models (ARIMA, SARIMA, and linear regression models) and nonlinear models (GARCH and TAR). Computational

techniques in R or SAS or other appropriate packages are systematically developed through application examples and modeling of real world problems.

STAT 5309   Design and Analysis of Experiments (3-3-0)
Prerequisite: B or higher in STAT 3309, or MATH 3302, or departmental approval.
This course covers the theory and applications of design and analysis of experiments. Topics include optimality, randomized blocks, confounding in split-plot, Latin and Greco-Latin squares, fractional factorial, repeated measures, multiple comparisons and orthogonal contrasts, and balanced/partially balanced incomplete block designs. Computational techniques with R or SAS will also be introduced.

STAT 5310   Applied Regression Analysis (3-3-0)
Prerequisite: B or higher in STAT 5301 or departmental approval.
This course covers the theory and applications of linear regression models and generalized linear models. Topics include simple linear regression model, polynomial regression model, multiple linear regression model, logistic regression model, variable selection, model diagnostics, and variable transformation. Computational techniques in R or SAS or other appropriate packages are emphasized.

STAT 6312   Biostatistics (3-3-0)
Prerequisite: B or higher in HEA 2302 and B or higher in STAT 5301 or departmental approval.
Crosslisted course: HEA 6302
This course provides an introduction to applied statistics with an emphasis on epidemiological data. Topics include selection of appropriate statistical procedures, as well as computation, interpretation, and presentation of biostatistical data.

Administration

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> Liza Alonzo
> **Special Assistant to the President**
> **Gene Preuss**
> **Executive Assistant to the President**
> Vanessa Pigeon

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>>> Laura Weseley
>>> **Director, Center for Student Diversity, Equity & Inclusion**
>>> John Hudson
>>> **Director, Disability Services**
>>> Meritza Tamez
>>> **Director, Sports and Fitness**
>>> Richard Sebastiani
>>> **Director, Veterans Services**
>>> Richard Selvera
>>> **Director, Student Activities & Events**
>>> Vacant

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    Chris Cheatham
    Assistant Dean, Student Records
    Vacant
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    Spencer Lightsy
    Director, Graduate and International Admissions
    Ceshia Love
    Director, Scholarships and Financial Aid
    LaTasha Goudeau
    Director, Testing Services
    Vacant

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    Vacant
    Associate Dean, Undergraduate Studies
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    & Enterprise Information Systems
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    Director, O'Kane Gallery
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Paulette Purdy

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    Shishen Xie
    Chair, Computer Science & Engineering Technology Department
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    Chair, Natural Sciences Department
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    Karen Kaser
    Program Chair and Senior Lecturer, History
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    Mari Nicholson-Preuss
    Director, Talent Search
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    Director, Academic Support Center
    Isidro Grau

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    Miguel Ruiz
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Theresa Meneley
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Carol Manousos
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Mary Cook
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Mary Torres
Division Business Administrator
Stefany Records

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Abraham Flores
Director, Mechanical, Electrical, Plumbing Systems
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Chief, Police Department
Richard Boyle

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Dianne Summers
Director, Media Relations
Claire Caton
Director, Communications
Vacant
Director, Corporate Relations
Jacob Lipp
Director, Individual Giving
Jaha Williams

Faculty

Adams, Jeffery H. (2005) Associate Professor of Supply Chain Management. BA, Miami University, 1979; MBA, Xavier University, 1989; PhD, The George Washington University, 2004.

Agboka, Godwin (2010) Assistant Professor of English. BA, University of Ghana, 2003; MA, Illinois State University, 2006; PhD, 2010.

Ahmad, Janice (2006) Assistant Professor of Criminal Justice. BS, Northern Michigan University, 1978; MS, Michigan State University, 1993; PhD, Sam Houston State University, 2001.

Allen, Austin (2002) Associate Professor of History. BA, University of Houston, 1993; MA, 1996; PhD, 2001.

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Anderson, Kristin J. (2002) Professor of Psychology. BA, San Diego State University, 1990; MA, 1994; PhD, University of California-Santa Cruz, 1998.

Angert, Cory J. (2012) Lecturer, Management. BBA, University of Houston, 2006; MEd, 2007; PhD, 2012.

Aoki, Jon (2004) Associate Professor of Science Education and Biology. BA, California State University, Fresno, 1987; MA, 1995; EdD, University of Houston, 2003.

Ashe, Carolyn H. (1991) Professor of Business Administration. BBA, University of North Texas, 1969; MBA, 1971; EdD, University of Houston, 1984.

Babb, Stephanie (2007) Associate Professor of Psychology. BS, Oklahoma State University, 2001; MS, University of Georgia, 2003; PhD, 2006.

Bachman, Christine (2006) Associate Professor of Psychology. BS, University of Houston, 1998; MS, 2001; MA, 2003; PhD, 2004.

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Branham, David (2005) Associate Professor of Political Science. BS, University of Houston, 1995; MA, 2000; PhD, 2000.

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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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