

Graduate Bulletin of  
TEXAS A&M UNIVERSITY-SAN ANTONIO

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CATALOG NUMBER  
GRADUATE COURSES  
ANNOUNCEMENTS FOR SESSION 2009-2010

Southern Association of Colleges and Schools  
Texas A&M University-San Antonio is accredited as a part of Texas A&M University-Kingsville.

Texas A&M University-Kingsville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the bachelor's, master's, and doctoral degrees. Texas A&M University-San Antonio is part of Texas A&M University-Kingsville and is currently seeking separate accreditation by the Southern Association of Colleges and Schools Commission on Colleges. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas A&M University-San Antonio.

Teacher/Educator Certification Accredited by the Texas State Board of Educator Certification in relationship with  
Texas A&M University-Kingsville.

Texas A&M University-San Antonio  
1450 Gillette Blvd.  
San Antonio, Texas 78224  
210-932-6229  
A Member of The Texas A&M University System

# GENERAL INFORMATION

## Purpose of the Catalog

This catalog is the official bulletin of Texas A&M University-San Antonio for the year 2009-2010, in which are published the record of the year closing, the announcements for the coming year and the official regulations which will be in effect during the coming year. Fees and policies (except standards and requirements for degrees) are, however, subject to change. This catalog may be viewed via the Internet at <http://www.tamuk.edu/sanantonio>

The courses of instruction announced herein are those that are available for offering during the sessions of 2009-2010. Courses to be offered during any one semester or summer term are announced in the *Blue and Gold Connection (Web for Students/Faculty)* prior to registration for a particular semester or term. To meet evolving needs, the university does reserve the right to make changes in courses and to offer only those for which a sufficient number of students register.

**The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, faculty or staff member of Texas A&M University-San Antonio or The Texas A&M University System. This catalog is for informational purposes only. The university reserves the right to change or alter any statement herein without prior notice. This catalog should not be interpreted to allow a student that begins his or her education under the catalog to continue the program under the provisions in the catalog.**

## Student Responsibility

Each student is responsible for knowing the academic regulations in the **Catalog**. Unfamiliarity with these regulations does not constitute a valid reason for failure to fulfill them.

## Equal Opportunity Policy

In compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Executive Order 11246, Texas A&M University-San Antonio is open to all persons regardless of race, color, religion, sex, national origin, age or disability who are otherwise eligible for admission as students. A&M-San Antonio does not discriminate on the basis of disability in admission or access to its programs.

A&M-San Antonio is an Equal Opportunity/Affirmative Action Employer, and no applicant or employee will be discriminated against because of race, color, age, religion, sex, national origin or disability in any personnel action. This university will not enter knowingly into contractual agreements for services or supplies with any firm failing to follow fair employment practices.

## Family Educational Rights and Privacy Act of 1974 and Amendments Thereto

This act is designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Texas A&M University-San Antonio accords all rights under the law to all students. No one outside the institution shall have access to nor will the institution disclose any information, other than directory information, from a student's education record without the written consent of the student, except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

In compliance with the Family Educational Rights and Privacy Act of 1974, information classified as "Directory Information" may be released to the general public without the consent of the student. The following is designated as directory information:

Student's name, a local and home address, telephone number, major or minor, current class schedule, status (full or part-time registration), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and all previous educational agencies or institutions attended.

Students reserve the right to suppress any information from being released without his or her consent. Any student wishing to withhold any or all of this information should notify the Office of the Registrar. The university assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

## **Standards of Campus Conduct**

Members of the university community assume full responsibility for compliance with Texas laws and for proper self-conduct. In addition to behaving according to the ordinary conventions of adult society, members of the university community are bound by university rules and regulations conducive to creating a positive campus atmosphere and general academic well-being.

The code for student conduct is set forth in the *Student Handbook*. Specific attention is given there to rules addressing academic misconduct, hazing, sexual harassment and substance abuse, including alcohol abuse and the illicit use of drugs. Grievance procedures and guidelines for sanctions are outlined.

Standards of conduct for university employees are detailed in the Texas A&M University *System Policies*. The Texas A&M University-San Antonio *Faculty Handbook* sets forth rules and regulations governing academic freedom and responsibility, sexual harassment, substance abuse, conflict of interests, research policies and other professional issues. Grievance procedures are set forth there.

In order to create a healthy and pleasant atmosphere, a campus-wide smoking policy designates Texas A&M-San Antonio as a smoke-free campus.

## **Hazing**

Hazing is a criminal violation under Texas law. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Assistant Vice President for Student Engagement & Success.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for incidents causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident.

It is not a defense to prosecution that the person hazed consented to the hazing activity.

Any person reporting a specific hazing incident to the Assistant Vice President for Student Engagement & Success or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

This state law does not limit or affect the right of an educational institution's right to enforce its own penalties against hazing.

The Education Code defines hazing as “any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.” The statute contains a list of conduct which constitutes hazing.

## **Student Right-to-Know and Campus Security Act, Public Law 101-542 and Amendments Thereto**

This act is designed to provide prospective or entering students with information concerning (a) campus security policies and procedures, security services available, campus crime statistics and alcohol and drug use policies; (b) completion or graduation rate of full time certification-seeking or degree-seeking undergraduate students; and (c) graduation rate of student athletes who receive athletic scholarships. This information is contained in an annual report available in the library.

## **University Assessment**

Students enrolled at Texas A&M University-San Antonio are required to participate in university assessment activities for the evaluation and improvement of university programs and curricula.

## **Supplementary University Publications**

*Campus Directory* (published by the Office of University Communications)

*Faculty Handbook* (published by the Office of Academic Affairs)

*Student Handbook* (published by the Office of Student Engagement & Success)

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# ACADEMIC CALENDAR

## Academic Year 2009-2010

*Dates and Times Subject to Change. Official Calendar and Registration information appears each semester with the Class Schedule.*

### Fall Semester 2009

Jun. 1 – Aug. 3	Period for students to apply for Fall 2009 graduation within their respective Divisions.
Aug. 3	Tuition emergency loans start.
Aug. 13	Fall Payment Deadline. A \$35 Late Payment Fee will be assessed for registering and/or paying after this date.
Aug. 17	General Faculty/Staff Meeting.
Aug. 17-18	Academic Division Meetings.
Aug. 20	First class meetings of Fall Semester.
Aug. 27, 5 p.m.	Deadline for students applying for Fall 2009 graduation to complete the Graduation Candidacy form and pay graduation fees within their respective Divisions.
Aug. 27-Sept. 4	Permission from the professor required to register for classes.
Sept. 4, 5 p.m.	Deadline for students applying for Fall 2009 graduation to complete the Change of Name and/or Change of Major form(s) at the Welcome Center, if applicable.
Sept. 4, 5p.m.	NO REGISTRATION BEYOND THIS POINT. Twelfth Class Day. Census Date.
Sept. 7	Labor Day holiday.
Oct. 1 – Oct. 31	Period for students to apply for Spring 2010 graduation within their respective Divisions.
Oct. 29, 5 p.m.	Last day to drop a course with an automatic Q.
Oct. 30	Title IV 60% of semester.
Oct. 30	Tuition emergency loans due.
Nov. 2	Registration for Spring Semester 2010 begins.
Nov. 26-28	Thanksgiving holidays.
Dec. 7, 5 p.m.	Last day to drop a course or withdraw from the university.
Dec. 7-10	Dead Week.
Dec. 9	Last class day.
Dec. 10	Study Day (no classes).
Dec. 11-12 and 14-17	Final examinations for Fall Semester.
Dec. 15, 9 a.m.	Graduating students' grades due.
Dec. 18, 7 p.m.	Commencement.
Dec. 21, 9 a.m.	All grades due via the web at Blue and Gold Connection.

### Spring Semester 2010

Dec. 1	Tuition emergency loans start.
Jan. 18	Martin Luther King, Jr. Day holiday.
Jan. 19	General Faculty/Staff Meeting and Academic Division meetings.
Jan.20	Spring Payment Deadline. A \$35 Late Payment Fee will be assessed for paying after this date.
Jan. 20, 8 a.m.	First class meetings of Spring Semester.
Jan. 27, 5 p.m.	Deadline for students applying for Spring 2010 graduation to complete the Graduation Candidacy form and pay graduation fees within their respective Divisions
Feb. 4, 5 p.m.	Deadline for students applying for Spring 2010 graduation to complete the Change of Name and/or Change of Major form(s) at the Welcome Center, if applicable.
Feb. 4, 5 p.m.	NO REGISTRATION BEYOND THIS POINT. Twelfth Class Day. Census Date.

Feb. 15 – March 31	Period for students to apply for Summer 2010 graduation within their respective Divisions.
Feb. 26	Tuition emergency loans due.
Mar. 15-20	Spring Break.
Mar. 22	Classes resume.
Mar. 31	Last day to drop a course with an automatic Q.
Apr. 2-3	Good Friday holiday.
Apr. 5	Registration for Summer Sessions 2010 and Fall Semester 2010 begins.
Apr. 6	Title IV 60% of semester.
Apr. 30, 5 p.m.	Deadline for students applying for Summer 2010 graduation to complete the Graduation Candidacy form and pay graduation fees within their respective Divisions.
May 10, 5 p.m.	Last day to drop a course or withdraw from the university.
May 10-13	Dead Week.
May 11	Last class day.
May 12-13	Study Days (no classes).
May 14-15 and 17-20	Final examinations for spring semester.
May 18, 9 a.m.	Graduating students' grades due.
May 23, 6 p.m.	Commencement.
May 24, 9 a.m.	All grades due via the web at Blue and Gold Connection.



**TEXAS A&M UNIVERSITY-SAN ANTONIO**  
*The Texas A&M University System*

Michael D. McKinney, *Chancellor*

**Board of Regents**

Morris E. Foster, Houston, *Chairman*  
James P. Wilson, Sugar Land, *Vice Chairman*  
Phil Adams, Bryan/College Station  
Richard A. Box, Austin  
Lupe Fraga, Houston  
Bill Jones, Austin  
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Gene Stallings, Powderly  
Ida Clement Steen, San Antonio  
James P. Wilson, Sugar Land  
Hunter Bollman, Student Regent, Katy

# ***Texas A&M University-San Antonio***

## **University Administration**

Maria Hernandez Ferrier, *President*  
Administration Building, Room 201 Extension 6208

Carolyn Wilson Green, *Interim Provost and Vice President for Academic Affairs*  
Administration Building, Room 204 Extension 6217

Kenneth Mitts, *Interim Vice President for Finance & Administration*  
Administration Building, Room 106 Extension 6226

Mary Ann Grams, *Associate Vice President for Academic Affairs*  
Satellite Campus, Room 103 Extension 6291

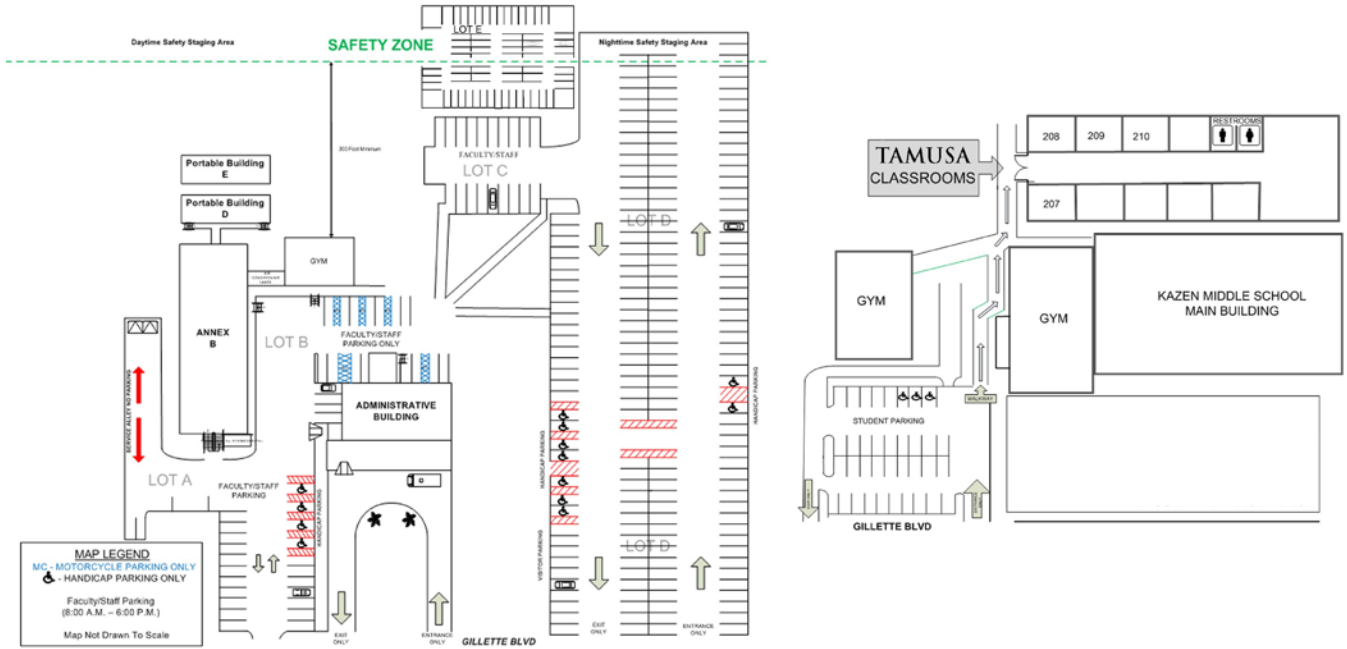
Francisco Sanchez, *Assistant Vice President for Enrollment Management*  
Administration Building, Room 246 Extension 6227

Laura Pantano, *Assistant Vice President for Student Engagement & Success*  
Administration Building, Room 220 Extension 6206

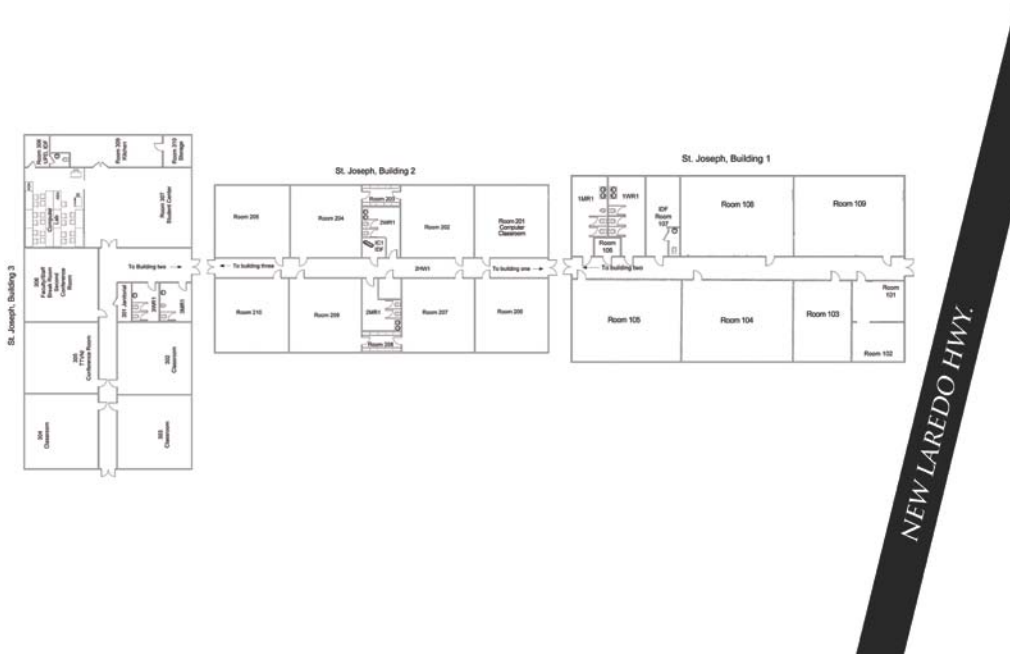
Rick Trefzer, *Assistant Vice President for Finance & Administration*  
Administration Building, Room 203 Extension 6290

# MAPS

## Main Campus 1450 Gillette Blvd., San Antonio TX 78224



## Satellite Campus 535 New Laredo Highway, San Antonio TX 78211



## **LOCATION**

Situated in San Antonio's South Side, Texas A&M University-San Antonio serves an area comprising the greater San Antonio and Bexar County region and the surrounding South Texas counties. San Antonio, the county seat of Bexar County, is a city of approximately 1,100,000. Texas A&M University-San Antonio's administrative offices are located at 1450 Gillette Boulevard, San Antonio, Texas 78224. Classroom buildings are located at the main campus and the TAMU-SA satellite campus at 535 New Laredo Highway, San Antonio, Texas, 78211. The university's permanent campus will be located on approximately 650 acres southeast of the intersection of Loop 410 and S. Zarzamora. The first building on the permanent site is expected to be completed by the summer of 2011.

## **HISTORY**

Texas A&M University-San Antonio was created in 2000 to address an educational need in south San Antonio. The Texas Legislature asked The Texas A&M University System to establish a center that would offer junior- and senior-level courses in south San Antonio, an area that has been historically underserved in terms of higher education. The university, then known as Texas A&M University-Kingsville System Center-San Antonio, was approved by the Texas Higher Education Coordinating Board in January 2000. On May 23, 2009, Gov. Rick Perry signed Senate Bill 629 that created Texas A&M University-San Antonio as a stand-alone university. Texas A&M University-San Antonio is now an upper-division university offering bachelor's and master's degree programs.

## **MISSION OF THE UNIVERSITY**

Texas A&M University-San Antonio faculty and staff prepare and empower students through innovative and challenging academic and co-curricular programs that contribute to and enrich the economic and social development of the community and region. A solid foundation for success is established through dynamic teaching, scholarship, research, and public service that inspire graduates to lifelong learning and responsible global citizenship.

# EDUCATIONAL EXPENSES

Sydney Davis, *Bursar*

Administration Building, Bursar's Office, 1st Floor; Extension 6252.

## Estimated Nine-Month Budget

The following nine-month budgets are offered as estimates of reasonable expected expenses. These estimates are based on a 13-credit hour course load for a Texas resident and are subject to change.

### Texas A&M University-San Antonio Budget for 2009-2010 (Texas Resident) Fall and Spring (award year/semester)

Tuition & Fees	\$4,969/\$2,484.50
Books & Supplies	\$1,102/\$551
Transportation	\$1,718/\$859
Personal Expenses	\$2,452/\$1,226
Total	\$10,241/\$5,120.50

Married couples and single heads of household may add an additional \$1,080 amount to their budgets for each dependent child. Child care allowance is added for each dependent child under age 12.

## Financial Obligations

Students are expected to pay all financial obligations to the university when due. Failure to meet such obligations will result in a student's record being placed on a hold status and may result in the student not being able to take final examinations, receive official transcripts or enroll for another semester. If account is not paid when due, the institution has the right to forward past due accounts to a collection agency. The student will be responsible for any and all attorney's fees and other costs necessary for the collection of any amounts not paid when due.

Students receiving university sponsored financial aid are expected to pay all financial obligations owed the university at the time they receive the financial aid.

NOTE: Census day of the semester is the day that all tuition and mandatory fees must be paid in full. If all tuition and mandatory fees are not paid in full, a class or classes will be dropped for non-payment. The census day of the long semesters (fall and spring) is the 12th class day. The census day for the summer terms is the 4th class day. Census day is a drop day, if all tuition and mandatory fees are not paid in full.

## Mandatory Tuition and Fees

Students who do not pay mandatory tuition and fees in full by established deadlines will be dropped from one or more classes, according to the unpaid balance due. Students who establish and make the required initial payment of the deferred payment plan will not be dropped.

## Deferred Payment of Tuition and Fees

Students selecting the deferred payment plan may pay tuition and fees in three or four payments. There is a \$30 administrative fee for choosing the deferred payment plan. Students who select a deferred payment plan need to be absolutely sure of all the classes/expenses, as only one plan is allowed. They are subject to the following provisions:

- Students receiving university sponsored financial aid equal to or greater than their tuition and fees **must** pay in one payment. All financial aid funds received after selection of deferred payment plan will be applied to account balance until paid in full.
- A late payment penalty of \$15 will be assessed for any deferred payment not made on or before the due date.
- A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be

prohibited from registering for classes until full payment is made. A student who fails to pay in full prior to the end of the semester may be denied credit for the work done that semester.

### **Charge Card Privilege**

Students may pay tuition and fees, including room and board, with a MasterCard or Visa. Credit card payments may be made online.

### **Concurrent Enrollment at another Public Institution of Higher Education**

Students must present to the Registrar on the day they register evidence of previous enrollment for the same semester, number of hours enrolled and receipt showing the total tuition and other registration fees paid at another public institution in order to be eligible for provisions of Senate Bill 250 "Tuition Limit in Cases of Concurrent Enrollment."

### **Dual Enrollment**

#### **(High School Students Enrolled at an Institution of Higher Education)**

Students from contracted high schools dually enrolled at prospective high school and at Texas A&M-San Antonio are assessed at a reduced fee structure (Designated Tuition, Transcript Fee, ID Card Fee and Lab Fee/if applicable).

### **Returned Item Policy**

When a bank returns an unpaid item (i.e., check, credit card, money order) that has been submitted to the university, the following procedure will apply:

1. The Business Office will mail a notification by certified mail within 3 business days to the individual who submitted the returned item to the university. This notice will indicate the amount of the item, the \$25 returned item charge, and the reason the item was returned. The individual is given 10 days from receipt of notification to clear the returned item using cash, cashier's check or money order. Only payment in full will be accepted. The university will not accept a personal check or a credit card in payment for a returned item. In the event the certified mail is unaccepted and returned to the university, the university will attempt to deliver the notification to the student through one of his/her classes. The university will also attempt to reach the individual by phone. The individual will be given 10 days from this contact to clear the item.
2. A registration and transcript hold will be placed on the individual's record. After an individual has two or more items returned to the university, the university reserves the right to refuse acceptance of future checks from that individual. If an individual stops payment on a check presented to the university, the university reserves the right to refuse acceptance of future checks for payment of university charges.
3. In those instances where a student fails to redeem a returned item and charge within the 10 day period, the university will initiate one or more of the following courses of action:
  - a. If the item was given in payment of tuition and fees or is in excess of \$100, the student may be withdrawn from all classes at the university. The Business Office will notify the Registrar's Office of the requested withdrawal. The Registrar's Office will withdraw the student as of that date and notify the student, all instructors and any other offices that may need to take action (i.e. International, Student Services, Dean of Students). The student will receive a refund only if the withdrawal occurs prior to or during the percentage refund dates for the semester. Any refund resulting from the withdrawal will be held to be applied toward the returned item. If the student is withdrawn after midpoint of the session, the grade entered on his/her transcript will be at the discretion of each instructor.
  - b. Returned items for less than \$100 may be referred to the Office of Student Engagement & Success for disciplinary action.
  - c. In those instances where the returned check and charge have not been redeemed after two notification attempts, the university may take the check to the district attorney (or county attorney) and file a complaint with that office. Any further action on the matter will follow the legal process as prescribed by the respective attorney's office.

### **Resident vs. Nonresident Student Status**

All students attending A&M-San Antonio who are nonresidents of Texas will be charged additional tuition in accordance with state law. The responsibility of registering under the proper residence is placed upon the student. If

there is any possible question of the right to legal residence in Texas under state law and university rules, the student must raise the question with the Office of Admission and have such question settled prior to registration. There can be no change of residence unless authorized by the Registrar. Students must pay the correct fee at the beginning of each semester or term for which they register. An attempt on the part of a nonresident to evade the nonresident fee may lead to expulsion from the university. Legal resident information forms to assist students in determining their proper legal status are available in the Registrar's Office.

### **Military Residence**

Military persons stationed in Texas who wish to avail themselves or their dependents of military residence provisions of state law must submit during their first semester of enrollment in which they will be using the waiver program, a statement from an appropriately authorized officer in the service certifying that they (or a parent) will be assigned to duty in Texas on the census date of the term they plan to enroll, and that they are not in Texas only to attend training with Texas units. Such persons shall pay resident tuition so long as they reside continuously in Texas or remain continuously enrolled in the same degree or certificate program (enrollment in summer semester is not required to remain continuously enrolled).



**RESIDENT FEES**  
**2009-2010 Texas Resident Fees**  
**Long Session (Fall or Spring)**  
**Graduate**

Hours	Tuition	Graduate Differential	Designated Tuition*	Program Fee	Computer Use Fee	Library Access Fee	Internatl. Ed. Fee	Transcript Fee	ID Fee	Advising Fee	Transport Fee	Student Service Fee**	Total
1	120.00	18.00	87.50	15.00	14.00	10.00	3.00	10.00	10.00	25.00	25.00	13.00	350.50
2	120.00	36.00	175.00	30.00	28.00	20.00	3.00	10.00	10.00	25.00	25.00	26.00	508.00
3	150.00	54.00	262.50	45.00	42.00	30.00	3.00	10.00	10.00	25.00	25.00	39.00	695.50
4	200.00	72.00	350.00	60.00	56.00	40.00	3.00	10.00	10.00	25.00	25.00	52.00	903.00
5	250.00	90.00	437.50	75.00	70.00	50.00	3.00	10.00	10.00	25.00	25.00	65.00	1110.50
6	300.00	108.00	525.00	90.00	84.00	60.00	3.00	10.00	10.00	25.00	25.00	78.00	1318.00
7	350.00	126.00	612.50	105.00	98.00	70.00	3.00	10.00	10.00	25.00	25.00	91.00	1525.50
8	400.00	144.00	700.00	120.00	112.00	80.00	3.00	10.00	10.00	25.00	25.00	104.00	1733.00
9	450.00	162.00	787.50	135.00	126.00	90.00	3.00	10.00	10.00	25.00	25.00	117.00	1940.50
10	500.00	180.00	875.00	150.00	140.00	100.00	3.00	10.00	10.00	25.00	25.00	117.00	2135.00
11	550.00	198.00	962.50	165.00	154.00	110.00	3.00	10.00	10.00	25.00	25.00	117.00	2329.50
12	600.00	216.00	1050.00	180.00	168.00	120.00	3.00	10.00	10.00	25.00	25.00	117.00	2524.00
13	650.00	234.00	1137.50	195.00	182.00	130.00	3.00	10.00	10.00	25.00	25.00	117.00	2718.50
14	700.00	252.00	1225.00	210.00	196.00	140.00	3.00	10.00	10.00	25.00	25.00	117.00	2913.00
15	750.00	270.00	1225.00	225.00	210.00	150.00	3.00	10.00	10.00	25.00	25.00	117.00	3020.00
16	800.00	288.00	1225.00	240.00	224.00	160.00	3.00	10.00	10.00	25.00	25.00	117.00	3127.00
17	850.00	306.00	1225.00	255.00	238.00	170.00	3.00	10.00	10.00	25.00	25.00	117.00	3234.00
18	900.00	324.00	1225.00	270.00	252.00	180.00	3.00	10.00	10.00	25.00	25.00	117.00	3341.00
19	950.00	342.00	1225.00	285.00	266.00	190.00	3.00	10.00	10.00	25.00	25.00	117.00	3448.00
20	1000.00	360.00	1225.00	300.00	280.00	200.00	3.00	10.00	10.00	25.00	25.00	117.00	3555.00

**ADDITIONAL FEES:**

Add \$50 tuition, \$18 graduate differential; \$14 computer use fee and \$10 library access fee for each hour over 20. In addition, if taking 21 hours (or more) add \$13 student service fee. All other fees remain the same. **MINIMUM TUITION: \$120**

Non-refundable fees: late payment fee, drop fees and deferred payment processing fees

**Three-Repeat Fee:** A \$100 per semester credit hour fee will be assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

The university reserves the right to change fees upon board approval.

**NONRESIDENT FEES**  
**2009-2010 Nonresident - U.S. and Foreign Fees**  
**Long Session (Fall or Spring)**  
**Graduate**

Hours	Tuition	Graduate Differential	Designated Tuition*	Program Fee	Computer Use Fee	Library Access Fee	Internatl. Ed. Fee	Transcript Fee	ID Fee	Advising Fee	Transport Fee	Student Service Fee**	Total
1	327.00	18.00	87.50	15.00	14.00	10.00	3.00	10.00	10.00	25.00	25.00	13.00	557.50
2	654.00	36.00	175.00	30.00	28.00	20.00	3.00	10.00	10.00	25.00	25.00	26.00	1042.00
3	981.00	54.00	262.50	45.00	42.00	30.00	3.00	10.00	10.00	25.00	25.00	39.00	1526.50
4	1308.00	72.00	350.00	60.00	56.00	40.00	3.00	10.00	10.00	25.00	25.00	52.00	2011.00
5	1635.00	90.00	437.50	75.00	70.00	50.00	3.00	10.00	10.00	25.00	25.00	65.00	2495.50
6	1962.00	108.00	525.00	90.00	84.00	60.00	3.00	10.00	10.00	25.00	25.00	78.00	2980.00
7	2289.00	126.00	612.50	105.00	98.00	70.00	3.00	10.00	10.00	25.00	25.00	91.00	3464.50
8	2616.00	144.00	700.00	120.00	112.00	80.00	3.00	10.00	10.00	25.00	25.00	104.00	3949.00
9	2943.00	162.00	787.50	135.00	126.00	90.00	3.00	10.00	10.00	25.00	25.00	117.00	4433.50
10	3270.00	180.00	875.00	150.00	140.00	100.00	3.00	10.00	10.00	25.00	25.00	117.00	4905.00
11	3597.00	198.00	962.50	165.00	154.00	110.00	3.00	10.00	10.00	25.00	25.00	117.00	5376.50
12	3924.00	216.00	1050.00	180.00	168.00	120.00	3.00	10.00	10.00	25.00	25.00	117.00	5848.00
13	4251.00	234.00	1137.50	195.00	182.00	130.00	3.00	10.00	10.00	25.00	25.00	117.00	6319.50
14	4578.00	252.00	1225.00	210.00	196.00	140.00	3.00	10.00	10.00	25.00	25.00	117.00	6791.00
15	4905.00	270.00	1225.00	225.00	210.00	150.00	3.00	10.00	10.00	25.00	25.00	117.00	7175.00
16	5232.00	288.00	1225.00	240.00	224.00	160.00	3.00	10.00	10.00	25.00	25.00	117.00	7559.00
17	5559.00	306.00	1225.00	255.00	238.00	170.00	3.00	10.00	10.00	25.00	25.00	117.00	7943.00
18	5886.00	324.00	1225.00	270.00	252.00	180.00	3.00	10.00	10.00	25.00	25.00	117.00	8327.00
19	6213.00	342.00	1225.00	285.00	266.00	190.00	3.00	10.00	10.00	25.00	25.00	117.00	8711.00
20	6540.00	360.00	1225.00	300.00	280.00	200.00	3.00	10.00	10.00	25.00	25.00	117.00	9095.00

**ADDITIONAL FEES:**

Add \$327 tuition, \$18 graduate differential; \$14 computer use fee and \$10 library access fee for each hour over 20. In addition, if taking 21 hours (or more) add \$13 student service fee. All other fees remain the same. **MINIMUM TUITION: \$120**

Non-refundable fees: late payment fee, drop fees and deferred payment processing fees.

**Three-Repeat Fee:** A \$100 per semester credit hour fee will be assessed after the 20<sup>th</sup> class day (15<sup>th</sup> for summer sessions) of the semester for attempting a class for the third and subsequent times.

The University reserves the right to change fees upon board approval.

## **MANDATORY FEES** *(All fees are payable at registration.)*

### ***Academic Advising Fee***

This fee is charged at a flat rate of \$25 per semester. Funds are used to support costs involved with providing academic advising services each semester.

### ***Computer Use Fee***

A fee charged at \$14 per semester credit hour used to purchase computers to maintain student labs on campus and to create new facilities for students.

### ***ID Card Fee***

This is a flat fee that is charged at \$10 per semester. Funds will be used to support student IDs and the cost of operation.

### ***International Education Fee***

This fee is charged at a flat rate of \$3 per semester. Funds are used to support cultural diversity within the student body and to enhance student knowledge of other countries through international study and scholarships.

### ***Library Access Fee***

This fee is charged at \$10 per semester credit hour to fund the electronic network and the maintenance of the library.

### ***Student Service Fee***

A service fee of \$13 per credit hour is charged to all students attending the university. This fee is used to support student activities and support services including Student Government Association, student organizations, student newspaper, and New Student Orientation.

### ***Transcript Fee***

This fee is also charged at a flat rate of \$10 per semester. Funds are used to pay the cost of printing transcripts upon request for current and former students as well as to enhance our ability to serve our students' needs through the electronic transcript process.

## **MISCELLANEOUS FEES**

### ***Automobile Registration Fee***

All persons who operate a vehicle on university property, regularly or occasionally, are required to register those vehicles with the University Police Department and to obtain a parking permit for a designated area or areas. Detailed information on parking and traffic regulations; penalties for failing to register a vehicle and other traffic and parking violations; methods of obtaining refunds; procedures to follow when changing automobiles; location where vehicle may be parked; and a specific breakdown of fees to be paid will be available at the time of registration.

### ***Three-Repeat Fee***

A \$100 per semester credit hour fee assessed after the 20th class day (15th for summer sessions) of the semester for attempting a class for the third and subsequent times.

### ***Visitor's Fee***

The fee for visiting a course for a person other than a full-time student is the same as that required for registration for credit. A full-time student pays no additional fee for visiting a course.

## ***Other Fees***

Late Payment Fee .....	\$35
Bachelor's Graduation Fee .....	\$35
Undergraduate (domestic) Application Fee .....	\$15
Graduate (domestic) Application Fee .....	\$35
International Application Fee .....	\$50
Master's Graduation Fee, Plan One.....	\$111
Master's Graduation Fee, Plan Two and Plan Three .....	\$43

## ***Fines and Breakage Loss***

Students must pay all fines before they can receive a transcript of their credits or can register in the university.

Students registered for courses in chemistry will be notified at the end of a semester of breakage or loss of equipment and will be required to pay the amount due at the Business Office.

Students are expected to exercise reasonable care of university property; an assessment will be made for any deliberate misuse.

## **REFUND OF FEES**

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the return of Title IV Federal Financial Aid when a student withdraws from the university. The policy governs all federal grant and loan programs (Pell, SEOG, Stafford Loans, Perkins and PLUS loans), but does not include the Federal Work-Study program.

In general, the law assumes that a student “earns” **approved (verified)** federal financial aid awards in proportion to the number of days in the term prior to the student’s complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the university receives on the student’s behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent’s Federal PLUS loan lenders. If a student’s charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. **Students who have not completed the verification process are ineligible to receive any financial aid.**

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. The policy governs the earned and unearned portions of the student’s Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student’s charges. The university’s withdrawal policy will be used to determine the reduction, if any, in the student’s tuition and fee or room and board charges. **The student is responsible for paying any outstanding charges to the university.**

### ***Withdrawal Policy***

When a student withdraws from the university during the first twenty (20) days of classes during a long semester, six (6) days during a summer session and two (2) days during an intersession, the university will refund a portion of the tuition and fees charged to a student. The percentages refunded are as follows:

#### **Fall/Spring**

- prior to the first class day – 100%
- during the 1st, 2nd, 3rd, 4th and 5th class days – 80%
- during the 6th, 7th, 8th, 9th and 10th class days – 70%
- during the 11th, 12th, 13th, 14th and 15th class days – 50%
- during the 16th, 17th, 18th, 19th and 20th class days – 25%
- after the 20th class day – none

#### **Summer Session**

- prior to the first class day – 100%
- during the 1st, 2nd and 3rd class day – 80%
- during the 4th, 5th and 6th class day – 50%

d. after the 6th class day – none

The “first class day” is determined by the beginning of a semester or summer session. The “first class day” is not defined by individual courses. Please refer to the academic calendar for the first class day date.

The refund will be returned to the student only if the student **did not** receive financial aid assistance from either Title IV programs or state programs. In the cases where the student did receive assistance from these programs, the refund will be returned to the programs in the following order: Unsubsidized Loan, Subsidized Loan, Perkins Loan, PLUS Loan, Pell Grant, FSEOG Grant, TPEG Grant, RPEG Grant, NPEG Grant and Texas Grant.

The student’s official withdrawal date will be determined by the university as:

- a. the date the student began the university’s withdrawal process.
- b. the midpoint of the semester if the student withdraws without notifying the university.
- c. the student’s last day of attendance at an academically-related activity as documented by the university.

If it is determined that the university must return to the Title IV programs monies in excess of any tuition and fees or room and board, the student will be responsible for those monies.

Any grant funds that the student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full to the university within 45 days of notification of the overpayment or make satisfactory payment arrangements with the Department of Education Collections that the student owes an overpayment. At that point, until the student pays the amount in full to the Department of Education or makes repayment arrangements with the Department of Education, **the student will lose his/her eligibility to receive future federal financial aid at any institution.**

#### *Upon Dropping a Course or Courses*

A 100% refund difference of applicable tuition and fees collected will be made for courses from which students drop (not withdraw) within the first 12 days of a semester or within the first four days of a summer term. There will be no refunds for courses dropped after the first 12 days of a semester or after the first four days of a summer term.

#### **Refund Policies**

The following policies are used for refunds:

- a. Refunds are mailed or direct deposited according to published schedules from the Business Office. Refund checks will be mailed to the billing address provided by the student. Refunds may also be direct deposited to the student’s checking or savings account if requested through submission of the Student Refund Direct Deposit Authorization form.
- b. Any financial obligations owed the university will be deducted from the refund before the balance is mailed to the student.
- c. A student who is required to withdraw because of failure in the work of a previous semester will receive a refund in accordance with the above schedule.
- d. Fees paid for correspondence and/or extension courses will not be refunded after the student receives the lesson outline in correspondence courses or after the first meeting of the extension center course.
- e. No refunds will be made on visitors' fees.

# STUDENT FINANCIAL AID PROGRAMS

Office of Financial Aid and Scholarships

1450 Gillette Blvd

San Antonio, TX 78224

210-932-6299

Webpage: <http://www.tamusa.tamus.edu/sanantonio>

Department of Education

Federal Student Aid Information Center

1-800-4-FED-AID (1-800-433-3243)

9 a.m. to 8 p.m. (Eastern Time)

## ***Satisfactory Academic Progress Policy***

Federal regulations require a student to be making satisfactory progress toward the completion of a degree or certification in order to be eligible to receive Title IV funds. The Financial Aid Office at Texas A&M University Kingsville applies this rule to **ALL (including Texas A&M University-San Antonio)** students applying for any aid.

## ***Academic Progress Standards***

The various federal and state regulations governing student financial assistance programs require that an institution develop standards to measure students' reasonable progress toward a degree objective. Students who do not make reasonable progress, even if they are determined to be needy, will not be eligible for financial assistance. The following qualitative and quantitative standards must be met to remain eligible for and retain financial aid at the university.

## ***Qualitative Measures of Academic Progress***

The qualitative measure of academic progress is a grading scale of 0.00 to 4.00, based on students' enrollment classification.

**Graduate students** who have previously attended the university must maintain a cumulative grade point average of 3.0 to be eligible for financial assistance.

## ***Quantitative Measures of Academic Progress***

In addition to maintaining a minimum grade point average, students must demonstrate acceptable progress toward a degree or certificate objective in order to remain eligible for financial assistance. Students cannot receive financial aid beyond a specified total of attempted credit hours, and they must pass a certain percentage of the credit hours for which they enroll. These requirements are summarized as total credit hours and ratio of passed hours to attempted hours stated below.

Hours passed do not include grades of **F** (failed), **I** (incomplete), **U** (unsatisfactory), **Q** (withdrawal) or **QI** (withdrawal identifier for Senate Bill 1231).

Courses that have been repeated will be counted for each enrollment as hours attempted and will be counted as hours passed if a grade other than **F**, **I**, **U**, **Q** or **QI** is received.

## **Graduate Students**

- **Cumulative grade point average:** 3.0
- **Ratio of Passed Hours to Attempted Hours:** 67%
- **Total Hours Including Transferred Credit:** 54 credit hours

## **Appeals Process**

Students who are denied financial assistance may appeal the decision.

### **Appeal Procedure**

If mitigating/extenuating circumstances exist, a student may initiate an appeal through the Student Financial Aid Office. Examples of possible mitigating circumstances are medical problems or serious illness, illness or death of a family member, change of majors, change of grade, returning from academic suspension, or other similar situation.

The Appeal Form can be obtained at The Welcome Center or online at <http://www.tamuk.edu/finaid/onlineforms.asp>. Copies of all supporting documentation should be attached to this form. To ensure proper identification of the student's documents, please include the K number on all pages.

**Failure to provide the required documentation will result in the denial of the student's appeal. All information will become a part of the student's confidential financial aid record and cannot be returned.**

**The student will receive notification from the Financial Aid Office in two to four weeks regarding the status of the appeal. Appeals submitted after the first day of class each semester may require additional time for review and a response.**

**Approval of Appeal:** If the appeal is approved, the student will be awarded on a probationary basis for one semester. Failure to demonstrate academic progress for the probationary term will result in the cancellation of all future financial aid. No future appeals will be accepted.

**Denial of Appeal:** If the appeal is denied, the student may appeal for future aid only after the student has completed a minimum of six hours at their own expense and the student has met the minimum standards of satisfactory academic progress for that semester.

### ***Monitoring of Academic Progress***

Academic progress is reviewed at the end of each academic term. Failure to maintain satisfactory academic progress will result in the denial or cancellation of all future aid.

### ***Reinstatement of Eligibility***

Students who have been denied financial assistance on the basis of academic progress may appeal for reinstatement of eligibility when they attain satisfactory academic progress. If assistance is granted, the award will not be retroactive, but will be given for the remainder of the academic year. For example, at the conclusion of the fall semester, students may receive an award for the spring semester.

### ***Unofficial Withdrawal from the University***

For any student, receiving federal Title IV funds that unofficially withdraws or does not earn a passing grade, federal regulations require a refund. Such refunds must be calculated based on the 50% point within the semester or term. A student may demonstrate an official enrollment date later than the 50% date and in such cases the later date will be used in the calculation.

The calculation **may result in the student owing funds** to the University and/or the U.S. Department of Education. Also, any future financial aid funds will be cancelled.

### ***Satisfactory Academic Progress Requirements for Students Enrolled in 5305, 5306 Classes***

To be considered for financial aid on a full-time basis, students enrolled in any of the aforementioned classes must notify the Financial Aid Office.

Students who are placed on Financial Aid Suspension because of an IP in these classes will have to submit an appeal which will be evaluated by the Satisfactory Academic Progress Committee.

## INSTITUTIONAL GRANTS

### Resident Public Educational Incentive Grant (RPEG)

Students must meet the priority deadlines, complete the Free Application for Federal Student Aid (FAFSA) every year and demonstrate financial need. The minimum award for an academic year is \$1000 and the maximum award is \$2000 per semester.

### Graduate Tuition Grant

The Graduate Tuition Grant is awarded to graduate students who meet the priority deadlines, complete a Free Application for Federal Student Aid (FAFSA) every year and demonstrate financial need. The minimum award for an academic year is \$400 per semester and the maximum award is \$2000 per semester.

## LOANS

### Federal Stafford Student Loan Program (Subsidized/Unsubsidized)

There are two types of Student Loans; Subsidized and Unsubsidized. Subsidized loans are when the government pays the interest during the time in which the student is attending school. Unsubsidized loans are when the student is responsible for paying the interest for the duration of his or her college career. The student also has the option to have the interest capitalized or added on to the total amount of the loan.

Federal Stafford Loans are a major form of self-help aid. The payments on the Federal Stafford Loans must be started six months after you graduate, leave school or drop below half-time enrollment. In order to receive a Stafford Loan, a FAFSA must be completed as part of the application process.

A student must be enrolled at least half-time and demonstrate financial need as determined by the information on the FAFSA in order to receive a student loan.

The amount that a graduate student can borrow under the Stafford Loan Program is stated below:

### Annual Borrowing Limits

<b>Graduate and Professional Students</b>	<b>Subsidized</b>	<b>Unsubsidized</b>	<b>Total</b>
Graduate and Professional Students	\$8,500.00	\$12,000	\$20,500.00*
Maximum Aggregate Loan Limit	\$65,500.00	\$73,000.00	\$138,500.00

\*Students may not qualify for the entire yearly loan limit.

Schools are required to use the following formulas:

**Cost of Attendance - Estimated Family Contribution - Financial Assistance = Subsidized Loan**

**Cost of Attendance - Financial Assistance = Unsubsidized Loan**

The payments on the loans will start after the student has graduated or leaves school, or when he/she has dropped below half-time status. The student has a six month grace period before they begin to repay the loans. When a student leaves school or drops below half-time, enrollment notification will be sent when repayment of loans are due to begin. However, the student is responsible for beginning repayments even if the notice is not received. If a



student withdraws, or falls below half time enrollment, the student will need to attend a Loan Exit Counseling. This can be done two ways: attend a live exit counseling session, or online at <http://www.mappingyourfuture.org> to complete the exit counseling.

## **Federal Perkins Loan (formerly National Direct Student Loan)**

### **Purpose**

The Federal Perkins Loan Program provides funds for low-interest long-term loans in order to help needy undergraduates, graduate, and special students defray the cost of higher education. The program was established under the National Defense Education Act of 1958 and is funded by the federal government and the University.

### **Student Eligibility and Application**

Students desiring a Perkins Loan must meet all Federal Title IV eligibility requirements.

To be eligible for the Federal Perkins Loan, a student must be a citizen or permanent resident of the United States enrolled and in good standing on at least half-time basis and must have demonstrated exceptional financial need as determined by the Student Aid Report. In addition, the student must not owe a refund on any federal grant and must not be in default on a Stafford, Hinson & Hazelwood, or a National Direct Student Loan at any institution. Student with the greatest financial need are given priority.

### **General Information**

#### ***Student Reporting Requirements***

A student must inform the University of any changes in his/her name or Social Security Number, address, or enrollment.

#### ***Aggregate Loan Limits***

Graduate students are eligible to borrow \$6,000 for each year of graduate study. The total debt a student can have outstanding as a graduate student is \$40,000. (This includes any Perkins Loans a student has borrowed as an undergraduate.) In no case, however, may a student receive a loan in an amount which exceeds the demonstrated financial need.

#### ***Grace Period***

Borrowers are entitled to a six-month grace period after ceasing to be at least half-time student before the repayment period begins. New borrowers "grace period" is 9 month (as of 1987-88).

#### ***Interest Rate***

The Perkins Loan carries a simple interest rate of 5% which begins to accrue at the time of repayment.

#### ***Repayment***

Monthly payments of not less than \$30 begin in the seventh month and the entire indebtedness must be repaid within ten years.

#### ***Deferments***

A deferment may be filed after a student enters repayment status.

#### ***Pre-Loan Counseling***

First-time borrowers are required to attend a pre-loan counseling session. The purpose of the pre-loan counseling session is to advise the student of his/her rights and responsibilities as a borrower.

#### ***Rights and Responsibilities of a Borrower***

A borrower will be provided a copy of the promissory note and repayment schedule. The information will disclose the full amount of the loan, the interest rate, and when repayment will begin. Also included is the following:

- Complete list of charges connected with making the loan (including whether those charges are deducted from the loan or whether the student must pay them separately).
- Yearly and total amounts that can be borrowed, and the maximum and minimum repayment periods.
- An updated statement of all the loans owed to the school; an estimate of what the total debt will be and what the monthly payments will be.
- An explanation of default and its consequences.
- An explanation of refinancing and consolidation options.
- A statement of deferment conditions and the conditions under which the Department of Defense will repay the loan.
- A reminder that the entire balance and interest can be repaid at any time, without penalty.

The loan must be repaid according to the repayment schedule. If the borrower cannot do this, he/she must notify the school immediately. The borrower must notify the University if he/she graduates, transfers to another school, drops below the half-time status, or if a change is made in name, address, or social security number. The borrower must notify the University of anything that affects his/her ability to repay the loan or eligibility for deferment or cancellation. **NOTE: BEFORE THE BORROWER LEAVES THE UNIVERSITY, HE/SHE MUST ATTEND AN EXIT INTERVIEW.** Please contact the Perkins Loan Clerk at 361-593-3716.

### ***Loan Cancellation***

The program provides for cancellation of interest and indebtedness for full-time teachers in designated public or non-profit elementary or secondary schools, full-time teachers of special needs students, full-time staff members employed in Head Start programs, members of the armed services in an area qualifying for special pay, as well as death and/or total and permanent disability.

### ***Exit Interview***

Any time a student graduates, transfers, drops below half time, withdraws, or does not enroll for one semester and fails to pre-register for the upcoming semester, he/she must attend an exit interview. Please contact the Perkins Loan Clerk at the Business Office at 361-593-3716.

## **OTHER UNIVERSITY SUPPORT SYSTEMS**

A university consists of more than classrooms. In addition to teaching, faculty are engaged in research, publication, professional growth and development activities, University service and advisement. Students grow through participation in the extracurricular activities the University sponsors. The following sections offer some indication of campus life at Texas A&M University-San Antonio. More detail can be found in the *Student Handbook* and the *Faculty Handbook*.

This survey omits a number of very important components of the University whose work, nevertheless, contributes to campus comfort and the smooth functioning of University operations including such divisions as accounting, bursar, development, facility management, human resources, payroll, physical plant, procurement and general services, among others.

### **CAMPUS GOVERNING BODIES**

The Student Government Association is the highest governing body for students at Texas A&M University-San Antonio. It makes recommendations to the University administration for improving student life. The student body elects the president, vice president and the senators during a general student election held each spring. The assistant vice president for Student Engagement & Success oversees the SGA.

### **CO-CURRICULAR ACTIVITIES**

Although the focus of the University is intellectual, it also fosters the broad mental, physical and spiritual well-being of the campus community. To this end, a variety of non-academic programs are offered to enhance student learning and personal development.

#### **Student Engagement & Success**

Laura Pantano, *Assistant Vice President for Student Engagement & Success*  
Administration Building, Room 220. Extension 6206.

The assistant vice president for Student Engagement & Success exercises broad responsibility for the student services of the University. The office is responsible for improving the quality of life for students and assisting them in attaining their educational goals; for promoting an environment which aids in the students' emotional, social, cultural and ethical development; and working with all academic colleges and departments as an advocate for students' rights. The assistant vice president for Student Engagement & Success oversees the creation and implementation of programs, services and activities which are consistent with the University's mission. The assistant vice president for Student Engagement & Success oversees Campus Activities, Career Services, Student Counseling & Disability Support Services, New Student Orientation, the Student Government Association, student discipline, and specific recognition programs and graduation. In addition, the office has a liaison relationship with campus food service and bookstore vendors. The assistant vice president for Student Engagement & Success also has oversight of certain councils and committees that are charged with providing cultural and enrichment programs to the University community.

#### **Student Center**

Administration Building, 1st Floor

Generally, considered the center of social life on campus, the Student Center is the “living room” of our campus. Students often congregate in the Student Center in between classes or use the center for study groups. The Student Center also hosts a variety of events including social, cultural academic programs, as well as special events. The Student Center is open daily during regular university hours, unless otherwise posted. When permissible, alternative study space will be made available when the Student Center is closed for events. Reservation of the Student Center is available on a limited basis. Contact the Office of Student Engagement & Success to check availability.

#### **Campus Activities**

Peter Pereira, *Campus Activities Coordinator*

Administration Building, Room 232. Extension 7625.

Campus Activities coordinates the majority of the co-curricular opportunities for our students. It serves as the hub for all Texas A&M University-San Antonio student organizations and provides many services/resources. The office is responsible for activities such as registering organizations and helping student groups with operational assistance. The office also coordinates campus-wide events. Believing co-curricular involvement is essential to student success, Campus Activities strives to complete our students' education.

### **New Student Orientation Programs**

Laura Pantano, *Assistant Vice President for Student Engagement & Success*  
Administration Building, Room 220. Extension 6206

The New Student Orientation Program is specifically designed for undergraduate students who are new to Texas A&M-San Antonio and have not been enrolled during a full semester term (fall or spring) within the past year. Students participating in the TEAMSA Program in conjunction with the Alamo Colleges are required to attend the New Student Orientation Program.

The New Student Orientation Program has been designed to assist students in their transition from previous academic institutions to Texas A&M-San Antonio. Each academic institution has their unique policies, procedures and services. The New Student Orientation Program provides information specific to the academic expectations and performance policies, in addition to the services, resources and involvement opportunities for students at Texas A&M-San Antonio.

### **Student Publications**

The student publication is a news magazine entitled "El Trovador." Directed by Jenny Moore from the Department of Arts and Sciences, the publication has an online version available on the University website.

## **UNIVERSITY SERVICES**

The University provides a number of services for the University community. These are free or have minimal charges.

### **Student Counseling & Disability Support Services**

Jolene Des Roches, LPC, Coordinator  
Administration Building, Room 232, Extension 6206

Student Counseling & Disability Support Services serves the emotional and distinct academic needs of Texas A&M-San Antonio students. Our mission is to provide counseling services, mental health and disability awareness, disabilities support and academic success strategies for enrolled students that enhance psychological, emotional and academic growth. Student Counseling & Disability Support Services supports the needs of the diverse Texas A&M University-San Antonio student population by providing innovative and exceptional services that are consistent with the highest professional & ethical standards.

All services and information provided to/from students is confidential and will not be released without written permission from the student. Office hours are Monday through Friday, 8a.m. to 5 p.m. or by appointment.

### **Military & Veterans Services**

Barrett Breaux, Coordinator of Military & Veterans Affairs  
Administration Building, Room 246, Extension 7824

Courses at Texas A&M University-San Antonio are approved for veterans training and benefits. The Military &

Veteran Affairs Office, located in the Office of the Registrar, assists veterans with matters relating to their training programs.

### *Education and Training*

The following programs are approved for students who wish to further their education: Chapter 30, Montgomery G.I. Bill-Active Duty; Chapter 1606, Montgomery G.I. Bill-Selected Reserve; Chapter 1607, Reserve Educational Assistance Program (REAP); Chapter 35, Dependents Educational Assistance (DEA); and Chapter 31, Vocational Rehabilitation. General and detailed descriptions of each program are online at [www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm).

Any student who feels he/she may be eligible for education benefits should complete an application at the Military & Veteran Affairs Office. The completed application will be mailed to the Veterans Affairs Regional Office (VARO) in Muskogee, OK for review. The VARO will make the official decision to grant or deny benefits.

Students are encouraged to apply for GI-Bill/Hazlewood benefits as early as possible. Students receiving VA benefits will be required to comply with the University's deadlines for registering and paying for their courses.

New students entering the University (who intend to request benefits) must stop by the Military & Veteran Affairs Office to complete an application and obtain needed information relative to their enrollment and certification. Students must provide all necessary documents (copy of their DD Form 214 (Member 4 copy) or Certificate of Eligibility, and a copy of their certified degree plan from the college he/she is seeking a degree) in order to process the request for their benefits. Incomplete applications will not be processed and will result in a delay of benefits.

Transfer students must provide the Military & Veteran Affairs Office with copies of transcripts from all colleges attended and a copy of their certified degree plan.

Veterans should have military credit evaluated at the close of the first semester or upon the successful completion of 12 semester hours and furnish the Military & Veteran Affairs Office with a copy of their updated degree plan. Also, any transfer credit from prior educational institutions needs to be evaluated before the close of the first semester and a copy of an updated degree plan furnished to the Military & Veteran Affairs Office.

All active duty personnel receiving tuition assistance must process their paperwork through the Business Office.

### *Standards of Progress for Veterans*

A student receiving full or part-time veteran's education benefits must maintain a cumulative 2.0 grade point average. Students who wish to receive veteran's benefits and who transferred from another institution without the required 2.0 GPA must come to the Military & Veteran Affairs Office before registering for classes to determine whether or not they are eligible for certification (benefits). The scholastic status of a student receiving veteran's benefits can be changed by attending summer school and meeting the same standards that apply in the long semester.

### *Veterans Semester Hour Classification*

The VARO uses the semester hour classification scale below to determine a veteran's payment. The number of semester hours enrolled at this university will be reported to the VARO.

Full or part-time status for fall/spring semesters is determined by the following:

- 12 credit hours is full-time
- 9-11 credit hours is  $\frac{3}{4}$  time
- 6-8 credit hours is  $\frac{1}{2}$  time
- 4-5 credit hours is less than  $\frac{1}{2}$  time (< $\frac{1}{2}$ -time)
- 1-3 credit hours is  $\frac{1}{4}$ -time or less (constitutes tuition and fees only)

Full or part-time status for summer terms is determined by the following:

- 4 credit hours is full-time
- 3 credit hours is 3/4-time
- 2 credit hours is 1/2-time
- 1 credit hour is 1/4-time (constitutes tuition and fees only)

### *Hazlewood Program*

In order to qualify for tuition and partial fee exemption through the Texas Education Code 54.203 (known as the Hazlewood Act), a person must meet all program requirements. Contact the Military & Veteran Affairs Office for eligibility requirements.

## **Career Services**

Administration Building, Room 232, Extension 6206

The Career Services Center dedicates itself to the development of innovative programs and services that promote the life-long career management for students and alumni. The Texas A&M University-San Antonio Career Services Center assists students in exploring and defining career options, developing job search strategies, identifying and networking with prospective employers as well as obtaining career-related work experience through internships and experiential education opportunities.

The center provides individual and group career advisement, professional correspondence services (résumé writing, cover letter writing, application troubleshooting, graduate school essay advisement, and personal statement advisement), career-driven workshops, career fairs, on-campus interview opportunities, personal training in presentation skills, and the administration and interpretation of career assessments.

Career Services also brings to campus recruiters representing local and national employers to speak to students directly about opportunities with the employer, both internships and employment alike. The speakers are welcomed to classrooms and open campus presentations. Such occasions allow students an inside perspective of real life application to their studies. Career Fairs are held annually, allowing students the opportunity to meet with prospective employers. Career Services sends immediate notification when career, jobs, and internship opportunities are available. Emails are sent directly to students and faculty. Students are encouraged to use the Career Services Center to learn about job search strategies and career launching.

## **University Police Department**

Daniel Barrera, *Interim Chief*  
Building E1, Extension 6211

The University Police Department's main function is to serve and protect the students, faculty and staff. The University Police Department also is charged with protecting university property, preserving the peace and maintaining civil order on campus while enforcing all federal, state and local laws as well as university rules and regulations. The University Police Department also provides security for all buildings on the main and satellite campuses. Call the University Police Department to report crimes or request assistance.

## **TAMU-SA Identification Card**

Administration Building, Room 246, Extension 6201  
<http://www.tamuk.edu/sanantonio/welcomecenter/index.asp>

Texas A&M University-San Antonio requires an identification card (ID) for students, employees and dependents of students and employees. The TAMU-SA card must be presented upon request. All ID cards are issued at the Welcome Center Office. Students use the card to access student services and events on campus for no charge. Initial employee and student ID cards are free, with a replacement fee of \$10. All questions concerning the ID card should be referred to the Welcome Center Office.

## **Bookstore**

Building E2

Texas A&M University-San Antonio bookstore services are provided by Barnes and Noble.

A student of this institution is not under any obligation to purchase a textbook from a University-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## **Office of University Communications**

Marilu Reyna, *Executive Director for University Communications*

Administration Building, Room 207, Extension 6269.

The Office of University Communications is responsible for all internal and external communications, including public relations, media relations, publications, marketing, advertising, web management, graphic design and special events. The Executive Director for University Communications serves as the official designated spokesperson for the University along with the University president.

## **AUXILIARY ACADEMIC RESOURCES**

### **Information Services**

Dale Harville, *Network Manager*

Building D2, Extension 7830.

The Office of Information Services (IS) operates several hundred digital microcomputers and their associated peripheral equipment on the main campus and all satellite campus(es). The combined resources offered through the University provide all administrative staff, faculty and students at Texas A&M University-San Antonio with connectivity and access to information necessary to complete their work and/or education requirements. The University TTVN (Trans-Texas Videoconference Network) capability is available in the Administration Building Conference Room and the A&M-San Antonio Satellite Campus Conference Room supporting administrative conferencing requests and distance learning opportunities. More than 400 microcomputer systems are available on campus, with over 90% of these systems linked to the local area network. Access to these microcomputer resources allows users utilize a variety of computing software, data sources, e-mail and the Internet. Users also may take advantage of wireless connectivity throughout the campus if they prefer to work on their own equipment.

The campus is supported by a 10/100Mb/1GB switched network with a fiber optic Gigabit backbone utilizing Cisco Systems technology and a 20Mbps connection to the Internet. The SCT Banner Student Information System serves both academic and administrative needs. The University's primary e-mail system is Exchange 2008 running on a Dell virtual environment.

Computer Lab services are available for student use on both the main and satellite campus and are operated by a combination of full time university employees and part-time student workers. Additional services provided by the Office of Information Services (IS) include administrative and technical support for in-house and third party computer applications (i.e. language processors, statistical and simulation software for academic instruction) and university owned equipment.

All questions or requests for assistance can be directed to Computer Lab Service Desk or the University Helpdesk.

# UNIVERSITY LIBRARY

## **University Library**

Stefanie Wittenbach, University Librarian

Administration Building, Room 220, Extension 7860

Website: <http://www.tamuk.edu/sanantonio/library/libraryservices.asp>

### Staff

Christina Hess, Library Specialist II

Prudence Morris, Library Specialist II

Rhiannon Damon, Library Specialist I

Patricia Barrios, Library Specialist I

The Texas A&M University-San Antonio University Library's mission is:

The University Library at Texas A&M University-San Antonio is an integral part of the University's mission to prepare and empower students through a solid foundation for success as the primary learning support service for students on campus. The Library is actively engaged in the teaching, research, and public service activities of TAMU-SA. The University Library provides research assistance and instruction, curriculum support, access to a wide variety of information resources, and facilities that foster independent study and collaborative engagement.

### ***Research assistance and instruction***

The University Library's professional librarians and staff provide one-on-one research assistance all hours that the Library is open. In addition, librarians provide instruction in a variety of topics, including how to do research and how to write a research paper. Working with faculty, the librarians also provide course-specific instruction to aid students in successfully completing course assignments.

### ***Curriculum support***

The Library serves as the coordinator of the University's online tutoring service, Smarthinking. Smarthinking is available to all students and is readily available on the University's website.

### ***Information resources***

The University Library provides a wide variety of information resources for students, faculty, and staff. Online resources, such as databases, electronic journals, e-books, and non-subscription information sources are available on campus and most are also available for off-campus use by University affiliated individuals. The onsite print and media collection is growing and consists of materials that directly relate to TAMU-SA academic programs, course reserves, and K-12 curriculum support materials. Books, journal articles, and other items may be requested from area libraries using a TexShare card, or requested at the Library through interlibrary loan/document delivery.

### ***Library facilities***

The University Library offers open access to computers, print and media collections, and study space for all students, faculty, staff, and the general public. Hours are posted on the University Library's website.



## GRADUATE STUDIES

Gary F. Coulton, *Director of Graduate Studies*  
Administration Building, Room 230, Extension 6232

A primary objective of graduate study is to develop habits of independent scholarship. The quality of work expected from a graduate student differs from that of an undergraduate. The graduate student must strive for an extensive knowledge of the chosen major and its related areas. The graduate student should anticipate lengthy reading assignments, term papers, laboratory work, frequent use of the library and other research facilities and attendance at workshops and conferences.

The Director of Graduate Studies is the general adviser for all graduate students. Each graduate program has one or more graduate coordinators who counsel the student concerning particular programs or course and guide the student to the appropriate program adviser. The program adviser helps direct the student's academic program and chairs the student's graduate committee.

The Graduate Council recommends policy and assists in the direction of Graduate Studies through the Director of Graduate Studies. This body approves curricula leading to a graduate degree and the rules governing those pursuing such a degree.

A graduate faculty, consisting of members of the staff who are actively engaged in recognized scholarly activities and who are eligible to teach graduate level courses, are academically responsible for all graduate programs.

The ultimate responsibility for successful completion of an advanced degree of other program falls upon the student. Since changes in procedure do occur, the student should notify the graduate dean of any change of mailing address or phone number(s) so that these changes might be forwarded.

### **Graduate Programs Offered**

#### ***Graduate Degrees***

Texas A&M University-San Antonio offers the degrees of Master of Arts, Master of Business Administration, Master of Education, and Master of Science. Graduate programs are offered through the various academic divisions and the degrees are certified and awarded through Graduate Studies.

#### ***Certifications and/or Endorsements***

Graduate programs are available that lead to certification of special skills or to endorsements added to previously attained degrees or certificates. Each fits a state or federal agency guideline for professional progress. Earning a graduate degree does not necessarily qualify a student for certification or endorsement. However, courses for a certificate or endorsement often may be applied to a degree program. *Students who have earned a graduate degree must complete a readmission form in order to begin a certificate or endorsement program.*

# ADMISSIONS

Jennifer Zamarripa, *Director of Admissions/Registrar*  
Administration Building, Room 246, Extension 6299

In order to apply for admission to Graduate Studies, the applicant must submit an application directly to the Office of Admissions. A student must be admitted both to Graduate Studies and to a specific program in order to take courses for graduate credit. This applies to students with an undergraduate degree from A&M-San Antonio as well as to others.

Students must receive a satisfactory score on the appropriate nationally standardized graduate aptitude examination(s). These scores are valid for a period of five years from the date taken. Students with graduate degrees from colleges officially approved by A&M-San Antonio who are seeking a certificate or endorsement only are exempt from the nationally standardized graduate aptitude examination requirement.

All students wanting to attend Texas A&M University-San Antonio must be proficient in the use of English. Students, regardless of immigration status, whose educational instruction has not been in the English language and/or whose first or native language is not English, must demonstrate proficiency in English. Please refer to the Proof of English Proficiency section for more information.

Texas A&M University-San Antonio complies with H.B. 1641 which considers various factors in making a decision for admission into a graduate or professional program.

## Admission Deadlines

Completed applications and required documentation must be submitted to the Office of Admissions, Texas A&M University-San Antonio, 1450 Gillette Blvd., San Antonio, Texas 78224 by the following deadlines to ensure the application is processed prior to the beginning of the semester:

<b>Domestic Applicants</b>	<b>International Applicants</b>
Fall Semester – July 1	Fall Semester – June 1
Spring Semester – November 15	Spring Semester – October 1
Summer Sessions – April 15	Summer Sessions – April 1

\*\*Departments and/or programs may have a different application deadline than the University deadlines shown above. Check with the department to verify the deadline.

## Admission Requirements – Domestic Applicants

Students seeking admission to master's programs at Texas A&M University-San Antonio must submit the following:

1. Completed application for admission, including the \$35 application fee. The Apply Texas Application is available online at <https://www.applytexas.org>.
2. Official transcripts of college or university course work from all colleges or universities attended. Degrees received must be posted on the transcript of the awarding institution.
3. Results of the nationally standardized examination sent directly to Office of Admissions, Texas A&M University-San Antonio, 1450 Gillette Blvd., San Antonio, Texas 78224 by the testing center. (GRE and GMAT code is 6822; MAT code is 2242)

## Admission Requirements – International Applicants

Students seeking admission to master's or doctoral programs at Texas A&M University-San Antonio must submit the following:

1. Completed application for admission, including the \$50 application fee. The Apply Texas Application is available online at <https://www.applytexas.org>.

2. Official transcripts (showing subjects and marks received), diplomas and/or certificates earned from any colleges or universities attended.
3. Certified, literal translations of all credentials issued in any language other than English.
4. Proof of English proficiency (see below).
5. Results of the nationally standardized examination sent directly to the Office of Admissions, Texas A&M University-San Antonio, 1450 Gillette Blvd., San Antonio, Texas 78224 by the testing service. (GRE and GMAT code is 6822; MAT code is 2242)
6. Proof of ability to meet personal and academic expenses. A minimum of \$24,624 (U.S.) per year is currently required to meet such expenses. Valid financial support documents (less than one year old from the issue date) must indicate the minimum U.S. dollar amount required by the University. The required minimum is subject to change without notice.

### **Proof of English Proficiency**

Texas A&M University-San Antonio requires all applicants, regardless of immigration status, whose educational instruction has not been in the English language and/or whose first or native language is not English, to demonstrate proficiency in English. Because most applicants report the Texas of English as a Foreign Language (TOEFL) score, Texas A&M-San Antonio bases its minimum English language proficiency requirements on the TOEFL. Texas A&M-San Antonio requires a minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 79 (Internet-based).

The following is considered equivalent to the TOEFL scores:

- IELTS 6.0 or above overall band score.

Admission requirements for any graduate program may vary based on the particular program. Refer to the program for which you want to apply for the admission/entrance requirements.

All applicants must be accepted by the department/division program coordinator into a particular program for which they are applying after they have been screened to meet the minimum entrance requirements to Graduate Studies. Admission to Graduate Studies does not guarantee admission to a particular program.

### **Admission Categories**

#### *Unconditional Admission*

This status is assigned to entering students who have earned a baccalaureate degree from a recognized college or university and who meet one of the following Graduate Studies minimum requirement sets:

1. Have an undergraduate cumulative grade point average between 2.00-2.59 and a minimum GRE composite (Q+V) score of 1000 or minimum MAT score of 398 (optional test to the GRE for Education majors only).
2. Have an undergraduate cumulative grade point average between 2.60-2.99 or an undergraduate grade point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits).
3. Have an undergraduate cumulative grade point average between 3.00-4.00 and a minimum GRE composite score of 800 or minimum MAT score of 388.
4. Business Administration majors must meet the combined GPA and GMAT requirements as shown in the Graduate Admissions Summary Table.

#### *Probationary Admissions*

Applicants not meeting the requirements for unconditional status may be considered for admission on probationary status if the applicant has at least a 2.6/4.0 undergraduate GPA. Individual colleges may also have a minimum standardized test score requirement for admission to this category.

Students must satisfy this status by earning a “B” average on the first 12 semester credit hours before being recommended to unconditional status. An individual program may also have a minimum test requirement for admission to this status.

Students admitted under probationary status will be allowed to complete 12 semester hours of graduate work. Students who maintain a minimum grade point average of 3.0/4.0 may apply for unconditional status. Students not achieving this requirement will be withdrawn from graduate school. The student must apply for unconditional status through the graduate program coordinator to the graduate director before enrolling in additional course work. Any graduate course work taken beyond the 12 semester hours while on probationary status will not count toward a degree.

**Conditional Admission**

Conditional Admission means that an applicant’s standardized test results have not been received by the Office of Admissions by the time of registration for a given semester. A student will be allowed to enroll in a maximum of 9 semester hours when admitted conditionally. The student must submit standardized test scores *during the first semester of enrollment* to be admitted to unconditional status or probationary status. Until this condition is met, the student may not enroll in subsequent semesters.

International applicants are not eligible for Conditional Admission at Texas A&M University-San Antonio.

<b>Graduate Admission Summary Table</b>				
Division/Department	Admission Status	GPA of 2.00-2.59	GPA of 2.60-2.99	GPA of 3.00-4.00
Education and Kinesiology	Unconditional	1000 or higher on GRE (V+Q) OR 398 or higher on MAT		800 or higher on GRE (V+Q) OR 388 or higher on MAT
	Probationary		Less than 1000 on GRE (V+Q) OR Less than 398 on MAT	
Business	Unconditional	Overall GPA X 200 + GMAT score must equal at least 970 for Degree status OR GPA on last 60 hours X 200 + GMAT score must equal at least 1050 for Degree status		

*Note: The applicant is allowed into Graduate Studies when he/she meets the above requirements. Applicants with an overall undergraduate GPA between 2.00-2.59 must have a GRE score (V+Q) of 1000 or better to gain admission. To enter into a specific graduate program, the student must then meet the program’s specific requirements which are based on GRE/GPA sliding scales (i.e., business). Most of the programs in education and the arts and sciences accept students who meet the minimal Graduate Studies admission standards.*

NOTE: Graduate students in the Department of Business may petition to be moved from Conditional to Probationary admission status with the submission of a GMAT score and a letter requesting and justifying the change in admission status with explanation as to why standards for unconditional admission were not achieved. Any graduate coursework taken beyond the 12 semester hours while on probationary status will not count toward a degree. Students may petition to the status of unconditional admission after completing 12 semester hours in a Graduate Business program. At least 6 of these hours must include at least two of the following courses: ACCT 5311, FINC 5331, MGMT 5325, and MGMT 5337.

### **Prerequisite Course work for Graduate Study**

Eighteen semester hours of undergraduate courses in the major subject area, including 12 advanced semester hours, are prerequisite for all graduate study. Each department has the right to examine an applicant's prerequisites and to accept certain equivalent hours or to require additional work if the graduate coordinator and the student's program chair feel it is necessary.

### **Graduate Readmission**

Students who were admitted with a graduate status within the last five years may be readmitted as graduate students. Those students who have remained continuously inactive in excess of five years must meet the current admission standards before being readmitted. Post-masters students from A&M-San Antonio who are returning for certification can be readmitted under the initial admission standards of their masters program. Students returning for certification must complete another application for admission ([www.applytexas.org](http://www.applytexas.org)) to be admitted for the certification program.

### **Admittance to a Specific Program**

Admittance to Graduate Studies does not guarantee acceptance into a specific program. Standards for admittance to a specific program are set by the academic division that offers the program. Students must therefore check the admission requirements to the program of interest before they seek admission to Graduate Studies.

Before admission to a specific degree program, the graduate coordinator for the program must accept the student. The program adviser will direct the degree plan and research through the student's graduate committee. The composition of the student's graduate committee varies from program to program; however, at least one member must be from each program segment.

If, after admittance to a specific program, the applicant desires a different program, the student must be admitted to the new program before being allowed to register again. Failure to follow policy and procedure may void the application of any courses completed toward a degree in a specific program.

### **Graduating Seniors**

All students (except graduating seniors who have the graduate dean's written approval on the form titled "Concurrent Enrollment Form") must be admitted with graduate status by the Office of Admissions before enrolling in a 5000 level course.

A Texas A&M University-San Antonio student in the last semester or summer of undergraduate work may, by written request to the Director of Graduate Studies, the undergraduate division head and graduate coordinator, enroll for a maximum of 6 semester hours of graduate work consistent with the normal load regulations for graduate students. The graduate courses may not be used to satisfy requirements for the baccalaureate degree. The student must satisfy the communication skills competency requirements and must have a grade point average in excess of 2.6 on a 4.0 scale. This request must be approved before the student registers for the graduate courses. Forms for Concurrent Enrollment are available in the Graduate Dean's office.

### **Transfer Students and Transferred Grades**

Only grades of *A* or *B* earned on applicable graduate level courses which have been approved in writing by the graduate coordinator/adviser may be transferred for graduate level credit. Course work in which no formal grades are given (ex., *CR*) is not acceptable for transfer credit without the approval of the Director of Graduate Studies. Transferred grades cannot be used to raise the grade point average of either the major or supporting field courses taken at A&M-San Antonio. Transferred courses must have been taken within the last five years.

The total number of graduate credit hours that may be transferred and accepted to apply toward a specific degree is found under the description of each degree plan offered. In all cases, no more than one-half of the total number of semester hours required for a master's degree (not including the Thesis 5306 research courses or the Research Project 5305 course) and no more than one-half of the semester hours for the major subject area or for each supporting field may be transferred. Such courses must be approved by the Director of Graduate Studies upon recommendation of the appropriate graduate coordinator and the student's program chair. None of the transferred courses may have been applied toward a previous degree.

**Concurrent Enrollment at Other Institutions**

Credit earned by a student at another institution while concurrently enrolled at A&M-San Antonio will be transferred only if the student has received written approval from the graduate coordinator/adviser. This approval will be given consistent with A&M-San Antonio's normal course load regulation.

*Note: Applications to the graduate program are available at [www.applytexas.org](http://www.applytexas.org). Questions can be directed to the Office of Admissions, Texas A&M University-San Antonio, 1450 Gillette Blvd., San Antonio, Texas 78224, phone (210) 932-6299, fax (361) 593-2195.*

## **ACADEMIC REGULATIONS**

Students should review the earlier section of the catalog entitled "Academic Regulations" for rules which apply for all programs, graduate and undergraduate. Here are listed only the academic regulations that applies specifically to graduate students.

### **Degree Plans**

The student must file a signed initial degree plan with the Director of Graduate Studies, through the graduate coordinator/adviser, by the time the student completes 12 semester hours of graduate course work. A final degree plan is filed when all conditions have been removed. Forwarding the degree plan to the graduate director denotes (1) the completion of requirements outlined on the Student's Acceptance Notice and (2) the student's acceptance into degree status. A copy of the signed final degree plan with any revisions must also be forwarded to the graduate director at the time of candidacy.

## **REGISTRATION**

The University has a computer-assisted registration system. This system allows a student who registers early priority in course selection and class schedule. It is designed to provide individual academic advising between faculty and student. This gives students an opportunity to review their academic programs and select the specific sections of the courses desired for the next semester. For specific dates and information on registration, the student should consult the University website.

### **Web Registration**

The University has a computer-assisted registration system which allows students to register over the web. Web registration is available for eligible students only and requires academic advising prior to registration. Specific registration dates, instructions and information are provided on the University website.

### **Normal Course Load**

A full-time graduate student is one registered for 9 semester credit hours in a fall or spring semester, 3 hours in each summer term or 6 semester credit hours during a ten-week summer semester. No graduate student may enroll in more than 15 hours (five academic courses) during the fall or spring semester or 6 hours (two academic courses) each summer term. Enrollment in Graduate Research Project 5305 or Thesis 5306 (proposal or defense) constitutes a full course load.

### **Schedule Changes**

#### ***Dropping a Course***

A course may be dropped by a student without approval from his/her academic adviser or other University official. It is highly recommended that a student consult his/her academic adviser because of the impact on financial aid, graduation, etc. After the on-line registration system is closed, all drops must be processed by the Office of the Registrar.

A student who, by dropping a course, becomes registered for less than a normal load will be reclassified as a part-time student.

If a student drops the only course for which enrolled, the student must follow the process for withdrawing from the University as stated below.

#### ***Adding a Course***

A course may be added by a student using the online registration system without approval of University officials, as long as departmental approval is not required. (See regulation for Normal Load.) It is highly recommended that a student consult with his/her academic adviser before attempting to add a course. After the online registration system is closed, written permission is required from the academic adviser and professor of the course being added to add the course. These requests must be processed by the Office of the Registrar. The student may only add classes during the time specified in the official academic calendar.

#### ***Withdrawal from the University***

If a student finds it necessary to withdraw during the session, the student must notify the Office of the Registrar and process a withdrawal form. If the withdrawal is before the mid-semester point, the student will receive an automatic grade of *Q* in each course. If the withdrawal is after the mid-semester point, the student will receive a grade of *Q* or *F*, depending on whether the student is passing or failing at the time of the withdrawal. If the student abandons the courses registered for without officially withdrawing, the student will receive a grade of *F* in each course, regardless of the time the student ceased to attend classes. (See also regulations entitled "Refund of Fees.")

#### ***Withdrawal of Students Ordered to Military Active Duty***

If a current student is called to active duty, the student has several options for enrolled courses. The student must provide a copy of military orders to receive one of the following: 1) full refund of tuition and fees paid by the student for the semester in which the student withdraws; 2) with instructor approval, incomplete grade(s) for the semester in which the student withdraws; or 3) with instructor approval, assignment of an appropriate final grade(s) or credit(s). Upon the student's request, pre-registered classes will be dropped. If the student returns prior to the beginning of a semester he/she will be reinstated into this institution.

#### **Visiting a Course**

Any person may request permission of the Provost and Vice President for Academic Affairs to visit a course. Individual instruction courses are not open to visitors. Visitors do not have the privilege of submitting papers, taking part in class discussions or participating in laboratory or field work. Visitors pay fees according to the published credit hour fee schedule, except that no additional fee will be required of a full-time student. A visitor's name will not be entered on the class rolls or permanent records. The notice of approval of a request to visit a course, properly receipted after fees are paid, will serve as a permit to attend a class.

### **CLASS POLICIES**

A student has the right to expect competent, well-organized instruction for the full number of clock hours allotted for a course; to sufficient written assignments, graded fairly and with reasonable promptness to show the student's academic standing in the course at least before mid-semester; to have ample opportunity to confer with the instructor at published office hours and to review graded written work; to freedom from ridicule, discrimination, harassment or accusations in the presence of other students or faculty members; and to an avenue for appealing to higher academic authority in case of alleged unfairness by an instructor.

#### **Cheating and Plagiarism**

Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. When the evidence is indisputable, the usual penalty is a grade of *F* on the particular paper or in the course. The student is usually confronted with the evidence in private and advised of the penalty to be assessed. The evidence will be retained for at least one full year.

Supervisors of graduate research projects and chairs of theses and dissertations have taken measures to ensure that the manuscripts are free of plagiarism.

For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and division head to the provost and vice president for Academic Affairs for disciplinary action. Expulsion from the University is a normal penalty for such offenses.

Plagiarism is a serious violation of academic integrity, and students who engage in plagiarism are subject to disciplinary action. The type of disciplinary action will depend on the severity of the plagiarism but may ultimately lead to the student's expulsion from the program and/or revocation of a student's degree, if the student has already graduated.

#### **Class Attendance**

A vital part of every student's education is regular attendance of class meetings. Every faculty member is to keep a current attendance record on all students. Any absences tend to lower the quality of a student's work in a course,



and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the provost and vice president for Academic Affairs.

### **Absences for Religious Holidays**

The University will allow students who are absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, that student has notified the instructor of each class to be missed. The instructor may appropriately respond if a student fails to complete the assignment or examination within a reasonable time after the absence.

### **"Dead Week"**

To support the learning environment, the University will adhere to a four school day period of student study before the first scheduled final examinations each term. During this time, no required quizzes, tests or examinations (except for make-up tests and/or final examinations for graduating seniors) shall be administered. The latter does not preclude the introduction of new material in class or the administering of laboratory final examinations, nor does it create any implication that class attendance is not expected during this period. Scheduling of other University events or functions that involve students is discouraged and should be limited during this period.

### **Research on Human Subjects**

Research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects.

### **Correspondence Work**

Correspondence courses are unacceptable for graduate credit.

## **Required Grades**

A minimum grade point average of 3.0 on a 4.0 scale is required in each program segment (major/supporting field/resource or graduate certification). Grades of *D* or *F* do not apply toward a graduate degree but are used to figure grade point averages. Courses may be repeated for credit, in which case the last grade of record is the official grade. Minimum grades required for stem work (assigned prerequisites) are noted on the initial degree plan and/or certification plan. Courses taken outside official program(s) are not subject to these grade requirements unless so specified by the program adviser on the degree plan.

To earn graduate credit for any undergraduate course authorized in the graduate catalog, the student must complete an extra assignment of graduate level quality that is not required of undergraduate students. Certification of this requirement shall be done by having the graduate student file a "Graduate Credit for Undergraduate Courses Form" with the graduate coordinator and the Director of Graduate Studies.

## **GRADES**

Grades, with numerical values corresponding to these letters, are recorded as follows:

<i>A</i>	Excellent, 90-100.
<i>B</i>	Good, 80-89.
<i>C</i>	Average, 70-79.
<i>D</i>	Passing, 60-69.
<i>F</i>	Failure, below 60.
<i>I</i>	Incomplete: given to a student who is passing but has not completed a term paper, examination or other required work. The instructor and the student are required to complete the standard University contract form for each course in which the temporary grade of <i>I</i> has been assigned. The grade of <i>I</i> will be used only to allow a student who has encountered some emergency such as illness or an accident an opportunity to complete the requirements for a course. A grade of <i>I</i> reverts to a grade of <i>F</i> one year from the close of semester/term in which the grade was originally recorded if the course requirements have not been satisfied.

- Q* Dropped: given when a student has officially dropped or withdrawn from the University before or on the mid-semester point as indicated on the official University calendar, regardless of student's standing in class. Also given after the mid-semester point to a student who is passing at the time the official drop is processed. (A student who is not passing receives the grade of *F* under such circumstances.)
- \* *IP* In Progress: used for graduate theses and dissertations. (Students must register every subsequent semester until the final grade is given.) In-progress (*IP*) grades remain indefinitely on a student's transcript and cannot be changed with a change-of-grade card.
- X* No grade posted by instructor: used to indicate that no grade was posted by the instructor teaching the course.
- CR/NC* Credit/Noncredit: used for courses that do not meet the normal or traditional framework of course scheduling and do not lend themselves to letter grading.

\*Students enrolled in the following courses must abide by the requirements below to be considered for financial aid on a full-time basis.

1. Students enrolled in the 5305 classes or in EDED 5329, EDCG 5329 or MGMT 5335 are required to be continuously enrolled every semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed two IPs (long semester enrollments). If at the end of the second enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).
2. Students enrolled in the 5306 Proposal stage of the thesis are required to be continuously enrolled every semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed two IPs (long semester enrollments). If at the end of the second enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).
3. Students enrolled in the 5306 Thesis stage of the thesis are required to be continuously enrolled every semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed two IPs (long semester enrollments). If at the end of the second enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).

Since summer sessions are considered by the Financial Aid Office to be used for clearing any deficiencies, IPs received during summer sessions will not be counted against the allowable number of IPs for Satisfactory Academic Progress requirements.

Students, who are placed on FAS because of the IPs, will have to submit an IP Appeal which will be evaluated by a committee made up of the Director of Graduate Studies, the Assistant Vice President for Enrollment Management and the respective department chair.

### **In Progress (*IP*)**

If a student does not make satisfactory progress in the 5305/5306 courses or in EDED 5329, EDCG 5329 or MGMT 5335 during a given semester or term, the notation IN PROGRESS (*IP*) is given as a grade. The student must register for the same course again in a subsequent semester or term until the course is successfully completed. An IN PROGRESS notation in the 5305/5306 courses or in EDED 5329, EDCG 5329 or MGMT 5335 will remain *indefinitely* as *IP* on the student's transcript should the student's committee approve the student for a non-thesis degree program at some later date, or should the student not complete the degree. The *IP* cannot be changed with a change-of-grade form.

### **Change of Grade**

After being reported to the Registrar, grades other than *I* may not be changed unless an error has been made by the instructor. Students should review their end of semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate professor and/or the Office of the Registrar

immediately for resolution. It is recommended that those changes occur no later than the beginning of the next semester. Under no circumstances will grades be changed after one calendar year.

### **Repetition of a Course**

If a student repeats a course that may not be taken for additional credit, it is the policy of the University to count as part of a student's cumulative grade point average only the last grade received in the course, whether passing or failing, other than a grade of *Q*. However, for purposes of grade point average calculation on course work for graduation, grades stand as recorded unless the same course is repeated at this University.

Students who have received their first bachelor's degree from this institution cannot repeat courses that were used to earn the first degree for purposes of grade point average calculation.

It is the responsibility of the student, after repeating a course, to file a special request form in the Office of the Registrar, so that the adjustment in the grade point average, when applicable, can be entered on the permanent record.

### **Repeated Grade Notation**

Repeated course(s) and grade(s) are not removed from the official or unofficial transcript. The repeated grade and grade points will be removed from the cumulative grade point average only. The repeated course will be identified with the letter "E" next to the quality points on the transcript. Repeating a course after graduation will not change the student's graduation grade point average.

### **Scholastic Probation**

A graduate student pursuing a specific program is placed on scholastic probation if, at the end of either long semester or the second summer session, the cumulative grade point average of the student's graduate program falls below 3.0. If the probationary status is not removed during the next full semester for which the student enrolls (combined summer terms count as one full semester), the student must be reinstated before registering for further graduate work.

### **Reinstatement**

The graduate student who is dismissed for any reason may request reinstatement through the Director of Graduate Studies. The student will be screened by the graduate directory in consultation with the graduate coordinator and program advisor from the academic area in which the student desired to study.

### **Satisfactory Rate of Progress**

A graduate student must exhibit a normal and reasonable rate of scholastic progress. If, in the opinion of the student's committee and the graduate director, the student has made an unsatisfactory rate of progress, the student may be dismissed from a specific program, even with a grade record that falls within guidelines.

### **Graduation with Honors**

Only students completing **undergraduate** degrees with superior overall academic records will be graduated with honors.

## **THE STUDENT'S PERMANENT RECORD**

### **Transcripts**

Official transcripts of the student's academic record may be requested in writing or in person from the Office of the Registrar at no cost. The student should list the complete name as recorded while attending the University, social security number, date of birth, first and last enrollment, number of transcripts requesting and the address where the transcript(s) are to be mailed. All transcript requests must be signed by the student; failure to sign the request will delay processing. Transcript requests may be faxed but must have all required information and signature.

A student must provide identification at the Office of the Registrar when picking up a copy of a transcript in person. The Family Educational Rights and Privacy Act of 1974, and amendments thereto, states that parents, spouse, legal

guardian or others are not authorized to pick up transcripts of students unless written authorization by the student is provided.

### **Holds**

All students, including continuing education students, should clear any holds they have on their records immediately. Failure to clear a hold causes delays and inconvenience when trying to obtain copies of transcripts through the mail or in person. Since a hold on the record may affect printing and mailing of grades at the end of the semester, students should be sure they do not have any holds before final examinations start. Students with a registration hold on their record will not be permitted to register.

### **Change of Name, Address or Social Security Number**

Students who wish to change their name on their transcript must provide legal documentation of the change to the Office of the Registrar. Not advising the Office of the Registrar of a legal name change may cause transcript request and registration problems. Students who change their address should likewise notify the Office of the Registrar, Financial Aid or Business Office.

### **Death of a Student**

The death of a currently enrolled student should be reported to the Office of the Registrar immediately. After confirming the death, the Office of the Registrar notifies the appropriate faculty and academic division head, closes all student records and codes the student information system to block mailings to the deceased.

## **GENERAL REQUIREMENTS FOR GRADUATION WITH A MASTER'S DEGREE**

Graduate degree candidates must obtain clearance and complete a Degree Candidacy form at the Graduate Studies Office. Clearance to graduate follows recommendation by the official graduate adviser(s) to the Director of Graduate Studies. Students may apply for candidacy with the graduate director six months in advance of the day of graduation by presenting a signed, final degree plan.

A master's degree may be earned by completing one of the four plans described below. A Master of Science degree is awarded to candidates who complete only the requirements specified below for one of these plans. A Master of Arts degree is awarded to candidates who, in addition to the requirements for one of these plans, complete four college-level courses in a single foreign language with grades of C or better, or who have the equivalent in advanced placement. It is the student's responsibility to submit to the Graduate Studies Office the proper documentation showing the completion of four college-level courses taken in a single foreign language before processing the graduate diploma card at candidacy.

Other master's degrees include the Master of Business Administration and the Master of Education (described under Education).

Research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects.

### ***Plan I-A (with thesis, major and supporting field):***

1. Thirty semester hours of approved graduate courses, with 18 to 24 semester hours (including 6 hours of Thesis 5306 research) in a major subject area and 6 to 12 semester hours in a supporting field subject area are required. The supporting field may be divided between two subject areas, with 6 semester hours in each.
2. At least 24 of the 30 semester hours must be in graduate level courses. No more than 3 semester hours of credit for special problems courses (other than the thesis courses) may be accepted. No credit extension or correspondence courses will be accepted.
3. A research thesis must be prepared under the direction of the professor in the major subject area who is also the student's program chair. A thesis proposal approved by the program chair must be completed for a grade to be assigned in the first 3 hours of Thesis 5306. A copy of the proposal is to be filed in the Graduate Studies Office. The thesis must be accepted by a committee consisting of the program chair, at least one other professor from the major area and one professor from the supporting field area (or one from each of the supporting field areas).
4. The student will make an oral defense of the thesis before the committee *no later than five weeks before commencement*.

### ***Plan I-B (with thesis and major):***

1. Thirty semester hours of approved graduate courses, with at least 24 semester hours (including 6 hours of Thesis 5306 research) in a major subject area are required.
2. At least 24 of the 30 semester hours must be in 5000-level courses. No more than 3 semester hours of credit for special problems courses (other than the thesis courses) may be accepted. No credit for extension or correspondence courses will be accepted.
3. A research thesis must be prepared under the direction of the professor in the major subject area who is the student's program chair. A thesis proposal approved by the program chair must be completed for a grade to be assigned in the first 3 hours of Thesis 5306. A copy of the proposal is to be filed in the Graduate Studies Office. The thesis must be accepted by a committee consisting of the program chair and at least two other professors from the major area.

4. The student will make an oral defense of the thesis before the committee *no later than five weeks before commencement*.

#### NOTES ON PLAN I:

Thesis 5306 is used solely by Plan I students. The thesis requires 6 semester credit hours of grades, the first 3 semester credit hours consisting of a proposal and the last 3 semester credit hours consisting of a thesis. The student should be enrolled in 5306 during semesters or summer terms when the student is receiving supervision from the research adviser, thesis committee or is receiving a research stipend.

The student must be registered for the thesis course during the semester of graduation. A thesis proposal signed by the student and the thesis committee constitutes the minimum requirement for the student to receive a letter grade on the first three hours of thesis.

The final form of each research thesis must be approved by the graduate director for style, format and scholarly merit. Instructions concerning the form to be used and details to be followed in preparing the thesis may be obtained from the Graduate Studies Office. Five copies of the approved thesis must be filed with the graduate director at least three weeks before commencement. The student may have additional copies bound at extra cost.

In Progress (*IP*) grades are assigned in 5306 when appropriate until a letter grade is assigned. *IP* grades remain indefinitely on a student's transcript and cannot be changed with a change-of-grade card. Students must be actively enrolled in 5306 to receive the letter grade.

#### ***Plan II (with major and supporting field):***

1. Thirty-six semester hours of approved graduate courses, with 21 to 24 semester hours in a major subject area and 12 to 15 semester hours in a supporting field subject area are required. The supporting field may be divided between two subject areas, with at least 6 semester hours in each.
2. At least 21 semester hours in the major subject area and at least 9 semester hours in the supporting field subject area must be in 5000-level courses. Without special permission from all members of the student's committee and the graduate director, no more than 6 semester hours of credit for special problems courses may be accepted. No more than 6 semester hours of credit for extension courses of this University may be accepted.
3. A research project, produced as a major assignment in a 3 hour 5000-level, research-titled, course (which may be a special problems course) or Research Project 5305 in a major subject area, is required.

#### ***Plan III (with major and resource areas):***

1. Thirty-six semester hours of approved graduate courses, with at least 24 hours in a major subject area. (This plan requires resource areas rather than supporting field subject areas. A resource area consists of no more than 6 semester hours of graduate credit in a concentrated area.)
2. At least 27 of the 36 semester hours must be 5000-level courses. Without special permission from the appropriate graduate coordinator and the graduate division, no more than 6 semester hours of credit for special problems courses may be accepted. No more than 6 semester hours of credit for extension courses offered by A&M-San Antonio may be accepted.
3. A research project, produced as a major assignment in a 3 hour 5000-level, research-titled course (which may be a special problems course) or Research Project 5305 in the major subject area, is required.

## NOTES ON PLANS II AND III:

Research Project 5305 may be used for the selection, planning and conduct of a research project to fulfill research requirements under Plan II and Plan III programs. The graduate research project requires a grade in 3 semester credit hours of 5305. The student should be enrolled in 5305 during semesters or summer terms when the student is receiving supervision from the research adviser, graduate research committee or is receiving a research stipend.

For Plan II, the graduate research project must be approved and signed by a committee consisting of the program chair, at least one other professor from the major area and one professor from the supporting field area (or one from each of the supporting field areas). For Plan III, the graduate research project must be approved and signed by the program chair. In both Plan II and Plan III, the graduate research projects must have the signature of the department chair. One copy of the approved research project will be placed in the student's file in the major department and a second copy will be submitted to the Director of Graduate Studies for final approval.

In Progress (*IP*) grades are assigned in 5305 when appropriate until a letter grade is assigned. *IP* grades remain indefinitely on a student's transcript and cannot be changed with a change-of-grade card. Students must be actively enrolled in 5305 to receive the letter grade. This also applies to EDED 5329, EDCG 5329 and MGMT 5335.

Students must be enrolled in the Thesis/Proposal 5306 courses or 5305 the semester or term when either of the documents is submitted to the Director of Graduate Studies for approval. Only after the director signs off on either of the documents may the professor post a grade.

## Conditions Applicable to Graduate Degrees

### ***Final Degree Plan***

Once a final degree plan has been submitted to the graduate office for candidacy check-out, the final degree plan cannot be changed during the semester of candidacy without the graduate director's review and written permission.

### ***Shortened-format Classes***

Shortened-format classes are limited to a maximum of six semester hours of graduate credit that a student may use on a degree plan.

### ***Comprehensive Examination(s)***

Each graduate student must demonstrate proficiency in the major subject (and supporting field area if it includes nine semester hours or more) by passing comprehensive examinations approved by the appropriate graduate coordinator(s) and administered by the student's program committee.

The comprehensive examination(s) and thesis defense should be completed no later than the first week of April (for May candidates), July (for August candidates) and November (for December graduates).

### ***Required Component of all Graduate Curricula***

Each program recognized by the Graduate Studies Office must design the graduate curriculum so that it requires its students to analyze, explore, question, reconsider and synthesize old and new knowledge and skills. The curriculum must be composed of discrete courses so as to provide the graduate student an education above and beyond that offered to undergraduate students. In this manner, the graduate curriculum will afford the depth of education, the specialized skills and the sense of creative independence that will allow the graduate student to practice in and contribute to a profession or field of scholarship.

### ***Stacked Courses***

There must be a substantial difference between undergraduate and graduate instruction and that graduate study be at a level of complexity and generalization that extends the knowledge and intellectual maturity of graduate students. A limited number of 4000 level and 5000 level courses may be approved to be taught as stacked courses. The

syllabus for the graduate course must indicate a higher level of complexity and have *different student learner outcomes*. (The latter requirement holds true for graduate students taking approved 4000 level courses for graduate credit.)

### ***Residency Requirements***

The graduate student will comply with the residency policy established by the individual graduate program. Students may consult with the Director of Graduate Studies for additional information.

### ***Registration***

Graduate students must be registered in thesis/project the semester of graduation.

### ***Graduate Assistantships and Fellowships***

A Graduate Assistant must be enrolled as a full-time graduate student (9 credit hours during the long term and 3 credit hours during each summer session). If the graduate student drops below the full-time course load requirements, the assistantship may be terminated. The student may carry a maximum 6 hour teaching load in the long term and a maximum 3 hour teaching load each summer session as long as the combined hours of course load and teaching load do not exceed 15 hours in a long semester and 6 hours in each summer session. Graduate Teaching Assistants must have completed 18 semester hours of graduate course work in order to teach.

Graduate Fellowships/Scholarships require that the graduate student be enrolled for a minimum of three semester graduate credit hours during the long terms and each summer session.

### ***Course Longevity (Master Degrees)***

A master's degree student must complete all requirements for each specific graduate degree within five years of initial registration for that degree. Graduate credits older than those stipulated are not applicable toward a graduate degree without written approval from the Director of Graduate Studies.

### ***Graduation Under a Particular Catalog***

Students receive a graduate degree when they satisfy the requirements of the first or any subsequent catalog under which they earned credit for the degree, as long as that catalog is not more than five years old.

### ***Application for Degree***

Graduate degrees are conferred at the close of each regular semester and second summer session. Candidates for advanced degrees who expect to complete their work must first seek approval from their graduate adviser/coordinator to apply for graduation with the Graduate Studies Office, submit a final degree plan/transcript, complete an application for candidacy in the Graduate Studies Office and then pay the required graduation fee at the Business Office. It is the student's responsibility to be informed and meet graduation deadlines which are published in the Academic Calendar in an earlier section of this Catalog and in the Class Schedule each semester. A student cannot graduate with an "I," "IP" or "F" notation on their academic record in the last semester prior to graduation.

### ***Use of Official Name on Diploma***

Students applying for graduation must use their official name as listed on their permanent record in the Office of the Registrar. No nicknames or any other informal name will be allowed. All printed information, including diplomas, will list a student's official name. Students requesting a name other than their official name on their diploma must change their name on their permanent record.

### ***Graduation in Absentia***

Graduation in absentia will be permitted only under special conditions stated in writing and approved by the provost and vice president for Academic Affairs.

### ***Authorship and Copyright***

Students shall own the copyright on their theses. Primary authorship on manuscripts derived from a thesis or research project must be agreed upon in writing by the mentor and the student prior to submission for publication. Data collected in the process of research shall be the mutual property of all collaborators unless otherwise stated in writing. It is the responsibility of the mentor to be proactive in this particular case and file any letter or agreement



on a timely basis with the Graduate Studies Office.

**Topic Courses vs. Special Problems Courses**

Selected topics courses are organized courses which are taught in a regular classroom environment and which meet regularly according to Texas Higher Education Coordinating Board approved contact hours per semester hour of credit. The primary modes of instruction of an organized class are lecture, laboratory, seminar or group television.

Special problems courses are independent study or individual instruction courses which may or may not meet regularly and which usually involve one-on-one professor-student contact. Library study and/or research data collection leading to either research paper(s), a thesis or formal testing is the appropriate format for such courses.

# **GRADUATE DEGREES AND MAJORS OFFERED**

## **DEGREES**

## **MAJORS**

Master of Arts

Bilingual Education, Counseling and Guidance, Educational Administration, English

Master of Business  
Administration

Business Administration

Master of Education

Early Childhood, Special Education

Master of Science

Bilingual Education, Counseling and Guidance, Educational Administration,  
English, Kinesiology, Reading Specialization

# MASTER'S PROGRAMS IN ARTS AND SCIENCES

## ENGLISH

Rebecca Brown, *Graduate Coordinator* (English)  
Administration Building, Room 230, Extension 6282

The Department of Arts and Sciences offers a major in English with a supporting field in History for Plan I and Plan II leading to the Master of Science and Master of Arts degrees in English. Teaching assistantships may be available for students with 18 or more hours of graduate course work in their content area.

For English degrees, courses are offered in literature, rhetoric/composition and linguistics. Twelve semester hours of advanced English are ordinarily required for admission; students with fewer may be admitted on condition; stemwork will then be required.

Core English courses include ENGL 5300; one course in rhetoric/composition or linguistics; one course in pre-1800 literature; one course in post-1800 literature.

## ENGLISH (ENGL)

### **5300. Research Methods.**

3(3-0)

Methods of research in literature, linguistics and rhetoric and composition. Must be taken by all graduate English majors and supporting fields during the first year of enrolling in the program. Prerequisite: 12 semester hours of advanced English.

### **5301. Topics in Rhetoric and Composition.**

3(3-0)

Study of a specific topic in the art of writing and/or in the teaching of that art. May be repeated when a different topic is scheduled. Prerequisite: 12 semester hours of advanced English.

### **5305. Graduate Research Project.**

3

A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisite: departmental approval.

### **5306. Thesis.**

3

This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal and the last 3 hours consisting of completion of the thesis. Completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis.

### **5310. Topics in Linguistics.**

3(3-0)

Study of a specific topic in descriptive, contrastive, variational, or historical linguistics. May be repeated when a different topic is scheduled. Prerequisite: 12 semester hours of advanced English or equivalent.

### **5320. Topics in British Literature.**

3(3-0)

Study of an author, literary period or other specific topic in British literature. May be repeated when a different topic is scheduled. Prerequisite: 12 semester hours of advanced English.

### **5360. Topics in American Literature.**

3(3-0)

Study of an author, literary period or other specific topic in American literature. May be repeated when a different topic is scheduled. Prerequisite: 12 semester hours of advanced English.

**5370. Special Topics in Literature.**

3(3-0)

Study of a specific topic in literature written in or translated into the English language. May be repeated when a different topic is scheduled. Prerequisite: 12 semester hours of advanced English.

To earn graduate credit for any undergraduate course authorized in the graduate catalog, the student must complete an extra assignment of graduate level quality that is not required of undergraduate students. The following advanced courses, descriptions of which are found in the undergraduate catalog, have been approved by the Graduate Council and may be offered for graduate credit: **ENGL 4311.** English Grammar and Usage. **ENGL 4322.** British Literature of the Middle Ages. **ENGL 4325.** Literature of the British Renaissance. **ENGL 4327.** Restoration and Eighteenth-Century British Literature. **ENGL 4331.** The Major Plays of Shakespeare. **ENGL 4341.** Studies in the British Novel. **ENGL 4343.** Nineteenth-Century British Literature. **ENGL 4346.** Twentieth-Century British Literature. **ENGL 4361.** Studies in the American Novel. **ENGL 4365.** Colonial and Nineteenth-Century American Literature. **ENGL 4366.** Twentieth-Century American Literature. **ENGL 4370.** Special Topics in Literature or Language. **ENGL 4384.** Studies in Drama.

## **HISTORY (HIST)**

**5312. Topics in European History.**

3(3-0)

A seminar in European history with emphasis upon the development of a research project or projects. May be repeated for credit when the topic changes.

**5320. Topics in Non-Western History.**

3(3-0)

A seminar in Non-Western history with emphasis upon the development of a research project or projects. May be repeated for credit when the topic changes.

**5330. Topics in American History.**

3(3-0)

A seminar in American history; study of research methods, followed by the development of one or more research projects by each student and papers or reports on the projects. May be repeated for credit when the topic changes.

**5346. Topics in Texas History.**

3(3-0)

Selected topics in the history of Texas, 1519 to the present. Emphasis is placed upon the examination and evaluation of primary and secondary source material. May be repeated once for credit when the topic changes.

**5350. Topics in Latin American History.**

3(3-0)

A seminar in Latin American history with emphasis upon the development of a research project or projects. May be repeated for credit when the topic changes.

**5365. Advanced Topics in History.**

V:1-3

Intensive investigation into selected topics of concern to advanced students of history and political science. May be repeated for credit when the topic changes. (May be taken either as HIST 5365 or as POLS 5300, but credit may be obtained for both only if the topics of study differ.)

**5370. Advanced Problems in History.**

V:1-3

Independent research on selected problems of concern to advanced students of history and political science. May be repeated once for credit when the topic changes.

To earn graduate credit for any undergraduate course authorized in the graduate catalog, the student must complete an extra assignment of graduate level quality that is not required of undergraduate students. The following advanced undergraduate courses have been approved by the Graduate Council for graduate credit: **HIST 4370.** Crucial Topics in European History. **HIST 4380.** Crucial Topics in United States History. **HIST 4392.** Crucial Topics in Latin American History. **HIST 4396.** Crucial Topics in Non-Western History.

## MASTER'S PROGRAMS IN BUSINESS ADMINISTRATION

Syed Harun, *Graduate Coordinator*  
Satellite Campus, Room 105. Extension 6272.

Admission to any of the department's graduate programs requires a baccalaureate degree, adequate course work in the field of interest (or a plan to complete needed prerequisites) and a satisfactory score on the GMAT.

### MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

The M.B.A. program is designed especially for those persons who want to prepare themselves for executive or managerial positions in business enterprise and government entities. The degree requires the completion of 36 semester hours of graduate course work as a Plan III program. The following courses are prerequisites to application for candidacy for the M.B.A. degree: ACCT 2301, ACCT 2302, CISA 1301, ECON 2301, ECON 2302, FINC 3337, BUAD 3355, MGMT 3321, MKTG 3361, BLAW 3341 and a background in mathematics sufficient to perform the required quantitative aspects of the program courses. The program's 36 semester hours are classified as either required core courses or elective courses as shown below.

1. Required Core Courses (24 semester hours): **ACCT 5311.** Seminar in Accounting; **ECON 5329.** Managerial Economics; **FINC 5331.** Seminar in Business Finance; **MGMT 5322.** Seminar in Management; **MGMT 5325.** Management Science; **MGMT 5335.** Advanced Business Policy (must be taken at A&M-Kingsville as it satisfies the research component of Plan III programs); **MGMT 5327.** Managerial Business Statistics; **MKTG 5361.** Seminar in Marketing.
2. Elective Courses (12 semester hours): any 5000 level course listed in the Department of Business section of this catalog for which the student has the appropriate prerequisites. Some 4000 level courses listed in the College of Business Administration section of the undergraduate catalog may be used for graduate elective credit with documentation of an additional work component by the instructor and approved by the Department of Business Graduate Coordinator, the Division Head of the Division of Business, Arts & Sciences and the Director of Graduate Studies. The additional work component must be documented on the "Graduate Credit for Undergraduate Course" form which must be submitted to the Graduate Studies Office before the 12th class day.

### SUPPORTING FIELDS AND SPLIT SUPPORTING FIELDS IN BUSINESS ADMINISTRATION

Students from other colleges besides Business Administration may have a supporting field (15 credit hours) or split supporting field (9 credit hours) in business with the consent of their graduate coordinator. The courses should be chosen from the Department of Business section of this graduate catalog in consultation with the Department of Business Graduate Coordinator. Students interested in registering for graduate business administration courses need to satisfy the prerequisite requirement or obtain consent of the instructor.

### ACCOUNTING (ACCT)

#### **5150. Foundations of Financial Accounting.**

1.5(1.5-0)

An introduction to financial accounting principles and procedures for graduate students with limited background in accounting or business. The course will include the study of the measurement and reporting issues and their effect on revenue and expense recognition, equity, and other related items.

#### **5151. Foundations of Managerial Accounting.**

1.5(1.5-0)

An introduction to managerial accounting principles and procedures for graduate students with limited background in accounting or business. The course will include the study of managerial accounting issues, including enterprise planning and control.

- 5307. Accounting Information Systems.** 3(3-0)  
Requirements, constraints, elements and considerations in design, implementation, auditing and housekeeping of accounting systems in relation to the total information systems for business decisions on a computerized data processing basis.
- 5308. Accounting Ethics.** 3(3-0)  
Application of ethical theory, philosophy and principles including the concepts of ethical reasoning, integrity, objectivity, independence and other core values. Prerequisite: senior standing.
- 5311. Seminar in Managerial Accounting.** 3(3-0)  
Introduction to managerial accounting as it is used to plan, evaluate and control an organization. Emphasis on budgeting, standard costing and analysis of costs and profits. Prerequisite: 24 semester hours of undergraduate business courses including ACCT 2302.
- 5312. Seminar in Financial Accounting.** 3(3-0)  
Theoretical structure of accounting, controversial and contemporary issues. Emphasis on the development of generally accepted accounting principles. Prerequisites: ACCT 3314 and ACCT 4314.
- 5314. Advanced Accounting Problems.** 3(3-0)  
Accounting principles for partnerships, estates and trusts, debt restructuring, reorganizations and liquidations, interim financial reporting and segmentation, foreign currency transactions and translation, leverage buyouts. Prerequisite: ACCT 3312.
- 5316. Advanced Income Tax Problems.** 3(3-0)  
Particular attention given to tax regulations applicable to partnerships and corporations together with preparation of federal income tax returns for such businesses. Consideration also given to federal gift and estate tax. Prerequisite: ACCT 4308.
- 5319. Special Problems in Accounting.** 3(3-0)  
Study, research or internship in accounting. May be repeated once for credit. Prerequisite: consent of instructor.
- 5323. CPA Review.** 3(3-0)  
Review of the major accounting, business and legal environment issues with respect to all sections of the CPA exam.
- 5327. Advanced Auditing.** 3(3-0)  
Audit program planning and special reports, auditing topics. Prerequisite: ACCT 4311.
- 5337. International Accounting.** 3(3-0)  
An overview of international accounting. A review of exchange rates and international economics. Examination of accounting practices in various countries, with emphasis on U.S.-based multinational corporations.
- 5341. Advanced Cost/Managerial Accounting.** 3(3-0)  
Planning and control of cost elements; analysis of costs and profits; and current topics in cost/managerial accounting. Prerequisite: ACCT 3314.
- 5350. Internship in Accounting.** V:1-3  
An off-campus learning experience allowing the application of accounting skills in an actual work setting. This course will count towards the hours required for the CPA exam only if the internship requirements set by the State Board of Public Accountancy are met. Prerequisites: approval of a faculty coordinator and the department head.

## **BUSINESS ADMINISTRATION (BUAD)**

### **5150. Foundations of Business Statistics.**

1.5(1.5-0)

An introduction to business statistics for graduate students with limited background in statistics or business. The course will include the study of statistical methods as applied to business and economic problem analysis including descriptive and inferential statistics.

## **BUSINESS COMMUNICATIONS (BCOM)**

### **5310. Professional Communication.**

3(3-0)

Theory and practice of professional and managerial communication strategies and skills. Topics covered include speaking, listening and writing skills, report writing and presentation skills and intercultural communication skills.

## **COMPUTER INFORMATION SYSTEMS (CISA)**

### **5309. Computer Technology and its Applications.**

3(3-0)

Study of computer hardware and software technology with emphasis on price versus performance issues and matching system capabilities to intermediate and advanced business applications.

### **5310. Organization and Management of Business Databases.**

3(3-0)

A study of important issues in the design and implementation of databases for business enterprises with emphasis on the relational model. Study of non-relational database models such as object-oriented, hierarchical and network. Hands-on experience will be provided using a current relational database product. Prerequisite: CISA 5309 or permission of the instructor.

### **5320. Decision Support Systems.**

3(3-0)

A study of computer-based systems that support unstructured and semi-structured decision-making by individuals or groups. These systems include: decision support systems, group decision support systems, executive information systems and expert systems. Prerequisite: CISA 5309 or permission of the instructor.

### **5330. Telecommunications.**

3(3-0)

A study of concepts, principles and technologies allowing the integration of information and telecommunications systems to support the internal and external activities of business enterprises. Prerequisite: CISA 5309 or permission of the instructor.

### **5340. Systems Analysis, Design and Implementation.**

3(3-0)

A study of systems analysis, design and implementation techniques that can be used to analyze and improve or create organizational information and communications systems. Prerequisite: 9 credit hours of graduate level courses in CISA or computer science or permission of the instructor.

### **5359. Special Problems in Computer Information Systems.**

3(3-0)

Study, research or internship in CISA. May be repeated once for credit. Prerequisite: consent of instructor. Laboratory fee, \$5.

## **ECONOMICS (ECON)**

### **5150. Foundations of Macroeconomics.**

1.5(1.5-0)

An introduction to the principles of macroeconomics for graduate students with limited background in economics or business. The course will include the study of aggregate demand and supply analysis for the determination of output, employment, inflation and economic growth. The role of fiscal and monetary policy will be examined with a focus on the current policy debates.

**5151. Foundations of Microeconomics.**

1.5(1.5-0)

An introduction to the principles of microeconomics for graduate students with limited background in economics or business. The course will include the study of supply and demand, price theory, competition and market structure, market failure and the role of government and other economic issues.

**5302. Microeconomic Analysis.**

3(3-0)

An intensive study of microeconomic theory in both its partial equilibrium and general equilibrium aspects. Topics covered include concepts and techniques of economic analysis; theory of consumer choice; theory of the firm, of capital and interest; theory of markets and exchange; factor price determination and functional income distribution. Prerequisites: 24 semester hours of undergraduate Business Administration including ECON 2301, ECON 2302 and MATH 1325 or equivalent.

**5304. Macroeconomic Analysis.**

3(3-0)

Analytical tools of advanced contemporary macroeconomics. Determination of the level of aggregate income; investment, money, interest and prices; wages, prices and employment. Prerequisites: 24 semester hours of undergraduate Business Administration including ECON 2301 and ECON 2302 or equivalent.

**5329. Managerial Economics.**

3(3-0)

Microeconomic theory applied to managerial decision-making, relating managerial economics to finance and other business disciplines.

**5349. Special Problems in Economics.**

3(3-0)

Special studies or internship in economics. May be repeated for credit.

**FINANCE (FINC)****5150. Foundations of Finance.**

1.5(1.5-0)

An introduction to the principles of finance for graduate students with limited background in finance or business. The course will focus on the basic foundations of financial management of corporations and will include the study of valuation methods for financial assets, relationship between risk and return, the methods and procedures used in capital budgeting and financing of a corporation.

**5331. Managerial Finance.**

3(3-0)

An advanced study of the theoretical framework of corporate financial management. Combines theory and case analysis to integrate principles with practice. Emphasis on the relevant theory and the application of theory to managerial problems. Applies concepts of corporate finance, accounting principles and quantitative analysis. Prerequisite: FINC 5150 or equivalent.

**5336. Investment Analysis.**

3(3-0)

A study of the financial markets, investment theory, security valuation, investment goals and portfolio selection. Professional investment management techniques are examined in the context of modern portfolio theory. A unified systems approach is adopted for investment selection and control. Prerequisite: FINC 5331.

**5339. Special Problems in Finance.**

3(3-0)

Special studies or internship in finance. May be repeated once for credit.

**MANAGEMENT (MGMT)****5150. Foundations of Management.**

1.5(1.5-0)

An introduction to the principles of management for graduate students with limited background in management or business. The course will include the study of organizations and the people within them. In addition, topics central to the management of efficient business processes and operations will be examined.

**5322. Seminar in Management.**

3(3-0)

Philosophy and concepts underlying modern management. Prerequisite: MGMT 3321 or MGMT 4327 or equivalent experience.



**5325. Management Science.** 3(3-0)  
Analysis of management science approach to business decisions. Emphasis on problem formulation, solution generation and sensitivity analysis of solution. Various specific tools and techniques will be covered each semester. Prerequisites: MGMT 3321, BUAD 3355 and MATH 1325. Laboratory fee, \$5.

**5329. Special Problems in Management.** 3(3-0)  
Special studies or internship in management. May be repeated once for credit.

**5335. Advanced Business Policy.** 3(3-0)  
Domestic and international strategic planning using case studies and simulation. Prerequisite: 24 hours of graduate business courses or final semester of graduate study.

**5337. Managerial Business Statistics.** 3(3-0)  
Selected statistical methods involving quality control, forecasting, sampling and other business applications using SAS software.

## **MARKETING (MKTG)**

**5150. Foundations of Marketing.** 1.5(1.5-0)  
An introduction to the principles of marketing for graduate students with limited background in marketing or business. The course will include the study of marketing goods and services by organizations and individuals in a free enterprise economy.

**5314. Strategic Logistics Management.** 3(3-0)  
Integration of transportation, inventory, facility location, informational flow, materials handling and protective packaging activities into a system for managing physical flow of inbound and outbound products and materials.

**5361. Seminar in Marketing.** 3(3-0)  
Marketing theory and strategy emphasizing the utilization of marketing concepts in the organization. Prerequisite: MKTG 3361.

**5363. International Marketing Management.** 3(3-0)  
Study of the competitive need to globalize marketing efforts by coordinating domestic and foreign marketing programs. Covers topics from strategic formulation through implementation of marketing programs.

**5369. Special Problems in Marketing.** 3(3-0)  
Special studies or internship in marketing. May be repeated once for credit.

## MASTER'S PROGRAMS IN EDUCATION AND KINESIOLOGY

The Division of Education and Kinesiology offers graduate programs in Bilingual Education, Counseling and Guidance, Educational Administration, Kinesiology, Reading and Special Education. Graduate programs lead to the Master of Arts, Master of Science and Master of Education degrees.

The Division of Education and Kinesiology is dedicated to preparing individuals to assume positions of responsibility and leadership in education. The division is committed to serving an ethnically diverse population that comprises the University's student base and seeks to work cooperatively with area organizations in promoting quality education at all levels. The division's goal is to prepare qualified personnel to meet the educational challenges of society with special emphasis on the needs of San Antonio and South Texas. Students are expected to meet the Code of Ethics and Standard Practices for Texas Educators and those of their specialty area(s).

Admission to any of the graduate programs requires a baccalaureate degree and adequate course work in the field of interest and a satisfactory score on the GRE Aptitude Test.

### EDUCATION (EDED)

#### **5304. Alternative Certification Teaching Internship.**

3(3-0)

Designed for teachers seeking certification under the alternative certification program. Provides extensive supervised experiences in a setting aligned with student's chosen program. Prerequisite: bachelor's degree from a regionally accredited institution, employment by a school district and criteria for admission to the alternative certification program. Course is repeated consecutively for two three-credit hour courses to meet state alternative certification requirements of six hours of internship.

#### **5307. Novice Teacher Induction Seminar.**

3(3-0)

Designed for novice teachers in high-need schools. Provides an opportunity to strengthen development in the three major areas research has identified as critical to teacher induction programs: coping with personal and professional issues; adjusting to the climate and culture of the school site and system; and developing effective instructional and classroom management skills. The course goals are to aid in the formation of participants' professional identity as teachers and life-long learners, and to provide them with personal and professional support to help cope with the realities of the first year in the classroom.

#### **5308. Principles and Philosophy.**

3(3-0)

School practice in the light of basic assumption of philosophy. Designed and conducted to stimulate critical thinking.

#### **5310. Microcomputers in Education.**

3(3-0)

Methods/strategies for utilizing microcomputers and related technology in public school settings; evaluation and review of software; fundamentals of computer-assisted and computer-managed instruction.

#### **5311. Introduction to the Digital Learning Society.**

3(3-0)

Explores the technological evolution as it relates to K-16 education to rethink strategies for learning and to reflect upon the technological revolution that is transforming the world. Also explores enhancing individual intelligence through interaction with "smart" machines.

#### **5312. World Wide Web Learning Environments.**

3(3-0)

Principles of Web-Based Instruction (WBI) and its role in creating learning environments that utilize the attributes and resources of the Internet and the World Wide Web (WWW). Emphasis of pedagogical, technological, organizational, instructional and ethical issues related to design, development and delivery of WBI. Students will be required to critique several frameworks from a theoretical and applied perspective. Course will provide opportunity to design, develop and evaluate an instructional prototype that utilizes the attributes of the WWW.

**5318. Advanced Instructional Strategies and Learning Theories.** 3(3-0)  
Advanced teaching skills and strategies for experienced teachers. Verbal and nonverbal instructional strategies and positive discipline approaches.

**5329. Education Research.** 3(3-0)  
Course addresses basic concepts associated with research as well as historical development of research methodologies. Emphasis will be on research design and the exploration of threats to various types of validity and reliability. Students will be expected to critically evaluate existing research and understand how research impacts policies and procedures in education. Focus will be on research in applied educational settings. This course is writing intensive and students are expected to generate new knowledge in an educational area of choice. American Psychological Association manual style will be emphasized. This course meets the requirements for Plan II and Plan III graduation requirement of a research project produced as a major assignment in a 3 hour 5000 level, research-titled course.

**5371. Education: Special Problems.** 3(3-0)  
Study of school problems in designated areas approved by the University. May be repeated for credit when topic changes.

**5374. Pedagogical Methods in the Middle School Classroom.** 3(3-0)  
Examination and implementation of developmentally appropriate instructional, assessment and management strategies and techniques with an emphasis on problem-based, inquiry-based and technology-based learning; development of extended inter- and intra-disciplinary learning experiences for middle-level learners utilizing appropriate TEKS, resources and materials.

**5375. Pedagogical Methods in the High School Classroom.** 3(3-0)  
Examination and implementation of developmentally appropriate instructional, assessment and management strategies and techniques with an emphasis on problem-based, inquiry-based and technology-based learning; development of extended inter and intra disciplinary learning experiences for secondary-level learners utilizing appropriate TEKS, resources and materials.

## **BILINGUAL EDUCATION (EDBL)**

**5305. Graduate Research Project.** 3  
A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisite: departmental approval.

**5306. Thesis.** 3  
This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal and the last 3 hours consisting of completion of the thesis. Completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis.

**5338. Foundations of Bilingual Education.** 3(3-0)  
Introduction to conceptual, linguistic, sociological, historical and legal foundations of bilingual education.

**5358. The Bilingual Child in the Bicultural Environment.** 3(3-0)  
Psychological and sociological perspectives on the child's learning environment.

**5386. Teaching Mathematics, Science and Social Studies in the Bilingual Classroom.** 3(3-0)  
Methods, techniques and vocabulary needed for teaching mathematics, science and social studies in Spanish will be presented.

**5387. Teaching Language Arts and Reading in the Bilingual Classroom.** 3(3-0)  
An examination of methods and techniques for teaching oral skills, reading and writing in the bilingual classroom.

Relationship among the communication skills will be explored.

## **ENGLISH AS A SECOND LANGUAGE (EDSL)**

**5335. Teaching Materials for Elementary and Secondary Classrooms.** 3(3-0)

The evaluation, adaptation and development of instructional materials in ESL suitable for different elementary and secondary classroom environments.

**5367. Language Acquisition and Development.** 3(3-0)

Theories of child's first language acquisition and second language learning presented and researched.

**5377. Teaching English as a Second Language.** 3(3-0)

Theories and methodologies for teaching listening, speaking, reading and writing of English as a second language.

## **EARLY CHILDHOOD (EDEC)**

**5305. Graduate Research Project.** 3

A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisite: departmental approval.

**5316. Social and Natural Science Studies.** 3(3-0)

Content and methods for promotion development of knowledge, skills and attitudes in social and natural sciences for preschool children. Unit themes will be developed for integrating curriculum.

**5333. Foundations of Early Childhood Curriculum.** 3(3-0)

Historical, philosophical, sociological and psychological bases for early childhood curriculum design. The representation of research, theory and professional recommendation in developmentally appropriate practice.

**5334. Professional Laboratory Experiences in Early Childhood Education.** 3(3-0)

Practicum in observing and recording behavior of young children. Assignments in developmentally appropriate activities for preschool children. May be repeated once. Prerequisite: 12 hours of Early Childhood Education.

**5335. Integrated Curriculum in Early Childhood Education.** 3(3-0)

An advanced course in curriculum design with an emphasis on integration of content areas for instruction. Math, science, language, arts and social studies scope and sequence will be presented. Adaptations for special populations will be included. Prerequisite: EDEC 5333.

**5349. Creative Activities and Play.** 3(3-0)

A study of creative thought and behavior in young children. Methods and materials for teaching art, music and dramatics for young children. Theories of play and development.

**5351. Special Problems Seminar in Early Childhood Education.** 3(3-0)

The identification and research of specific problems as they relate to preschool programs. May be repeated once. Prerequisite: 12 hours of Early Childhood Education.

**5359. Mathematics in Early Childhood Education.** 3(3-0)

Development of logical thought and reasoning in young children. Developmentally appropriate activities and materials for promoting quantitative concepts.

**5369. Emergent Literacy in Early Childhood Education.** 3(3-0)

Emergent literacy as simultaneous development of listening, speaking, reading and writing. Linking research findings to early childhood philosophy and integrated program implementation.

## READING (EDRG)

### **5305. Graduate Research Project.**

3

A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned. Otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisites: EDED 5329 and departmental approval.

### **5314. Reading Diagnosis and Remediation.**

3(3-0)

Identification of specific reading problems through both quantitative and qualitative examination of reading skills. Individually administered diagnostic instruments. Remediation techniques appropriate for overcoming the reading difficulty. Supervised case study work. Prerequisite: EDRG 5372.

### **5332. Using Trade Books to Teach Reading.**

3(3-0)

Evaluation, selection and use of children's books in the elementary classroom are emphasized. Special attention is given to using children's literature to teach reading in the elementary school setting.

### **5348. Workshop in Teaching the Language Arts.**

3(3-0)

The application of methods and materials to develop the essential elements of language arts (listening, speaking, writing and language) in the elementary classroom. Emphasis on diagnosis and remediation of individual students. Attention given to state testing programs.

### **5371. Foundations of Reading.**

3(3-0)

Various models of the reading process as well as the sociological, physiological, psychological and educational factors influencing reading development are presented and researched. Also included are theories of language and literacy acquisition and development.

### **5372. Developmental Reading.**

3(3-0)

Topics such as reading readiness, beginning reading, word recognition and comprehension skills, needs assessment and instructional strategies.

### **5373. Improving Reading in Secondary Schools.**

3(3-0)

Needs of students in secondary reading courses are examined and appropriate strategies for meeting those needs investigated. Special attention given to using adolescent literature to fulfill the state reading essential knowledge and skills requirements in secondary reading classes.

### **5375. Organization and Supervision of the Reading Program.**

3(3-0)

Developing, implementing, supervising and evaluating reading programs and various approaches to teaching reading. For principals, supervisors, consultants and reading specialists. Prerequisites: EDRG 5372 and 3 additional hours of reading courses.

### **5376. Seminar in Special Problems in Reading.**

3(3-0)

A seminar investigating special topics in reading assessment, curriculum or instruction designed for reading specialists, supervisors, consultants and resource teachers. May be repeated for credit when topics change. Prerequisite: 6 hours of graduate reading courses.

### **5377. Clinical Practicum in Reading.**

3(3-0)

Experience in developing competency in diagnosis and remediation of reading deficiencies in clinical setting. Prerequisites: EDRG 5314 and EDRG 5372.

## SPECIAL EDUCATION (EDSE)

### **5304. Research in Special Education.**

3(3-0)

Presents the principles and methodology of conducting research in special education; reviews and evaluates pertinent research studies and recent trends in the field; facilitates the preparation for a proposal for a research project.

- 5305. Graduate Research Project.** 3  
A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisite: departmental approval.
- 5306. Thesis.** 3  
This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal and the last 3 hours consisting of completion of the thesis. Completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis.
- 5307. Research Seminar: Gifted Education.** 3(3-0)  
Includes a review and critique of the research literature exploring the controversies and trends surrounding the education of gifted learners.
- 5313. Special Populations: Legislation, Litigation and Advocacy.** 3(3-0)  
State and federal legislation and litigation ensuring the rights of special populations for full participation in American society. Effective lifespan advocacy with and for individuals from special populations and their families. Prerequisite: EDSE 5360.
- 5320. Special Education: Special Problems.** 3(3-0)  
Study of designated areas in special education as approved by the University. May be repeated for credit when topics change. Prerequisite: EDSE 5360.
- 5323. Curriculum Adaptations for Exceptional Bilingual Students.** 3(3-0)  
Curriculum needs and program planning for culturally and linguistically different exceptional students. Prerequisite: EDSE 5360.
- 5333. The Bilingual Child in Special Education.** 3(3-0)  
An overview of special education issues relevant to handicapped, limited English proficient children. Prerequisite: EDSE 5360.
- 5336. Methods, Materials and Curriculum for Teaching Gifted Students.** 3(3-0)  
Explores the identification of gifted students, the scope and sequence of programs, curriculum models and instructional strategies.
- 5350. The Education of Gifted Learners.** 3(3-0)  
Provides the foundation for studies in the education of students who are gifted and talented, including the nature and needs of the students and the theories, models and applications underlying educational programming.
- 5360. Accommodating Diverse Populations in the Classroom.** 3(3-0)  
Introduction to the characteristics and education of exceptional learners. Emphasizes classroom practices and psychological, sociological and medical aspects of disabilities. Inclusionary practices in various educational contexts are investigated.
- 5361. Educational and Psychological Measurement and Evaluation.** 3(3-0)  
Diagnostic and instructional assessment of individuals with handicaps for collaborative education decision-making. Selection and administration of measures for comprehensive evaluation of individuals within their environments. A minimum of 15 hours of field experience is required. Prerequisite: EDSE 5360.
- 5362. Behavioral Aspects of Classroom Organization and Management.** 3(3-0)  
Development of a broadened perspective on socioemotional disorders. Educational translation and synthesis of psychoeducational theoretical approaches and classroom application into the most viable alternatives to meet the educational needs of special populations. A minimum of 15 hours of field experience is required. Prerequisite: EDSE 5360.

**5364. Designing Instructional and Behavioral Programs for Special Populations.** 3(3-0)

Major program designs, curricular goals, content and instructional strategies effective with persons identified as having a range of handicapping conditions and provision of a supportive rationale for these strategies based upon current literature, research and practice. A minimum of 15 hours of field experience is required. Prerequisite: EDSE 5360.

**5365. Advanced Practicum in Special Education.** 3(3-0)

Individualized field experiences providing opportunity for observation, research and intervention with persons who are handicapped. Experiences in direct and indirect service in professional settings. Prerequisite: EDSE 5360.

**5366. Individual Psychological and Educational Testing.** 3(3-0)

Focuses on opportunities for gaining extensive field experience in the administration of standardized individual psychological and educational batteries to children and youth, ages 3-21. Prerequisites: EDSE 5360, EDSE 5361.

**5367. Assessment of Individuals with Severe Disabilities.** 3(3-0)

Presents a variety of assessment techniques and tools designed specifically for individuals teaching or assessing students with severe disabilities. A minimum of 15 hours of field experience is required. Prerequisites: EDSE 5360, EDSE 5361.

**5370. Identification of Young Children with Special Needs.** 3(3-0)

Process of identifying young children, ages birth to six, who have disabilities. Assessment strategies and techniques will be emphasized. Fifteen hours of field work are included. Prerequisites: EDSE 5360, EDSE 5361.

**5373. Development and Disability.** 3(3-0)

Emphasizes development from the prenatal period through early adulthood. Considers various theories and factors affecting human differences. Explores the cognitive, affective and psychomotor development of persons having a range of disabilities, from mild to multiple and severe. Prerequisite: EDSE 5360.

## **LEADERSHIP AND COUNSELING**

Albert Valadez, *Graduate Coordinator, Counseling and Guidance*  
Administration Building, Room 233, Extension 6247.

### **ADULT EDUCATION (ADED)**

#### **5393. Counseling Adults.**

3(3-0)

Principles of education and vocational guidance and counseling to adults are reviewed, with special reference to illiterate and undereducated adults in South Texas. Supervised opportunities for practice and refinement of guidance and counseling skills are provided.

### **COUNSELING AND GUIDANCE (EDCG)**

#### **5301. Statistical Methods.**

3(3-0)

Methods for the analysis and synthesis of quantitative data. A tool subject for experimental work including finding and interpreting central tendencies, variability and correlation. Important for classroom teachers, administrators, counselors and supervisors.

#### **5305. Graduate Research Project.**

3

A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisite: EDCG 5329.

#### **5306. Thesis.**

3

This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal and the last 3 hours consisting of completion of the thesis. Completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis.

#### **5310. Introduction to Counseling and Guidance.**

3(3-0)

Introduction to the principles, practices and philosophy of the field of Counseling and Guidance, and an exploration of the various work settings where counselors are found. This is an overview of the counseling field and explores historical development as well as professional orientation of counselors and their ethics and responsibilities.

#### **5311. Theories of Counseling.**

3(3-0)

Study selected theories of counseling and their implications on selected personality and developmental theories. Various theorists have developed theories to explain and to account for human development and human behavior. All personality theories have counseling implications and this is an exploration of those counseling theories.

#### **5312. Counseling Techniques.**

3(3-0)

Designed to combine the study of theory and philosophy of individual counseling with techniques and practices in the field. This is a "hands on" course where the student is taught, through practice and observation, the dynamics of providing individual counseling services. Both classroom and laboratory experiences are offered in this course.

#### **5315. Ethics and Legal Issues in Counseling.**

3(3-0)

Introduction to, and an exploration of, professional ethics in the counseling profession. Learning to deal with the professional and ethical issues that most affect the practice of counseling and related professions. A number of points of view will be presented to stimulate discussion, exploration and reflection.

#### **5320. Education Special Problems in Guidance and Counseling.**

3(3-0)

Study of problems in designated areas approved by the University. May be repeated when the topic changes.



- 5321. Abnormal Human Behavior.** 3(3-0)  
An in-depth look at the varieties of psychopathology, its etiology, classification and treatment. A look at the history and treatment of mental illness over the years with special attention to the various classification schemes and systems as they have evolved. The emphasis of this course will be to give the student skills to recognize the nature of the abnormal behavior and to determine what services, if any, the counselor might be able to provide. Proper referral services, methods and procedures will be explored.
- 5322. Substance Abuse Counseling.** 3(3-0)  
Exploration of the nature of chemical dependency/addiction, including alcohol and other legal and illegal substances. Also explored are related phenomena which produces and/or results in obsessive and compulsive behaviors. Implications for education, prevention, treatment and recovery will be explored. Attendance at several meetings of Alcoholics Anonymous and other 12 step programs are a part of this course.
- 5323. Group Counseling Techniques.** 3(3-0)  
Designed to provide the student with an understanding of group dynamics, theories and techniques.
- 5324. Advanced Tests, Measurement and Evaluation.** 3(3-0)  
Statistics, group and individual tests, standardized tests and teacher-made tests.
- 5329. Educational Research.** 3(3-0)  
Course addresses basic concepts associated with research as well as historical development of research methodologies. Emphasis will be on research design and the exploration of threats to various types of validity and reliability. Students will be expected to critically evaluate existing research and understand how research impacts policies and procedures in education. Focus will be on research in applied educational settings. This course is writing intensive and students are expected to generate new knowledge in an educational area of choice. American Psychological Association manual style will be emphasized. This course meets the requirements for Plan II and Plan III graduation requirement of a research project produced as a major assignment in a 3 hour 5000 level, research-titled course.
- 5330. Student Personnel Services in Higher Education.** 3(3-0)  
Introduction to and exploration of the student personnel worker and the student personnel administrator in higher education. An overview of the historical development of the student personnel worker/administrator in the American college/university. The various duties and functions of the modern student services worker are surveyed. The development of American higher education and many current issues being played out in the nation's colleges and universities are analyzed.
- 5336. Advanced Child Growth and Development.** 3(3-0)  
Application of concepts of growth, behavior and learning in child development.
- 5337. Advanced Adolescent Growth and Development.** 3(3-0)  
Application of concepts of behavior, development and learning of adolescents and youth.
- 5341. Guidance: Advanced Topics.** 3(3-0)  
Major problems of educational and vocational guidance covering selection, orientation, personnel, training programs, placement and re-education. Prerequisite: 6 semester hours of advanced education. May be repeated when the topic changes.
- 5347. Understanding and Counseling in Culturally Different Children.** 3(3-0)  
Cross-cultural and pluralistic counseling, the dynamics of minority ethnic group life-styles, and the uniqueness of multiethnic education.
- 5354. Principles and Practices in Guidance and Counseling.** 3(3-0)  
Philosophical, sociological and psychological principles and concepts related to guidance and counseling and the helping professions.

**5355. Materials and Techniques for Career, Vocational and Occupational Education.** 3(3-0)  
Theories and techniques of developing, classifying, analyzing and disseminating vocational and career information.

**5357. Field Practicum for Counselors.** 3(3-0)  
Supervised practice in the application of counseling strategies and techniques in environmental settings appropriate to the professional interests of the counselor trainee. May be repeated subsequent semester to a total of 9 semester hours. Prerequisite: 12 semester hours of graduate work in counseling.

**5358. Elementary Guidance and Counseling Techniques.** 3(3-0)  
This course is designed to give special attention to the particular personal, social and academic needs of elementary age children.

## **EDUCATIONAL ADMINISTRATION (EDAD)**

**5301. Behavioral and Organizational Foundation of Education.** 3(3-0)  
Foundations of sociological, psychological, historical and philosophical views of education; school organization; including program of study, personnel, levels and varied approaches.

**5302. Elementary and Secondary Curricula.** 3(3-0)  
Elementary and secondary school curriculum materials and methods problems. Lecture, discussion, library, research and seminar techniques will be employed in curriculum design.

**5305. Graduate Research Project.** 3  
A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisite: EDAD 5329.

**5306. Thesis.** 3  
This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal and the last 3 hours consisting of completion of the thesis. Completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis.

**5307. School Administration: Advanced Problems.** 3(3-0)  
Major problems of the school administrator. Each student will accept one major problem for a term paper. Administration credit.

**5311. Secondary School Curriculum: Problems Course.** 3(3-0)  
Secondary school curriculum materials and methods problems. Lecture, discussion, library, research and seminar techniques are employed. Methods credit.

**5312. Supervision: Advanced Problems.** 3(3-0)  
Major problems of supervision. Students explore problems related to professional development and assessment. Administration credit.

**5313. School Administration: Public School Finance.** 3(3-0)  
Theory and practices including federal, state and local levels. Theory and practices in taxing and budgeting with emphasis on Texas system. Administration credit.

**5315. Administration of the Various Special Programs in Education with Emphasis on Reading; Career Education; Vocational Technical Administration Special Education.** 3(3-0)  
Administration of the various special staff and pupil personnel services offered in the public schools, including guidance, health, attendance, reading, career education, vocational technical administration and special education.

- 5317. Workshop: Advanced School Problems.** 3(3-0)  
Contemporary school administration problems. Administration credit.
- 5320. Education: Special Problems.** 3(3-0)  
Study of school problems in designated areas as approved by the University. May be repeated for credit when topic changes.
- 5330. Multicultural Education for Educators.** 3(3-0)  
Examines multicultural relations in American society and explores solutions to critical problems confronting schools into the 21st century. Prerequisites: basic computer literacy required. Admission in graduate education required.
- 5341. School Administration.** 3(3-0)  
School systems with emphasis upon cooperation of school boards with superintendents, principals and teachers; the relation of the school to the community as a whole. Administration credit.
- 5342. Principalship — Elementary and Secondary Schools.** 3(3-0)  
Administration and supervision of the elementary and secondary school; function, organization, physical equipment; classroom, homeroom and extra-room activities. The teacher's functions, qualifications and selection receive major attention.
- 5343. Administration: Secondary Education.** 3(3-0)  
Administration of the secondary school. Function, organization, physical equipment curriculum, methods of teaching, pupil personnel, guidance, school activities, faculty qualifications and selection receive major attention. Administration credit.
- 5344. Supervision.** 3(3-0)  
The purpose and methods of effective school supervision. Focus on instructional leadership development. General administration.
- 5345. Internship in School Administration.** 3(3-0)  
On-the-job projects for the purpose of practical application of administrative tasks.
- 5351. Staff and Pupil Personnel Administration.** 3(3-0)  
Principles and practices of administration as it concerns selecting and retaining school personnel and administering the pupil personnel program. Placement, job analysis and evaluation, salaries, fringe benefits, maintenance of morale, collective bargaining and student performance are addressed.
- 5352. Educational Facilities Planning.** 3(3-0)  
Creative and systematic planning of school facilities focusing on translation of psychological and educational needs into physical form and design. Development of educational specification, survey techniques, space allocation organization and conditioning with relationship to curriculum processes.
- 5381. Administration and Management of Special Programs.** 3(3-0)  
Problems in administering and managing special programs in public schools such as vocational and technical education, special education, career education and other special areas.
- 5382. School Public Relations.** 3(3-0)  
Processes and effects of communications between the public schools and their communities.
- 5383. Public School Law.** 3(3-0)  
Federal and state legal regulations as they relate to public school administration.
- 5384. Advanced Problems in the Superintendency.** 3(3-0)  
Current problems in the school superintendency are studied in depth.

**5385. Superintendency Internship.**

3(3-0)

Practical application of tasks in the area of the superintendent.

**KINESIOLOGY**

Kevin Kendrick, *Graduate Coordinator*

Administration Building, Room 236, Extension 6247.

*Graduate Faculty:* Mike Daniel, William Wirt Edwards, G. Richard Grimes, Christopher M. Hearon, Alberto Ruiz, Nestor W. Sherman, Melody R. Yarbrough

The mission of the M.S. in Kinesiology program is to promote the study of health/fitness/wellness, sport administration, pedagogy and exercise science through teaching, research and service in health and kinesiology. The program seeks to advance the kinesiology disciplines through the discovery and dispersion of human movement-related knowledge. A critical aspect of these efforts is to provide students with the knowledge and skills for advanced study or careers in the health- and kinesiology-related fields, and develop graduates who are strong in character and lifelong learners.

Advanced study in health and kinesiology provides students an opportunity to improve their proficiency as master teachers or as exercise professionals, can prepare them to become administrators in their fields and/or can prepare them for doctoral studies in their kinesiology discipline of interest. The Department of Health and Kinesiology offers coursework leading to the M.S. in Kinesiology with a flexible curriculum to meet the specific needs and interest of the student. The degree may be pursued under a 30-credit hour thesis program (Plans I-A or I-B) or a 36-credit hour program requiring a research project (Plans II and III). Plans I-A, II and III also afford students the opportunity to take coursework in a resource area(s) or supporting field. Students may pursue a kinesiology generalist degree or may choose to tailor their major elective, resource area(s), supporting field coursework and/or research so that their degree plan emphasizes sport administration/kinesiology pedagogy or health/exercise science.

The requirements for admission to the M.S. in Kinesiology program are as follows:

1. Applicants must meet requirements for admission to Graduate Studies, including GPA and GRE/MAT requirements specific to the Division of Education and Kinesiology.
2. Applicants must demonstrate the ability to communicate in writing at the level required to enable successful progression through the M.S. in Kinesiology Program.
3. Applicants must have undergraduate education in health, kinesiology or a related area.
  - a. An applicant who holds a bachelor's degree in kinesiology or related area from a regionally accredited college or university is eligible for admission into the program if his/her performance in critical undergraduate coursework is deemed acceptable. An applicant who lacks certain critical coursework or whose performance in certain critical coursework is deemed unacceptable might be required to complete prerequisite undergraduate coursework prior to or early in his/her graduate coursework.
  - b. An applicant who holds a bachelor's degree from a regionally accredited college or university in an area unrelated to kinesiology may be considered for admission to the program if he/she has completed at least 18 credit hours of kinesiology-related undergraduate coursework. Of these 18 credit hours, at least 12 credit hours must be advanced. Additionally, the 18 credit hours must reflect acceptance performance in an adequate number of courses deemed to be critical coursework. An applicant who lacks certain critical coursework or whose performance in certain critical coursework is deemed unacceptable might be required to complete prerequisite undergraduate coursework prior to or early in his/her graduate coursework.
4. Applicants must have a sincere interest in sports administration, kinesiology pedagogy, health/fitness and/or the exercise sciences.

5. Applicants must have demonstrated a high-level of professional and ethical conduct during their academic career to date.
6. Applicants, especially those whose qualifications are marginal, are encouraged to request letters of recommendation from their undergraduate professors. Letters of recommendation should be forwarded directly to the program coordinator.

## **HEALTH (EDHL)**

**5311. Scientific Foundations of Health Education.** 3(3-0)  
To identify, relate, apply and evaluate scientific materials relevant to scientific foundations of Health Education.

**5321. Critical Analysis of Current Issues in Health Education.** 3(3-0)  
Contemporary issues and modern-day problems are identified and thoroughly analyzed through extensive reading and discussion.

**5322. Seminar in Selected Topics.** 3(3-0)  
Contemporary issues are identified and analyzed through intensive investigation. Examples of topics include human sexuality, drug education, family abuse and AIDS. May be repeated for credit as topics change.

## **KINESIOLOGY (EDKN)**

**5301. Sports Coaching and Officiating.** 3(3-0)  
Coaching and coaching strategies, officiating and conducting of sports and athletic programs. Prerequisite: coaching and officiating experience or 4 semester hours of undergraduate coaching and officiating techniques; program majors must have 12 advanced hours in the field.

**5303. Teaching College Physical Education.** 3(3-0)  
The basic instructional and co-curricular program of physical education for colleges and universities.

**5305. Graduate Research Project.** 3  
A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisite: departmental approval.

**5306. Thesis.** 3  
This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal and the last 3 hours consisting of completion of the thesis. Completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis.

**5308. Administration of Athletics.** 3(3-0)  
The problems, basic procedures and current practices involved in the administration of interscholastic, intercollegiate and professional athletics.

**5309. Organization and Administration of Kinesiology Programs.** 3(3-0)  
Principles, practices and applied procedures in the organization, administration and supervision of school physical education programs.

**5312. Physiology of Exercise.** 3(3-0)  
Investigates the effects of physical exercise on the function of the human body and physiological responses to exercise that are dependent on its intensity, duration and frequency and the physiological status of the individual and environmental circumstances.

**5315. Current Issues and Trends in Kinesiology Programs.** 3(3-0)

Examines contemporary problems in kinesiology. Prerequisite: program majors must have 12 advanced hours in the field.

**5316. History and Philosophy of Sport and Human Performance.** 3(3-0)

Examines the historical and philosophical perspectives of kinesiology. Prerequisite: program majors must have 12 advanced hours of kinesiology.

**5317. Research in Kinesiology.** 3(3-0)

Introduction to research in kinesiology. Prerequisite: program majors must have 12 advanced hours of kinesiology or EDKN 5338. EDKN 5338 may be co-requisite.

**5333. Seminar in Selected Topics.** 3(3-0)

Special problems in kinesiology, recreation or athletics are identified and researched. May be repeated for credit as topics change. Prerequisite: program majors must have 12 advanced hours in the field. Contact Program Coordinator for specific topics offered.

**5338. Statistical Analysis of Research Data.** 3(3-0)

The statistical analysis and interpretation of research data in health, kinesiology and recreation. Concentration is on the concepts underlying the various statistical tests. Prerequisite: EDKN 4311 or equivalent.

**5384. Driver and Traffic Safety Education I.** 3(3-0)

Critical analysis of traffic accidents, attitude factors, essential knowledge of automobile operations and traffic laws and regulations. Included are laboratory, experiences and developing skills. Prerequisite: Texas driver's license, two years' driving experience. Prerequisite: program majors must have 12 advanced hours in the field.

## **Graduate Council**

The Graduate Council shall be composed of nine members as follows: 1) The Director of Graduate Studies; 2) four representatives from the Division of Education (two from each department within that division); and 3) four representatives from the Division of Business and Arts & Sciences (two from each department within that division). One representative from each division or department shall be appointed by the provost and one shall be elected by the Graduate Faculty members of each division. The Director of Graduate Studies serves as a member, and is the permanent chairperson of the Graduate Council.

The Graduate Council shall be the body responsible for recommending policy standards, criteria, regulations and procedures for graduate study in accordance with policies of the University administration. It is the responsibility of the Graduate Council to review all proposals for graduate degree programs and courses and, at its discretion, existing programs; to establish and review the criteria for membership on the Graduate Faculty. Furthermore, the council is to establish the minimum admission standards, the standards for continuation of graduate students and the residency requirements; to act upon petitions and appeals from the decision of the Director of Graduate Studies; to consider any other matters relevant to Graduate Studies; and to authorize, recommend or instruct the Director of Graduate Studies to take appropriate actions to effect the results of its decisions.

## **Graduate Council Members**

Gary Coulton, Ph.D.  
Director of Graduate Studies

James Jurica, Ph.D.  
Department of Curriculum & Kinesiology – Appointed

Jenny Wilson, Ph.D.  
Department of Curriculum & Kinesiology – Elected

Albert Valadez, Ph.D.  
Department of Leadership and Counseling — Appointed

*Vacant*  
Department of Leadership and Counseling — Elected

Jenny Wilson, Ph.D.  
Department of Curriculum & Kinesiology – Elected

Tracy Hurley, Ph.D.  
Department of Business – Appointed

William Bush, Ph.D.  
Department of Arts & Sciences – Appointed

Amy Bohmann, Ph.D.  
Department of Arts & Sciences – Elected

Richard Green, Ph.D.  
Department of Business — Elected

# Faculty

- Abreo, Rosa Maria, Assistant Professor of Curriculum and Instruction; B.A., Our Lady of the Lake University; M.Ed., Southern Methodist University; Ph.D., The University of Texas at Austin.
- Albro III, Ward Sloan, Lecturer in History; B.S., M.A., University of Houston; Ph.D., University of Arizona.
- Allen, Mishaleen E., Assistant Professor of Special Education; B.S., M.S., M.Ed., Ph.D., Texas Woman's University.
- Alviar, Hector Marcello, Lecturer in Accounting; B.A., Rice University; M.B.A., The University of Texas at Austin.
- Barker, Kimberly, Assistant Professor of Curriculum and Instruction; B.S., Baylor University; B.A., M.A., Ed.D., University of Texas at San Antonio.
- Blackburn-Harris, Shelley, Assistant Professor of Curriculum and Instruction; B.A., M.Ed., University of Texas at Arlington; Ed.D., University of North Texas.
- Bohmann, Amy Kristine, Assistant Professor of Psychology; B.A., Texas Lutheran University; M.A., Ph.D., Texas Tech University.
- Bossey, Consuelo, Lecturer in Curriculum and Instruction; B.A., Transylvania College; M.Ed., Ed.D., Texas A&M University-Commerce.
- Brown, Rebecca Ayesha, Assistant Professor of English; B.A., University of Washington; M.A., Western Washington University; Ph.D., University of Florida.
- Bush, William, Assistant Professor of History; B.A., University of New Orleans; M.A., University of Nevada, Las Vegas; Ph.D., The University of Texas at Austin.
- Coleman, Richard Wayne, Professor of Marketing; B.S., University of Southern Mississippi; M.I.M., American Graduate School of International Management; D.B.A., Louisiana Tech University.
- Coulton, Gary F., Assistant Professor of Psychology and Director of Graduate Studies; B.A., University of New Mexico; M.A., Trinity University; Ph.D., Auburn University.
- deVries, Sabina Remmers, Lecturer in Counseling; B.A., M.A., Ph.D., University of Texas at San Antonio.
- Elam, Dennis Lee, Assistant Professor of Accounting; B.B.A., M.B.A., Ph.D., The University of Texas at Austin.
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- Garcia, Nancy C., Assistant Professor of Curriculum and Instruction; B.A., Texas State University; M.Ed., University of Texas at Brownsville; Ed.D., Texas A&M University-Kingsville.
- Garcia, Samuel, Lecturer in Curriculum and Instruction; B.S., The University of Texas at Austin; M.Ed., Texas State University; Ed.D., Texas A&M University-Kingsville.
- Geneser, Pamela Vivien, Assistant Professor of Curriculum and Instruction; B.A., M.A., Ph.D., The University of Texas at Austin.
- Glaser, Daniel A., Assistant Professor of Management; B.M., East Texas State University; M.B.A., Ph.D., University of North Texas.
- Gonzalez, JoAnn Ponce, Lecturer in Curriculum and Instruction and Director of Alternative Teacher Certification; B.S., M.S.I.S., Southwest Texas State University; Ph.D., Texas A&M University.
- Green II, Richard, Assistant Professor of Accounting; B.S., Southwest Missouri State College; M.P.A., University of Missouri; Ph.D., St. Louis University.
- Hackard, James Clifford, Assistant Professor of Finance; B.A., B.B.A., The University of Texas at Austin; M.B.A., University of Texas at San Antonio.
- Harle, Carol Berg, Lecturer in Curriculum and Instruction; B.S., Ph.D., The University of Texas at Austin; M.Ed., Southwest Texas State University.
- Harun, Syed, Associate Professor of Economics and Finance; B.S., University of Dhaka (Bangladesh); M.A., Ph.D., University of New Orleans.
- Herrington, David Earl, Associate Professor of Educational Leadership; B.S., Abilene Christian University; M.Ed., Sul Ross State University; Ph.D., Texas A&M University.
- Hewitt, Barbara A., Assistant Professor of Computer Information Systems; B.S., University of Texas at San Antonio; M.B.A., Texas State University; Ph.D., University of Texas at San Antonio.
- Holmes, Patricia, Assistant Professor of Kinesiology; B.S., Missouri Southern State College; M.S., Pittsburg State University; Ph.D., Texas Woman's University.



Hurley, Tracy A., Associate Professor of Management and Division Head for Business, Arts & Sciences; B.B.A., M.B.A., Ph.D., University of Houston.

Jurica, James, Assistant Professor of Curriculum and Instruction and Interim Division Head for Education & Kinesiology; B.B.A., Ph.D., The University of Texas at Austin; M.Ed., University of Houston.

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Kendrick, Kevin H., Assistant Professor of Kinesiology; B.S., Aquinas College; M.S., Eastern Kentucky University; Ph.D., Texas Woman's University.

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Li, Jingquan, Assistant Professor of Computer Information Systems; B.E., Xi'an Jiaotong University (China); M.S., University of Toledo; Ph.D., University of Illinois at Urbana-Champaign.

Lopez, Jr., Brigido, Lecturer in Educational Leadership; B.A., Texas A&I University; M.Ed., University of Texas-Pan American; Ed.D., Texas A&M University.

Mudge, Suzanne D., Associate Professor of Counseling; B.S., M.Ed., Lamar University; Ph.D., St. Mary's University.

Peters, Scott W., Assistant Professor of Counseling; B.A., Northeastern Illinois University; M.A., Ph.D., University of Texas at San Antonio.

Phillips, Marianne; Assistant Professor of Curriculum and Instruction; B.S., The University of Texas at Austin; M.S., University of Houston-Clearlake; Ed.D., University of Houston.

Porter, Amy Meschke, Assistant Professor of History; B.A., Austin College; M.A., Ph.D., Southern Methodist University.

Rios, Roland, Lecturer in Curriculum and Instruction; B.S., The University of Texas at Austin; M.Ed., Trinity University; Ed.D., University of Texas at San Antonio.

Rock, Samuel, Lecturer in Psychology; B.A., Washington and Jefferson College; M.S., Ph.D., Pennsylvania State University.

Rosenauer, Johnnie, Lecturer in Leadership and Counseling; B.B.A., Texas State University; M.A., University of Texas at San Antonio, Ed.D., Texas A&M University.

Sinkfield, Carolin Ladell, Assistant Professor of Curriculum and Instruction; B.S., Texas State University; M.Ed., Texas Tech University; Ph.D., University of the Incarnate Word.

Smith, John Damien; Assistant Professor of Kinesiology; B.S., University of Texas at San Antonio; M.S., Texas A&M University-Kingsville; Ph.D., Texas Women's University.

Sosa-Fey, Josephine, Assistant Professor of Management; B.A., M.B.A., Our Lady of the Lake University; D.B.A., Nova Southeastern University.

Valadez, Albert Adolph, Assistant Professor of Counseling; B.A., Texas A&M University; M.Ed., Texas State University; Ph.D., St. Mary's University.

Vela Jr., Robert Hector, Lecturer in Leadership and Counseling; B.A., M.S., Ed.D., Texas A&M University-Kingsville.

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Vinaja, Bethuel Roberto, Assistant Professor of Management; B.S., University of Baja California; M.B.A., Texas Christian University; Ph.D., University of Texas at Arlington.

Voges, Kathleen E., Assistant Professor of Management; B.B.A., M.B.A., Texas State University; Ph.D., University of Texas at Arlington.

Wilson, Jennifer Clark, Assistant Professor of Curriculum and Instruction; B.S., M.Ed., Ph.D., The University of Texas at Austin.

## LIST OF COURSE PREFIXES

The following are the keys to the prefixes used with the course numbers:

ACCT	Accounting
ADED	Adult Education
BCOM	Business Communications
BLAW	Business Law
BUAD	Business Administration
CISA	Computer Information Systems
ECON	Economics
EDAD	Educational Administration
EDBL	Bilingual Education
EDCG	Counseling and Guidance
EDEC	Early Childhood
EDED	Education
EDHL	Health
EDKN	Kinesiology
EDRG	Reading (Education)
EDSE	Special Education
EDSL	English as a Second Language
ENGL	English
FINC	Finance
HIST	History
MGMT	Management
MKTG	Marketing

# ADMISSION REQUIREMENTS

- § Graduate Application
  - \$35 application fee
  - Official transcript(s) of all colleges and universities attended
  - Results of the appropriate nationally standardized examination scores (GRE, GMAT, MAT)
  
- § International Application
  - \$50 application fee
  - Official transcript(s) of all high school and college work (foreign transcripts must be translated into English and certified by the Ministry of Education or comparable agency)
  - Results of TOEFL scores
  - Results of appropriate nationally standardized examination scores (GRE, GMAT or MAT)
  - Proof of ability to meet personal and academic expenses

Students interested in applying for admission at Texas A&M University-San Antonio can obtain the necessary forms by contacting us at the address and phone numbers listed below.

Students may also apply online by logging onto the Texas A&M University-San Antonio web site at [www.tamuk.edu/sanantonio](http://www.tamuk.edu/sanantonio) or by completing the Texas Common Application at [www.applytexas.org](http://www.applytexas.org) (If using the common application, please complete part 1. No essay is required.)

Office of Admissions  
Texas A&M University-San Antonio  
1450 Gillette Boulevard  
San Antonio, Texas 78225